



Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

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ANNUAL FACILITY INSPECTION REPORT

for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address.

Report Period: From March, 2016 To March, 2017

Permit No. ILR40

MS4 OPERATOR INFORMATION:

Name: City of West Peoria Mailing Address 1: 2506 W. Rohmann Avenue
Mailing Address 2: County: Peoria
City: West Peoria State: IL Zip: 61604 Telephone: 309-674-1993
Contact Person: Mayor Jim Dillon Email Address: administrator@cityofwestpeoria.com
(Person responsible for Annual Report)

Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

Peoria County State of Illinois

THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| 1. Public Education and Outreach | <input checked="" type="checkbox"/> | 4. Construction Site Runoff Control | <input checked="" type="checkbox"/> |
| 2. Public Participation/Involvement | <input checked="" type="checkbox"/> | 5. Post-Construction Runoff Control | <input checked="" type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input checked="" type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input checked="" type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the

C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

James R. Dillon
Owner Signature:
James R. Dillon
Printed Name:

5-11-17
Date:
Mayor
Title:

EMAIL COMPLETED FORM TO:

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
WATER POLLUTION CONTROL
COMPLIANCE ASSURANCE SECTION #19
1021 NORTH GRAND AVENUE EAST
POST OFFICE BOX 19276
SPRINGFIELD, ILLINOIS 62794-9276

**Attachments to Annual Facility Inspection Report
City of West Peoria
March 2016 to March 2017**

Throughout 2016, the transportation committee held working sessions to update its storm water management plan. Each minimum control measure was discussed, goals and actions items were defined, and an implementation schedule was created. Additionally, a monitoring program and record keeping plan was established. The following outlines the City's best management practices plan, goals, action items, and upcoming schedule.

- A. Changes to Best Management Practices - SEE ATTACHED DOCUMENT.

- B. The City of West Peoria is in general conformance with the permit conditions. The best management practices are appropriate and progress has been made toward achieving the goals of the permit. Over the course of the year, the transportation committee has held working sessions to update the storm water management plan and identify new goals and action items.

- C. No instances of improper dumping were observed.

- D. Summary of next years planned activities
 - Follow the implementation schedule for each of the six storm water minimum control measures – see attached document.

- E. Not applicable

- F. No construction projects were completed in this reporting period. In 2017, a storm sewer project will be completed on Callender Avenue.

CITY OF WEST PEORIA

SIX STORM WATER MINIMUM CONTROL MEASURES

UPDATED MAY 2017

A - Public Education & Outreach on Storm Water Impacts

BMP #A.1 – Distribute Educational Material

- Description: Storm water educational articles integrated into the West Peoria Resident's Association community newsletter and website on the following topics as well as made available at City Hall:
 - Storage & disposal of fuels, oils, similar materials used in the operation of or leaking from vehicles or other equipment;
 - Use of soaps, solvents, or detergents used in outdoor washing of vehicles, furniture and other property,
 - Paint and related décor;
 - Lawn and garden care;
 - Winter de-icing material storage and use;
 - Green infrastructure strategies such as green roofs, rain gardens, rain barrels, bio-swales, permeable piping, dry wells, and permeable pavement;
 - Information on the costs and benefits of such storm water strategies and guidance on how the public can help implement them.
- Person(s) responsible: City Administrator, City Clerk
- Measureable Goals: Include a different storm water quality educational/informational article in each of the 6 community newsletters (February, April, May, June, August, October, December) and post on City Website. Each year, print updated brochures and flyers to have available at City Hall.
- Justification: By educating the public on storm water and storm water quality practices, they can help improve water quality by making small changes in their own lives and also by reporting to the City any water pollution they observe.
- Implementation Schedule:
 - 2017 – 2020 - Continue to integrate storm water education into community newsletters and on City's website. Additionally, continue to make available informational and educational flyers at City Hall.

BMP #A.5 – Classroom Educational Material

- Description: Provide storm water quality brochures & flyers to grade schools each year.
- Person(s) responsible: City Administrator, City Clerk
- Measureable Goals: Once a year.
- Justification: Educating school children on storm water and water quality practices help promote better public awareness.
- Implementation Schedule:
 - 2017 – 2020 Provide school with updated or new brochures/flyers.

BMP #A.6 – Government Day Presentation on the NPDES Permit and SWMP

- Description: Each year the City invites graduating seniors and incoming freshman to visit City Hall to learn about what the local government does in the community. As part of the event, a small presentation regarding the City's NPDES Permit and SWMP plan will be given as well as providing storm water quality brochures to the students.
- Person(s) responsible: City Clerk
- Measureable Goals: Hold Government Day in April of each year and discuss NPDES Permit and SWMP with students.
- Justification: Educating young adults on storm water and water quality practices help promote better public awareness.
- Implementation Schedule:
 - 2017 – 2020 - Schedule and hold event in April each year. Make necessary modifications to the presentation and materials each year.

B - Public Involvement & Participation

BMP #B.4 – Public Meetings to Discuss & Gather Input on City's SWMP

- Description: Discuss City's progress in addressing storm water pollution, progress meeting SWMP schedule & goals, as well as seek input from the public on the plan at monthly transportation committee meetings.
- Person(s) responsible: City Clerk, Transportation Committee, City Engineer
- Measureable Goals: Hold at least one publically advertised transportation committee meeting in May at which the storm water management plan is presented and feedback from the public is solicited. Other meeting discussions throughout year may be more informal as part of the transportation committees general duties. The City Engineer will present the information to the public at the May meeting.
- Justification: Public meetings are a great way to inform residents about storm water impacts in addition to gaining support for the program. By discussing upcoming events and current actions taking place it provides the public more awareness of what the City is doing on a regular basis to improve storm water quality as well as assures the City is making progress toward established goals. Additionally, it provides an opportunity for the public to provide input to the City.
- Implementation Schedule:
 - 2017 – 2020 - Include SWMP on the transportation committee meeting agenda at least once during the year for public feedback and discuss regularly at monthly transportation committee meetings.

BMP #B.7 – Community Clean-up

- Description: Hold a community clean-up day to collect hard to get rid of items such as basement & garage clutter, batteries, broken furniture, tires, etc. Use the event as an opportunity to distribute educational/informational flyers.
- Person(s) responsible: Public Works
- Measureable Goals: Hold once a year on last Saturday in April and track the number of dumpsters of garbage collected. The more people that hear of the event and get involved the more items may be collected. Track the number of flyers handed out at the event.
- Justification: This event provides the public an easy way to dispose of the hard to get rid of items which prevent people from throwing items into gullies, onto the side of the road, or in alleys.
- Implementation Schedule:
 - 2017 –2020 – Schedule and hold event in April.

C – Illicit Discharge Detection & Elimination

BMP #C.1 – Storm Sewer Map Preparation

- Description: Develop Storm Sewer Mapping System in GIS System showing location of all outfalls and names of all waters that receive discharges from those outfalls.
- Person(s) responsible: Transportation Committee, Public Works, City Engineer
- Measureable Goals:
- Justification: At this time the City depends on a paper map and old construction plans for locations of its storm sewer system. A comprehensive infrastructure map in a GIS Mapping System has not been created. Once completed, this map will aid the City in targeting outfalls with dry weather flows and other suspicious discharges for more in-depth inspection and monitoring and will help coordinate management activities to remove illicit connections and track storm drain & sewer maintenance. The GIS system will provide a location to record all inspections and maintenance.
- Implementation Schedule:
 - 2017 – Develop plan to have system mapped into GIS possibly during the summer of 2017 or 2018.
 - 2018-2020 – Update Map as Needed

BMP #C.2 – Regulatory Control Program

- Description: Create & Pass City Ordinance that prohibits non-storm water discharges into the storm sewer system and enforcement procedure in accordance with the NPDES Permits Part IV. B.3. (b).
- Person(s) responsible:
- Measureable Goals: City Ordinance to be created in 2017.
- Justification: The City does not currently have an ordinance prohibiting non-storm water discharges.
- Implementation Schedule:
 - 2017 – Develop & Pass City Ordinance
 - 2018-2020 – Review & Update as necessary

BMP #C.7 – Illicit Connections & Discharge Detection through Visual Dry Weather Screening

- Description: Conduct periodic inspections of the storm sewer outfalls in dry weather conditions for detection of non-storm water discharges and illegal dumping. If dry weather inspections identify suspicious discharges, the system will be inspected from the outfall working upstream to identify the source of the wastewater. If necessary, video cameras will be used to identify the exact location of a connection or leak. Inspection notes and pictures will be tracked and recorded in the GIS system once the map is complete.
- Person(s) responsible: Public Works
- Measureable Goals: Inspect & Record visual observations at all major/high priority outfalls and inspect 20% of the remaining outfalls per year twice per year – Summer & Fall.
- Justification: A majority of the City is older; thus, deteriorating infrastructure as well as questionable building codes at the time may have resulted in directly connected and/or leaking wastewater pipes.
- Implementation Schedule:
 - 2017 – Create Inspection Data Sheet, Identify Major Outfalls and Begin Inspections/Recording
 - 2018- 2019 - Inspect Major Outfall as well as 20% of others each year.

BMP #C.9 – Public Notification

- Description: Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste and the requirements and mechanisms for reporting such discharges.
- Person(s) responsible: City Clerk, Code Enforcement
- Measureable Goals: Once a year an article will be placed in the Residents Association Newsletter explaining illegal discharges and improper disposal of wastes as well as associated fines, and information on how to report instances to the City Code Enforcement Officer. Additionally, twice a year the public safety committee will discuss illegal connections, discharges, and improper disposal of waste and will encourage residents to comply with city ordinances as well as to report any instances to code enforcement. Information will also be maintained on the City website on how to contact code enforcement.
- Justification: By encouraging the public to report illegal dumping instances or suspicious storm water flows, it will improve the City's ability to target areas for additional investigation as well as help with the cleanup and remediation of dumping sites.
- Implementation Schedule:
 - 2017 – 2020 – Include article in Resident's Association Newsletter, Discuss in Public Safety Committee Meetings.

BMP #C.10 – Eliminate illicit connections, discharges, and cleanup

- Description: If illicit connection and discharges are identified, code enforcement will enforce through the City ordinance the disconnection or elimination of the connection or discharge. Additionally, if instances are identified that should be cleaned up or remediated the City will take necessary steps to facilitate the efforts.
- Person(s) responsible: Code Enforcement
- Measureable Goals: At this time, it is unknown the number of possible problem locations. The City will track the number of locations and problems identified each year as well as the number eliminated and cleaned up.
- Justification: In order to improve water quality, instances of illicit connections, discharges, and illegal dumping need to be eliminated and cleaned up.
- Implementation Schedule:
 - 2017 – Develop & Pass City Ordinance, Enforce Ordinance
 - 2018-2020 – Enforce ordinance and track number of locations and problems identified.

D – Construction Site Runoff Control

BMP #D.1 – Regulatory Control Program

- Description: Review and update City Ordinance requiring the implementation of proper erosion and sediment controls, and controls for other wastes on applicable construction sites. Create storm water/erosion control permit application and set permit fee.
- Person(s) responsible: Transportation Committee, Attorney
- Measureable Goals: City Ordinance to be updated in 2017 – see BMP #D.3
- Justification: The City has an existing ordinance requiring the implementation of proper erosion and sediment controls for land disturbing activities of more than 5,000 square feet. No permit application currently exists.
- Implementation Schedule:
 - 2017 – Research and update City Ordinance to include controls or prohibitions on non-storm water discharges – see BMP #D.3. Create permit and fee.
 - 2018-2020 – Review & Update as necessary

BMP #D.2 – Erosion and Sediment Control BMPs

- Description: Construction activities regulated by the storm water program require the construction site owner/operator to design, install, and maintain effective erosion controls and sediment controls to minimize the discharge of pollutants.
- Person(s) responsible:
- Measureable Goals: Review erosion and sediment control standards annually.
- Justification: It is important to ensure current erosion and sediment control standards reflect the most up to date practices and methods in order to effectively minimize sediment and pollution discharges from construction sites.
- Implementation Schedule:
 - 2017 – Review & Update City Ordinance to reflect most current standards and reference in Ordinance appendices
 - 2018-2020 – Review & Update as necessary

BMP #D.3 – Other Waste Control Program

- Description: Review and update City Ordinance to include controls for other wastes on applicable construction sites.
- Person(s) responsible: Transportation Committee, Attorney
- Measureable Goals: City Ordinance to be updated in 2017.
- Justification: The City has an existing ordinance requiring the implementation of proper erosion and sediment controls for land disturbing activities of more than 5,000 square feet. The ordinance does not currently address non-storm water discharges that would include concrete and wastewater from concrete washouts; drywall compound; pesticides and fertilizers; wastewater from washout and cleanout of stucco, paint, form release oils curing compounds and other construction materials; fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; soaps, solvents, or detergents for equipment washing; toxic or hazardous substances from a spill or other release; etc.
- Implementation Schedule:
 - 2017 – Research and update City Ordinance to include controls or prohibitions on non-storm water discharges
 - 2018-2020 – Review & Update as necessary

BMP #D.4 – Site Plan Review Procedures

- Description: Review and update procedures for site plan reviews which incorporate consideration of potential water quality impacts and site plan review of individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.
- Person(s) responsible: Transportation Committee, City Engineer
- Measureable Goals: Review existing process for plan submittal and construction permit acquisition and update as required.
- Justification: The City has an existing ordinance requiring the implementation of proper erosion and sediment controls for land disturbing activities of more than 5,000 square feet. The ordinance currently details the procedures for an Erosion, Sediment, and Storm Water Control Permit.
- Implementation Schedule:
 - 2017 – Review & Update as necessary
 - 2018-2020 – Review & Update as necessary

BMP #D.5 – Public Information Handling Procedures

- Description: Development of procedures for the receipt and consideration of public inquiries, concerns, and information submitted regarding local construction activities.
- Person(s) responsible: City Administrator, City Clerk
- Measureable Goals: Establish procedures for receiving public information and for documenting acknowledgement and consideration of information submitted.
Justification: This will further reinforce the public participation component of the storm water program and recognizes the crucial role that the public can play in identifying instances of noncompliance. The City is not required to follow-up or respond to every complaint or concern; a simple tracking process in which submitted information (written or verbal) is recorded and then given to appropriate personnel for possible follow-up will suffice.
- Implementation Schedule:
 - 2017 – Adopt and implement procedures for receipt and consideration of information submitted by the public regarding construction projects or concerns with sediment, erosion, or pollutants leaving construction sites or sites with existing permanent control features.
 - 2018-2020 – Continue to implement procedures for receipt and consideration of information and to hold public meetings.

BMP #D.6 – Site Inspection/Enforcement Procedures

- Description: Review and update procedures for site inspection and enforcement.
- Person(s) responsible: Public Works, City Engineer, Code Enforcement
- Measureable Goals: Review existing process for site inspections and enforcement procedures. Perform inspections of construction sites and enforce standards.
- Justification: The City has an existing ordinance requiring the implementation of proper erosion and sediment controls for land disturbing activities of more than 5,000 square feet. The ordinance currently details the procedures site inspections and enforcement procedures. Inspections give the City an opportunity to provide additional guidance and education, issue warnings, assess penalties, and further ensure that controls are properly installed and maintained.
- Implementation Schedule:
 - 2017 – Review & Update as necessary. Establish and meet minimum inspection frequencies.
 - 2018-2020 – Review & Update as necessary

E – Post-Construction Runoff Control

BMP #E.2 – Regulatory Control Program

- Description: Review and update City ordinance to include strategies which include a combination of structural and/or non-structural BMPs that will reduce the post construction discharge of pollutants and the volume and velocity of storm water flow to the maximum extent practicable from new development, redevelopment projects, public surfaces, and existing developed property.
- Person(s) responsible:
- Measureable Goals: Review storm water/erosion and sediment control standards and ordinances annually (in tandem with BMP #D.2).
- Justification: It is important to ensure current storm water/erosion and sediment control standards reflect the most up to date practices and methods in order to effectively minimize sediment and pollution discharges from construction sites.
- Implementation Schedule:
 - 2017 – Review & Update City Ordinance to reflect most current standards and reference in Ordinance appendices
 - 2018-2020 – Review & Update as necessary

BMP #E.3 – Long Term O&M Procedures

- Description: Review and update City storm water/erosion and sediment control ordinance as necessary. Ensure adequate long-term operation and maintenance of permanent BMPs
- Person(s) responsible: Public Works, City Engineer
- Measureable Goals: Ensure all applications for Erosion, Sediment, and Storm Water Control Permits contain a plan of the continued management and maintenance of permanent control measures (where applicable).
- Justification: The City has an existing ordinance requiring submittal of a plan of the continued management and maintenance of permanent control measures. The ordinance also directs anyone owning property with a permanent storm water control measure shall maintain the control measure. Properly maintaining permanent control measures is crucial for continued efficiency of pollutant removal, limiting flow and high velocities, etc.
- Implementation Schedule:
 - 2017 – Review & Update Ordinance as necessary. Establish and meet minimum inspection frequencies.
 - 2018-2020 – Review & Update as necessary

BMP #E.4 – Pre-Construction Review of BMP Designs

- Description: Review and update procedures for site plan reviews which incorporate consideration of potential water quality impacts and site plan review of individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.
- Person(s) responsible: Transportation Committee, City Engineer
- Measureable Goals: Review existing process for plan submittal and construction permit acquisition and update as required (in tandem with BMP #D.4).
- Justification: The City has an existing ordinance requiring the implementation of proper storm water management controls as well as erosion and sediment controls for land disturbing activities of more than 5,000 square feet. The ordinance currently details the procedures for an Erosion, Sediment, and Storm Water Control Permit which includes submission of a plan of sediment and erosion control practices.
- Implementation Schedule:
 - 2017 - 2020– Review & Update Ordinance as necessary

BMP #E.5 – Site Inspections During Construction

- See BMP #D.6

BMP #E.6 – Post Construction Inspections

- Description: Review and update procedures for site inspection and enforcement.
- Person(s) responsible: Public Works, City Engineer, Code Enforcement
- Measureable Goals: Review existing process for post-construction site inspections and enforcement procedures. Perform post-construction inspections and enforce standards.
- Justification: The City has an existing ordinance requiring the implementation of proper erosion and sediment controls for land disturbing activities of more than 5,000 square feet. The ordinance states that all disturbed areas must have permanent ground cover within six months of completion, or within six months of occupancy, whichever comes first. A final inspection also gives the City an opportunity to ensure that controls and maintenance plan comply with the Standards.
- Implementation Schedule:
 - 2017 – Review & Update as necessary. Perform final inspections as required and issue Notice of Permanent Storm Water Control Measures as stated in Ordinance as applicable.
 - 2018-2020 – Review & Update as necessary. Continue to perform final inspections as required.

BMP #E.7 – Green Infrastructure Education

- Description: Provide educational material to City employees and contractors that are involved in the maintenance, repair, or replacement of public surfaces with green infrastructure or low impact design techniques.
- Person(s) responsible:
- Measureable Goals: Find educational materials to be provided on an annual basis.
- Justification: It is important to ensure current storm water/erosion and sediment control standards reflect the most up to date practices and methods in order to effectively minimize sediment and pollution discharges from construction sites.
- Implementation Schedule:
 - 2017 – Review & Update City Ordinance to reflect most current standards and reference in Ordinance appendices
 - 2018-2020 – Review & Update as necessary

F – Pollution Prevention/Good Housekeeping

BMP #F.1 – Employee Training Program

- Description: Training of public works employees on proper municipal procedures to prevent and reduce storm water pollution from maintenance, fleet and building maintenance, operation of storage yards, snow removal, deicing material storage and handling and use on roadways, new construction and land disturbing activities, storm water system maintenance, and proper street cleaning and debris disposal. Training to also include information on how flood management can impact water quality, non-point source pollution control, green infrastructure, and aquatic habitats.
- Person(s) responsible: Public Works
- Measureable Goals: Attend local training seminars on storm water quality and salt usage reduction. Commit time each month to researching and learning about the above topics by using materials available on the USEPA and IEPA websites.
- Justification: It is important to ensure that the municipal operations are performed in ways that minimize the contamination of storm water discharges.
- Implementation Schedule:
 - 2017 –2020 – Continue to learn more about how the City municipal operations can prevent and reduce storm water pollution.

BMP #F.2 – Operations, Inspection, and Maintenance Program

- Description: Maintain an annual public works operations, inspection, and maintenance program focused on pollution prevention measures to minimize the discharge of pollutants from municipal operations, infrastructure, and operations.
- Person(s) responsible: Public Works
- Measureable Goals:
 - Street Sweeping – 2 to 3 times per month as well as after large storm events.
 - Public Works Garage & Storage Yard – swept and cleaned once a week.
 - Storm Inlet Grate Cleaning – after large storm events clean all drain grates of debris and dispose of properly.
 - Sweep road after all roadway repairs.
 - Utilize wash bay for equipment and vehicle washing. Keep wash bay maintained and dispose of waste appropriately.
 - Storm Inlet Inspection & Maintenance – clean inlets in Spring and Fall and fix any issues discovered or place on infrastructure maintenance list. Once GIS system is developed and in place, inspection notes will be integrated into the management system.
 - Take extra precaution to minimize/eliminate any chemical spill or leaks and ensure proper response and clean up procedures in the case of a spill or leak.
- Justification: It is important to ensure that the municipal operations are performed in ways that minimize the contamination of storm water discharges.
- Implementation Schedule:
 - 2017 –2020 – Continue to perform annual regular program and review annually for any additional EPA requirements and revise procedures as needed.

BMP #F.3 – Municipal Operations Waste Disposal

- Description: Properly dispose of all municipal waste generated.
- Person(s) responsible: Public Works
- Measureable Goals:
 - Recycle all used oil.
 - Dispose of wash bay waste properly.
 - Dispose of street sweeping waste properly.
 - Send all concrete trucks back to concrete plant for proper washout.
- Justification: It is important to ensure that waste generated or collected is disposed of properly and kept from polluting storm water.
- Implementation Schedule:
 - 2017 –2020 – Continue to maintain good housekeeping protocol for all waste disposals to prevent storm water pollution. Review procedures and update as needed.

BMP #F.6 – Road Salt Application and Storage

- Description: Maintain storage facility in good condition and continue to strive to find ways to use less salt.
- Person(s) responsible: Public Works
- Measureable Goals:
 - Track amount of salt applied to roadways each year.
 - Document any maintenance or repairs to the new salt storage building.
- Justification: It is important to keep salt from entering directly into storm water.
- Implementation Schedule:
 - 2017 –2020 – Continue to maintain the salt storage building and monitor salt usage on roads and strive to reduce salt usage with alternative methods.