



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: 2019 - 2020		
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?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit-p. 46, #12)			
See attached.			
14. Has a TMDL been developed since your plan was approved?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>

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 2014 General Permit and not those for MCMs implemented by other entities. (WV MS4 2014 General Permit, p. 46, #13)	
16. Please provide total capital expenditures for this reporting period.	\$ 307,159.49
17. Please provide total operating expenditures for this reporting period.	\$ 161,365.73

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 2014 General Permit, p. 46, #9)

The City of Vienna has participated in all of the meetings of the Wood County MS4 Coalition. 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 stormwater 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. For the reporting period, little coordination was performed due to the ongoing COVID-19 pandemic.

Also, the City of Vienna has previously 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. For the reporting period, little coordination was performed due to the ongoing COVID-19 pandemic.

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?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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 2014 General Permit, p. 24, #6 and #7)
 Not applicable.

23. Is additional documentation attached?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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VI. MCM 1: Public Education and Outreach (WV MS4 2014 General Permit,)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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?	Yes <input type="checkbox"/>	Partially <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit, p. 46, #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 2014 General Permit, p. 46, #3)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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 2014 General Permit, p. 46, #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 2014 General Permit, p. 46, #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.

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="radio"/> Yes	Partially	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 2014 General Permit, p. 46, #1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
37. Are your records available upon request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
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 2014 General Permit, p. 46, #1)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing.			

VII. MCM 2: Public Involvement and Participation (WV MS4 2014 General Permit)

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit, p. 46, #3)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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 2014 General Permit, p. 46, #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 2014 General Permit, p. 46, #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 2014 General Permit, p. 46, #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 2014 General Permit, p. 46, #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.

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? Yes Partially 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 2014 General Permit, p. 46, #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.

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 2014 General Permit, p. 46, #3) Yes Partially 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 2014 General Permit, p. 46, #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? Yes 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 Utility Board Office 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 2014 General Permit)

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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59. List and briefly describe the activities undertaken to either develop or update your MS4 map.
(WV MS4 2014 General Permit, p. 46, #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. Additionally, the City recently hired a GIS coordinator to complete collection of stormwater infrastructure information for inclusion into the Public Works Department's GIS.

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 2014 General Permit (Part II Section C.7.c.10 &11)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit, p. 46, #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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented.		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
65. How many field assessments were conducted during the reporting period?	>10	
66. How many illicit discharges were identified during the reporting period?	2	
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)? Sewer Cross Connections, unaware residents, illegal dumping of grass and leaves.		
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. 1. grass clipping 2. leaves 3. soap/detergents 4. chlorine 5. oil/grease		
69. How many corrective actions were taken to remove illicit discharges?	2	
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?	0	
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

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 2014 General Permit, p. 46, #3)	Yes <input type="checkbox"/>	Partially <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2014 General Permit, p. 46, #1)</p> <p>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.</p> <p>Information on IDDE education and outreach was also placed on the website, in the quarterly newsletter sent to all homeowner, and in the local newspaper.</p>		
74. Were any of these activities included in the public education and outreach efforts described in MCM 1?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2014 General Permit, p. 46, #2)</p> <p>Compared results to goals and varied the goals based upon the results.</p>		
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 2014 General Permit, p. 46, #3)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>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 2014 General Permit, p. 46, #4)</p> <p>See attached.</p>		

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? Yes Partially No

79. Did you conduct any municipal employee training during this reporting period? Yes No

80. List and briefly describe the training activities conducted during the reporting period.
(WV MS4 2014 General Permit, p. 46, #1)
N/A

81. How did you evaluate the effectiveness of the training activities? (WV MS4 2014 General Permit, p. 46, #2)
Compared results to goals and varied the goals based upon the results.

82. How many municipal employees were trained to identify and report illicit discharges?
(WV MS4 2014 General Permit, p. 46, #2)
0 due to the COVID-19 pandemic.

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 2014 General Permit, p. 46, #3) Yes No

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 2014 General Permit, p. 46 #4)
N/A

IX. MCM 4: Construction Site Runoff Control (WV MS4 2014 General Permit, p. 19-22)

85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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 2014 General Permit (Part II Section C.7.d.2 and 4)	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2014 General Permit, p. 46, 4.a)1) Updated December 2016.		
91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	Yes <input type="checkbox"/>	Partially <input type="checkbox"/> No <input checked="" type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
93. Please indicate the number of plan approvals during the reporting period.	0	
94. Please indicate the number of construction site inspections during the reporting period.	~10	
95. Please indicate the number of enforcement actions during the reporting period (can attach document).	1	
96. Are enforcement records maintained and available upon request?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2014 General Permit?	Yes <input type="checkbox"/>	Partially <input checked="" type="checkbox"/> No <input type="checkbox"/>
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 2014 General Permit, p. 46, 4.a)1) Detection of problem construction areas. Identify causes of runoff. Determine which runoff control measures are needed at site. Report IDDE to stormwater coordinator for actions that needs to be address and location determination.		
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 2014 General Permit, p. 46, #3)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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 2014 General Permit, p. 46, #4) See attached.		

X. MCM 5: Controlling Runoff from New Development and Redevelopment (WV MS4 2014 General Permit, p. 22-33)

101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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 2014 General Permit (Part II Section C.7.e.8, 11(a))	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit, p. 46, 4.a)1
 It was adopted in December 2016.

106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2014 General Permit (Part II Section C.7.e.13)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit (Part II Section C.7.e.16)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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109. How many projects were reviewed during the reporting period?	~10
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110. What types of projects were reviewed (residential, commercial, industrial, etc.)?
 (WV MS4 2014 General Permit, p. 32, (u)(ii))

Residential

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 2014 General Permit, p. 32, (u)(iii))

None approved during the current reporting period. See table attached at end of report for additional information on historic approvals.

<p>112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2014 General Permit (Part II Section C.7.e.16.(u)(iii)) during the reporting period. Please indicate if you have attached additional documentation.</p> <p>None - no additional documentation.</p>		
<p>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 2014 General Permit (Part II, Section C.7.e.16(u)(iii)) during the reporting period. Please indicate if you attach additional documentation.</p> <p>None - no additional documentation.</p>		
<p>114. How many maintenance agreements were approved during the reporting period? (WV MS4 2014 General Permit, p. 32, (u)(iv))</p>	<p>0</p>	
<p>115. Were any maintenance agreements recorded at the county courthouse?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>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 2014 General Permit, p. 32, (u)(v))</p> <p>A total of five post-construction runoff measures were observed during the reporting period. Of those observed, none were determined to require maintenance or repair and there were no enforcement actions taken.</p>		
<p>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 2014 General Permit, p. 46, #3)</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>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 2014 General Permit, p. 46, #4)</p> <p>See attached.</p>		

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 2014 General Permit (Part II Section C.7.e.8))	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2014 General Permit, p. 32,(u)(i))		
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.	See attached.	
125. Minimize impacts to existing vegetation (especially trees).	Covered under the City of Vienna's tree ordinance.	
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 2014 General Permit, p. 23, # 10)		
N/A		

Performance Measure 5c: Street and parking design assessments		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented (WV MS4 2014 General Permit, page 33 (v))?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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 2014 General Permit, p. 46, #8)		

XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations (WV MS4 2014 General Permit, p. 33-38)

130. Did you complete all the required performance measures for this MCM for this reporting period?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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?	Yes <input type="checkbox"/>	Partially <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit (Part II Section C.7.f)1)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2014 General Permit (Part II Section C.7.f)5)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
137. Are you tracking and maintaining records of inspection and maintenance activities for each municipal facility as required by the WV MS4 2014 General Permit (Part II Section C.7.f)6)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
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 2014 General Permit (page 46, 4.a)1). N/A			
139. How many inspections were conducted at each municipal facility during the reporting period?	12		
140. List the top three problems that you have found while conducting inspections at municipal facilities. 1. General cleaning. 2. Cleaning of onsite catch basins. 3. Rain garden maintenance.			
141. Were these problems corrected? (WV MS4 2014 General Permit, p. 46, 4.a)1)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

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 2014 General Permit, p. 46, 4.a)3)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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 2014 General Permit, p. 46, 4.a)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 2014 General Permit (Part II, Section C.7.f.8)10)?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit (Part II, Section C.7.f.8)9)10)?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2014 General Permit (Part II, Section C.7.f)8)?	Yes <input type="checkbox"/>	Partially <input type="checkbox"/>	No <input checked="" type="checkbox"/>
147. How many employees received training during the reporting period? (WV MS4 2014 General Permit, p. 46, 4.a)1)?	0		
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
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 2014 General Permit, p. 46, 4.a)4) 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 2014 General Permit, p. 46, 4.a)3)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
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 20149 General Permit, p. 46, 4.a)4) Not applicable.			

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 an official BMP, the City reviewed existing ordinances concerning restricting trash burning in the City (Article 1509 of the Codified Ordinances of the City of Vienna) and did not believe that changes are needed in the article.

Iron:

- Stormwater Page of City's Webpage (Item 28)
- Training on Proper Erosion/Sedimentation Control Measures (Item 118)
- City Site Plan Review (Item 100)
- BMP Design Information (Item 118)
- Stormwater Pollution Prevention Plan for City-Owned Properties (Item 134)

Fecal Coliform

- Stormwater Brochures (Item 28)
- Stormwater Page on City's Website (Item 28)
- Participate at City-Sponsored Event (Item 28)
- Screening of Stormwater System Outfalls for Dry Weather Discharges (Item 77)
- Staff Training (Item 77)

28. The following describes the status of the BMPs:

Stormwater Brochures – Documentation of the number of brochures that have been restocked from the locations selected by the City for distribution. A log was created to assist in monitoring the number of brochures provided. Photos were taken of the locations and a map was created indicating the locations of the distribution points. Materials were restocked quarterly. Brochures are available from the library, police department building, fire department building, City building, senior center, and utility board office.

Stormwater Page on the City's Website – Records are kept for the number of views on the stormwater website. The most recent Annual Report (2018-2019) was added to the website. Educational information was added to the website for engineers, contractors, developers, businesses and homeowners.

Participate at City-Sponsored Event –With several events occurring within the City of Vienna, leadership thought it best to move the stormwater booth to different events to reach the maximum number of residents possible. Unfortunately, this year, the City was unable to host events due to the ongoing COVID-10 pandemic.

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:

- *Document the number of brochures that are restocked from each location.* A log was created and information was added quarterly to the log. A total of 30 brochures were restocked at each of the locations by the City in the reporting period.
- *Collect photos and maps of the location of the brochures.* Photos were collected and a map made of the brochure distribution locations.
- *Number of views on the stormwater website.* Views of the stormwater page of the website are recorded on a log. Though the schedule called for the Annual to be placed on the website within 90-days of completion, it took approximately one year for it to be placed on the website. Placing the Annual Report on the website within 90-days will be a priority for the City going forward. An issue with the software occurred that interrupted the counting feature for the web page. As such, no data is available on the number of views for the reporting year. The City is attempted to correct the issue and the number of views will be provided in the next annual report.
- *Document the number of educational materials distributed during the event.* As previously noted, the ongoing COVID-19 pandemic has kept the City from performing this task. Once activities begin, the City plans to once again provide information to participants.
- *Collect photos to document event.* Not applicable.

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:

- *Document the number of bags used at the dog park.* The City's Parks Department reports the number of bags used to the Stormwater Coordinator, who places the information into a log. Due to the COVID-19 pandemic, the dog park was closed part of the reporting period. Additionally, a reduction in staff hours impacted an accurate count of the bags used. As such, an estimated number of 7,500 bags were replenished at the dog park during the reporting period.
- *Document the number of bags and recycling barrels provided for the ORSANCO River Sweep.* Due to the COVID-19 pandemic, the ORSANCO River Sweep was canceled. If the 2021 River Sweep occurs, the Stormwater Coordinator will keep a log listing the materials provided for the river sweep and the number of participants.
- *Collect photographs of participation at the ORSANCO River Sweep.* As previously noted, there was no ORSANCO River Sweep during the reporting period. Photos from the river sweep will be taken during the next river sweep.
- *Document information provided to schools concerning the ORSANCO River Sweep Poster Contest.* Copies of the application and letters sent to the schools are kept by the City.
- *Number of attendees at the Vienna Utility Board Meeting that addresses the annual review of the SWMP.* This year, the City decided to have the annual SWMP review at a City Council Meeting (June 26, 2020). A total of eleven attendees were present during the meeting.
- *Document the SWMP and previous year's Annual Report are available on the City's website for review prior to the annual review meeting.* Unfortunately, the information was not placed online prior to the annual review meeting. The City has already placed the annual report on the website and will make it a priority to get the annual report on the website within 90-days of submission of the report to WVDEP.
- *Collect comments from the meeting and consider possible changes to include in the next year's Annual Report or future SWMP.* No comments were received during the meeting, but comments will be collected and information inserted into the next annual report, if applicable.
- *Document the number of notices provided to the public on local cleanup and recycling programs.* Information is contained on the website and the City keeps a log of the information added to the website. No notices were provided to the public during the reporting period due to the COVID19 pandemic.

46. The following describes the status of the BMPs:

Pet Waste Program – Bags are kept at both dog parks in Jackson Park along with information on the pet waste program.

ORSANCO's River Sweep Program – In the past, information is presented in the newspaper indicating the Annual Ohio River Sweep as sponsored by ORSANCO. The City of Vienna provides necessary items for volunteers to use while participating in the river sweep. Information on the Poster Contest for the River Sweep provides school age children the opportunity to learn about watershed issues including stormwater challenges. This program will continue once COVID-19 pandemic has ended.

Comments on the Stormwater Management Program – Citizens are given an opportunity during a Vienna City Council Meeting or Utility Board Meeting to discuss issues and offer strategies to improve the stormwater management program. These meeting notices are placed in the newspaper.

Local Cleanup and Recycling Programs - Public notice is given on the website to inform the public of free programs available for cleaning of properties. Most programs were suspended for the reporting period due to COVID-19 pandemic.

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:

- *Continue to update the map as new structures are installed and previously unknown structures are located within the system.* The City of Vienna has a GIS system that includes information on all known storm system infrastructure. Mapping is updated as information becomes available. The City recently hired a fulltime GIS coordinator to assist in collection of stormwater infrastructure data.
- *Document the length of Pond Run observed during the observation period.* A log is kept indicating the length of Pond Run observed annually. A total of 2,469 acres of Pond Run were observed during the reporting period.
- *Provide number of samples collected of suspect dry weather discharges.* Information on the number of samples is maintained in a log. A total of two samples were collected during the reporting period.

- *Train public works staff on the importance of reporting and removing illicit discharges.* Training of new employees includes watching a video on IDDE. The City provided refresher courses for employees of the Public Works Department and Parks Department. However, the refresher courses did not happen due to COVID-19 pandemic.
 - *Train one City department (other than public works) on the importance of reporting and removing illicit discharges.* Annually, the Stormwater Coordinator provides information to the Parks Department on IDDE. However, the Parks Department course did not happen due to COVID-19 pandemic.
 - *Document the number of businesses passing the exam.* Information on the approved landscaping businesses within Vienna is kept by the Stormwater Coordinator. A total of 246 businesses passed the exam during the reporting period.
 - *Provide and document that the phone number and email address is posted on the website to report suspected illicit discharges.* The City checks quarterly to make sure the information is provided on the website.
 - *Document the number of phone calls and emails received regarding suspected illicit discharges.* Phone calls and emails are routed through the Stormwater Coordinator, who logs the information. The City received more than 40 calls from the public concerning suspected illicit discharges during the reporting period.
 - *Document the time required between receiving a call or email and City staff reviewing the issue.* Once a phone call or email is received by the Stormwater Coordinator, a crew with the City's Public Works Department is immediately dispatched to review the complaint. Information on the call and subsequent findings is logged by the Stormwater Coordinator, including the times associated with each step. On average, the City responded to calls concerning illicit discharges within two hours, unless it is the weekend and then it is investigated first thing Monday morning.
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:
- *Document the number of construction site inspections.* City keeps a log of inspections made by the Stormwater Coordinator. Approximately 10 construction site inspections were performed during the reporting period.
 - *Document the number of construction site violations.* In the inspection log, violations are tracked by the City. For the reporting year, one construction site violation was observed.

- *Document attendance of City staff at a training event for erosion and sedimentation control.* Training sessions are logged by the City and, where applicable, attendance sheets and certificates are kept on file. No training events occurred due to COVID-19 pandemic.
- *Document the number of site plans reviewed.* No site plans were reviewed by the Public Works Department during the reporting period.
- *Document that the stormwater page on the City's website contains design information for engineers, contractors, and developers.* The City tracks information on the stormwater page by keeping a log. Website includes a link to the WVDEP website that includes various links to stormwater design information.

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:

- *Document that the Stormwater Ordinance is updated to reference West Virginia Stormwater Management and Design Guidance Manual.* City has created link to the manual on the website.
- *Document that a link to the West Virginia Stormwater Management and Design Guidance Manual is maintained on the stormwater page of the City's website.* With the reference to the site created, the City checks quarterly to make sure that the link is correct. A log has been made to track this observation.
- *Document the number of post-construction runoff measures that are observed.* A log is maintained by the Stormwater Coordinator listing the locations that are observed and dates they occur. In the reporting period, a total of five post-construction runoff measures were observed.
- *Collect photos of the post-construction runoff measures observed.* Along with the log of post-construction runoff measures observed, the Stormwater Coordinator takes photos of the measures. These photos are kept with the logs for future reference.
- *Document the number of training events advertised on the stormwater page of the City's website.* The City tracks information on the stormwater page by keeping a log. During the reporting period, no training events were listed on the website due to the COVID -19 pandemic.
- *Document the number of training events attended by City staff.* Documentation on training event attendance is maintained by the Stormwater Coordinator. During the reporting period, no training events were attended due to the COVID -19 pandemic

121. Site plan reviews are made to assist developers in reducing footprints to assist in reducing the amount of impervious services.
122. When projects are set to occur in ecologically sensitive areas, the City will direct the developers and their engineers to the “Natural Stream Design” methods in accordance with the U.S. Army Corps of Engineers practices.
123. During site plan reviews, the City requires that all new developments and redevelopments to provide permanent BMPs to accomplish stormwater management.
124. During site plan reviews, the City requires that all new developments and redevelopments to provide permanent BMPs to accomplish stormwater management.
126. During site plan reviews, City staff observes whether the site appears to have native soils. If so, the developer and engineer will be advised to devise a plan to protect these native soils.
129. This report is beyond the three year reporting cycle.
134. The following describes the status of the BMPs:

Street Sweeping – 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. The COVID-19 pandemic along with maintenance issues reduced the amount of time street sweeping was performed during the reporting period.

Catch Basin Cleaning - 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.

Municipal Facilities’ Housekeeping and Maintenance Program – Stormwater coordinator performs an inspection of each of the municipal facilities based upon the Stormwater Pollution Prevention Plan (SWPPP) for each location.

Stormwater Pollution Prevention Plan for City-Owned Properties – Created in 2017, the Stormwater Coordinator reviews the SWPPP and updates annually if necessary.

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:

- *Document the time spent sweeping streets.* From September 2019 through March 2020, employees spent 27 days per month sweeping streets and only miss time during rain events, storm events, holidays, and days off. Following the COVID-19 pandemic, sweeping has been performed on an as-needed basis.
- *Document the number of catch basins cleaned.* Employees list the locations of catch basins that are cleaned and this information is transferred to a log for tracking. The COVID-19 pandemic reduced the amount of time employees could spend cleaning catch basins and documenting results. It is anticipated that firm numbers will be provided during the next reporting period.
- *Create a list of problematic catch basins within the collection system.* The City has begun a program to replace any catch basin that is found; therefore, there should be no problematic catch basins.
- *Document that inspection of municipally-owned facilities occurs.* City created a checklist for performing inspections of the facilities. The checklists are completed during the inspection and are filed. Inspections are performed monthly and additionally if there are heavy rain period.
- *Document when each SWPPP has been reviewed and updated.* Reviewed annually (November 2019) and updated.
- *Document training of staff for each SWPPP developed.* Sign-in sheets are kept for training sessions on the SWPPP and the sheets are filed. Public works department staff is trained annually on the SWPPP for the municipally-owned facilities. Training did not occur due to the COVID-19 pandemic.

Attachment B

Budget Reports for Reporting Year

YTD Thru Period 12

Account Description	Account Number	Debits	Credits
426 STORM WATER FUND			
CASH	101-0000	47,219.88	
A/R UB PENALTIES	111-0018	653.81	
A/R - STORM WTR RESIDENTIAL	111-0035	24,048.48	
A/R - STORM WTR COMMERCIAL	111-0036	3,648.01	
DUE FROM OTHER FUNDS	114-0000		
INTEREST RECEIVABLE	117-0000	1,342.86	
INVESTMENTS	125-0000	180,600.98	
SUP & ENGINEERING - VEHICLES	805-0007	28,750.37	
COLLECTING SYSTEM - BLDGS & GROUNDS	837-0001	86,847.00	
	Total Assets		373,111.39
A/D UTILITY PLANT	108-0001		44,890.27
ACCOUNTS PAYABLE	201-0000		43,132.61
DUE TO OTHER FUNDS	215-0000		
DUE TO CAPITAL RESERVE	215-0035		
REFUND LIABILITY	228-0000		
ACC. COMP. ABSENCES	235-0000		53,290.69
NET OPEB OBLIGATION	235-0005		
	Total Liabilities		141,313.57
FUND BALANCE	299-0000		363,708.45
	Total Equity		363,708.45
TAX PENALTY & INTEREST	303		3,409.33
STORM WTR RESIDENTIAL REVENUE	316		239,473.93
STORM WTR COMMERCIAL REVENUE	318		43,612.36
TRANSFER FROM OTHER FUND	322		50,000.00
TRANSFER FROM OTHER FUND STORM WATER FUND	322 426		
COAL SEVERENCE REVENUE	325		
2% UTILITY TAX	333		
INTEREST INCOME	344		
CHGS TO OTHER ENTITIES	362		
NON OPER - TEK COLLECT	389		
REGIONAL & TEK REVENUE	398		118.97
MISCELLANEOUS REVENUE	399		
	Total Revenues		336,614.59
A/R - UTILITY TAX	111-0017		
DEPRECIATION EXPENSE	401-0000		
CITY HALL PCARD CLEARING	440 9999		
SUPERVISION & ENGINEERING PERSONAL SERVICE OFFICIAL'S SALARY	805 10 01	10,960.28	
SUPERVISION & ENGINEERING PERSONAL SERVICE SALARIES	805 10 03	39,856.84	
SUPERVISION & ENGINEERING PERSONAL SERVICE FICA	805 10 04	3,711.79	
SUPERVISION & ENGINEERING PERSONAL SERVICE GROUP INSURANCE	805 10 05	30,366.47	
SUPERVISION & ENGINEERING PERSONAL SERVICE RETIREMENT	805 10 06	3,508.04	
SUPERVISION & ENGINEERING PERSONAL SERVICE PENSION	805 10 07		
SUPERVISION & ENGINEERING PERSONAL SERVICE FRINGE BENEFITS	805 10 10		
SUPERVISION & ENGINEERING CONTRACT SERVICES RADIO AND TELEPHONE	805 40 11		
SUPERVISION & ENGINEERING CONTRACT SERVICES PRINTING	805 40 12		
SUPERVISION & ENGINEERING CONTRACT SERVICES UTILITIES	805 40 13		

Trial Balance Report for CITY OF VIENNA

Fiscal Year 2019/2020 **Thru Period** 12

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Account Description	Account Number	Debits	Credits
426 STORM WATER FUND			
SUPERVISION & ENGINEERING	805 40 14		
CONTRACT SERVICES TRAVEL			
SUPERVISION & ENGINEERING	805 40 15		
CONTRACT SERVICES MAINT AND REPAIRS-BLDGS			
SUPERVISION & ENGINEERING	805 40 16		
CONTRACT SERVICES MAINT AND REPAIRS-EQUIP			
SUPERVISION & ENGINEERING	805 40 17		
CONTRACT SERVICES MAINT AND REPAIRS-AUTOS			
SUPERVISION & ENGINEERING	805 40 18		
CONTRACT SERVICES POSTAGE			
SUPERVISION & ENGINEERING	805 40 19		
CONTRACT SERVICES EQUIPMENT RENTS			
SUPERVISION & ENGINEERING	805 40 20	42.30	
CONTRACT SERVICES LEGAL PUBLICATIONS			
SUPERVISION & ENGINEERING	805 40 21		
CONTRACT SERVICES TRAINING & EDUCATION			
SUPERVISION & ENGINEERING	805 40 22	2,321.75	
CONTRACT SERVICES DUES AND SUBSCRIPTIONS			
SUPERVISION & ENGINEERING	805 40 23	9,002.78	
CONTRACT SERVICES PROFESSIONAL SERVICES			
SUPERVISION & ENGINEERING	805 40 24		
CONTRACT SERVICES AUDIT			
SUPERVISION & ENGINEERING	805 40 26	218.78	
CONTRACT SERVICES INSURANCE			
SUPERVISION & ENGINEERING	805 40 28		
CONTRACT SERVICES FREIGHT			
SUPERVISION & ENGINEERING	805 40 30	(5,000.00)	
CONTRACT SERVICES CONTRACTED SERVICES			
SUPERVISION & ENGINEERING	805 40 32	20.65	
CONTRACT SERVICES BANK CHARGES			
SUPERVISION & ENGINEERING	805 55 41	772.80	
COMMODITIES MATERIAL AND SUPPLIES			
SUPERVISION & ENGINEERING	805 55 43		
COMMODITIES AUTO SUPPLIES			
SUPERVISION & ENGINEERING	805 55 44		
COMMODITIES FEEDING PRISONERS			
SUPERVISION & ENGINEERING	805 55 45	225.00	
COMMODITIES UNIFORMS			
SUPERVISION & ENGINEERING	805 65 57		
CAPITAL OUTLAY CAPITAL OUTLAY-BLDGS			
SUPERVISION & ENGINEERING	805 65 58	26,715.00	
CAPITAL OUTLAY CAPITAL OUTLAY OTHER			
SUPERVISION & ENGINEERING	805 65 59		
CAPITAL OUTLAY CAPITAL OUTLAY-EQUIP			
SUPERVISION & ENGINEERING	805 70 66		
CONTRIBUTIONS CONTR. TO OTHER FUNDS			
SUPERVISION & ENGINEERING	805 70 68		
CONTRIBUTIONS CONTRIBUTIONS			
SUPERVISION & ENGINEERING	805 99 99		
GENERAL L/T DEBT L/T DEBT			
MAPS & RECORDS PERSONAL	830 10 01	16,697.20	
SERVICE OFFICIAL'S SALARY			
MAPS & RECORDS PERSONAL	830 10 03	10,732.80	
SERVICE SALARIES			
MAPS & RECORDS PERSONAL	830 10 04	2,037.02	
SERVICE FICA			
MAPS & RECORDS PERSONAL	830 10 05		
SERVICE GROUP INSURANCE			
MAPS & RECORDS PERSONAL	830 10 06		
SERVICE RETIREMENT			
MAPS & RECORDS PERSONAL	830 10 07		
SERVICE PENSION			

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Account Description	Account Number	Debits	Credits
426 STORM WATER FUND			
MAPS & RECORDS PERSONAL SERVICE FRINGE BENEFITS	830 10 10		
MAPS & RECORDS CONTRACT SERVICES RADIO AND TELEPHONE	830 40 11		
MAPS & RECORDS CONTRACT SERVICES PRINTING	830 40 12		
MAPS & RECORDS CONTRACT SERVICES UTILITIES	830 40 13		
MAPS & RECORDS CONTRACT SERVICES TRAVEL	830 40 14		
MAPS & RECORDS CONTRACT SERVICES MAINT AND REPAIRS-BLDGS	830 40 15		
MAPS & RECORDS CONTRACT SERVICES MAINT AND REPAIRS-EQUIP	830 40 16		
MAPS & RECORDS CONTRACT SERVICES MAINT AND REPAIRS-AUTOS	830 40 17		
MAPS & RECORDS CONTRACT SERVICES POSTAGE	830 40 18		
MAPS & RECORDS CONTRACT SERVICES EQUIPMENT RENTS	830 40 19		
MAPS & RECORDS CONTRACT SERVICES LEGAL PUBLICATIONS	830 40 20		
MAPS & RECORDS CONTRACT SERVICES TRAINING & EDUCATION	830 40 21		
MAPS & RECORDS CONTRACT SERVICES DUES AND SUBSCRIPTIONS	830 40 22		
MAPS & RECORDS CONTRACT SERVICES PROFESSIONAL SERVICES	830 40 23		
MAPS & RECORDS CONTRACT SERVICES AUDIT	830 40 24		
MAPS & RECORDS CONTRACT SERVICES INSURANCE	830 40 26		
MAPS & RECORDS CONTRACT SERVICES FREIGHT	830 40 28		
MAPS & RECORDS CONTRACT SERVICES CONTRACTED SERVICES	830 40 30		
MAPS & RECORDS CONTRACT SERVICES BANK CHARGES	830 40 32		
MAPS & RECORDS COMMODITIES MATERIAL AND SUPPLIES	830 55 41		236.25
MAPS & RECORDS COMMODITIES AUTO SUPPLIES	830 55 43		
MAPS & RECORDS COMMODITIES FEEDING PRISONERS	830 55 44		
MAPS & RECORDS COMMODITIES UNIFORMS	830 55 45		300.00
MAPS & RECORDS CAPITAL OUTLAY CAPITAL OUTLAY-BLDGS	830 65 57		
MAPS & RECORDS CAPITAL OUTLAY CAPITAL OUTLAY OTHER	830 65 58		
MAPS & RECORDS CAPITAL OUTLAY CAPITAL OUTLAY-EQUIP	830 65 59		
MAPS & RECORDS CONTRIBUTIONS CONTR. TO OTHER FUNDS	830 70 66		
MAPS & RECORDS CONTRIBUTIONS CONTRIBUTIONS	830 70 68		
TESTING & SAMPLING PERSONAL SERVICE OFFICIAL'S SALARY	834 10 01		
TESTING & SAMPLING PERSONAL SERVICE SALARIES	834 10 03		
TESTING & SAMPLING PERSONAL SERVICE FICA	834 10 04		
TESTING & SAMPLING PERSONAL SERVICE GROUP INSURANCE	834 10 05		
TESTING & SAMPLING PERSONAL SERVICE RETIREMENT	834 10 06		
TESTING & SAMPLING PERSONAL SERVICE PENSION	834 10 07		
TESTING & SAMPLING PERSONAL SERVICE FRINGE BENEFITS	834 10 10		

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Account Description	Account Number	Debits	Credits
426 STORM WATER FUND			
TESTING & SAMPLING CONTRACT SERVICES RADIO AND TELEPHONE	834 40 11		
TESTING & SAMPLING CONTRACT SERVICES PRINTING	834 40 12		
TESTING & SAMPLING CONTRACT SERVICES UTILITIES	834 40 13		
TESTING & SAMPLING CONTRACT SERVICES TRAVEL	834 40 14		
TESTING & SAMPLING CONTRACT SERVICES MAINT AND REPAIRS-BLDGS	834 40 15		
TESTING & SAMPLING CONTRACT SERVICES MAINT AND REPAIRS-EQUIP	834 40 16	354.81	
TESTING & SAMPLING CONTRACT SERVICES MAINT AND REPAIRS-AUTOS	834 40 17		
TESTING & SAMPLING CONTRACT SERVICES POSTAGE	834 40 18		
TESTING & SAMPLING CONTRACT SERVICES EQUIPMENT RENTS	834 40 19		
TESTING & SAMPLING CONTRACT SERVICES LEGAL PUBLICATIONS	834 40 20		
TESTING & SAMPLING CONTRACT SERVICES TRAINING & EDUCATION	834 40 21	190.82	
TESTING & SAMPLING CONTRACT SERVICES DUES AND SUBSCRIPTIONS	834 40 22		
TESTING & SAMPLING CONTRACT SERVICES PROFESSIONAL SERVICES	834 40 23		
TESTING & SAMPLING CONTRACT SERVICES AUDIT	834 40 24		
TESTING & SAMPLING CONTRACT SERVICES INSURANCE	834 40 26	5,573.29	
TESTING & SAMPLING CONTRACT SERVICES FREIGHT	834 40 28		
TESTING & SAMPLING CONTRACT SERVICES CONTRACTED SERVICES	834 40 30		
TESTING & SAMPLING CONTRACT SERVICES BANK CHARGES	834 40 32		
TESTING & SAMPLING COMMODITIES MATERIAL AND SUPPLIES	834 55 41	449.15	
TESTING & SAMPLING COMMODITIES AUTO SUPPLIES	834 55 43		
TESTING & SAMPLING COMMODITIES FEEDING PRISONERS	834 55 44		
TESTING & SAMPLING COMMODITIES UNIFORMS	834 55 45		
TESTING & SAMPLING CAPITAL OUTLAY CAPITAL OUTLAY-BLDGS	834 65 57		
TESTING & SAMPLING CAPITAL OUTLAY CAPITAL OUTLAY OTHER	834 65 58		
TESTING & SAMPLING CAPITAL OUTLAY CAPITAL OUTLAY-EQUIP	834 65 59		
TESTING & SAMPLING CONTRIBUTIONS CONTR. TO OTHER FUNDS	834 70 66		
TESTING & SAMPLING CONTRIBUTIONS CONTRIBUTIONS	834 70 68		
COLLECTING SYSTEM PERSONAL SERVICE OFFICIAL'S SALARY	837 10 01		
COLLECTING SYSTEM PERSONAL SERVICE SALARIES	837 10 03		
COLLECTING SYSTEM PERSONAL SERVICE FICA	837 10 04		
COLLECTING SYSTEM PERSONAL SERVICE GROUP INSURANCE	837 10 05		
COLLECTING SYSTEM PERSONAL SERVICE RETIREMENT	837 10 06		
COLLECTING SYSTEM PERSONAL SERVICE PENSION	837 10 07		
COLLECTING SYSTEM PERSONAL SERVICE FRINGE BENEFITS	837 10 10		

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YTD Thru Period 12

Account Description	Account Number	Debits	Credits
426 STORM WATER FUND			
COLLECTING SYSTEM CONTRACT SERVICES RADIO AND TELEPHONE	837 40 11		
COLLECTING SYSTEM CONTRACT SERVICES PRINTING	837 40 12		
COLLECTING SYSTEM CONTRACT SERVICES UTILITIES	837 40 13		
COLLECTING SYSTEM CONTRACT SERVICES TRAVEL	837 40 14		
COLLECTING SYSTEM CONTRACT SERVICES MAINT AND REPAIRS-BLDGS	837 40 15		
COLLECTING SYSTEM CONTRACT SERVICES MAINT AND REPAIRS-EQUIP	837 40 16	959.42	
COLLECTING SYSTEM CONTRACT SERVICES MAINT AND REPAIRS-AUTOS	837 40 17	355.88	
COLLECTING SYSTEM CONTRACT SERVICES POSTAGE	837 40 18		
COLLECTING SYSTEM CONTRACT SERVICES EQUIPMENT RENTS	837 40 19		
COLLECTING SYSTEM CONTRACT SERVICES LEGAL PUBLICATIONS	837 40 20		
COLLECTING SYSTEM CONTRACT SERVICES TRAINING & EDUCATION	837 40 21	423.75	
COLLECTING SYSTEM CONTRACT SERVICES DUES AND SUBSCRIPTIONS	837 40 22		
COLLECTING SYSTEM CONTRACT SERVICES PROFESSIONAL SERVICES	837 40 23		
COLLECTING SYSTEM CONTRACT SERVICES AUDIT	837 40 24		
COLLECTING SYSTEM CONTRACT SERVICES INSURANCE	837 40 26		
COLLECTING SYSTEM CONTRACT SERVICES FREIGHT	837 40 28		
COLLECTING SYSTEM CONTRACT SERVICES CONTRACTED SERVICES	837 40 30		
COLLECTING SYSTEM CONTRACT SERVICES BANK CHARGES	837 40 32		
COLLECTING SYSTEM COMMODITIES MATERIAL AND SUPPLIES	837 55 41	1,866.91	
COLLECTING SYSTEM COMMODITIES AUTO SUPPLIES	837 55 43	265.44	
COLLECTING SYSTEM COMMODITIES FEEDING PRISONERS	837 55 44		
COLLECTING SYSTEM COMMODITIES UNIFORMS	837 55 45		
COLLECTING SYSTEM CAPITAL OUTLAY CAPITAL OUTLAY-BLDGS	837 65 57		
COLLECTING SYSTEM CAPITAL OUTLAY CAPITAL OUTLAY OTHER	837 65 58	155,360.00	
COLLECTING SYSTEM CAPITAL OUTLAY CAPITAL OUTLAY-EQUIP	837 65 59	150,000.00	
COLLECTING SYSTEM CONTRIBUTIONS CONTR. TO OTHER FUNDS	837 70 66		
COLLECTING SYSTEM CONTRIBUTIONS CONTRIBUTIONS SALARIES & WAGES PAYABLE	920-0000		
	Total Expenses		468,525.22
SUP & ENGINEERING - BLDGS & GROUNDS	805-0001		0.00
SUP & ENGINEERING - EQUIPMENT	805-0004		0.00
MAPS & RECORDS - BLDGS & GROUNDS	830-0001		0.00

Trial Balance Report for CITY OF VIENNA

Fiscal Year 2019/2020 **Thru Period** 12

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YTD Thru Period 12

Account Description	Account Number	Debits	Credits
426 STORM WATER FUND			
MAPS & RECORDS - EQUIPMENT	830-0004		0.00
MAPS & RECORDS - VEHICLES	830-0007		0.00
TESTING & SAMPLING - BLDGS & GROUNDS	834-0001		0.00
TESTING & SAMPLING - EQUIPMENT	834-0004		0.00
TESTING & SAMPLING - VEHICLES	834-0007		0.00
COLLECTING SYSTEM - EQUIPMENT	837-0004		0.00
COLLECTING SYSTEM - VEHICLES	837-0007		0.00
		<u>841,636.61</u>	<u>841,636.61</u>

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 Management 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

Approval Date	Development Name	Type of Development	Total Site (Acres)	Impervious Area (Acres)	Impervious/Total Site Area Ratio	Type of Post-Construction Stormwater Management System	100% Infiltration	
							Volume (c.f.) Provided	Required 1" Volume (c.f.)
3/25/2016	Popeye's	Commercial Site Redevelopment	0.71	0.53	0.74	Water quality requirements are achieved through the use of a "Jellyfish Filter", a proprietary stormwater treatment device manufactured by Contech, that was designed to treat and discharge the runoff from a 1.2" rainfall.	N/A -	N/A -
7/11/2019	Grand Central Mall North Anchor	Commercial Site Redevelopment	5.20	5.20	1.00	Storm drainage system routed to below-grade detention system comprised of ADS Stormtech chambers, which have open bottom enveloped with gravel to allow infiltration.	24,682	20,941