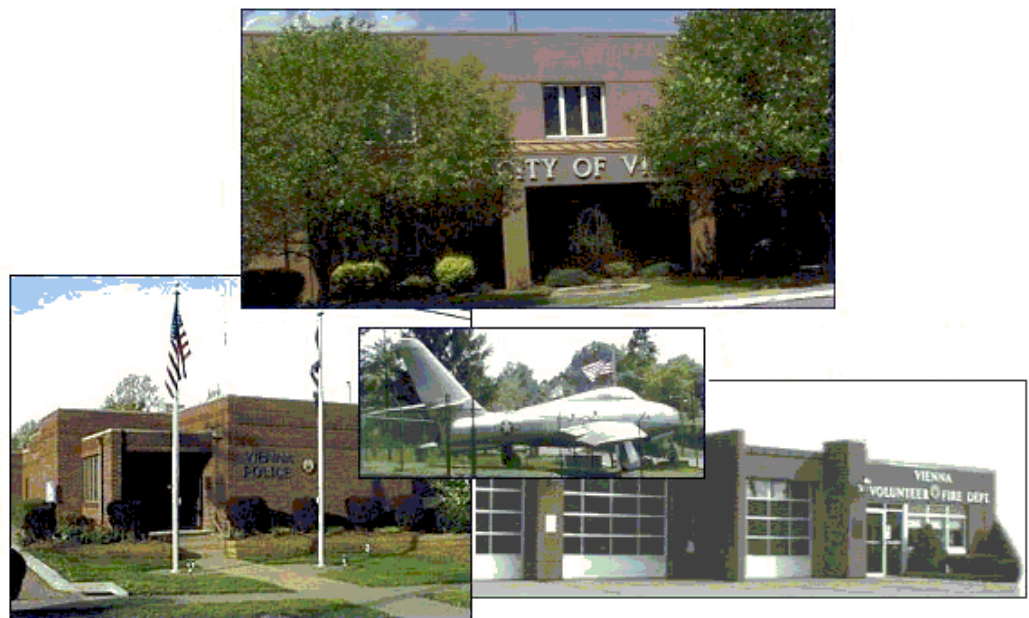




BURGESS & NIPLE

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



Storm Water Management Annual Report

City of Vienna, West Virginia



October 2010

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, 2009 through September 30, 2010.

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

In comparing the progress the City of Vienna has made from the previous report completed in March 2009 to today, several tasks have been completed. Starting in March of 2010, the City began attending the Wood County MS4 Meetings that were facilitated by WVDEP. On November 12, 2009 a presentation was made by Burgess & Niple to City Council on the upcoming regulations of the second generation of the Storm Water Management Program. A storm water ordinance has been drafted by Steptoe & Johnson and reviewed by the City. Within the next few months, it is expected that City Council will adopt this storm water ordinance. An Information Technology (IT) person is working to add storm water information to the City's website and should have the information available within the next couple of months. Other progress has been made in meeting goals and sustaining the management program, as will be discussed later in this chapter. This City has reviewed the capital and operating expenditures that are expected to comply with the minimum control measures and believes that there is adequate revenue available to implement these measures.

The following tables address the status of each of the six minimum controls expected to reduce pollutant discharges. Each control has multiple BMPs that were 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 completed brochures to inform the public of the program.	The City will make brochures available by December 31, 2010.	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 defined information to place on the storm water page on the City's website. The City has retained the services of an Information Technology (I.T.) person who is adding the selected information to the website.	The website will be available by the end of October 2010.	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, but will advertise for events on the scrolling message board located on SR 14 (Grand Central Avenue).	The City will display a message by December 31, 2010.	In place of the local radio and television station message, the City will place a message on the electronic scrolling sign that is located on SR 14 near the border with the City of Parkersburg.
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 28, 2010.	May consider working with the City of Parkersburg to develop a message for the broadcast.
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.	Information will be placed on water and sewer bills following adoption of the storm water ordinance, as will be discussed in future sections.	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.	No additional action is planned.	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 implemented a program for community service candidates.	The City will continue to utilize community service candidates.	No changes have been proposed at this time.
Year 5	Attend County-wide meetings to discuss MS4 issues.	The City has begun meeting quarterly with other MS4 stakeholders in Wood County, including representatives of the WVDEP, City of Parkersburg, City of Williamstown, and the Wood County Commission to discuss storm water issues and possibly work together to meet some of the BMP requirements.	The City will continue to attend meetings as they are scheduled.	New BMP added for 2010.

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 information on storm water meetings in the local paper. The City website will relatively soon contain storm water information.	The City will add storm water information to the website by October 31, 2010. Information on storm water meetings will continue to be published in the newspaper as applicable.	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 and planning commission meetings.	The City has on Council's agenda, at least once a month, 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.	No additional action is planned.	No changes have been proposed at this time.
Year 3 to Year 5	Institute storm drain marking program.	The City has implemented a storm drain marking program. Markers (plaques) have been installed on approximately 100 catch basins.	The City will continue utilizing City employees 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 unnecessary.	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 2011 at which time the storm water brochures will be available.	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. However, the City has participated in the computer and hazardous waste program with the County.	The City will post the local landfill's free trash days on their website by December 31, 2010.	Change from City-wide clean-up program to a free trash day notice.
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 90% of the storm sewer system. The City has continued in constructing a modified GIS program.	The City will use the modified GIS to complete the remainder of the system mapping and 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 December 31, 2010.	No changes have been proposed at this time.
Year 4 to Year 5	Develop and enact illicit discharge connection and “right of entry” ordinance and enforcement procedures and penalties.	The City has developed, but not yet enacted, illicit discharge connection and “right of entry” ordinance and enforcement procedures and penalties.	Ordinance revisions have been given to City Council for approval. The City anticipates approval of said ordinance by December 31, 2010.	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, 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 and is beginning to implement a system to document such screenings. Currently, the City has been conducting visual observations of the outfalls.	The City will establish a documentation procedure to record future screenings by December 31, 2010.	No changes have been proposed at this time.
Year 1/2 to Year 5	As discovered, conduct dye testing of suspect pipes.	None found during 2009-2010.	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 existing 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 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 December 31, 2010.	No changes have been proposed at this time.
Year 4 to Year 5	Develop training for 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 received videos for employees and general public to view.	The City will identify target groups/businesses by February 28, 2011.	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 received videos for employees and general public to view.	The City will provide a contact link stating that the videos can be borrowed on the City website so interested groups or businesses can view the information. Will be added by December 31, 2010.	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 received videos for employees and general public to view. The videos have been available for public viewing since December 31, 2008.	No additional action is planned.	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 received videos for employees and general public to view. The videos have been available for public viewing since December 31, 2008.	No additional action is planned.	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 will provide 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 website. Will be completed by December 31, 2010.	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 reviewed plans and inspected construction sites, which have not resulted in any violation notices 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	When adopting new/revised storm water ordinances, ensure meeting is open to the public.	Information concerning the upcoming storm water ordinance has been discussed during Council Meetings. Public has been given a chance to comment on the proposed ordinance.	Ordinance revisions have been given to City Council for approval. The City anticipates approval of said ordinance by December 31, 2010.	Change from “public hearing” to “publically-open meeting”.
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 provisions for soil erosion and sediment control, enforcement procedures and penalties contained within the ordinance. Revisions are pending.	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.	A draft storm water ordinance has been prepared and presented to City Council for review.	Ordinance revisions have been given to City Council for approval. The City anticipates approval of said ordinance by December 31, 2010.	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 a policy that requires the use of retention facilities such as rain gardens. The City has a pamphlet available that demonstrates to the public how a rain garden should be built.	The City will add to their website a list of practices that individuals or businesses can implement to prevent and/or minimize water quality impacts by February 28, 2011.	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. For example, 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 available videos for employees and general public to view and pamphlets regarding the installation of rain gardens.	The City will continue developing a training program and provide employees and general public the opportunity to view the videos and available informational material.	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 purchased a second street sweeper in July 2008, which is routinely utilized.	The City will continue to review the program and make revisions as necessary.	No changes have been proposed at this time.
Year 4 to Year 5	Implement revised street sweeping program, if necessary.	The City has begun to keep logs of the street sweeping program it has implemented.	The City will continue its street sweeping program.	No revisions are necessary at this time.
Year 3	Develop regular catch basin cleaning program.	The City cleans catch basins following rainfall events for problematic basins. 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 has purchased 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.	To continue to send City employees to training on BMPs as it becomes available.	No changes have been proposed at this time.