



STATE OF WEST VIRGINIA
 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 DIVISION OF WATER AND WASTE MANAGEMENT

MS4 ANNUAL REPORT FORM

For Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Please see instructions before completing this form. If you need more space than allowed, please attach a document.

Abbreviations

BMP = Best Management Practice

IDDE = Illicit Discharge Detection and Elimination

MCM = Minimum Control Measure

SWMP = Storm Water Management Program

TMDL = Total Maximum Daily Load

WV = West Virginia

I. Small MS4 Operator Information

1. Annual report reporting period: 2014-2015		
2. Name of MS4: City of Vienna	3. Registration number: WV0116025	
4. Primary contact: Craig Metz	5. Title: Public Works Director	
6. Mailing address: 210 60th Street		
7. City: Vienna	8. Zip code: 26105	9. County: Wood
10. Telephone number: (304) 295-4543		
11. Email: cm@vienna-wv.com		

II. Impaired Waters Information

12. Does the MS4 discharge into impaired water bodies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13. Please provide a description of specific BMPs that were implemented to reduce pollutants of concern in impaired receiving waters and waters in which a TMDL has been developed. (WV MS4 2009 General Permit, p. 25, #12) See attached.		
14. Has a TMDL been developed since your plan was approved?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

III. Fiscal Reporting

15. Include or attach a fiscal analysis of capital and operating expenditures to implement the MCMs. The fiscal analysis shall include only those expenditures by the locality seeking coverage under the WV MS4 2009 General Permit and not those for MCMs implemented by other entities. (WV MS4 2009 General Permit, p. 25, #13)	
16. Please provide total capital expenditures for this reporting period.	\$ 24,031
17. Please provide total operating expenditures for this reporting period.	\$ 336,621

IV. Coordination Efforts and Organization

18. Please provide a description of the coordination efforts with other MS4s, county governments, transportation agencies, colleges, universities, correctional facilities, prisons, and any other entities regarding the implementation of the MCMs, including the status of any memoranda of understanding or other agreements executed between the permittee(s) and any other entity. (WV MS4 2009 General Permit, p. 24, #9)

The City of Vienna has participated in all of the meetings of the Wood County MS4 Coalition (latest was March 19, 2015). The Coalition includes the City of Vienna, City of Parkersburg, City of Williamstown, Wood County officials, and local staff from the West Virginia Division of Highways. These meetings were established to promote coordination efforts for storm water management, especially in dealing with the MS4 permit. The City of Vienna has participated in these meetings and is open to working with these other entities in creating a consistent message for storm water management throughout the County and working together to meet some of the criteria associated with public education and outreach. As an example, the Coalition performed radio ads during this reporting period addressing storm water topics.

Also, the City of Vienna has been in contact with the Ohio Valley University (OVU) concerning many topics associated with infrastructure, including the MS4 program. OVU is located along Campus View Drive on the City's east side and has a relatively large campus. Information continues to be shared between the City and the University. Updates will be provided to WVDEP in future annual reports.

19. Please provide name and contact information for individual with overall program management and implementation responsibility, and if different, name and contact information of individuals responsible for each minimum control measure. Please attach a table of organization.

Program Manager - Craig Metz, Public Works Director
Functions under the Vienna Utility Board

V. Changes to SWMP

20. Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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21. Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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22. If anything has changed, please indicate the MCM and performance measure and provide a brief description below, and attach detailed documentation of the changes, schedule of implementation, measurable goals, and overall effect on your program. (WV MS4 2009 General Permit, p. 24, #6 and #7)

See attached.

23. Is additional documentation attached?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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VI. MCM 1: Public Education and Outreach (WV MS4 2009 General Permit, p. 5-6)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Contact: Craig Metz	26. Phone: (304) 295-4543	

Performance Measure 1a: Program implementation

27. Were the proposed activities for developing a public education and outreach program implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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28. List and briefly describe each of the public education and outreach program development activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1)

See attached.

29. Did you achieve all the goals that you identified in your SWMP related to developing the education and outreach program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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30. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)

See attached.

Performance Measure 1b: Evaluation of effectiveness of public education and outreach efforts

31. Did you evaluate the effectiveness of the public education and outreach program? Yes Partially No

32. How did you evaluate the effectiveness of the public education and outreach program in this reporting period?
(WV MS4 2009 General Permit, p. 24, #2)

Compared results to goals and varied the goals based upon the results.

33. Regardless of your answer to the previous question, have you identified new or better ways to evaluate the public's understanding of your program and water quality issues? Yes No

34. If yes, please describe any changes you would like to consider to improve your evaluation of effectiveness of outreach.

Yes, see information above on removing information on utility bills and using community service candidates for public works projects from the list of measurable goals.

Performance Measure 1c: Documentation and tracking of public education and outreach efforts			
35. Did you track and keep records of your outreach activities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
36. For print, radio, and television media activities, did you keep records that include i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution, and iv) the duration of air time or publication? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
37. Are your records available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
38. For pamphlets, brochures, and other finite printed products, did you keep records that include: i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution; iv) the location or placement of the materials; and v) date of follow up visits to replenish or transition to the next outreach product? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<p>39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing.</p> <p>The main brochure is printed and available. Copies are kept at several locations throughout the City. The Stormwater Coordinator replaces keeps track of the number at each location and replaces regularly keeping track of the number of copies missing. Photo documentation is used for pond cleaning and checking signs for Pond Run. Meeting minutes are kept to document discussions during Board Meetings. Attendance sheets are maintained for MS4 meetings.</p>			

VII. MCM 2: Public Involvement and Participation (WV MS4 2009 General Permit, p. 6-7)

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
41. Contact: Craig Metz	42. Phone: (304) 295-4543	

Performance Measure 2a: Opportunities for ongoing public involvement and participation in the SWMP

43. Did you create, or are you in the process of creating, ongoing opportunities for the public to participate in the development, implementation, and updating of your SWMP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
44. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing opportunities for public involvement and participation for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

45. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.
(WV MS4 2009 General Permit, p. 24, #4)

See attached.

46. List and briefly describe each of the activities undertaken during the reporting period to create ongoing opportunities for the public to participate in your SWMP. (WV MS4 2009 General Permit, p. 24, #1)

See attached.

47. Describe how you evaluated the effectiveness of your public participation efforts (citizen attendance at public hearings, requests for information on your SWMP, hotline activity, etc.).
(WV MS4 2009 General Permit, p. 24, #2)

Compared results to goals and varied the goals based upon the results.

48. Describe the steps taken to ensure that public participation opportunities are ongoing and, if necessary, additional program maintenance activities in future reporting periods to ensure continued participation opportunities. (WV MS4 2009 General Permit, p. 24, #4)

Ads have been placed in the newspaper concerning storm water program opportunities. Meetings concerning the program are held during the Vienna Utility Board meetings, which are open to the public. The City will also use the website to help disseminate information on meetings in the future, including the upcoming changes to the City's Storm Water Program and Ordinance based upon the new MS4 NPDES permit. This meeting is expected to occur by the end of 2015.

Performance Measure 2b: Communications with community, watershed, and environmental organizations			
49. Did you establish a program for routine communications with community based watershed groups or other organizations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
50. Describe the steps taken to ensure that your programs for routine communications with community-based watershed groups or other organizations are ongoing, or any additional program activities that you believe may be required to ensure continued communications. (WV MS4 2009 General Permit, p. 24, #4) Ads have been placed in the newspaper concerning storm water program opportunities. Meetings concerning the program are held during the Vienna Utility Board meetings, which are open to the public. The City will also use the website to help disseminate information on meetings in the future, including the upcoming changes to the City's Storm Water Program and Ordinance based upon the new MS4 NPDES permit. This meeting is expected to occur by the end of 2015.			
51. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing communications with community based watershed groups or other organizations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input checked="" type="checkbox"/> No
52. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) None were identified in the Site Registration Application. The City will attempt to determine any watershed group that is currently formed and provide information on the upcoming changes to the Storm Water Ordinance so their comments can be incorporated.			

Performance Measure 2c: Public availability of SWMP and annual report	
53. Did you make your SWMP and annual report available to the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
54. If yes, please indicate the web address, or if a physical location, please indicate where it is and the process, if any, required for the public to access it. Hard copies are available for review at the City Building by request. The Public Works Department will provide access to the public once a request is made. For this annual report and the site registration application, the City is expected to place on the website this reporting year.	

VIII. MCM 3: Illicit Discharge Detection and Elimination (WV MS4 2009 General Permit, p. 7-10)

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
56. Contact: Craig Metz	57. Phone: (304) 295-4543	

Performance Measure 3a: MS4 map

58. Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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59. List and briefly describe the activities undertaken to either develop or update your MS4 map. (WV MS4 2009 General Permit, p. 24, #1)

Completion of the storm drain map was achieved in 2011. The City continues updating the mapping when storm drains are incorporated into the City system. Along with the benefit of knowing the location of the storm drainage system, the Utility Board has discussed using these maps to calculate impervious areas for businesses and changing the rate structure for storm water fees to be based upon the impervious area. This process is expected to continue for the upcoming reporting year.

Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development		
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.3.b)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
61. If not, please describe the activities or progress made in adopting or updating an existing ordinance and provide an estimated date for adoption. (WV MS4 2009 General Permit, p. 24, #1) N/A		

Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking		
62. Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented. Previously, the City did not have a person dedicated to the collection and recording of data associated with the stormwater system. With the hiring of the Stormwater Coordinator, the City will be better able to achieve IDDE compliance, especially with documenting inspections and prioritizing outfalls.		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
65. How many field assessments were conducted during the reporting period?	10+	
66. How many illicit discharges were identified during the reporting period?	7	
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)? Reported issues were mainly due to illegal dumping of materials into the storm system and issues associated with unaware residents (blowing grass into the streets, etc.).		
68. How would you characterize the type of pollutants discovered in illicit discharges (oil and grease, fecal coliform, chlorine, paints, etc.)? Name the top five pollutants discovered or uncovered by your IDDE program. Mainly the pollutants were solids allowed to travel to the storm drains, such as grass and leaves. However, there were issues identified with various causes, but all were discovered by visual observations of the condition of the receiving waters.		
69. How many corrective actions were taken to remove illicit discharges?	7	
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?	7	
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste			
72. Did you conduct any activities for educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1) In this reporting year, the City presented storm water information to two groups: senior citizens group and landscapers. These seminars helped explain the City's storm water management program. Another seminar provided by the City to landscape companies dealt with the issue of landscape wastes including the blowing of grass clippings into the street. Changes were noted in behavior of citizens based not only upon the training, but also increased warnings levied by the City.			
74. Were any of these activities included in the public education and outreach efforts described in MCM 1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2009 General Permit, p. 24, #2) Compared results to goals and varied the goals based upon the results.			
76. Did you achieve all the goals that you identified in your SWMP related to educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
77. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) See attached.			

Performance Measure 3f: Training for municipal staff on identification, reporting, and elimination of illicit discharges			
78. Have you developed a program to train municipal employees on illicit discharges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
79. Did you conduct any municipal employee training during this reporting period?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<p>80. List and briefly describe the training activities conducted during the reporting period. (WV MS4 2009 General Permit, p. 24, #1)</p> <p>The Chairman of the Utility Board and the Public Works Director attended Quarterly Meetings of the Municipal Water Quality Association, which had information on MS4 requirements. Information was brought back and disseminated to the remainder of the Public Works Department.</p> <p>New employees are required to watch the videos on identifying illicit discharges. It appears that this requirement has assisted new employees being more aware of possible issues that could be found when performing other duties.</p>			
<p>81. How did you evaluate the effectiveness of the training activities? (WV MS4 2009 General Permit, p. 24, #2)</p> <p>Compared results to goals and varied the goals based upon the results.</p>			
<p>82. How many municipal employees were trained to identify and report illicit discharges? (WV MS4 2009 General Permit, p. 24, #2)</p> <p>26</p>			
83. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on IDDE procedures for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<p>84. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)</p>			

IX. MCM 4: Construction Site Runoff Control (WV MS4 2009 General Permit , p. 10-12)

85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
86. Contact: Craig Metz	87. Phone: (304) 295-4543	

Performance Measures 4a and 4b: Develop and implement an ordinance to address stormwater runoff from construction sites one acre or greater			
88. Has your municipality adopted a construction site runoff control ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.4.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
89. If a program ordinance has not been adopted, have the proposed activities for developing and implementing an ordinance to address stormwater runoff from construction sites been implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2009 General Permit, p. 24, #1) Completed in 2011 with update expected in 2016.			
91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
92. Is your construction site program being fully implemented to include provisions for: i) plan review, ii) routine site inspections, iii) enforcement, and iv) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
93. Please indicate the number of plan approvals during the reporting period.	4		
94. Please indicate the number of construction site inspections during the reporting period.	4		
95. Please indicate the number of enforcement actions during the reporting period (can attach document).	0		
96. Are enforcement records maintained and available upon request?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2009 General Permit?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
98. Briefly list and describe any activities outlined in your SWMP completed during the past permit year related to construction site operator and/or permittee site inspector training. (WV MS4 2009 General Permit, p. 24, #1) Require Building Inspectors to Receive Training on Proper Use of Erosion/Sedimentation Control Measures - The Public Works Department for the City of Vienna currently employs one inspector that is certified through the Insurance Services Organization (ISO). Through this program, inspectors are required to have 15 equivalent credit units (ECUs) annually. As such, the City focused on training sessions that were located within the State of West Virginia and situated within 50 miles of the City of Vienna. For storm water issues, the Building Inspector calls for the Public Works Director to visit the construction sites to review erosion/sedimentation control measures, as he has received more direct training on this topic. The Chairman of the Utility Board and the Public Works Director attended a workshop in Barboursville concerning financing of MS4 requirements. Information was brought back and disseminated to the remainder of the Public Works Department.			
99. Did you achieve all the goals that you identified in your SWMP related to developing or implementation and assessment of a construction site runoff control program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
100. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) See attached.			

X. MCM 5: Controlling Runoff from New Development and Redevelopment (WV MS4 2009 General Permit, p. 12-19)

101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
102. Contact: Craig Metz	103. Phone: (304) 295-4543	

Performance Measure 5a: Develop, implement, and enforce a program to protect water resources by addressing stormwater discharges from regulated new and redevelopment projects

104. Has your municipality adopted a stormwater management ordinance in accordance with WV MS4 2009 General Permit (Part II Section C.5.a.ii.A)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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105. If your ordinance has not been adopted, please describe the progress made towards final ordinance adoption during this reporting period, and expected date of final adoption. (WV MS4 2009 General Permit, p. 24, #1)

Adopted in 2011

106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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107. Does your (proposed) ordinance include language incorporating the off-site mitigation or fee-in lieu alternatives to on-site BMP implementation as described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.4)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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108. Have you developed a process for reviewing and updating your ordinance and program implementation to address the adequacy of provisions for: i) requiring runoff volume reduction on new and redevelopment sites, ii) plan review, iii) BMP construction and maintenance inspections, iv) enforcement, v) inventory and tracking, and vi) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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109. How many projects were reviewed during the reporting period?	5
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110. What types of projects were reviewed (residential, commercial, industrial, etc.)?
(WV MS4 2009 General Permit, p. 18, #2)

2 residential
3 commercial

111. Provide a summary of the number and types of stormwater BMPs approved in new and redevelopment projects during the reporting period. Please list the BMPs according to the BMP specification number from the WV Stormwater Management Manual (2012). (WV MS4 2009 General Permit, p. 18, #3)

See table attached at end of report.

112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3) during the reporting period. Please indicate if you have attached additional documentation. (WV MS4 2009 General Permit, p. 18, #3)

None - no additional documentation.

113. Provide a summary of the number of projects that qualified for any offsite mitigation or payment in lieu options described in the WV MS4 2009 General Permit (Part II, Section C.b.5.a.ii.A.4) during the reporting period. Please indicate if you attach additional documentation. (WV MS4 2009 General Permit, p. 18, #3)

None - no additional documentation.

114. How many maintenance agreements were approved during the reporting period?
(WV MS4 2009 General Permit, p. 18, #4)

0

115. Were any maintenance agreements recorded at the county courthouse?

Yes No

116. Provide a summary of the number and type of stormwater BMP inspections conducted by MS4 personnel or contracted agents (construction as-built, ongoing operation and maintenance audits, complaint driven, etc.). Include (or attach) a summary of: i) the type and number of BMPs requiring maintenance or repair, ii) the number brought into compliance, and iii) the number of enforcement actions taken.
(WV MS4 2009 General Permit, p. 18, #5)

City Building Inspector visits sites daily and informs the Public Works Director/Stormwater Coordinator when any storm water issue may be occurring. Director issues any enforcement actions associated with storm water to the developer. None were taken during this period.

117. Did you achieve all the goals that you identified in your SWMP related to developing and/or implementing and assessing a stormwater management program for this reporting period?
(WV MS4 2009 General Permit, p. 24, #3)

Yes No

118. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.
(WV MS4 2009 General Permit, p. 24, #4)

See attached.

Performance Measure 5b: Long-term watershed protection elements			
119. Does a local ordinance or equivalent document incorporate the watershed protection elements described in WV MS4 2009 General Permit (Part II Section C.5.a.i.A)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2009 General Permit, p. 18, #1)			
121. Minimize impervious cover.	See attached.		
122. Preserve, protect, create, and restore ecologically sensitive areas.	See attached.		
123. Implement practices that prevent or reduce thermal impacts to streams.	See attached.		
124. Seek to avoid or prevent hydromodification of water bodies caused by development.	There has been no known or observed erosion of the stream banks associated with issues concerning the MS4		
125. Minimize impacts to existing vegetation (especially trees).	For the reporting year, there were more trees planted than trees removed.		
126. Minimize impacts to native undisturbed soils.	See attached.		
127. If the watershed protection elements have not yet been incorporated into a planning document or ordinance, please describe the actions to be taken to incorporate these elements. (WV MS4 2009 General Permit, p. 24, #1) Information on the watershed protection elements will be reviewed for placement into the revised Storm Water Ordinance expected in 2016.			

Performance Measure 5c: Street and parking design assessments		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
129. If this is your third-year report, please attach your report assessing the current street and parking design requirements, and recommendations and proposed schedules for incorporating policies and standards to maximize vegetation and minimize impervious cover where possible. (WV MS4 2009 General Permit, p. 24, #8)		

XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations (WV MS4 2009 General Permit, p. 19-21)

130. Did you complete all the required performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
131. Contact: Craig Metz	132. Phone: (304) 295-4543	

Performance Measures 6a and 6b: Develop and implement an operation and maintenance program for all municipal facilities that includes prevents or reduces the discharge of polluted runoff

133. Were the proposed activities for developing a pollution prevention and good housekeeping program for municipal operations implemented?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
134. List and briefly describe the activities outlined in your SWMP for the development of a pollution prevention and good housekeeping program for municipal operations undertaken during this reporting period. See attached.			
135. Do you have a pollution prevention plan for each of your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
137. Are you tracking and maintaining records of inspection and maintenance activities for each municipal facility as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
138. If you answered no to any of the previous three questions, please indicate your proposed schedule for implementing the requirements of the WV MS4 2009 General Permit (Part II Section C.b.6.a). N/A			
139. How many inspections were conducted at each municipal facility during the reporting period?	2		
140. List the top three problems that you have found while conducting inspections at municipal facilities. 1. General cleaning 2. Sedimentation 3. Dust during dry periods			
141. Were these problems corrected? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

142. Did you achieve all the goals that you identified in your SWMP related to developing a pollution prevention and good housekeeping program for municipal operations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
143. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) See attached.		

Performance Measure 6c: Municipal employee good housekeeping training			
144. Were the proposed activities for developing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
145. Were the proposed activities for implementing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
147. How many employees received training during the reporting period? (WV MS4 2009 General Permit, p. 24, #1)	26		
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
149. Explain how the effectiveness of the training activities was evaluated (number of employees trained and/or certified in specific good housekeeping skills, measurable improvements in cost or performance of facility maintenance activities, or as outlined in your SWMP). (WV MS4 2009 General Permit, p. 24, #2) As issues come up during inspections, the Public Works Department will adjust training methods to attempt to correct any issues found.			
150. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on pollution prevention and good housekeeping for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
151. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) Public Works Department staff went to seminars and meetings presented by MWQA and the Wood County MS4 Coalition.			

Attachment A

Responses Requiring Additional Space

13. From information contained in the Site Registration Application, pollutants of concern were identified for the water bodies within the City of Vienna watershed. Included below are the pollutant of concern, BMPs implemented, and the location of the description of the activity within this report or a description of activities performed if not identified elsewhere in the report:

Dioxin:

- Though not previously in the Site Registration Application, the City plans to begin a review of the trash burning restrictions within existing ordinances. This review will begin in 2017 and, if necessary, the ordinances will be amended in 2018 to address concerns.

Iron:

- Advertising Local Cleanup and Recycling Programs (Chapter 3)
- Enforce Soil Erosion and Sedimentation Control Procedures and Penalties (Chapter 5)
- Develop Reference Requirements for Construction Site Waste (Chapter 5)
- Perform Annual BMP Effectiveness Assessment (Chapter 5)
- Implement City Construction Site Inspection Procedures (Chapter 5)
- Disseminate Information for Prevention/Minimization of Water Quality Impacts (Chapter 6)
- Provide Annual Review of the Street Sweeping Program (Chapter 7)

Conditions not Allowable (CNA) Biological:

- Sedimentation
 - Advertising Local Cleanup and Recycling Programs (Chapter 3)
 - Enforce Soil Erosion and Sedimentation Control Procedures and Penalties (Chapter 5)
 - Develop Reference Requirements for Construction Site Waste (Chapter 5)
 - Perform Annual BMP Effectiveness Assessment (Chapter 5)
 - Implement City Construction Site Inspection Procedures (Chapter 5)
 - Disseminate Information for Prevention/Minimization of Water Quality Impacts (Chapter 6)
 - Provide Annual Review of the Street Sweeping Program (Chapter 7)
- Organic Enrichment
 - Home Septic Tank (HST) Removal – The City continues to work at their GIS mapping, which includes not only the storm water system, but also water and sewer. As this process progresses, the City will be able to determine locations of existing sanitary sewers that can be expanded outside of the City limits to remove HSTs that empty into City's watersheds. Also, the City will look for homes within the City's corporation that may not be connected to the

City's wastewater system as infiltration/inflow (I/I) investigations progress, as noted in the next bulleted item.

- Identification of Cross Connections between Sanitary Sewers and Storm Drains – I/I investigations are scheduled to begin in the City in the spring of 2014. This includes flow metering, which the City purchased flow meters for this purpose during this reporting year; smoke and dye testing of sewers; visual observations of roof leaders; and sewer videotaping. Though the City is performing these activities to remove clean water sources from the sanitary sewer system, it also allows the City to evaluate and determine whether there are homes within the City limits that may not be connected to the sanitary sewer system. If any are located, the City will develop a plan to connect these households to the sanitary sewer system.
- Pet Waste Program – The City has created a Dog Park at the rear of the Jackson Park grounds. Waste receptacles and waste bags are located at the park for residents use to reduce pet wastes on the grounds.
- Impervious Surfaces
 - Disseminate Information for Prevention/Minimization of Water Quality Impacts (Chapter 6)
 - Provide City Site Plan Review (Chapter 5)
 - Minimizing Impervious Surfaces (Chapter 6)

Fecal Coliform

- HST Removal (see Organic Enrichment above)
- Identification of Cross Connections between Sanitary Sewers and Storm Drains (see Organic Enrichment above)
- Pet Waste Program (see Organic Enrichment above)

Bacteria

- HST Removal (see Organic Enrichment above)
- Identification of Cross Connections between Sanitary Sewers and Storm Drains (see Organic Enrichment above)
- Pet Waste Program (see Organic Enrichment above)

22. In order to facilitate review of this document and compare it to the approved Storm Water Management Program, section numbers provided match the corresponding location on the Site Registration Form. Based upon the effectiveness of the current year's goals and changes within the City's structure, the following measurable goals are proposed to be changed (original crossed out with proposed underlined):

BMPs to Address Impairment to Receiving Stream (Section 14)

- Dioxin – As previously noted, the City plans to begin a review of the trash burning restrictions within existing ordinances. This review will begin in 2017 and, if necessary, the ordinances will be amended in 2018 to address concerns.

Public Education and Outreach on Storm Water Impacts (Section 15)

- With the new billing system that has been enacted by the City, bills lack the space necessary for including stormwater information. As such, the following BMP will be removed from this section:
 - ~~A minimum of two calls to the storm water hotline from the link included in the bills.~~
- Community service candidates have not been available for the past two reporting cycles. As such, the following BMP will be removed:
 - ~~One project per year available for community service program for the Public Works Department.~~

Public Involvement and Participation (Section 16)

- See above for information on the change for Community Service goals.
- Existing catch basins have been labeled either permanently as they have been replaced or had a note added by stencil. As such, this BMP will be changed as follows:
 - ~~A minimum of one group annually perform storm drain stenciling~~ 100% of new catch basins will contain a permanent label stating that the basin drains to a receiving stream.

Controlling Run-Off from New Development and Redevelopment (Section 19)

- With no written warnings or citations issued to property owners concerning post-construction soil erosion and sedimentation control procedures. As such, this measurable goal will be changed as follows:
 - ~~10% annual reduction in the amount of~~ No written warnings and citations issued to property owners concerning post-construction soil erosion and sedimentation control procedures.
- With no written warnings or citations issued to property owners concerning post-construction runoff. As such, this measurable goal will be changed as follows:
 - ~~10% annual reduction in the amount of~~ No written warnings and citations issued to property owners concerning post-construction runoff.
- With the hiring of the Stormwater Coordinator, the City should be better capable of identifying external training sessions for employees to attend. As such, this measurable goal will be changed as follows:
 - ~~Read a minimum of one section of the “West Virginia Stormwater Management and Design Guidance Manual”~~ Stormwater Coordinator or Public Works Director attend one training session on the prevention/minimization of water quality impacts and provide internal training.
- To provide a better measure of the effectiveness of the use of water quality structures in proposed site plans, the following change will be made in the measurable goals:
 - ~~Noticeable increase in the amount~~ A minimum of 50% of site plans will have water quality structures ~~incorporated into proposed site plans submitted to the City~~ on the first submittal to the City.
- To provide a better measure of the effectiveness of the selection of pervious surfaces in site plans, the following change will be made in the measurable goal:
 - ~~Noticeable reduction~~ 10% reduction in the percentage of pervious to impervious surfaces for site plans received by the City.

28. The following describes the status of the BMPs:

Handout Storm Water Brochures - In October of 2010, the City of Vienna created and printed the “Storm Water Management Plan” brochure. Copies of the brochure are available at City Hall (609 29th Street) and the Senior Center (706 29th Street) for those who are interested. Office staff maintains copies of the

brochure daily near the entrance of City Hall. Additionally, the City has been making presentation to local businesses and civic organizations on the storm water program and requirements associated with the ordinances. As will be noted in several of the following sections, the City hired a Stormwater Coordinator in March of 2015 to assist with documentation of accomplishments. For the storm water brochures, the coordinator keeps track of the locations where brochures are maintained and the number of brochures replaced during the period. From information collected, around 100 brochures were distributed during the period.

Annually Check on Signs Identifying Pond Run - In addition to the Ohio River, Pond Run is the most significant water body that crosses through the City of Vienna. Public Works Department employees regularly check on the signs at the crossing of streets to ensure that the signs are present. If the signs are missing or are in a deteriorating condition, the City will replace the signs. Condition assessments of the signs were made on a two month cycle with photos recording the condition. However, it should be noted that replacement signs were not required in the reporting year.

Organize Cleaning of Pond Run - For the past several years, the City organizes the cleaning of Pond Run on a twice annual basis. This is conducted through the City's Public Works Department. Similar to past years, the City conducted cleaning of the stream twice, once in the spring and once in the fall with staff from the Public Works Department participating. Cleaning was documented with photos taken by the Stormwater Coordinator.

Maintain a Storm Water Page on the City's Website - The City completed the storm water page on the website beginning in October 2010. This webpage can be accessed at the following site:

<http://vienna-wv.com/portal/departments-2/public-works/stormwater/>

Information on the webpage includes:

- Download the storm water brochure.
- Copy of the City's Storm Water Ordinance.
- Copy of Article on the Cleanup Plans for the Chesapeake Bay.
- Link to Storm Water Training Material.
- Link to "Only Rain down the Storm Drain" bulletin.
- Link to "Rain Gardens. How to Book for Homeowners".

During the past reporting year, information was added including the most recent agendas and meeting minutes for the Utility Board meetings. According to the counter for the site, over 3,000 people have accessed the site.

Continue Running Banner Ads on the Radio - Banner radio messages have been playing on local radio stations since 2010. During the past year, the City has participated in additional banner ads on the radio as part of the Wood County MS4 Coalition. The City kept documentation on the ad that was presented.

Continue Providing Storm Water Information on Utility Bills - Beginning in November 2010, the City inserted copies of the storm water brochure inside of utility bills to inform citizens of the storm water management program. Different information was placed onto bills until the fall of 2013. During this time, the City changed billing software and the space that had been used for storm water notices was removed from the bills. As such, this BMP will no longer be employed.

Continue Program for Community Service Candidates to Work for Public Works Department - In November of 2010 the City began the process of implementing the community service program. At different periods, the Public Works Department has used community service volunteers to complete tasks related to the storm water program. During the reporting period, there were no projects available for community service candidates to perform. As such, this BMP will no longer be employed.

Attend County-Wide Meetings to Discuss MS4 Issues - Meetings were first organized by WVDEP's Parkersburg branch office on March 3, 2010 and included the major MS4 stakeholders of Wood County, including the City of Vienna, City of Parkersburg, Parkersburg Utility Board, City of Williamstown, West Virginia Division of Highways (WVDOH), and the Wood County Commission. Representatives of the City of Vienna have attended all known meetings with the stakeholders, including WVDEP. These meetings have provided a forum for the attendees to discuss storm water issues and possibly allow some or all of the members to work together to meet some of the BMP requirements associated with the Storm Water Management Program. During the past reporting year, the Wood County MS4 group met in March 2015 hosted by the City of Vienna. Currently, the Cities of Vienna, Parkersburg and Williamstown have combined to create the "Wood County MS4 Coalition". This group combines efforts for meeting this BMP by sharing resources for public outreach and education.

Attend West Virginia Municipal Water Quality Association (MWQA) Meeting - Not included in the original Storm Water Management Program, the City of Vienna became members of the West Virginia Water Quality Association (MWQA) in 2010 and has attended several quarterly meetings. According to the website, the MWQA is:

“... a statewide association of 33 owners and operators of publicly owned treatment works. Its primary purpose is to ensure that West Virginia’s water quality programs are based on sound science and regulatory policy so that its members can protect public health and the environment in the most cost-effective manner possible. The MWQA is actively involved in every water quality issue in West Virginia of significance to the membership.”

As the group actively addresses issues with storm water management, participation in the meetings helps inform attendees of the regulations, as well as provides information on how various communities address storm water issues. Two meetings were attended by City officials during the reporting period.

30. The following is a list of measurable goals listed in the site registration (in italics) with a description of the actual results directly following:

- *A total of at least 50 storm water brochures distributed per calendar year.* As previously noted, approximately 100 storm water brochures were distributed during the reporting period.
- *A minimum of two calls to the storm water hotline from the link included in the bills.* As noted, this BMP will be removed from the plan for upcoming years, as the new billing system reduces the impacts of this BMP.
- *At least 5 participants in the annual cleaning of Pond Run.* The City did clean Pond Run twice during the reporting year with more than five employees participating.
- *At least 100 hits on the City’s storm water page per year.* The total number of hits on the site since inception of the page in October 2010 is 3,000. It should be noted that the past several years have seen an increase in hits due to the City placing a storm water training course on the site.
- *At least 4 calls per year to the City’s storm water hotline.* The hotline number is the same number as the Public Works Department. With the hiring of the Stormwater Coordinator, calls are more closely tracked for stormwater quality issues. Based upon information collected, the hotline received more than the four call goal.

- *One project per year available for community service program for the Public Works Department.* With the need of residents to assist in community service programs variable (there was not a project during this reporting period), this BMP will be removed from the list for the City.
- *Representation at each meeting of the Wood County MS4 Partnership.* Vienna hosted the only meeting of 2015 with members of the Administration, Utility Board, and Public Works Department attending.
- *Update the Utility Board on one topic discussed at the MWQA Quarterly Meetings.* Members of the Utility Board attended at least two quarterly meetings of the MWQA during the reporting year. Also, the Stormwater Coordinator has begun attending the Stormwater Subcommittee Meetings, where membership that participate in the MS4 program can discuss relevant topics. Following each of the quarterly meetings, the Chairman of the Utility Board (Mayor) provides updates to the Utility Board at the next Board Meeting.

45. The following is a list of measurable goals listed in the site registration (in italics) with a description of the actual results directly following:

- *A minimum of 10 individuals attending public meetings specifically addressing storm water management. Of the individuals, at least one from each of the following groups: residents, business owners, developers, and contractors.* Vienna Utility Board Meetings are the forum for the community to address stormwater issues. During these meetings, attendance by each of these targeted groups was noted, though the attendance was not necessarily specifically for stormwater issues. With the new permit issued in August of 2014, the Utility Board will present the changes in the permit and the anticipated modification in the Stormwater Management Program by the end of 2015. At that time, the Board will make an additional effort to attract participants to discuss the proposed changes prior to enacting.
- *At least 5 participants in the annual cleaning of Pond Run.* For the past several years, the City organizes the cleaning of Pond Run on a twice annual basis. This is conducted through the City's Public Works Department. Similar to past years, the City conducted cleaning of the stream twice, once in the spring and once in the fall with staff from the Public Works Department participating. Cleaning was documented with photos taken by the Stormwater Coordinator.
- *A minimum of one school located within the City of Vienna participating in the ORSANCO River Sweep Poster Contest.* Local schools were encouraged to participate in the program, though the City was not able to track participation. With the hiring of the Stormwater Coordinator, the City will make an effort to coordinate with the schools to further encourage

- participation. It should also be noted that the City does assist in the River Sweep by providing trash bags and other necessities to those residents that participate.
- *Receive comments and/or questions from at least 3 attendees at the public meetings.* Though there was a Utility Board Meeting that directly related to storm water management, the issue was also discussed at several public forums, including Council Meetings, monthly Utility Board Meetings, and meetings of the Planning Commission.
 - *A minimum of one group annually perform storm drain stenciling.* From information provided, all known catch basins located within the City have information indicating that storm drains lead to receiving streams. As such, this BMP will be considered complete for existing catch basins, but will be altered for future basins.
 - *At least two new storm water posters or information sheets located at the storm water booth of the Ice Cream Social.* A booth was present at the Ice Cream social with members of the Public Works Department available for questions from the public. Information was available including information sheets.
 - *Noticeable difference in the amount of clutter and trash located on community properties.* As the program has developed over the years, a reduction in clutter and trash has been noted. This year, the biggest difference has been the enforcement of no grass clippings blown onto the roadway.
 - *One project per year available for community service program for the Public Works Department.* With the need of residents to assist in community service programs variable (there was not a project during this reporting period), this BMP will be removed from the list for the City.

46. The following describes the status of the BMPs:

Disseminate Information on Meetings and Events - Information on upcoming meetings for the Utility Board are listed on the City's website; posted at both the Utility Board offices and the City Building; located on fliers; and posted within the local newspaper (Parkersburg News and Sentinel). Contractors' associations are provided information on meetings that are relevant to storm water issues and the newspaper runs a special advertisement for the annual review meeting of the storm water management program (for this reporting year, the review meeting occurred on March 3, 2015).

Ensure All Meetings Are Open to the Public - As previously discussed, most storm water information is provided during Utility Board, City Council, or Planning Commission meetings. These meetings are required to be publically-open by law. The City of Vienna will continue to make these meetings open to the public.

Organize Cleaning of Pond Run - Information on this BMP was discussed in the “Public Education and Outreach” section of this report.

Promote ORSANCO’s River Sweep Program - Annually the City donates barrels and bags for participants in the Ohio River Sweep. This was completed in June 2015. City will promote River Sweep Poster Contest through communication with local schools.

Annually Advertise for Comments on the Storm Water Management Programs - Public comment is solicited by the City during Planning Commission, Utility Board, and City Council Meetings. When public officials are contacted by residents concerning storm water issues, the officials direct residents to attend one of the three public forums. Meetings that affect a large number of residents are advertised, so that the public can be aware of these issues. With the creation of the storm water web page on the City of Vienna website, more details are available to the residents of Vienna on how to comment on storm water issues, as well as direct the citizens to the forums where their ideas can be heard. As previously noted, the annual review of the City’s Storm Water Program, which occurred on March 3, 2015, was advertised in the local newspaper.

Continue the Storm Drain Marking Program - This BMP was implemented in 2008 with the City installing approximately 100 catch basin markers. During the following years, the City labeled approximately 50 catch basins per year, while insisting that new catch basins have the labels already installed. Upon review, it appears that all catch basins have been labeled, which suggests that this BMP should be eliminated.

Sponsor a Booth at the Annual Ice Cream Social - This activity was envisioned as an effective method of participating in the City’s largest function – the Vienna Volunteer Fire Department Ice Cream Social. A booth was present at the Social and stormwater information was discussed.

Advertising Local Cleanup and Recycling Program - These events include participating in the computer and hazardous waste pickup program within Wood County and participating with the County in the free tire pickup held annually at Erickson Field in Parkersburg. These programs will be listed on the City's storm water webpage as information becomes available. Days in which residents can dispose of solid waste free-of-charge at the local landfill are listed on the City's website on the storm water page. It should be noted that the City partners with the Wood County Solids Waste Authority, which organizes the recycling programs within the county. Information on the free trash days at the local landfill is contained on the website. Also, the City advertised on the website for the "West Virginia Make It Shine Statewide Cleanup" grant program offered by the WVDEP and West Virginia Division of Highways (WVDOH).

Continue Program for Community Service Candidates to Work for Public Works Department - Information on this BMP was discussed in the "Public Education and Outreach" section of this report.

77. The following is a list of measurable goals listed in the site registration (in italics) with a description of the actual results directly following:
- *Storm water map covers 100% of area based upon phone calls received.* When calls were received, mapping was used to determine locations of outfalls and catch basins.
 - *Storm Water Ordinance addresses all illicit discharges found within the system.* All warnings issued referenced the Storm Water Ordinance.
 - *The City is able to enforce and levy penalties against 100% of all illicit dischargers.* None of the issues found during the reporting period led to penalties beyond the warning stage.
 - *Observation of 40 to 50 outfalls for dry weather discharges to be conducted per year.* With the recent hiring of the Stormwater Coordinator, collection of outfall observation data was less than the goal (perhaps 10-15 during reporting year). A form has been created for documenting outfalls and photos will be used in the upcoming year for documentation.
 - *Further investigations occur within 72 hours of a possible illicit discharge being detected.* Observations were made within 24 hours of receiving calls.
 - *100% of new homes observed for correct storm and sanitary drainage plumbing.* Home construction storm and sanitary systems met the requirements of the Public Works Director.
 - *Illicit dischargers are notified within 48 hours of confirmation of the illicit connection.* Illicit dischargers were contacted once documentation of the discharges were confirmed by the City, which was within the first 24 hours.

- *A minimum of one public works employee per year will attend a storm water management training workshop. This employee will then disseminate information to the remainder of the department on the topic.* Training events were attended by the Public Works Director, who in turn, provided a description of the information to the remainder of the Department.
- *Noticeable change in behavior based upon the public seminar message.* The seminar provided by the City dealt with the issue of landscape wastes including the blowing of grass clippings into the street. Changes were noted in behavior of citizens based not only upon the training, but also increased warnings levied by the City.
- *All calls concerning storm water issues are received by the Public Works Department Hotline and not another department.* Though most calls are received and directed to the hotline, some calls are still routed to other departments. The City will continue working on this issue.
- *Public Works Department respond within 24 hours of receiving a call to the hotline (with the exception of the weekend).* As previously noted, the City has responded within 24 hours of receiving calls on the hotline.

100. The following is a list of measurable goals listed in the site registration (in italics) with a description of the actual results directly following:

- *No noticeable erosion or site runoff coming from construction sites within the City.* No significant silts were found to be entering streams during construction.
- *10% annual reduction in the amount of written warnings and citations issued to Contractors concerning soil erosion and sedimentation control procedures.* There were no written warnings or citations (but it should be noted that there were verbal warnings) in the previous reporting year and none this reporting year. As this trend seems to be established, this measurable goal will be changed for the upcoming reporting year.
- *No noticeable wastes (except native soils) at construction site, except within approved containers.* This was not an issue at construction sites during the reporting year.
- *No increase in the amount of siltation or sedimentation found in Pond Run during the annual BMP assessment.* There were no issues noted in the City's annual review of Pond Run.
- *Public Works Director attends one class on storm water issues per year.* With the hiring of the Stormwater Coordinator, this measurable goal will be changed in the future.
- *100% of site plans received by the City receive review.* All site plans that were submitted to the City were reviewed.

- *100% of public meetings concerning possible changes to the Storm Water Ordinance being opened to the public.* Not applicable during this reporting year, but will be relevant during the next reporting year.
- *100% of public meetings concerning possible changes to the Storm Water Ordinance communicated to local contractor organizations.* Not applicable during this reporting year, but will be relevant during the next reporting year.

118. The following is a list of measurable goals listed in the site registration (in italics) with a description of the actual results directly following:

- *No noticeable soil erosion occurring at post-construction sites and no noticeable sedimentation occurring on adjacent lands, streets, and receiving streams.* No issues with soil erosion occurred within the reporting period for the four locations reviewed.
- *10% annual reduction in the amount of written warnings and citations issued to property owners concerning post-construction soil erosion and sedimentation control procedures.* There were no written warnings or citations in the previous reporting year and none this reporting year. As this trend seems to be established, this measurable goal will be changed for the upcoming reporting year.
- *10% annual reduction in the amount of written warnings and citations issued to property owners concerning post-construction runoff.* There were no written warnings or citations in the previous reporting year and none this reporting year, though verbal warnings were issued. As this trend seems to be established, this measurable goal will be changed for the upcoming reporting year.
- *The City to review a minimum of 5 post-construction sites annually for runoff control.* The City reviewed more than 5 post-construction sites for runoff control during the reporting year.
- *Read a minimum of one section of the “West Virginia Stormwater Management and Design Guidance Manual” on the prevention/minimization of water quality impacts and provide internal training.* Though other training classes were attended by the City staff, an internal training session taken from the Guidance Manual was not performed. Staff did review the document; however, training of others did not occur. With the hiring of the Stormwater Coordinator, the hope is that external training classes can be found. As such, this measurable goal will be altered.
- *Noticeable increase in the amount of water quality structures incorporated into proposed site plans submitted to the City.* Though this goal appears to be met, it will be altered for future reports to better track results.

- *Annually inspect 50% of the post-construction runoff measures located within the City's corporation limits.* The City inspected nearly all of the post-construction runoff measures in the reporting period.
- *Noticeable reduction in the percentage of pervious to impervious surfaces for site plans received by the City.* Developers have been addressing pervious surfaces within site plans; however, a quantifiable goal should be used. As such, this measurable goal will be changed going forward.
- *100% of site plans received to have applicable review agency evaluate plans for ecological sensitive areas.* None of the developments that have occurred during the reporting year were located in an area that could possibly have an ecological impact on the City. Once larger developments are submitted, plans will be transmitted to regulatory agencies for review and comments.
- *No noticeable erosion of the stream banks that receive flow from the MS4.* From review of the stream bank of Pond Run during the twice annual cleaning, there was no noticeable erosion.
- *No change in the amount of trees within the City due to development.* For the reporting year, it is believed that there was actually a greater amount of trees planted than trees removed for development.

121. Besides items that are addressed through the review of site plans and working with developers, the City has been looking at ways that runoff can be addressed through public works projects. Previously, the City completed the 40th Street Drainage Improvements project included storm water drainage directed into infiltration chambers that returned storm water into the ground. With the success of this project, the City has begun to employ this method of storm water control to other locations throughout the City.

122. The vast majority of projects that occur within the City are located in previously disturbed areas, including those that occurred during the past reporting period. In the future, if developments are proposed in previously undisturbed areas, the City will contact applicable agencies (WVDEP, Soil Conservations, Army Corps of Engineers, Department of Natural Resources) for additional comments.

123. Though the report did indicate a standard forty foot buffer between new impervious surfaces and the receiving stream, the location of Pond Run in the business district in town makes this nearly impossible. The City will attempt to discuss this issue with developers to determine if there are any ways to reduce thermal impacts on the receiving streams.

129. As an update on where the City is in this process, the Vienna Planning Commission continues to work on revised subdivision regulations and other changes to the requirements for review of development and redevelopment plans. Street and parking design are being addressed by the Commission; however, many of these requirements are covered in the International Building Code and cannot be changed, such as with the number of parking spaces per commercial building type. In the future, the Commission will work with developers to limit pervious areas where possible to reduce the amount of runoff associated with the street and parking lots.

134. The following describes the status of the BMPs:

Provide Annual Review of the Street Sweeping Program – Street sweeping is performed on a regularly scheduled basis, but if there is a call to the City, the street sweeper will address the comment typically within 24 hours unless it is the weekend. An annual review of the street sweeping program will occur when budgets for the Public Works Department are made.

Implement Regular Catch Basin Cleaning Program - The City uses historical information to concentrate on inspecting problematic catch basins following significant storm events. The City owns a combination jet rodder/vacuum truck for cleaning catch basins and storm drains within the system. During normal operations, two employees work to clean catch basins on an on-going basis.

Identify and Evaluate Troubled Storm Water Outfalls on a Routine Basis – Though the City is aware of outfalls that have storm water issues, further documentation is occurring with the hiring of the Stormwater Coordinator. Mapping is being updated to locate any outfall not documented in the storm water system map. The City does observe outfalls during the twice annual cleaning of Pond Run and any that are found to have issues will be regularly checked by the City.

Regularly Inspect City Vehicles for Fluid Leaks - Even prior to the City joining the MS4 program, City staff worked diligently to perform maintenance of their vehicle fleet. During the past reporting year, there were no issues noted with City vehicles leaking fluids in the parking lots or garages.

Address Training Program for City Employees on Storm Water Issues - Certain employees have attended storm water training, including storm water training presented by WVDEP and the Center for Watershed Protection. As previously noted, the City does have storm water training videos that can be viewed by City employees that want to become more educated on specific storm water issues. New employees must

watch a video on stormwater issues and pass a test plus watch the same training video as landscapers and pass that test prior to beginning work. The City will strive to identify training classes sponsored by West Virginia Rural Water Association, West Virginia Water Environment Association, West Virginia Environmental Training Center, and WVDEP and participate when practical.

143. The following is a list of measurable goals listed in the site registration (in italics) with a description of the actual results directly following:

- *Observation of 40 to 50 outfalls to be conducted per year.* Stormwater Coordinator has observed more than 50 outfalls this reporting year. Work is being completed to better track these activities.
- *Less than three complaints per year from the public concerning street sweeping.* No complaints from the public during this reporting year on street sweeping, though some citizens have requested additional cleanings.
- *A minimum of 50 catch basins/inlets cleaned per year.* More than 50 catch basins were cleaned this year.
- *No noticeable fluid leaks in the City parking lots and garages.* There were no issues with fluid leaks in the City-owned lots and garages.
- *Select employees attend one seminar or meeting per year and provide update to the Public Works Department following the seminar.* Public Works Department staff went to seminars and meetings presented by MWQA and the Wood County MS4 Coalition.

Attachment B

Budget Reports for Reporting Year

CITY OF VIENNA
UTILITY BOARD – STORMWATER
ANNUAL REPORT
FISCAL YEAR ENDING JUNE 30, 2015

**CITY OF VIENNA UTILITY BOARD
ANNUAL REPORT – STORMWATER
FISCAL YEAR ENDING JUNE 30, 2015**

<u>Account No.</u>	<u>Description</u>	<u>Annual Amount</u>
<u>Total Stormwater Operating Revenues and Other Income</u>		
	Stormwater – Residential	233,413
	Stormwater Service – Commercial	48,431
	Stormwater – Other Revenues	56
	Stormwater Forfeited Discounts (Penalties)	6,314
	Stormwater – Vienna Street Department	<u>106,921</u>
	TOTAL STORMWATER OPERATING REVENUES AND OTHER INCOME	<u>395,135</u>
<u>Operation and Maintenance Expenses, Debt Service Requirements and Capital Additions</u>		
	Total Stormwater Collection System Expenses	108,196
	Total Stormwater Testing & Sampling	16,162
	Stormwater Maps & Records	8,293
	Stormwater Supervision & Engineering	219,619
	Total Stormwater Debt Service and Reserves	8,382
	Total Stormwater Capital Additions	<u>0</u>
	TOTAL STORMWATER EXPENSES, DEBT SERVICE AND CAPITAL ADDITIONS	<u>360,652</u>
	 NET BUDGET SURPLUS/(DEFICIT) AVAILABLE	 <u>34,483</u>

**CITY OF VIENNA UTILITY BOARD
ANNUAL REPORT – STORMWATER
FISCAL YEAR ENDING JUNE 30, 2015**

<u>Account No.</u>	<u>Description</u>	<u>Annual Amount</u>
<u>Stormwater Operating Revenues</u>		
316	Stormwater – Domestic Service (Residential)	233,413
318	Stormwater – Commercial Service	48,431
325	Stormwater – Vienna Street Department	106,921
303	Stormwater Forfeited Discounts (Penalties)	6,314
399	Stormwater Miscellaneous Revenues	<u>56</u>
TOTAL STORMWATER OPERATING REVENUES		<u>395,135</u>
 <u>Stormwater Operation and Maintenance Expenses</u>		
<u>Stormwater Collection System Expenses</u>		
837-10-03	Stormwater Collection Labor	68,345
837-10-04	Stormwater Collection – Other Taxes; FICA/Medicare/Unemployment	5,035
837-10-12	Stormwater Collection - Printing	0
837-55-41	Stormwater Collection – Materials & Supplies	4,077
837-55-15	Stormwater Collection – Maint & Repairs – Buildings & Grounds	0
837-40-16	Stormwater Maintenance of Equipment	917
837-40-17	Stormwater Maintenance of Autos and Trucks	1,330
837-40-19	Stormwater Collection - Equipment Rents	0
837-40-20	Stormwater Collection – Legal Publications	0
837-55-43	Stormwater Collection – Auto Supplies	12,921
837-40-21	Stormwater Training/Education	0
837-40-26	Stormwater Collection - Insurance	302
837-40-14	Stormwater Collection – Travel	0
837-55-45	Stormwater Collection – Uniforms	239
837-40-30	Stormwater Collection – Contracted Services	<u>15,030</u>
TOTAL STORMWATER COLLECTION SYSTEM EXPENSES		<u>108,196</u>
 <u>Stormwater Testing & Sampling</u>		
834-10-03	Stormwater Operation Labor – Testing & Sampling	1,248

834-10-04	Stormwater Testing & Sampling – Other Taxes; FICA/Med/Unemployment	106
834-40-16	Stormwater Testing & Sampling – Maintenance of Equipment	184
834-40-17	Stormwater Maintenance of Autos & Trucks	0
834-55-43	Stormwater Testing & Sampling – Auto Supplies	1,438
834-55-41	Stormwater Testing & Sampling Materials & Supplies	2,090
834-55-45	Stormwater Testing & Sampling Uniforms	317
834-40-21	Stormwater Testing & Sampling Training and Education	0
834-40-14	Stormwater Testing & Sampling – Travel	0
834-40-19	Stormwater Testing & Sampling – Equipment Rents	0
834-40-26	Stormwater Testing & Sampling – Insurance & Bonds	10,779
834-40-30	Stormwater Testing & Sampling – Contracted Services	<u>0</u>
TOTAL STORMWATER TESTING & SAMPLING EXPENSES		<u>16,162</u>

Stormwater Maps & Records

830-10-03	Stormwater Maps & Records Salaries and Wages	6,438
830-10-04	Stormwater Maps & Records – Other Taxes; FICA/Med/Unemployment	469
830-40-16	Stormwater Maps & Records – Maintenance of Building & Grounds	0
830-40-17	Stormwater Maps & Records – Maintenance - Autos	0
830-55-43	Stormwater Maps & Records – Auto Supplies	0
830-55-41	Stormwater Maps & Records – Materials & Supplies	1,247
830-40-14	Stormwater Maps & Records – Travel	0
830-40-21	Stormwater Maps & Records – Training/Education	0
830-40-11	Stormwater Maps & Records – Telephone	0
830-40-26	Stormwater Maps & Records – Insurance/Bonds	0
830-40-22	Stormwater Maps & Records – Dues and Subscriptions	0
830-55-45	Stormwater Maps & Records – Uniforms	<u>139</u>
TOTAL STORMWATER MAPS & RECORDS		<u>8,293</u>

Stormwater Supervision & Engineering

805-10-01	Stormwater Supervision & Engineering Officials Salaries	11,535
805-10-03	Stormwater Supervision & Engineering Salaries	84,866
805-10-04	Stormwater Other Taxes: FICA/Medicare/Unemployment	8,010
805-10-05	Stormwater Supervision & Engineering – Group Insurance	86,574
805-40-18	Stormwater General Office Supplies and Expenses/Postage	0
805-40-30	Stormwater Supervision & Engineering Contract Services	734
805-55-45	Stormwater Supervision & Engineering Uniforms	111
805-40-11	Stormwater Supervision & Engineering – Telephone	0
805-40-12	Stormwater Supervision & Engineering – Printing	56
805-40-13	Stormwater Supervision & Engineering – Utilities	0
805-40-14	Stormwater Supervision & Engineering – Travel	186

805-40-16	Stormwater Supervision & Engineering – Maintenance of Equipment	0
805-55-43	Stormwater Supervision & Engineering – Auto Supplies	50
805-40-20	Stormwater Supervision & Engineering – Advertising/Legal Publications	354
805-40-21	Stormwater Supervision & Engineering – Training/Education	46
805-40-22	Stormwater Supervision & Engineering – Dues & Subscriptions	1,750
805-40-23	Stormwater Supervision & Engineering – Professional Services	9,308
805-55-41	Stormwater Supervision & Engineering – Materials & Supplies	1,402
805-40-26	Stormwater Supervision & Engineering – Insurance and Bonds	3,388
805-10-07	Stormwater Employee Welfare and Pensions	<u>11,249</u>
	TOTAL STORMWATER ADMINISTRATIVE AND GENERAL EXPENSES	<u>219,619</u>

TOTAL STORMWATER OPERATION AND MAINTENANCE EXPENSES **352,270**

STORMWATER OPERATING SURPLUS (DEFICIT) **42,865**

Stormwater Other Income and Other Deductions & Expenditures

Stormwater Other Income

Stormwater Other Income/Deductions

344	Stormwater Interest Revenues	0
401	Depreciation Expense	<u>8,382</u>
	TOTAL STORMWATER OTHER INCOME	<u>8,382</u>

Stormwater Other Deductions and Expenditures

Stormwater Debt Service

	Stormwater Notes Payable Principal & Interest Payments	-0-
834-40-32	Stormwater Other Interest (3%)	-0-
215-0035	Stormwater Debt Service – Capital Reserve	-0-
	Stormwater Repair & Replacement Reserve Funding	<u>-0-</u>
	TOTAL DEBT SERVICE	<u>-0-</u>

Stormwater Capital Expenditure

837-0007	Stormwater Capital Improvements – Vacuum Truck	0
837-0007	Stormwater Capital Improvements – Camera Truck	0
837-0007	Stormwater Capital Improvements – Pick Up Truck	<u>0</u>
	TOTAL STORMWATER CAPITAL EXPENDITURES	<u>0</u>

NET STORMWATER BUDGET SURPLUS/(DEFICIT) AVAILABLE

34,483

Attachment C

Developments

Approval Date	Development Name	Type of Development	Total Site (Acres)	Impervious Area (Acres)	Impervious/Total Site Area Ratio	Type of Post-Construction Stormwater Mangement System	100% Infiltration	
							Volume (c.f.) Provided	Required 1" Volume (c.f.)
7/18/2012	Steak 'N Shake	New Commercial Site Development	1.25	0.94	0.75	Storm drainage system routed to below-grade detention system comprised of ADS Stormtech chambers, which have open bottom enveloped with gravel to allow infiltration.	4,400	3,412
7/19/2012	PMC Building V	New Commercial Site Development	0.76	0.71	0.93	Storm drainage system routed to below-grade detention system comprised of ADS Stormtech chambers, which have open bottom enveloped with gravel to allow infiltration.	3,100	2,577
9/4/2012	Serenity Coffee, Tea, & Gift House	New Commercial Site Development	0.84	0.84	1.00	Storm drainage system routed to infiltration basin.	11,826	3,041
9/5/2012	People's Bank	New Commercial Site Development	0.87	0.63	0.73	(3) Bioretention Cells with underdrains leading to infiltration basin with below grade detention to provide infiltration.	10,050	2,297
4/12/2013	Vienna Baptist Church	Parking Lot Expansion	0.68	0.41	0.61	Sheet flow to large rain garden with additional below-grade storage comprised of ADS Stormtech chambers enveloped in gravel to allow infiltration.	2,150	1,506
5/14/2013	Doctor's Office Parking Lot	Parking Lot Expansion	2.00	1.26	0.63	Infiltration Basin	7,280	4,574
7/25/2013	Vienna Public Library	Parking Lot Expansion	0.54	0.32	0.59	Sheet flow to bioretention basin with 100% infiltration, combined with additional below-grade storage comprised of storm sewer piping.	1,350	1,168
8/8/2013	Telepage Site Development	Parking Lot Expansion	1.44	0.79	0.55	Storm drainage system routed to below-grade detention system comprised of ADS Stormtech chambers, which have open bottom enveloped with gravel to allow infiltration.	3,650	2,860
6/20/2014	Double J Realty 802 & 804 Grand Central Mall Development	New Commercial Site Development	0.77	0.65	0.84	Storm drainage system routed to below grade detention system utilizing perforated underdrains designed to achieve extended filtration.	N/A - Extended Filtration	1,695