

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: 2024		Ohio EPA Facility Permit Number: 1GQ00020*DG
Name of MS4: City of Fairfield		
Mailing Address: 8870 N GILMORE RD		
City: FAIRFIELD	State: OH	Zip Code: 45014
Country: USA	County: BUTLER	
Primary Contact: BEN MANN	Title: Director of Public Works	
Email Address: bmann@FairfieldOH.gov	Phone: (513) 867-4213	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: SWQMP - organization table.xls

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: Ben Mann	Title: Public Works Director
Signature: Electronically submitted by 76914453	Date: Electronically submitted on 03/17/2025

PUBLIC EDUCATION AND OUTREACH**Estimate Your Permit Area of Total Population:** 44907

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
Pet Waste Collection Stations	City of Fairfield Parks and Recreation Department	Maintenance of 30 pet waste collection stations at City park properties.	Water Quality	General Public - Dog owners	50.00	Yes
Summary of Results: The City installed and maintains 30 pet waste collection stations on City Park properties including a stand alone dog park at 6611 River Road.						
Comments: Pet waste collection stations have been an effective best management practice for the City and one that not only helps improve water quality while making our parks system more usable and enjoyable for our parks users. The City completed construction of a Dog Park in 2019. Additional pet waste collection stations were installed with this park along with signage to promote picking up pet waste.						
Storm Water Quality Flyer	City of Fairfield Public Works	Distribution of flyers annually	Water Quality and Hazards of Illicit Discharge	General Public	0.50	Yes
Summary of Results: The City made storm water quality flyers available at multiple locations in 2024.						
Comments: These flyers are normally passed out at schools and other locations and events throughout the City and during Butler County Water Festival and at the Water for People 5k in Fairfield.						
Partnerships	City of Fairfield	Maintain memberships and financial support of outside entities with storm water focus.	Watershed Awareness and Water Quality	General Public	10.00	Yes
Summary of Results: The City maintains memberships in the Storm Water Collaborative of Southwest Ohio and Northern Kentucky, the Groundwater Consortium, and the Mill Creek Watershed Council of Communities.						
Comments: The City coordinates with these groups to sponsor events and provide educational and promotional materials.						
Storm Water Web Pages	City of Fairfield, Storm Water Collaborative of Southwest Ohio and Northern Kentucky, and Groundwater Consortium	Track visits annually to storm water web page for City of Fairfield	Watershed Awareness and Water Quality	General Public	1.00	Yes
Summary of Results: The Collaborative does online campaigning to target website and TV Streamers. The campaign encouraged the viewers to consider more environmentally friendly ways to protect the riparian corridor if their property was adjacent to an urban stream.						
Comments: Website pages: http://www.fairfield-city.org/636/Storm-Water http://www.savelocalwaters.org/ http://gwconsortium.org/						
Public Education Display	Regional Storm Water Collaborative, City of Fairfield Public Works Department and Groundwater Consortium	Presentation of storm water display at least twice annually and distribution of 200 storm water items annually	Watershed Awareness and Hazards of Illicit Discharge	General Public	1.00	Yes
Summary of Results: The City routinely provides the Groundwater Consortium with over 200 items. They are typically distributed at school visits, the fall Fairfield Water for People 5k, and the fall Water Festival at Miami University Hamilton.						
Comments: Displays are presented by the Groundwater Consortium and the Storm Water Collaborative						

Newsletter Articles	City of Fairfield Public Works Department	Publication of at least three articles in the Fairfield Flyer newsletter during the 5-year permit cycle	Watershed Awareness, Water Quality, and Public Safety	General Public	25.00	Yes														
Summary of Results: Newsletter is mailed to over 15,000 addresses within the City and made available online.																				
Comments: The City included articles in Spring 2015, Summer 2017, Summer 2018, Summer 2020, Summer 2023.																				
Educational Videos	Regional Storm Water Collaborative	The Regional Storm Water Collaborative has produced videos for YouTube. The Regional Storm Water Collaborative also partners with WLWT and Local 12 to purchase TV and radio advertising.	Reducing Household Hazardous Waste.	General Public	5.00	Yes														
Summary of Results: The City relies on the Regional Storm Water Collaborative to produce and reach the City's residents with multimedia advertising.																				
Comments: The City participates in the Regional Storm Water Collaborative in order to raise awareness with the general public.																				
School Program	Groundwater Consortium	Coordinate with the Groundwater Consortium to present to at least two intermediate school classes annually.	Watershed Awareness and Water Quality	Elementary Students	10.00	Yes														
Summary of Results: In 2024, the Groundwater Consortium's efforts to present storm water and groundwater pollution prevention educational material to over 500 Fairfield students continued.																				
Comments: Efforts are made for these presentations to reach as many Fairfield elementary students as possible. A key vehicle for reaching students is through the annual Waterfest held at the Miami University's Hamilton campus every fall. Waterfest was canceled in 2020 due to Covid-19 but continues when weather cooperates.																				
<p>PUBLIC EDUCATION & OUTREACH</p> <p><i>Summarize activities you plan to undertake during the next reporting cycle.</i></p> <table> <tr> <th>BMP (mechanism)</th><th>Responsible Party</th><th>Measurable Goal</th><th>Theme or Message</th><th>Target Audience</th><th>% Target Audience</th><th>Proposed Schedule</th></tr> <tr> <td>Storm Water Web Pages</td><td>City of Fairfield Public Works</td><td>Track visits annually to storm water web pages sponsored by the Storm Water Collaborative.</td><td>Watershed Awareness and Water Quality</td><td>General Public</td><td>1.00</td><td>Throughout the year</td></tr> </table>							BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule	Storm Water Web Pages	City of Fairfield Public Works	Track visits annually to storm water web pages sponsored by the Storm Water Collaborative.	Watershed Awareness and Water Quality	General Public	1.00	Throughout the year
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule														
Storm Water Web Pages	City of Fairfield Public Works	Track visits annually to storm water web pages sponsored by the Storm Water Collaborative.	Watershed Awareness and Water Quality	General Public	1.00	Throughout the year														
Summary of Planned Activities: The City will utilize and link to the web pages for the Regional Storm Water Collaborative, the Groundwater Consortium, and the Mill Creek Watershed. Maintain and update the City's Storm Water Web Page as needed.																				
Comments: The City went to a new web platform in 2018 in order to be more interactive and responsive to those using the site. The City updated its web and app based system for reporting concerns in 2022. Citizens can report concerns through the Fairfield FYI app.																				

Public Education Display	Ground Water Consortium and Regional Storm Water Collaborative	Presentation of storm water display at least twice annually and distribution of 200 storm water items annually	Watershed Awareness and Hazards of Illicit Discharge	General Public	1.00	Throughout the year and at the Butler County Water Festival and the Water for People 5k.
Summary of Planned Activities: Sponsor and supply materials for the Groundwater Consortium.						
Maintain membership in the Regional Storm Water Collaborative and the Groundwater Consortium for their public displays.						
Comments: The City will maintain membership in the Regional Storm Water Collaborative and the Groundwater Consortium for their public displays.						
Storm Water Quality Flyer	Ground Water Consortium and Regional Storm Water Collaborative	Distribution of flyers annually	Water Quality and Hazards of Illicit Discharge	General Public	0.50	Throughout the year.
Summary of Planned Activities: These flyers are passed out at schools and other locations and events by the Groundwater Consortium and the Storm Water Collaborative.						
Comments: These flyers are being passed out by the Groundwater Consortium and Storm Water Collaborative with their education efforts. More emphasis continues to be put on electronic media than print materials.						
Educational Video	Storm Water Collaborative	Presentation of PSA's periodically	Watershed Awareness and Water Quality	General Public	10.00	Throughout the year
Summary of Planned Activities: Presentation of storm water PSA by the Regional Storm Water Collaborative.						
Comments: The City has been participating in the Regional Storm Water Collaborative in order to combine our resources with other agencies in the area and provide a more consistent message.						
School Program	Groundwater Consortium	Coordinate with the Groundwater Consortium to do school presentations as resources allow	Watershed Awareness and Water Quality	Elementary Students	10.00	Throughout the school year and at the annual Waterfest event at Miami University - Hamilton campus.
Summary of Planned Activities: Present storm water and groundwater pollution prevention educational material to Fairfield students.						
Comments: Efforts are made for these presentations to reach as many Fairfield elementary students as possible.						
Pet Waste Collection Stations	City of Fairfield Parks and Recreation Department	Maintain over twenty pet waste collection stations annually.	Water Quality	General Public - Dog Owners	50.00	Throughout the year
Summary of Planned Activities: The City installed and maintains 30 pet waste collection stations on City Park properties						

Comments: The City will continue to maintain existing pet waste collection stations on City Park properties. The Public Works Department started parks maintenance for the City in late 2024 and maintains these and purchases bag refills.						
Partnerships	City of Fairfield	Maintain memberships and financial support of outside entities with storm water focus.	Watershed Awareness and Water Quality	General Public	10.00	Throughout the year
Summary of Planned Activities: Maintain memberships in the Storm Water Collaborative of Southwest Ohio and Northern Kentucky, the Groundwater Consortium, and the Mill Creek Watershed Council of Communities.						
Comments: The City is up to date on the renewal of memberships for financial support of the Storm Water Collaborative of Southwest Ohio and Northern Kentucky, the Groundwater Consortium, and the Mill Creek Watershed Council of Communities.						
Newsletter Articles	City of Fairfield Public Works	Publication of at least three articles in the Fairfield Flyer newsletter during the 5-year permit cycle	Watershed Awareness, Water Quality, Hazards of Illicit Discharge, and Public Safety	General Public	25.00	One of the publications of the Fairfield Flyer, yearly if possible.
Summary of Planned Activities: Publish an article related to watershed awareness and/or the hazards of illicit discharge in 2024 or 2025.						
Comments: Newsletter is mailed to over 15,000 addresses within the City and promotes an online copy through social media.						
PUBLIC INVOLVEMENT AND PARTICIPATION						
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Formal Adoption of Plan by City Council	City of Fairfield	Adopt the revised storm water quality management plan by City Council.	Water Quality	Elected Officials	10	Yes
Summary of Results: Adoption of the storm water quality management plan took place in May of 2014 and continues to be enforced.						
Comments: A revision in 2022 was approved at the City staff level.						
Storm Water Hotline	City of Fairfield Public Works, Zoning, Police, Fire	Respond to all reported problems and keep call records	Illicit Discharge, Illegal Dumping, etc.	General Public	5	Yes
Summary of Results: Questions or requests for information are sent and answered via the email link on the City's website						
Comments: The City updated the website and mobile app in 2022 to improve the method for reporting problems that will track concerns and responses through the website software. FairfieldFYI is now a vehicle for reporting concerns and problems.						
Storm Drain Markers	City of Fairfield Public Works	Replace markers annually, as needed	Hazards of Illicit Discharge	Homeowners and General Public	5	Yes
Summary of Results: Labels have been installed throughout the City. Newer inlets have the Dump No Waste stamped into the casting.						
Comments: The City has utilized city staff to check the drain markers and install replacements as needed. New markers are in stock at the Public Works Department.						
Tree Planting Program	City of Fairfield Parks and Recreation Department	Coordinate with volunteer groups to plant trees on public property	Conservation and Environmental Stewardship	Fairfield Elementary Students	50	Yes

Summary of Results: 100 Trees are donated by the Izaak Walton League yearly and are planted by Fairfield elementary students (50 or more planted in the spring and again in the fall).

Comments: Coordinated by City Parks and Public Works Departments

Public Hearing	City of Fairfield	Solicit public comments from City staff and the general public	Water Quality	Elected Officials and General Public	20	Yes
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Summary of Results: Revised storm water quality management plan was available for comment on the City website and distributed internally for comment as well in March of 2022. It was certified on March 25, 2022.

Comments: Comment was also solicited via social media in 2022.

PUBLIC INVOLVEMENT AND PARTICIPATION

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

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
Storm Water Hotline	City of Fairfield Public Works, Zoning, Police, Fire	Respond to all reported problems and keep call records	Illicit Discharge, Illegal Dumping, etc.	General Public	10	As needed

Summary of Planned Activities: Any reported problems are routed through Public Works initially and then Zoning, Police, or Fire Departments as appropriate

Comments: Questions or requests for information are often sent and answered via the link on the City website and through the City mobile app.

Storm Drain Markers	City of Fairfield Public Works	Replace markers annually, as needed	Hazards of Illicit Discharge	Homeowners and General Public	5	Late spring and summer
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Summary of Planned Activities: Utilize city staff to reinstall and check the drain markers

Comments: Labels have been installed throughout the City and are monitored by the City inspector when inspecting sidewalk.

Tree Planting Program	City of Fairfield Parks and Recreation Department	Coordinate with volunteer groups to plant trees on public property	Conservation and Environmental Stewardship	Fairfield Elementary Students	50	Spring and Fall
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Summary of Planned Activities: 100 Trees donated annually by Izaak Walton League to be planted by Fairfield elementary students

Comments: Coordinated by City Parks and Public Works Departments.

ILLICIT 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	City of Fairfield Council	Update ordinances for illicit discharges, storm water management, and drainage maintenance procedures	Yes	925, 1117, 1182, and 1196 http://www.conwaygreene.com/Fairfield.htm	Yes

Summary of Results or Activities: Updated codified ordinances 925, 1117, 1182 and 1196 for drainage maintenance and abatement procedures. This was adopted by Ordinance 25-14 on April 14, 2014.

Comments: Ordinances were reviewed in 2022 for compliance with the most recent general permit and stormwater management plan. Changes were included with the latest zoning code update, adopted in 2024.

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BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	City of Fairfield Public Works	Update storm sewer map annually	Yes	Storm sewer mapping has been created and is available on line and to staff through the City Geographic Information System. Work continues to update changes with any construction and reconstruction projects. Storm sewer is videoed by City staff as the need arises.	Yes

Comments: <http://www.fairfield-city.org/182/MapGIS> The map is also included in the City's 2022 Stormwater Management Plan revision.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	City of Fairfield Wastewater Division	Update HSTS map annually	Yes	Household Sewage Treatment System (HSTS) mapping has been created and is available to staff through the City Geographic Information System. Work continues to update changes with any construction and reconstruction projects.	Yes

Comments: The number of these within the City is low and the map is updated as they are eliminated. The map is also included in the City's 2022 Stormwater Management Plan revision.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	Public Works and Public Utilities Wastewater Division	When an illicit discharge/illegal dumping is detected or reported, City code will be invoked to cause the guilty party to eliminate the illicit discharge. A IDDE plan was completed in 2023 and is available on the website.	Yes	Revised City Ordinance 925.07 (see Appendix B) prohibits illicit discharges into the storm sewer system and includes enforcement sanctions. Under this ordinance, any person, firm or corporation that is causing an illicit discharge is guilty of a third degree misdemeanor. Revised City Ordinance 521.08 (see Appendix B) prohibits littering and defines "litter" to include garbage, construction debris, leaves, yard waste or any material of an unsightly or unsanitary nature. Violations of Ordinance 521.08 are punishable as minor misdemeanors. http://www.conwaygreene.com/Fairfield.htm	Yes

Comments: The Wastewater Division has an active televising and mapping program for the sanitary system and assists with some televising of storm sewer upon request by Public Works. The map is also included in the City's 2022 Stormwater Management Plan revision.

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	Public Works	Comply with IDDE plan.	Yes	381	0	0	0	0	Yes

Comments: The City outfalls have been inspected twice now and no illicit connections are known to exist that yet need to be eliminated. The map is also included in the City's 2022 Stormwater Management Plan revision.

Upload File Name for the Illicit Discharges: 2025 No Illicit Discharges Letter.pdf

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
No records found						
ILLICIT 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	
HSTS Mapping and List	Wastewater Division and Information Technology	Continue to update HSTS mapping as needed	Review and update plan as needed		Annually	
Comments: This information is on the City's GIS but is not available to the public.						
IDDE Plan	Public Works and Wastewater	Continue to update GIS for storm and wastewater	Review and update GIS as needed		Annually	
Comments: No existing illicit discharges are known that are yet to be eliminated. Comply with IDDE plan developed March 2022.						
Dry Weather Screening of Outfalls	Public Works	Do dry weather screenings when issues are identified through complaints.	Inspection of outfalls by City staff		As needed to address issues identified through complaints.	
Comments: Comply with approved IDDE plan.						
Storm Sewer System Map	Public Works, Information Technology	Continue to update storm sewer system map as needed	Update map as new development occurs and existing map is reviewed and revised when needed. In 2021, we started providing an app and Ipad to our drainage crew to allow them to do inspections that are downloaded daily to the City GIS.		Annually	
Comments: http://www.fairfield-city.org/182/MapGIS						
Ordinance or Other Regulatory Mechanism	City of Fairfield Zoning, Public Works, Police	Continue to implement and enforce IDDE regulation. Update ordinances	Review ordinances for drainage maintenance and abatement procedures as needed		Annually	
Comments: An ordinance review was conducted in 2023 and revisions to ordinances were adopted in 2024.						
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	City of Fairfield Development Department	Compliance with NPDES Construction General Permit requirements	Yes	City of Fairfield subdivision regulations 1117.06 and 1309.15 https://codelibrary.amlegal.com/codes/fairfield/latest/overview	Yes	
Summary of Results or Activities: Inspectors from the Public Works and Development Services Departments enforces these ordinances. If adequate erosion and sediment control measures are not being provided, the first response is to alert the contractor or developer to the problem and advise them of the necessary changes both verbally and in writing.						
Comments: Ordinance revision and adoption were completed in 2024.						

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used		Effective	
Sediment and Erosion Control Requirements	Public Works Department and Development Services Department	Compliance with NPDES Construction General Permit requirements	Yes	City of Fairfield subdivision regulations 1117.06: https://codelibrary.amlegal.com/codes/fairfield/latest/overview		Yes	
Summary of Results or Activities: Ordinance 1117.06, Fairfield has officially adopted the standard erosion control manual of ODNR, Rainwater and Land Development. The use of this widely available and accepted manual will help ensure that erosion control measures are used properly on construction projects. The manual is referred to during plan reviews and field inspections.							
Comments: Update construction site inspection checklist is being implemented through the Development Department.							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Number of Complaints Received	Number of Complaints Followed Up On	Effective	
Complaint Process	Public Works and Development Departments	Respond to all complaints	Yes	1	1	Yes	
Summary of Results or Activities: Complaints regarding sediment runoff are to be addressed by City staff.							
Comments: All complaints are followed up on by City staff.							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective	
Site Plan Review Procedures	City of Fairfield Public Works, Development, Utilities, and Fire Departments	Review all site plans for compliance	Yes	27	27	Yes	
Summary of Results or Activities: Reviewed site plans and provided comments to ensure that all sites were in compliance with regulations.							
Comments: Staff Technical Review Committee meets weekly to review plans for compliance.							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	Public Works and Development Departments	Inspect all applicable sites for compliance	Yes	27	54	2	Yes
Summary of Results or Activities: Inspected active sites for compliance with erosion and sediment control regulations							
Comments: Inspection frequency vary from site to site.							
Upload File Name(s) for Applicable Sites: Public Works Report 2024.xlsx							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective	
Enforcement Procedures	Public Works and Development Departments	Enforce compliance with regulations	Yes	0	0	Yes	
Summary of Results or Activities: None needed for this reporting period.							
Comments: Inspectors worked with developers and builders to address issues so that formal violation letters were not required.							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements		Effective	
No records found							

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
Enforcement Procedures	Public Works, Development, Police, and Fire Departments	Ensure compliance with regulations	Enforce compliance on all active sites	As needed
Comments:				
Ordinance or Other Regulatory Mechanism	City of Fairfield	Compliance with NPDES Construction General Permit requirements	Review and revise regulations if necessary	As needed
Comments: https://codelibrary.amlegal.com/codes/fairfield/latest/overview				
Sediment and Erosion Control Requirements	City of Fairfield Public Works and Development Departments	Compliance with NPDES Construction General Permit requirements	Review and revise regulations if necessary	As needed
Comments:				
Complaint Process	Public Works, Development, and Police Departments	Respond to all complaints	Respond to all complaints and ensure compliance with regulations	As needed
Comments: Complaints are expected to be primarily through the website and the new Fairfield FYI mobile app.				
Site Plan Review Procedures	Public Works, Development, Utilities, and Fire Departments	Review all site plans for compliance	Review site plans and provide comments to ensure that all sites are in compliance with regulations	Weekly meetings at Development Department
Comments:				
Site Inspection Procedures	Public Works and Development Departments	Inspect all applicable sites for compliance	Inspect active sites for compliance with erosion	As needed

Comments:

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	City of Fairfield	Pass ordinances and comply with post-construction requirements for NPDES permit	Yes	City ordinances 1182 and 1196. https://codelibrary.amlegal.com/codes/fairfield/latest/overview . City construction handbook. https://www.fairfield-city.org/DocumentCenter/View/1530/Specifications-Handbook-PDF?bidId=	Yes

Summary of Results or Activities: Ordinances include applicable post construction requirements

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	City of Fairfield	Comply with post-construction requirements for NPDES permit	Yes	Ohio EPA Construction General Permit, ODNR Rainwater and Land Development Manual, ODOT Location and Design Manual, and City of Fairfield Construction Handbook	Yes

Summary of Results or Activities: Documents are reviewed as needed to ensure compliance

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	City of Fairfield Development Department	Review all site plans	Yes	27	27	Yes

Summary of Results or Activities: Review site plans and provide comments to ensure that all sites are in compliance with regulations.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	Public Works and Development Departments	Inspect all applicable sites for post construction BMPs	Yes	10	20	1	Yes

Summary of Results or Activities: Inspect active sites for compliance with City erosion and sediment control regulations.

Comments: There were 10 development sites in 2024 over 1 acre that included post construction BMP's. BMP inspections are performed by Building Inspectors.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Development Department	Ensure compliance with City erosion and sediment control regulations.	Yes	0	0	Yes

Summary of Results or Activities: No letters sent during this reporting period.

Comments:

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	Development and Public Works Departments	Ensure compliance with City regulations	Yes	10	10	Yes

Summary of Results or Activities: Enforced compliance on active sites through Certificate of Occupancy inspections by Development Services Department

Comments: O&M plans and agreements were submitted and reviewed in 2024 for 10 sites.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
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No records found

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
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Ordinance or Other Regulatory Mechanism	Development Department and Public Works	Comply with post-construction requirements for NPDES permit	Review and revised ordinances as needed	As needed
Comments:				
Post-Construction Requirements	Public Works and Development	Comply with post-construction requirements for NPDES permit	Review as needed	As needed
Comments:				
Long Term O&M Plans	Development and Public Works	Ensure compliance with City regulations	Review as needed and require Long-Term O&M Plans/Agreements when applicable	As needed
Comments:				
Enforcement Procedures	Development Department	Ensure compliance with City erosion and sediment control regulations	Review as needed	As needed
Comments:				
Site Plan Review Procedures	Development Department	Review all site plans	Review all site plans	Staff Technical Review committee meets every Wednesday.
Comments: Staff Technical Review committee is made up of Development, Water, Wastewater, Public Works, Fire, and Information Technology.				
Site Inspection Procedures	Public Works and Development Departments	Ensure compliance with City erosion and sediment control regulations	Review site inspection procedures as needed	As needed.
Comments:				

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	Public Works, Development, and Public Utilities	Select City staff will attend training sessions related to construction site erosion and sediment control	Yes	Stormwater Collaborative, Groundwater Consortium, and EPA contact hours on related material.	Municipal employees	4	Yes

Summary of Activity: Training Sessions, Storm Water Collaborative meetings, and Groundwater Consortium meetings & activities.

Comments: Both Public Works inspectors, City Engineer, and Public Works Director attended pertinent training in 2024. Utility Department personnel participate in Groundwater Consortium activities throughout the year.

BMP (mechanism)	List of Municipal Facilities Subject to Program	O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
Municipal Facilities	City of Fairfield (Parks, Development, Public Works, Fire, Police, and Utilities Departments).	No	0	0
BMP (mechanism)	Summarize Maintenance Activities and Schedules	Summarize Activities Performed		

MS4 Maintenance	Maintenance activities are performed on an as-needed basis		A percentage of drainage structures (catch basins and drywells) are inspected annually as staff time allows. Culvert inspections are done yearly with all culverts inspected every five years. Bridge inspections are done annually. Other infrastructure is inspected as needed.	
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed		
Disposal of Wastes	Yes	Approximately 400 gallons of automotive fluids are recycled annually and approximately 800 gallons of used oil is reused annually as heating oil.		
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage	
Road Salt	Yes	1576 Tons	Salt usage is minimized though the City's standard operating procedures for snow and ice control. Calcium chloride is added to make salt more effective at colder temperatures and limit total amount of salt used.	
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage	
Pesticide & Herbicide Usage	Yes	300 Gallons	Employees that apply pesticides and herbicides are licensed by the Ohio Department of Agriculture.	
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage	
Fertilizer Usage	Yes	25000 Pounds	Approximately 10 tons granular / 300 gallons water soluble spray are used annually.	
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed		
Street Sweeping	Yes	Contract Sweepers is contracted by the City to sweep approximately 1200 curb miles and dispose of material to the local landfill. The City also owns a street sweeper and uses it for emergency situations and to supplement the contracted sweeping.		
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality			
Flood Management Projects	None.			
BMP (mechanism)	Summary			
No records found				
<p>POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</p> <p><i>Summarize activities you plan to undertake for the next reporting cycle.</i></p>				
BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training	Public Works, Development, and Public Utilities Departments	Train select municipal employees on subjects related to storm water management practices.	Utilize ODOT LTAP and local soil and water conservation programs for training opportunities.	Annually
Comments: Training is performed as opportunities arise on varied subjects.				
MS4 Maintenance	City of Fairfield Public Works, Development, and Public Utilities Departments	Inspect infrastructure	Inspect infrastructure	Annually
Comments:				
Disposal of Wastes	Public Works	Recycle/reuse waste oil and other waste fluids.	Recycle/reuse automotive fluids	Annually

Comments:				
Road Salt	Public Works	Minimize salt usage	Minimize usage through standard operating procedures	Annually
Comments: City keeps trucks and salt spreading equipment in good working order and employs the use of additives to maximize effectiveness of salt used. Salt is stored inside in the City salt barn.				
Pesticide & Herbicide Usage	Public Works and Parks Employees	Minimize pesticide and herbicide usage	Minimize usage through standard operating procedures	Annually
Comments: Our former Safety Coordinator reviewed storage practices for golf course maintenance personnel in 2018. Audits of facilities by the Ground Water Consortium of the Public Works facility are conducted routinely. Public Works personnel are licensed through the state for handling and applying pesticides and herbicides. Inspected by Ohio Department of Agriculture periodically, without issue.				
Street Sweeping	Public Works	Properly dispose of material collected	Properly dispose of material collected	March through October
Comments: The City has had a street sweeping contract with an outside vendor since the 1990's.				
Fertilizer Usage	Public Works and Parks employees	Minimize fertilizer usage	Minimize usage through standard operating procedures	Annually
Comments: Our former Safety Coordinator reviewed storage practices for golf course maintenance personnel in 2018.				
PROPOSED CHANGES TO YOUR SWMP (IF ANY)				
<i>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.</i>				
None.				
VARIANCES GRANTED (IF ANY)				
<i>Identify and summarize any variances granted under your storm water program.</i>				
None.				
ADDITIONAL INFORMATION				
<i>Please add any additional comments or attachments below.</i>				