



Division of Surface Water
NPDES Small MS4 General Permit
(OHQ000003) Annual Reporting Form

Instructions for completing this form

- OHQ000003 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.
- Do not 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

General Information

Small MS4 Annual Report for Year: 2022		Ohio EPA Facility Permit Number: 4GQ00026*BG	
Name of MS4: City of Circleville			
Mailing Address: 104 E Franklin St			
City: Circleville		State: OH	Zip Code: 43113
Country: USA		County: PICKAWAY	
Primary Contact: James A Stanley		Title: Director of Public Service	
Email Address: jstanley@circlevilleoh.gov		Phone: (740) 477-8224	Fax:

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.

Upload File Name for Table of Organization: Circleville - Org Chart.pdf

Certification

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.

Applicant Name: Brian Frost	Title: Class III Wastewater Operator
Signature: Electronically submitted by bfrosty04	Date: Electronically submitted on 03/29/2023

PUBLIC EDUCATION AND OUTREACH

Estimate Your Permit Area of Total Population: 14000

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
City of Circleville's Stormwater Website	Public Utilities Operations Manager	Provide a public website with storm water management and pollution prevention. www.ci.circleville.oh.us; Develop and post content to include information related to public education of storm water management themes. Maintain and keep website up to date.	General stormwater pollution prevention tips.	Residents of Circleville.	10	Yes

Summary of Results: The City has created two tabs relating to storm water on their website: "Circleville Stormwater Management" and "Stormwater Pollution Prevention." The website provides an overview of these two topics.

Comments: N/A

Utility Billing Mailings	Public Utilities Operations Manager	Include developed stormwater education content relating to stormwater management themes in City's utility bills.	City shall choose from one of the five themes: (1) Nutrient Pollution, (2) Sediment Pollution / Erosion Control, (3) Residential Stormwater Management, (4) Litter and Trash, and (5) Hazardous Waste Disposal	Residents of Circleville who receive utility billing mailings	0	No
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Summary of Results: Mailers could not be sent out this year due to switching over software to advanced metering infrastructure (AMI). This BMP will be implemented in 2023.

Comments: N/A

PUBLIC EDUCATION & OUTREACH

Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule
Utility Billing Mailings	Public Utilities Operations Manager	Include developed storm water education content relating to storm water management themes in the City's utility bills.	City shall choose from one of the five themes: (1) Nutrient Pollution, (2) Sediment Pollution / Erosion Control, (3) Residential Storm Water Management (4) Litter and Trash, and (5) Hazardous Waste Disposal	Residents of Circleville who receive utility billing mailings	70	Annually.

Summary of Planned Activities: Printouts of the storm water educational material developed in the following "City of Circleville Website" BMP will be inserted in the utility billing mailings one time during 2023.

Comments: N/A

City of Circleville Website	Public Utilities Operations Manager	Develop and post content to include information related to public education of storm water management themes. Maintain the City's website with storm water information and keep website up to date.	City shall choose from one of the five themes: (1) Nutrient Pollution, (2) Sediment Pollution / Erosion Control, (3) Residential Storm Water Management (4) Litter and Trash, and (5) Hazardous Waste Disposal	General Public	30	Annually.
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Summary of Planned Activities: Information content (i.e. articles) related to public education of storm water management themes will be developed. This content will then be uploaded to the City's website. The City will also generally maintain their website to keep it up to date.

Comments: N/A

PUBLIC INVOLVEMENT AND PARTICIPATION

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Community Action Day	Department of Public Service and Ohio Christian University	Host a community clean up event.	Storm Water Pollution Prevention and Watershed Awareness.	Students from Ohio Christian University (OCU) and high school aged students	325	Yes

Summary of Results: The Community Action Day was held on October 11, 2022 with approximately 325 people volunteering from around the Circleville Community. The majority of the group was college students from OCU and high schoolers within the area.

Comments: N/A

Friday in the Park	Pickaway Soil and Water Conservation District	Educate school age children on the importance of Storm Water Management.	Storm Water Pollution Prevention.	Elementary students and their parents. (Ages 4-10 years)	70	Yes
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Summary of Results: Friday in the Park occurred twice: July 1, 2022 at Mary Virginia Crites Hannan Park where 35-45 students, Soil and Water Conservation District, Ross Pickaway Hocking and Fayette (RPHF) Solid Waste District, and Parks Department attended; July 8, 2022 at Mary Virginia Crites Hannan Park where 25-30 students and the Pickaway County Sherriff's Office attended. These events used the EnviroScape Stormwater model from Pickaway County Soil and Water Conservation District where they use the model to have conversations around stormwater.

Comments: Thoughts for next year include having one day of showing the EnviroScape Stormwater model with a second day doing a "site" visit to see the streets and utilities equipment (i.e. Vac Truck, Street Sweeper, etc.)

Scrap Tire Collection Day	Ross Pickaway Hocking and Fayette (RPHF) Solid Waste Management District	Host a Scrap Tire Collection Day.	Storm Water Pollution Prevention and Unlawful dumping.	Residents of Circleville and Pickaway County.	70	Yes
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Summary of Results: RPHF Solid Waste Management District hosted a Scrap Tire Collection Day on May 21st, 2022. They collected 264 passenger tires, 8 truck tires, and 4 tractor tires across the County.

Comments: The Solid Waste District could not separate out what tires came from the City of Circleville and Pickaway County, so the numbers provided reflect County wide.

Conduct a Tree Planting Event	Department of Public Service	Host a tree planting event.	Storm Water Pollution Prevention, Watershed Awareness, and Arbor Day Celebration	Students from Circleville School District (from Future Farmers of America and Outdoor Science Classes) and Volunteers	62	Yes
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Summary of Results: Two tree planting events occurred on October 31, 2022 (23 participants) and November 4, 2022 (39 participants). 5 city staff members along with the City's Tree Commission also participated. The two groups planted a total of approximately 40 trees.

Comments: N/A						
Pet Waste Collection Stations	Public Utilities Operation Manager	Maintain pet waste stations at multiple City parks as needed.	Pollution prevention.	Pet Owners who utilize the City's parks.	100	Yes
Summary of Results: 8 Stations at the following parks: Mary Virginia Crites Hannan Park, Ted Lewis Park, and Barthelmas Park. These stations were dumped weekly and were mostly full when dumped. Overall the BMP was a success with abundant use of the citizens of Circleville.						
Comments: N/A						
PUBLIC INVOLVEMENT AND PARTICIPATION						
<i>Summarize activities you plan to undertake during the next reporting cycle.</i>						
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
Pet Waste Collection Stations	Public Utilities Operations Manager	Maintain pet waste stations at multiple City parks as needed. Evaluate success of BMP annually.	Pollution prevention.	Pet Owners who utilize the City's parks	100	Annually.
Summary of Planned Activities: The City will maintain the 8 pet waste collection stations at four City parks. Pet waste stations are an effective best management practice that help improve water quality while making City parks more usable and enjoyable for visitors. Signage is provided to promote picking up pet waste.						
Comments: N/A						
Friday in the Park	Public Utilities Operations Manager	Promote and assist PSWCD with "Friday in the Park" events. Report the number of participants in each event.	Importance of storm water management and pollution prevention.	School Age Children	20	Annually.
Summary of Planned Activities: The City promotes and assists the Pickaway County Soil and Water Conservation District (PSWCD) with an event called "Friday in the Park" to educate school age children on the importance of storm water management. This is done through information sharing and with hands-on activities.						
Comments: N/A						
ILLCIT DISCHARGE DETECTION AND ELIMINATION (IDDE)						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective	
Ordinance or Other Regulatory Mechanism	Department of Public Service	Review existing illicit discharge ordinance language and update as if necessary. Continue to enforce the City's ordinance as needed during the permit term.	Yes	Section 925.181 Illicit Discharge and Illegal Connection Control Ordinance This City's IDDE Ordinance is available at the following website: https://codelibrary.amlegal.com/codes/circleville/latest/overview	Yes	
Summary of Results or Activities: The ordinance was successfully reviewed and updated during 2022.						

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	Department of Public Service	Maintain and update the GIS storm sewer system map.	Yes	Utilize in house staff and contract with a firm to create a comprehensive GIS storm sewer map. Maintain the GIS map. 2022 site developments will be added to GIS in Spring 2023. No changes in stormwater infrastructure in public right-of-way. The Storm Sewer System Map has been updated as needed.	Yes

Comments: The post-construction BMP locations will be added over the course of the permit term.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	Department of Public Service	Identify HSTS discharging to the city MS4.	Yes	All HSTSs (and potential HSTSs) locations have been mapped. City staff are currently investigating the potential HSTS locations to confirm if the site has a septic tank or not.	Yes

Comments: The City will continue to conduct investigations of HSTS to provide an updated map in 2023's Annual Report.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	Department of Public Service	The City developed an IDDE plan to establish illicit discharge detection and elimination guidelines.	Yes	The City has successfully reviewed and developed an IDDE plan.	Yes

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Total # of Outfalls	# of Outfalls Screened	# of Dry-Weather Flows Identified	# of Identified Illicit Discharges	# of Eliminated Illicit Discharges	Effective
Dry-Weather Screening of Outfalls	Department of Public Service	Conduct dry-weather screening of outfalls.	Yes	49	9	1	0	0	Yes

Comments: The City performed follow-up investigations on the three outfalls that had dry-weather flows identified in 2021 Annual Report. There were no flows detected in those 3 outfalls during this year's screenings.

Upload File Name for the Illicit Discharges: MS 4 Outfall letter.pdf

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
Illicit Sanitary Cross Connections	Public Utilities Operations Manager	Notify OEPA of detected illicit sanitary cross connections and leaking/broken sanitary sewer lines actively contributing sewage to the MS4.	Yes	No illicit sanitary cross connections were discovered in 2022.	N/A	Yes

ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Storm Sewer System Map	Public Utilities Operations Manager	Update and maintain map of MS4 system. Continue to develop pre-existing public and private post-construction BMPs shapefile in GIS, and identify by type of practice, by end of permit term.	Updating GIS mapping based on the measurable goals.	Update and maintain the map of the MS4 system on an annual basis. Complete the development of pre-existing public and private post-construction BMPs shapefiles in GIS by the end of the permit term (3/31/2026).
Comments: N/A				
Illicit Sanitary Cross Connections	Public Utilities Operations Manager	Notify OEPA of detected illicit sanitary cross connections and leaking / broken sanitary sewer lines actively contributing sewage to the MS4.	Notifying OEPA of detected illicit sanitary cross connections.	As needed - notifying OEPA within 24 hours of discovery.
Comments: N/A				
HSTS Mapping and List	Public Utilities Operations Manager	Continue to prohibit new HSTS connections to the storm sewer system. Maintain a GIS map with addresses of known HSTSs. Coordinate with Pickaway County Health Department to resolve HSTS issues and look for opportunities to connect to the sanitary sewers. Document number of HSTSs eliminated through connection to sanitary sewers and continue investigations on potential HSTS sites.	Maintaining the GIS of known HSTSs. Coordination with Pickaway County Health Department to resolve HSTS issues as needed. Documenting number of HSTSs eliminated through connection to sanitary sewers on an annual basis.	Listed goals are completed on an annual basis.
Comments: N/A				

Dry-Weather Screening of Outfalls	Public Utilities Operations Manager	Outfalls to be dry-weather screened at least once during the permit term. Report number of outfalls screened for illicit discharges during dry weather annually. Report number of issues identified during dry-weather screening and number of issues addressed.	Dry-weather screening. Reporting illicit discharges and number of issues.	All outfalls will be dry-weather screened by the end of the permit term (3/31/2026).
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Comments: N/A

CONSTRUCTION SITE RUNOFF CONTROL

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Department of Public Service	Review existing construction site runoff ordinance language and update if necessary. Continue to enforce the City's ordinance as needed during the permit term.	Yes	Section 1193.05 Storm Water Management Ordinance https://codelibrary.amlegal.com/codes/circleville/latest/overview	Yes

Summary of Results or Activities: The ordinance was successfully reviewed and updated during 2022.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
Sediment and Erosion Control Requirements	Department of Public Service	Storm Water Management Plans (SWMP) for projects being developed of one acre or more will be reviewed.	Yes	OEPA General Storm Water Permit for Construction Activities and the City's developed plan review checklist.	Yes

Summary of Results or Activities: SWMPs for projects being developed of one acre or more were reviewed to verify if they follow requirements.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Number of Complaints Received	Number of Complaints Followed Up On	Effective
Complaint Process	Department of Public Service	Address storm water complaints.	Yes	0	0	Yes

Summary of Results or Activities: No complaints received. The City will continue to address storm water complaints on an as-needed basis. The City has developed a written compliant procedure and has posted this information on the stormwater tab of the City's website to more clearly communicate the process to the public.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Department of Public Service	Storm Water Management Plans (SWMP) will be reviewed for new construction to verify they meet requirements.	Yes	4	4	Yes

Summary of Results or Activities: SWMPs were reviewed for the following plans: North Meadows, Courtyards at Northridge, Heritage Pond, and Townplace Suites

Comments: Townplace Suites' construction has been delayed until 2023.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	Department of Public Service	Conduct monthly erosion and sediment control inspections.	Yes	4	20	1	Yes

Summary of Results or Activities: Inspections using the construction inspection form were completed monthly after training in August 2022. Daily inspections occurred as well as daily observations by the City's resident project representative throughout the year. City staff provided Contractors direction but no action was required or letters sent.

Comments: N/A

Upload File Name(s) for Applicable Sites: Applicable Site Names & Addresses.pdf

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Department of Public Service	Document storm water activity.	Yes	0	0	Yes

Summary of Results or Activities: The City will continue to document storm water violation letters and enforcement actions as needed.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements	Effective
Development of Plan Review Guidance Document and Checklist	Department of Public Service	Development of a guidance document and plan review checklist. This guidance document and checklist is to provide clear standards for developers/design firms as well as for when City staff and its designees review submittals.	Yes	Document was reviewed, created, and approved by the Department of Public Service and shared on the City's website.	Yes

Summary of Activities or Updates: Development of a guidance document and plan review checklist.

Comments: N/A

Development of a Construction Inspection Checklist	Department of Public Service	Development of a construction inspection checklist. This checklist is to provide for the City staff who conduct construction inspections to have clear guidelines on what is required and what they should review.	Yes	Document was reviewed, created, and approved by the Department of Public Service.	Yes
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Summary of Activities or Updates: Development of a construction inspection checklist.

Comments: N/A

CONSTRUCTION SITE RUNOFF CONTROL

Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
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Site Plan Review Procedures	Public Utilities Operations Manager	Perform construction site plan and SWMP reviews for each new development and re-development with more than 1 acre of disturbance. Track the number of site plans and SWMPs reviewed annually.	Review applicable developments and re-developments with more than 1 acre of disturbance.	Review applicable developments and re-developments with more than 1 acre of disturbance as needed.
Comments: N/A				
Site Inspection Procedures	Public Utilities Operations Manager	Conduct inspections of construction sites monthly, at a minimum. Track the number of construction site inspections completed for each active construction site.	Conduct inspections for applicable construction sites.	Conduct inspections for applicable construction sites on a monthly basis.
Comments: N/A				
Complaint Process	Director of Public Service	Document complaint process currently utilized for active construction sites. Follow-up on complaints received for construction site runoff control issues. Track the number of complaints received and complaints resolved annually.	Document complaint process. Follow-up on and track complaints received as needed.	Follow-up on and track complaints received as needed.
Comments: N/A				
Enforcement Procedures	Public Utilities Operations Manager	Track the number of enforcement violations issued and resolved annually.	Track the number of enforcement violations issued and resolved annually.	Track the number of enforcement violations issued and resolved annually.
Comments: N/A				
Ordinance or Other Regulatory Mechanism	Public Utilities Operations Manager	Update ordinances as needed during the permit term.	Existing ordinances will be updated as needed to comply with the current NPDES MS4 General Permit (dated 4/1/2021).	Update as needed annually.
Comments: N/A				
Sediment and Erosion Control Requirements	Public Utilities Operations Manager	City shall update their design criteria for sediment and erosion control requirements to align with the technical requirements of the OPEA General Storm Water Permit for Construction Activities on an as-needed basis.	Reviewing design criteria for sediment and erosion control requirements to align with the technical requirements of the OPEA General Storm Water Permit for Construction Activities on an as needed basis.	Annually review. Updates as-needed.
Comments: N/A				
POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT				

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Department of Public Service	Review existing post-construction ordinance language and update as needed. Continue to enforce the City's ordinance as needed during the permit term.	Yes	Section 1193.05 Storm Water Management Ordinance https://codelibrary.amlegal.com/codes/circleville/latest/overview	Yes

Summary of Results or Activities: The ordinance was successfully reviewed and updated during 2022.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	Director of Public Service	Regulate post-construction site runoff.	Yes	No updates were needed for the post-construction requirements during 2022.	Yes

Summary of Results or Activities: No post-construction BMP enforcement action required.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Department of Public Service	Adopt post-construction operations and maintenance regulatory language to allow for BMP inspections.	Yes	0	0	Yes

Summary of Results or Activities: Regulatory language for operations and maintenance is ongoing and have been finalized by April 1, 2023. BMP locations will be identified in GIS by end of permit term (March 31, 2026).

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	Department of Public Service	Conduct final as-built inspections for all post-construction BMPs.	Yes	0	0	0	Yes

Summary of Results or Activities: Regulatory language for operations and maintenance have been finalized by April 1, 2023. BMP locations will be identified in GIS by end of permit term (March 31, 2026).

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Department of Public Service	Adoption of post-construction enforcement language.	No	0	0	No

Summary of Results or Activities: Regulatory language for operations and maintenance will be finalized by April 1, 2023.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
Long-Term O&M Plans/Agreements	Department of Public Service	Adopt regulatory language to require post-construction O&M plan/agreements.	Yes	0	0	No

Summary of Results or Activities: Regulatory language for operations and maintenance will be developed by April 1, 2023. As this agreement was recently completed, the O&M agreements will go in effect moving forward.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
Development of Post-Construction Guidance Documents and Checklists	Department of Public Service	Development of the following documents: final completion (post-construction) inspection checklist and post-construction review procedures for site plans.	Yes	Documents were reviewed, created, and approved by the Department of Public Service.	N/A	Yes

Summary of Activities or Updates: Development of the final completion (post-construction) inspection checklist and post-construction review procedure for site plans.

Comments: N/A

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Post-Construction Requirements	Public Utilities Operations Manager	Verify post-construction controls are designed per requirements during site plan and SWP3 reviews for each new development and redevelopment.	Reviewing new development and redevelopment post-construction controls to verify they meet the defined requirements.	Annually when plans are reviewed.

Comments: N/A

Ordinance or Other Regulatory Mechanism	Public Utilities Operations Manager	Update ordinances as needed during the permit term.	Annually review and update existing ordinances as needed.	Update as needed annually.
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Comments: N/A

Site Plan Review Procedures	Public Utilities Operations Manager	Perform post-construction SWMP reviews for each new development and re-development with more than 1 acre of disturbance. Track the number of SWMPs reviewed annually.	Review applicable developments and re-developments with more than 1 acre of disturbance.	Review applicable developments and re-developments with more than 1 acre of disturbance as needed.
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Comments: N/A

Site Inspection Procedures	Public Utilities Operations Manager	Inspect to verify post-construction controls are installed per requirements. Perform inspections of private and public post-construction BMPs to ensure controls are being maintained per plans and agreements. At a minimum, one site inspection during the permit term is required. Track number of inspections completed annually.	Inspections to verify post-construction controls are installed per requirements as well as of private and public post-construction BMPs to ensure controls are being maintained per plans and agreements. Number of inspections will be tracked on an annual basis.	At a minimum, one site inspection of each private and public post-construction BMPs will occur during the permit term.
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Comments: N/A

Enforcement Procedures	Public Utilities Operations Manager	Track the number of enforcement violations in regards to private and public post-construction BMPs.	Tracking the number of enforcement violations.	Numbers will be tracked on an as needed basis.			
Comments: N/A							
Long-Term O&M Plans/Agreements	Public Utilities Operations Manager	Document number of signed O&M agreements and plans between the post-construction BMP owner and City.	Prepare O&M agreements and plans between the post construction BMP owner and the City and document as appropriate.	Documentation of signed agreements will occur annually.			
Comments: N/A							
POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
Employee Training Program 1	Superintendent of Transportation and Public Service	Provide one employee training per year focused on pollution prevention and good housekeeping. Record the number of employees who receive training per year.	Yes	Construction site inspection and dry weather screening.	City Employees	9	Yes
Summary of Activity: The City conducted a training with their hired consultant to discuss dry weather screening and construction site inspection procedures.							
Comments: N/A							
BMP (mechanism)	List of Municipal Facilities Subject to Program		O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections		
Municipal Facilities	City Service Garage		Yes	0	Annually		
BMP (mechanism)	Summarize Maintenance Activities and Schedules		Summarize Activities Performed				
MS4 Maintenance	Conducted maintenance and cleaning of the storm sewer system. Record amount of debris removed from the MS4.		2 catch basins were repaired and 1 new catch basin installed. 50 lbs of grit and debris was removed from catch basins.				
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed					
Disposal of Wastes	Yes	0 gallons of used oil recycled ; 567 cubic yards of leaves collected and composted; 98.2 tons of grit and debris removed by street sweeping.					
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage				
Road Salt	Yes	500 Tons	Salt is stored in a covered salt barn on an asphalt surface and used for spot treatment of ice throughout the City. 4500 gallons of brine were also used.				
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage				
Pesticide & Herbicide Usage	Yes	0 Gallons	The City does not use pesticide and herbicides. If they were to be used, the application would be done by a licensed applicator.				
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage				
Fertilizer Usage	Yes	0 Pounds	If fertilizer application were needed, they would be conducted by contract landscapers as needed.				

BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed
Street Sweeping	Yes	98.2 tons
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality	
Flood Management Projects	The City had no planned flood management projects for 2022.	
BMP (mechanism)	Summary	
Ditch Maintenance	As required starting on April 1, 2023, the City will correspond with the Pickaway County Engineer for ditch maintenance as the County Engineer is the responsible party for ditch maintenance.	

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Fertilizer Usage	Superintendent of Transportation and Public Service	Continue usage of fertilizers on an as needed basis. Minimize usage if possible. Report pounds of fertilizers applied.	Application of fertilizers on an as needed basis. Reporting pounds of fertilizers applied.	Application of fertilizers on an as needed basis. Reporting quantities used will occur on an annual basis.
Comments: N/A				
Municipal Facilities	Superintendent of Transportation and Public Service	Update SWP3s for the City Service Garage by end of permit term (3/31/2026). Inspections conducted at each facility annually.	Inspections will be conducted at City Service Garage.	Inspections will be conducted at City Service Garage annually.
Comments: N/A				
Disposal of Wastes	Superintendent of Transportation and Public Service	Report number of gallons of waste oil recycled; cubic yards of leaves collected and composted; cubic yards of municipal solid waste collected; tons of grit and debris removed from catch basins and by street sweeping; and cubic yards of street sweeping debris collected.	Reporting quantities described above.	Reporting quantities will happen on an annual basis.
Comments: N/A				

MS4 Maintenance	Superintendent of Transportation and Public Service	Continue catch basin cleaning on an as-needed/ complaint basis. Report number of catch basins cleaned. Report tons of material collected.	Catch basin cleaning on as-needed/complaint basis. Reporting numbers of catch basins cleaned. Reporting tons of material collected.	Catch basin cleaning will happen on an as-needed/complaint basis. Reporting will happen on an annual basis.
Comments: N/A				
Road Salt	Superintendent of Transportation and Public Service	Continue applying brine and road salt to roads as needed for safety reasons. Report gallons of liquid brine and tons of salt applied to roads.	Applying brine and road salt to roads as needed for safety reasons. Reporting gallons of liquid brine and tons of salt applied to roads.	Brine and road salt application will occur on an as needed basis. Reporting quantities used will occur on an annual basis.
Comments: The City stores road salt in a salt barn. The City purchases liquid brine on an as needed basis but does not store it.				
Flood Management Projects	Superintendent of Transportation and Public Service	The City is not planning any flood management projects in 2023.	The City is not planning any flood management projects in 2023.	Annually.
Comments: N/A				
Pesticide & Herbicide Usage	Superintendent of Transportation and Public Service	Only using herbicides and pesticides on an as-needed basis. Minimize usage if possible. Report gallons of herbicides / pesticides applied.	Application of herbicides and pesticides on an as-needed basis. Reporting gallons of herbicides / pesticides applied.	Application of herbicides, pesticides, and fertilizers on an as-needed basis. Reporting quantities used will occur on an annual basis.
Comments: N/A				
Street Sweeping	Superintendent of Transportation and Public Service	Continue street sweeping program. Sweep curb streets minimum two times per year, and prioritized areas more frequently. Report tons of material collected by street sweepers, and lane miles swept.	Continuing street sweeping program. Sweeping curb streets minimum two times per year, and prioritized areas more frequently. Reporting tons of material collected by street sweepers, and lane miles swept.	Sweeping curb streets minimum two times per year, and prioritized areas more frequently. Reporting quantities collected will occur on an annual basis.
Comments: N/A				

Ditch Maintenance	Superintendent of Transportation and Public Service	As required starting on April 1, 2023, the City will correspond with the Pickaway County Engineer for ditch maintenance as the County Engineer is the responsible party for ditch maintenance as needed.	The City will correspond and coordinate with the Pickaway County Engineer for ditch maintenance as needed.	The City will correspond and coordinate with the Pickaway County Engineer for ditch maintenance as needed.
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Comments: N/A

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

No changes occurred this year.

VARIANCES GRANTED (IF ANY)

Identify and summarize any variances granted under your storm water program.

No variances were granted.

ADDITIONAL INFORMATION

Please add any additional comments or attachments below.