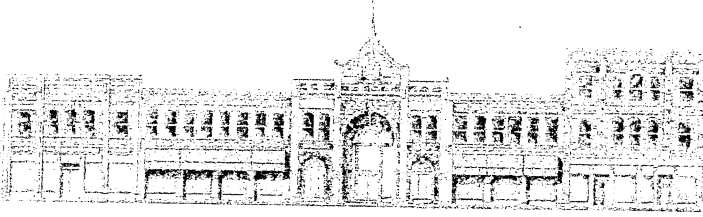


The City of Wilmington, Ohio



475 South Nelson Avenue, Wilmington, Ohio 45177

Wastewater Department

Office
475 South Nelson Avenue
Phone: (937) 382-2413
Fax: (937) 382-3044

Superintendent
Harry J. McVey
Email: hjmcvey@cinci.rr.com

Mayor
David L. Raizk
(937) 382-5458

Director of Law
Kathryn Hapner
(937) 383-2067

City Auditor
David Hollingsworth
(937) 382-6604

City Treasurer
Geoffrey A. Phillips
(937) 382-6515

President of Council
Fred Ertel
(937) 382-5458

Members of Council
Bob Mead
Sandra Mongold
Mark McKay
Cindy Peterson
Donald Wells
Mike Wallace
Rob Jaehning

Director of Public Service
Lawrence D. Reinsmith
(937) 382-6509

Director of Public Safety
C. Nick Babb
(937) 382-5458

June 9, 2010

Mr. Jason Fyffe
Ohio EPA – Division of Surface Water
Storm Water Program – Small MS4
P.O. Box 1049
Columbus, OH 43216-1049

Mr. Fyffe:

I respectfully submit the 2009 Annual Storm Water Report. I am requesting approval to use this format that replicates our Storm Water Management Plan.

I apologize for the delay in submitting the annual report.

Sincerely,

Harry J. McVey
Wastewater Department
Superintendent

C: Chris Cotton, SWD OEPA
David Raizk, Mayor
Larry Reinsmith, Service Director
Laura Curliss, Administrative Assistant
Eric Green, Chief Operator



State of Ohio Environmental Protection Agency

NPDES Small MS4 General Permit (OHQ000002) Annual Reporting Form

Instructions for completing this form:

- OHQ000002 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1st.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:
Ohio Environmental Protection Agency
Division of Surface Water
Storm Water Program – Small MS4
P.O. Box 1049
Columbus, Ohio 43216-1049

Small MS4 Annual Report for Year: 2009

Ohio EPA Facility Permit Number: OHQ000002

Name of MS4: City of Wilmington

Primary Contact: Harry J. McVey

Title: Wastewater Superintendent

Mailing Address: 475 S. Nelson Avenue

City: Wilmington

Zip Code: 45177

County: Clinton

Telephone Number: 937-382-2413

Email Address: hjmcvey@cinci.rr.com

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

Attached

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of fine and imprisonment for knowing violations.

Print Name: Harry J. McVey

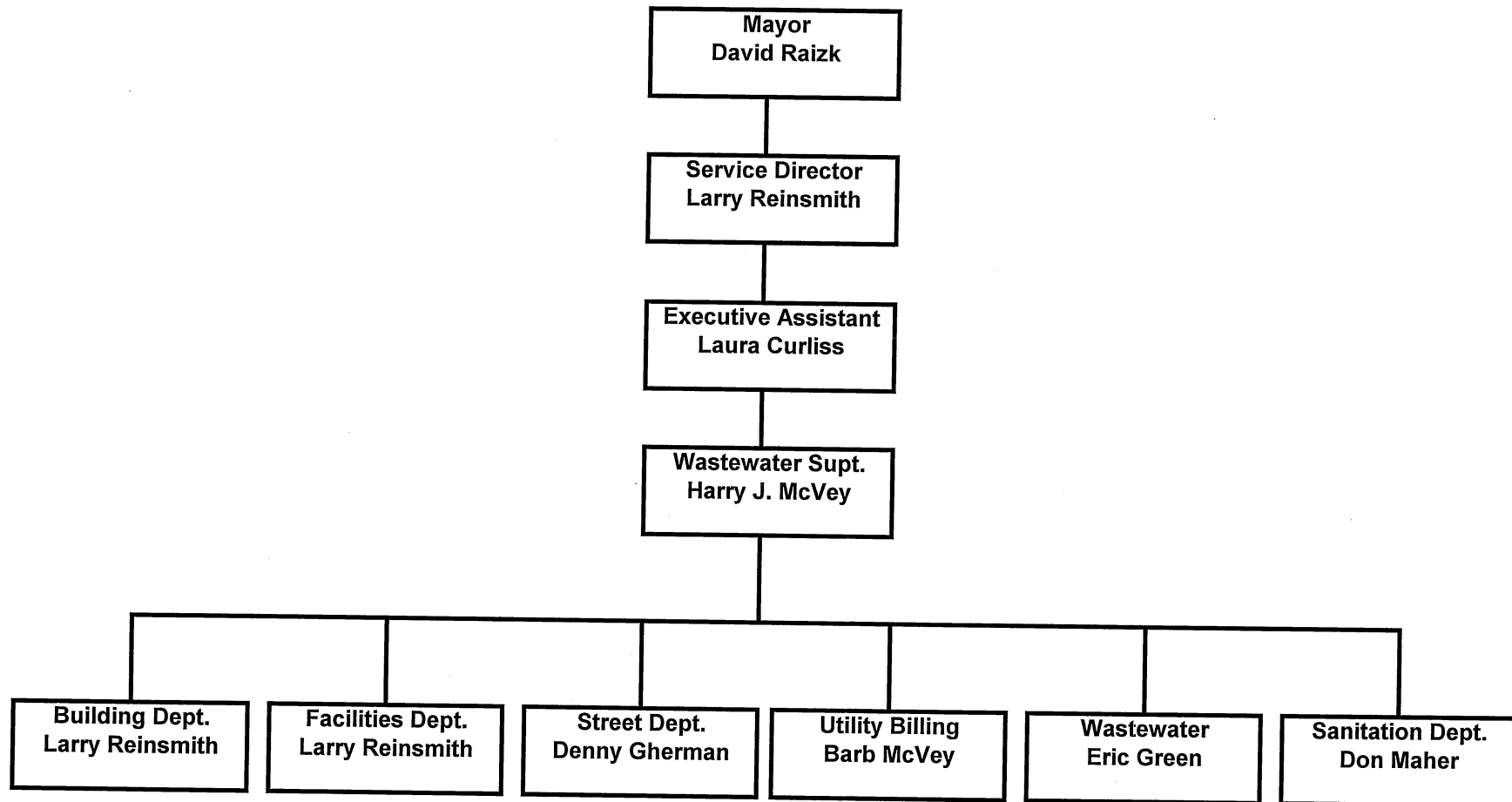
Print Title: Superintendent of Wastewater

Signature: 

Date: June 11, 2010

City of Wilmington Storm Water Management Plan

Organizational Chart



I. PUBLIC EDUCATION AND OUTREACH					
BMP Task/Activity Description	Milestone Product / Measurable Goal	Responsible Department	Milestone Date	1ST YEAR	Actual
A Develop plan to educate the general public & stakeholders	See Activities Below				
1 Conduct meetings with community/public stakeholders with opportunity for general public comments	Storm Water Advisory Committee (SWAC), consisting of staff and citizens from churches, service/civic clubs, businesses and ethnic/minority groups, is formed to discuss Phase II, storm water quality and sensitive issues of the community; Obtain input for developing ordinances	City Department Heads & SWAC(*)	PY01/Quarterly	Quarterly	Economic upheaval has forced a delay in this. The first SWAC meeting is scheduled for July 2010.
2 Modify City's website	Information added about Phase II requirements, MS4 Permit and SWMP with program objectives and status; Links provided to EPA and other storm water quality websites; Goal - 2,000 website hits	Facilities	PY01	Define topics, overall format and Modify website	Website modification had begun, responsible party left City employment. Updates continued as of July 1, 2010
3 Educate and inform elected officials on program implications	Meet with elected officials informing them of program progress	City Department Heads	PY01 Once per year	Inform and involve elected officials prior to budget process	Discussions have been ongoing
B Develop public distribution materials	See Activities Below				
1 Information provided on utility bills	Statement provided on utility bills sent out to public; Topics include overview of SWMP, illicit connections, dumping, complaint and reporting opportunities and other topic(s) to be determined; Goal - Send out 25,000 statements	Utility Billing	PY 1	5,000 utility bills Once per year	Not done. Took longer than expected to change billing format. Scheduled for July 2010 billing cycle.
2 Place newspaper article(s)	Press is provided updates on Phase II program; Goal - Send out 40,000 copies	Executive Assistant	PY01/ Twice per year	Articles Twice/year 8,000 copies	Not done. Stormwater information was put on Government Access channel, cable TV.
3 Distribute stormwater related pamphlets	Storm water related pamphlets are distributed at the Home Show, County Fair and by Permit Department	Utility Billing, Building & Mayor's Office	PY 2	Develop pamphlet(s)	Developed and available in the Utility Billing and Service Director's offices. Also available at the wastewater treatment plant.
C Develop other public outreach efforts	See Activities Below				
1 Inform Stream Keepers and Little Miami River Partnership	Information is provided on water quality importance, Phase II program and overview of City's SWMP; Phase II elements are included with watershed activities	Wastewater, Stream Keepers, LM River Partnership	PY 1	Ongoing	Administrative Assistant with the City very active in the environmental organizations. Discussions are ongoing.
2 Wilmington College wastewater treatment plant tours	Overview of Phase II Program is provided with tours	Wastewater	PY 2 Offer	Develop pamphlet(s), WQ presentation mtl.	Wilmington College Human Ecology class March 4, 2009
3 Clinton County Leadership	Water quality educational material is provided with courses	Executive Assistant	PY 2 Offer	Develop pamphlet(s), WQ presentation mtl.	Clinton County Leadership group tour August 20, 2009
Goal for BMP Tasks A, B and C	Reach 6,000 people over permit term				

2. PUBLIC INVOLVEMENT AND PARTICIPATION					
BMP Task/Activity Description	Milestone Product / Measurable Goal	Responsible Department	Milestone Date	1ST YEAR	Actual
A Develop public involvement plan	See Activities Below				
1 Comply with state and local public notice requirements	Ongoing	All Departments	PY 1	Ongoing	Ongoing
Exist 2 Modify City's website	Box is provided for the general public to submit questions, concerns or ideas for water quality issues	Facilities	PY 1	Define topics, overall format and Modify website	Website modification had begun, responsible party left City employment. Updates continued as of July 1, 2010
Exist 3 Involve Stream Keepers and Little Miami River Partnership	Water quality topics are included with watershed activities	Wastewater, Stream Keepers, LM River Partnership	PY 1	Ongoing	Administrative Assistant with the City very active in the environmental organizations. Discussions are ongoing.
4 Wilmington College wastewater treatment plant tours	Overview of Phase II Program is provided with the tour	Wastewater	PY 2 Offer	Develop pamphlet(s), WQ presentation mtl.	Wilmington College Human Ecology class March 4, 2009
5 Clinton County Leadership	Water quality component is provided with course	Executive Assistant	PY 2 Offer	Develop pamphlet(s), WQ presentation mtl.	Clinton County Leadership group tour August 20, 2009
6 Storm stenciling/placard project	Storm stenciling is provided on catchbasin grates and placards are placed in visible areas along streams; Goal - install placards on 50% of all catchbasins	WWT	Ongoing	50 Placards	Ongoing - Installed over 1500 emblems since 2008
7 Conduct SWAC Meetings	Consensus meeting(s) used to review SWMP and discuss sensitive issues of the community; Obtain input for developing ordinances	City Department Heads & SWAC(*)	PY 1/Quarterly PY 2-5/Annually	Quarterly	Economic upheaval has forced a delay in this. The first SWAC meeting is scheduled for July 2010.

3. ILLICIT DISCHARGE DETECTION AND ELIMINATION					
BMP Task/Activity Description		Milestone Product/Measurable Goal	Responsible Department	Milestone Date	1ST YEAR
A	Make Illicit Discharges Illegal	See Activities Below			
Exist	1 Prohibit, through regulatory mechanism, non-storm water discharges into the MS4 and implement enforcement procedures and actions	Ordinance or other regulatory measure described below making illicit discharges illegal	WWT, Council & Mayor's Office		
	a Review ordinance to eliminate dumping trash, leaves and other debris into the MS4 and street	Modify and/or develop new ordinance(s) as necessary to fully address stormwater needs	WWT, Council & Mayor's Office	PY 4	-
Exist	b Review ordinance to eliminate connection of integrated sump pumps (connected to washing machine) to the MS4 & home septic treatment systems (HSTS)	Modify and/or develop new ordinance(s) as necessary to fully address stormwater needs	WWT, Council & Mayor's Office	PY 4	-
	c Review ordinance to include procedures to access private property to negate illicit discharges and for issuing (on-site) citations and/or enforcement mechanisms for illicit discharges and illegal dumping	Modify and/or develop new ordinance(s) as necessary to fully address stormwater needs	WWT, Council & Mayor's Office	PY 4	-
B	Identify MS4 outfalls to "Waters of the State"	See Activity Below			
Exist	1 Develop map identifying MS4 conveyance system (storm sewers, ditches, creeks, etc.) and outfalls	Continue GIS mapping and inventory of watershed; Inventory of watershed is completed	WWT	PY 4	
C	Develop plan to Detect and Eliminate Illicit Discharges	See Activities Below			
	1 Develop and implement plan to inform employees and public about hazards associated with illegal discharges and improper waste disposal and where to report them	Information is provided about hazards associated with illegal discharges and improper waste disposal via Public Information/Involvement process	Facilities, Dept. Supervisors & SWAC	PY 2	--
	2 Modify website for public reporting of illicit discharges and illegal dumping	Box is provided on website for reporting; System is developed that collects and tracks incident reports from the public	Facilities	PY 1	Define reporting format and Modify website
Exist	3 Perform dye and smoke testing and TV for sanitary sewer system	Testing and videoing is performed in areas of potential or probable illicit connections and discharges	WWT	Ongoing	As Needed
Exist	4 Perform sanitary sewer system master planning, monitoring and/or inspections to identify and reduce/eliminate sanitary sewer overflows (SSOs)	Capital improvement projects are implemented to reduce/eliminate SSOs	WWT	Ongoing	Ongoing
Exist	5 There are five known HSTS's within the City limits; See list below	Where the public sewer system is available, HSTSs will be eliminated and building sewers will be connected. Non-functional or illegal HSTS's detected will be replaced or eliminated	WWT	Ongoing	Ongoing
	6 Conduct dry-weather field screening program for HSTSs, illicit connections and discharges	Basins are prioritized for screening program; Dry-weather visual surveys are conducted on 100% of MS4 outfalls	WWT	PY 5	Start Visual Screenings 10%
	7 Eliminate illicit discharges and connections	Responsible party is notified and illicit discharges are eliminated by property owner or the City if needed and charged to the property owner	WWT	PY 4	-
Exist	8 Implement notice of violation, citations and/or other enforcement mechanisms penalizing people/entities responsible for illicit discharges and/or illegal dumping	Follow-up inspections are performed in accordance with ordinance to ensure problems areas are resolved; Resources for sufficient staff are provided to support enforcement needs	To Be Determined	PY 4	-
	9 Develop program evaluation and electronic tool (database, etc.) for tracking and eliminating illicit discharges and illegal dumping	Procedures for program evaluation are developed and tool is developed that documents source of identification (field screening, hotline, etc.) for trend analyses and illicit discharge locations; Modify call check in box; Goal - Eliminate 100% of illicit discharges detected	WWT	PY 3	-

Known HSTS are at 821 S. Nelson Ave, 380 N. Nelson Ave, 1110 Fife Ave, 1180 Fife Ave and 160 N. South St

4. CONSTRUCTION SITE STORM WATER RUNOFF CONTROL					
BMP Task/Activity Description	Milestone Product/Measurable Goal	Responsible Department	Milestone Date	1ST YEAR	Actual
A Regulatory Basis	See Activities Below				
1 Requirements for construction site water quality issues including sanctions for non-compliance at sites of one or more acres (cumulative)	Regulatory measures in place and being applied through new or modified ordinance	Service Director & Mayor's Office	PY 2	Develop new/modified ordinance	
2 Requirements for specifying BMP's to be used, how they are to be sized and implemented	Regulatory measures in place and being applied through new or modified ordinance	Service Director & Mayor's Office	PY 2	Develop new/modified ordinance	
3 Develop overall goals and objectives that refers to guidance materials that may be readily updated	Regulatory measures in place and being applied through new or modified ordinance	Service Director & Mayor's Office	PY 2	Develop new/modified ordinance	
B Erosion Prevention and Sediment Control Requirements	See Activities Below				
1 Requirements for erosion prevention and sediment controls (or best management practices)	Ordinance adopted from 4A being applied				
Require:					
Phased disturbance site development					
Up-gradient perimeter erosion prevention (may include: diversions, barriers, berms, drains, buffers, etc.)					
Down-gradient perimeter sediment controls (may include: sediment traps, basins, inlet protection, stabilized construction entrance, barriers, silt fence, etc.)					
Down-gradient perimeter sediment controls be installed and inspected prior to site clearing or grubbing					
Site-wide erosion prevention (may include: temporary seeding, sodding, mulching, geotextile, terraces, fill area stabilization, stockpile protection, etc.)					
Site channel stabilization controls (may include: check dams, bioengineering, rip rap, lining, etc.)					
Other site controls (may include: dewatering operations, pesticides and herbicides use, system flushing, etc.)					
2 Develop guidance manual of management practices for erosion prevention and sediment control (EPSC)	If deemed effective and acceptable, then Guidance manual is developed/adopted to address EPSC in sufficient detail to support site design	Service Director	PY 3		-
3 Require an operation and maintenance plan	If deemed effective and acceptable, then O & M plan is adopted and being applied through new or modified regulations	Service Director	PY 3		-
4 Require time-based implementation of controls for denuded areas	If deemed effective and acceptable, then controls are adopted and being applied through new or modified regulations	Service Director	PY 3		-
C Construction Site Waste Control Requirements	See Activities Below				
1 Requirements for construction site waste controls (or best management practices)	Policy and requirements adopted being applied	Service Director	PY 3		-
Require:					
trash and debris management (may include: concrete truck wash out, dumpster maintenance, storage of liquids, trash disposal, etc.)					
air quality management (may include: dust control, volatile chemical management, etc.)					
sanitary waste management (may include: portable toilet)					
vehicle and equipment management (may include: fueling, repair, maintenance, washing and cleaning, fluids disposal, etc.)					
materials management (may include: storage, containment, spill response, etc.)					
2 Develop guidance manual of management practices for construction site pollution control (non-sediment)	If assessment is positive then guidance manual is adopted - explain in sufficient detail to support site design	Service Director	PY 3		-
D Water Quality Plan Review	See Activities Below				
Exist 1 "Erosion Prevention and Sediment Control Plan" be included in construction drawings	EPSC are in place and being applied through existing and/or modified regulations; Goal - Review EPSC plans for all new construction sites	Service Director	PY 1	Ongoing	Plan in use
2 Require "Waste Control Practices" be included in construction drawings	Waste control practices for discarded bldg. materials, concrete truck washout, chemical and sanitary waste, and fuel tank storage are developed	Service Director	PY 3		-
2 Develop checklists for design and approval of erosion prevention, sediment control and waste control practices	Itemized requirements for plan design and approval are developed;	Service Director	PY 3		-

4. CONSTRUCTION SITE STORM WATER RUNOFF CONTROL					
BMP Task/Activity Description	Milestone Product/Measurable Goal	Responsible Department	Milestone Date	1ST YEAR	Actual
E Inspection and Enforcement	See Activities Below				
Establish procedures for site inspection and enforcement control measures	Ordinance adopted from 4A being applied		PY 3		
1 Perform scheduled and surprise inspections	Inspections are performed on priority basis; Goal- Inspect each active construction site at least once per month	Service Director	PY 3		Each constr. site once/month
2 Cross-train building, water and sewer inspectors	Training workshops are conducted; Goal - 3 workshops are conducted	Service Director	PY 2		Once per year
3 Checklists for inspection covering erosion prevention, sediment control and waste control practices	Itemized requirements are developed for inspectors to identify issues to be rectified	Service Director	PY 3		-
Authorize:					
"warning" enforcement actions (may include: notice of violation, permit probation, etc.)					
"prohibitive" enforcement actions (may include: stop work orders, cease and desist, permit revocation, etc.)					
4 "compulsory" enforcement actions (may include: compliance order, consent order, clean and abate order, etc.)	If deemed effective and acceptable, then regulatory measure in place and being applied through new or modified ordinance	To Be Determined	PY 3	Review existing materials, outline alternatives as needed	-
"disciplinary" enforcement actions (may include: fines, fees, bond forfeiture, utility credit revocation, cost recovery, injunctions, property lien, imprisonment, etc.)					

5. POST-CONSTRUCTION STORM WATER MANAGEMENT					
BMP Task/Activity Description	Milestone Product / Measurable Goal	Responsible Department	Milestone Date	1ST YEAR	Actual
A Regulatory Basis	See Activities Below				
1 Develop program to address long-term water quality from sites of one acre or more	Program as described below, ensuring controls are in place that prevent or minimize water quality impacts for new and redevelopments	Service Director & Mayor's Office	See below	-	-
2 Require new and redevelopment actions to address long-term water quality	Ordinance or other regulatory mechanism adopted as described below	Service Director & Mayor's Office	PY 4	-	
Develop an ordinance:	Regulatory measure in place and being applied through new or modified ordinances and design manual; Goal - Adopt new ordinance that protects and sets policy for developing in sensitive areas, reducing impervious areas, and storage, filtration and infiltration practices	Service Director & Mayor's Office	PY 4		
requiring (or encouraging) structural water quality practices be applied at all new developments					
requiring (or encouraging) landscape provisions to be integrated with water quality management practices					
defining redevelopment conditions or threshold at which water quality measures must be applied					
3 encouraging greenways and other conservation practices through transfer of land development rights, tax incentives, land trusts, etc.					
defining sensitive areas (or districts) to be preserved and/or protected					
requiring covenant agreements for long-term maintenance of structural water quality practices be accepted prior to construction					
defining Wilmington's role and responsibility for the long-term maintenance of structural water quality practices					
B BMP Strategies					
1 Develop and implement structural and non-structural management strategies appropriate for Wilmington	See Activities Below		--	--	--
2 Develop watershed plan to identify, select and customize appropriate structural and non-structural management practices	Watershed plan developed and used as basis for storm water management practices for new and redevelopment projects	Service Director	PY 5	--	
Establish requirements for:	Regulatory measure in place and being applied through new or modified regulations and design manual	Service Director	PY 5	--	
on-site source control management practices (may include: infiltration practices, directly connected impervious area minimization, materials storage and separation, etc.)					
3 on-site treatment and attenuation management practices (may include: dry ponds, wet ponds, bio-filters, constructed wetlands, baffle boxes, water quality inlets, media filters, oil-water separators, etc.)					
on-site non-structural management practices (may include: buffers, landscaping, cluster development, low impact development strategies, open space requirements, education, etc.)	If assessment is positive then document recommended or acceptable practices - explain in sufficient detail to support site design	Service Director	PY 5	--	
4 Develop materials to guide and direct selection and design of management practices					

5. POST-CONSTRUCTION STORM WATER MANAGEMENT					
BMP Task/Activity Description	Milestone Product / Measurable Goal	Responsible Department	Milestone Date	1ST YEAR	Actual
C Long-term Operation and Maintenance					
1 Ensure long-term operation and maintenance of storm water facilities	See Activities Below		--	--	--
Exist 2 Catch basin cleaning	Existing service provided	WWT	Ongoing	20% basins each year	20% basins each year
Exist 3 Leaf & brush collection	Existing service provided	Streets	Ongoing	Three per year	Street dept. provides leaf pick-up in the fall, approximately 480 cu. yds. In 2009 . Sanitation dept. provides brush pick-up year round, additionally approximately 1315 cu. yds. were brought in.
4 Evaluate need and feasibility for long-term, post-construction, inspections of detention basin facilities	Perform assessment, if positive then implement inspection plan to be implemented	Service Director	PY 5	--	
Exist 5 Culvert and channel maintenance	Existing service provided on as needed basis; Develop plan to make culvert maintenance routine	Streets	Ongoing	As needed basis	As needed basis as per recommendations of Clinton County Engineers office.
6 Require O&M documentation for work on private property	Regulatory measure in place and being applied through new or modified ordinance - requiring document be prepared for approval of private permanent water quality facilities/devices	Service Director	PY 5	--	
7 Develop checklists for design considerations covering long-term pollution control practices	Itemized requirements are developed for inspection on private and public property to identify issues to be rectified	Service Director	PY 5	--	
8 Electronic tool (database) to support maintenance program and site inspections	Tool is developed for trend and other analyses on inspection information and for tracking facilities maintained	Service Director	PY 2	--	

Service Director - Includes Building, Facilities and Planning & Zoning Departments

6. POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS						
BMP Task/Activity Description	Milestone Product / Measurable Goal	Responsible Department	Milestone Date	1ST YEAR	Actual	
A Operation and Maintenance Program	See Activities Below					
1 Operation and maintenance program having the ultimate goal of preventing or reducing pollutant runoff from municipal operations	The City has the following municipal operations: City Cab Service, Sanitation, Streets, Waste Water Treatment, Water Treatment, Parks and Recreation, Police, Fire & Life Squad and Emergency Services. A program is developed to examine and alter their own operations to reduce the pollution that comes from their facilities and operations,	All Departments	See below	--	--	
2 The City owns and/or operates three facilities subject to Ohio EPA's Industrial SWGP or individual NPDES permits for discharges of storm water into the MS4	The facility and NPDES permit number follows: Nelson Avenue Sanitary Landfill - #1100129*BD Water Treatment Plant - #11W00240*DD Wastewater Treatment Plant - #1PD00013*MD					
Exist 3 Fleet management	Street Dept. disposes of automotive waste onsite; Other city departments dispose of automotive waste at offsite commercial facilities; Develop and implement plan for all departments for containing or limiting automotive waste fluids and materials from entering MS4	All Departments	PY 3	--		
Exist 4 Storm water system maintenance	Existing service provided on a request basis; Develop plan to make culvert maintenance routine	Streets	Ongoing	Ongoing	As needed basis as per recommendations of Clinton County Engineers office.	
Exist 5 Deicing chemical storage evaluation	Covered bins are provided for rock salt storage; Spreaders are calibrated to prevent overusage	Streets	Ongoing		Salt storage is covered and isolated from any stormwater access. Approximately 460 tons of salt was applied.	
6 Herbicides, pesticides and fertilizers storage and use evaluation	Employees receive training on usage and obtain license	All Departments	PY 1	As Needed	Water, wastewater, streets, parks departments have licensed applicators, sanitation department contracts work.	
Exist 7 Street Cleaning	Existing program provided on a routine basis	Streets	Ongoing	Ongoing	March thru October, every street cleaned once every three weeks. Approximately 10 cu. yds. Of debris are collected daily.	
8 Water treatment plant chemical and sludge handling areas	Review Spill Prevention Control and Countermeasures Plan (SPCC) for chemical and sludge loading/unloading areas; If needed, Implement control measures (containment diking, curbing, etc.) to eliminate discharges into the storm sewer system; Existing lagoons provide sludge storage	Water	PY 3			
9 Wastewater treatment plant chemical and sludge handling areas	Review SPCC for chemical and sludge loading/unloading areas; If needed, Implement control measures (containment diking, curbing, etc.) eliminate discharges into the storm sewer system; Drain goes to sanitary sewer system	WWT	PY 3			
9 Operations and Maintenance Review	Perform one department audit per year of standard operating and maintenance procedure to identify ways to reduce/eliminate water pollution from normal operations	All Departments	PY 2			
B Employee Training	See Activities Below					
1 Training program to prevent and reduce storm water pollution from municipal activities	Program identified below implemented	All Departments	See below	--	--	
a Use materials readily available from EPA, state or other organizations	Materials used to educate employees about their role in operating/performing stormwater management program	All Departments	PY 2	Compile and/or develop materials	Information available onsite and online for training. Information being added to Policy Manual.	
b New employee training	Develop program materials that summarize overall stormwater management program	All Departments	As needed			
c Refresher training	Develop program materials for periodical review of stormwater for existing employees	All Departments	Every 2 Years PY 4	--	--	

7. Reporting and Records Retention					
Task Title – Activity Description	Milestone Product / Measurable Goal	Responsible Department	Milestone Date	1ST YEAR	Actual
7.A Annual Report					
1 Summary reports demonstrating compliance status, program effectiveness, analytical data, planned activities, program changes and cooperative agreements with other entities.	Report submitted annually	WWT	Annually	X	X
2 Progress tracking database	Tool developed to semi-automatically develop reporting materials	WWT	PY 4		
3 Program audit / assessment	Information gathered from various departments and other entities to determine compliance with permit conditions	WWT	Annually		Done
7.B Records Retention					
1 Retain annual reports and other records	Records available to public and regulators for a period of at least three years	WWT	Annually	X	Done