



## 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 1<sup>st</sup>.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:

Ohio Environmental Protection Agency  
Division of Surface Water  
Storm Water Program – Small MS4  
P.O. Box 1049  
Columbus, Ohio 43216-1049

Small MS4 Annual Report for Year: 2017

Ohio EPA Facility Permit Number:

Name of MS4: City of Newark

Primary Contact: John Trujillo

Title: Stormwater Coordinator

Mailing Address: 40 West Main Street

City: Newark

Zip Code: 43055

County: Licking

Telephone Number: 740-670-7762

Email Address: jtrujillo@newarkohio.net

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.

See Attachment

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

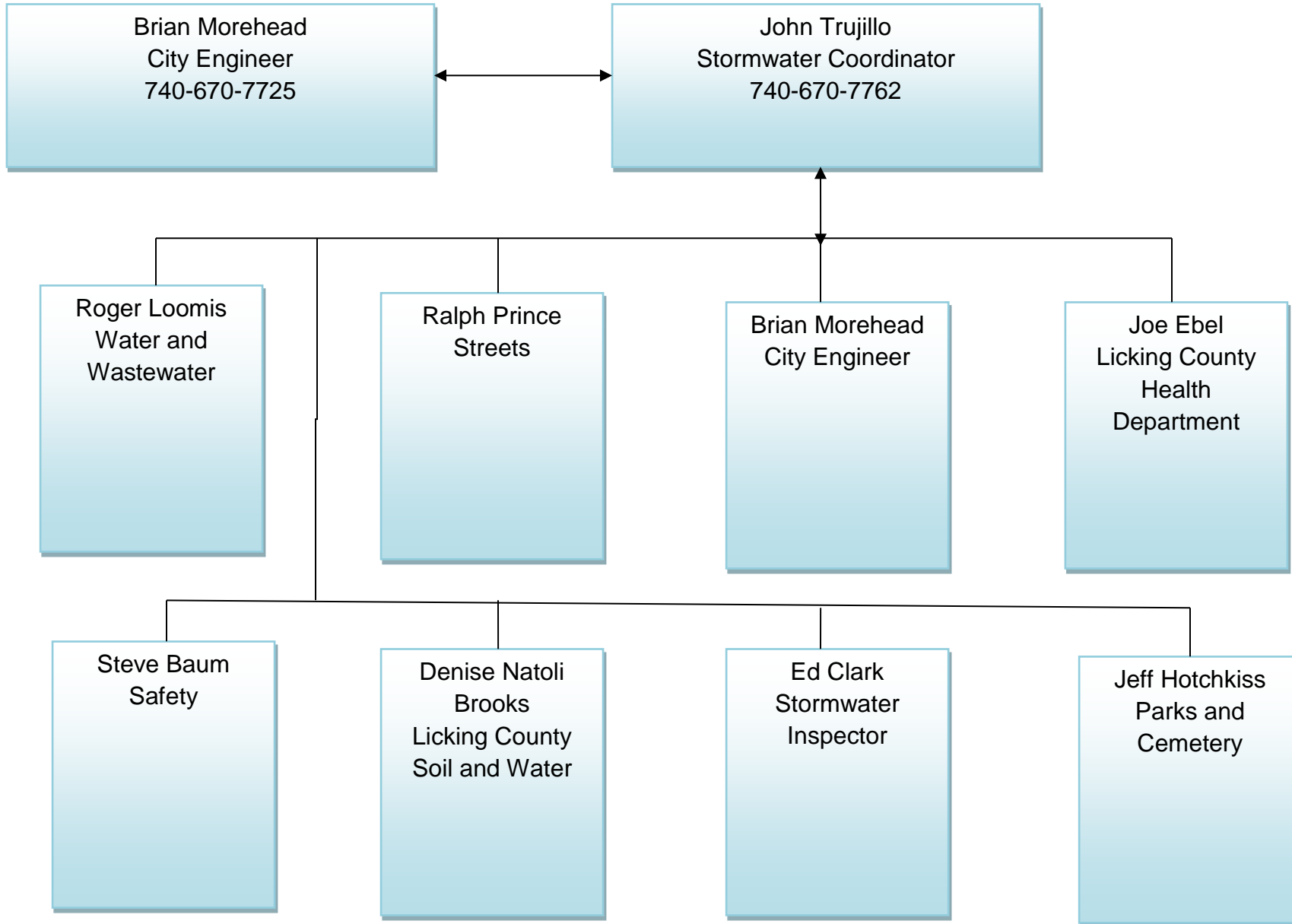
Print Name: David Rhoads

Print Title: Director of Service

Signature: 

Date: 3-23-19

# City of Newark Stormwater Program Organizational Chart



## BMP Data Report

### **MCM 1 - Public Education and Outreach on Stormwater Impacts**

#### **Details of BMPs and major accomplishments for this reporting period**

##### 1.01 Stormwater Pollution Prevention Educational Pamphlets

Reporting Period: 01/01/2017-12/31/2017

#### Measurable Goal

Develop and distribute educational pamphlets to the community regarding the importance of stormwater pollution prevention. Distribute at least 2,000 pamphlets per year with a different theme represented each year.

#### Major Accomplishments

Reproduced a Construction Brochure for 2017. Will need to update for any 2018 General Construction Permit changes. Generated a quantity of 500 to give to area residents, businesses, and consulting firms working in Newark. Ordered and issued 1000 water activity books for children.

Effective?: Yes

##### 1.02 Maintain Stormwater Utility Webpage

Reporting Period: 01/01/2017-12/31/2017

#### Measurable Goal

Maintain a stormwater link on the City website to provide stormwater-related educational materials and current and upcoming events. Log at least 1,000 visits per year to the stormwater utility home page.

#### Major Accomplishments

Target Audience: General Public

Stormwater Utility Home: 1,183  
Current Stormwater News: 131  
Stormwater Documents: 100  
Stormwater Construction Info: 152

Stormwater Links: 121

Total Stormwater Views: 1,926

Summary of Results: The goal was 1000 website hits was exceeded by 1926. This was a total of approximately 92 % over the stated goal.

Effective?: Yes

### 1.03 Stormwater Education Curriculums for Area Schools

Reporting Period: 01/01/2017-12/31/2017

#### Measurable Goal

Implement a formal stormwater education curriculum for area schools. Schools will submit surface water curriculums on an annual basis outlining how they intend to reach the 50% credit on their stormwater utility fee.

#### Major Accomplishments

Audience: 1000

Program Name: Water Activity Book Distribution  
Audience Reached: 1000

Focus: Educate elementary school students on the importance of stormwater pollution prevention.

Description:

Target Audience: K-12

% of target Audience Reached: 100%

Summary of Results: Stormwater pollution prevention water activity books were provided to a teacher previously trained as part of BMP1 .03. Activity books were provided and explained to students.

Effective?: Yes

### 1.04 Stormwater Education Training for Non-Formal Educators

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Evaluate the feasibility of providing stormwater education/training for non-formal educators by adapting the Soil and Water Conservation District's (SWCD) surface water curriculum. Document the evaluation process and subsequent recommendations.

Project WET has been adopted by the City of Newark and has been implemented by Licking County Soil and Water Conservation District (LCSWCD). The LCSWCD has also implemented stormwater educational awareness by conducting workshops in Newark and throughout Licking County.

Major Accomplishments

Continued an MOU with Licking County Soil and Water Conservation District (LCSWCD) to provide stormwater education training for non-formal educators by adapting the surface water curriculum of the LCSWCD.

Participants: 2516

Implementation to occur by permit year 5.

Effective?: Yes

1.05 Stormwater Pollution Prevention Education Booth

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Create a stormwater pollution prevention education booth to display at public events. Display stormwater education booth at a minimum of one (1) public event annually.

Major Accomplishments

Theme or Message - Foster awareness among the general public regarding ways to help keep streams and rivers clean.

Target Audience- The general public will be targeted at events such as the Home and Garden Show and the Hartford Fair.

Measurable Goal- Display stormwater education booth at a minimum of one (1) public event annually.

Conducted stormwater education with booths at the Harford Fair.

Effective?: Yes

#### 1.06 Storm Drain Marking Program

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Initiate a Citywide storm drain marking program. Apply markers to 10% of existing storm drains in each permit year starting in 2009 and ensure that all new storm drains have a pre-printed pollution prevention message. Storm drain marking will display a message similar to "No Dumping, Drains to Waterway".

##### Major Accomplishments

Theme or Message: Prevent dumping to storm drains

Target Audience: General Public

% of Markers Installed: 100 %

Summary of Results: Installation of Storm Drain Markers is complete. In 2017 93 markers were replaced.

Effective?: Yes

#### 1.07 Signage to Identify Major Stream and Rivers

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Place signs throughout the City to identify major streams and rivers. Place one (1) sign per year identifying a different major stream or river within the City.

##### Major Accomplishments

(1) Sign at Flory Park has been placed identifying Raccoon Creek as the adjacent stream (2009).

(1) Sign at Water Treatment Plant has been placed identifying north fork of the Licking River as the adjacent river (2010).

Signage at 6 additional locations has started with design and a cost share agreement with Licking County Soil and Water. The locations include Shawnee Run, Northfork and Southfork of Licking River, Log Pond Run, Log Pond Diversion Channel, and Raccoon Creek. Signage placement is complete at all locations A new sign was placed at Log Pond Diversion Channel. (Updated 2017).

Theme or Message - Raise awareness among the general public related to the location of streams and rivers within the City.

Target Audience - General public

Measurable Goal - Place one (1) sign per year identifying a different major stream or river within the City.

Effective?: Yes

1.08 Stormwater Awareness Banner

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Design and produce stormwater awareness banners to be placed at public facilities. Display the stormwater awareness banner at a minimum of One (1) different public facility each year.

Major Accomplishments

Summary: Two (2) new banners have been placed at the Water Admin Office. Also a Licking River Round Up banner has been placed outside the Water Admin Office for approximately 30 days.

Measurable Goal - Display the stormwater awareness banner at a minimum of one (1) different public facility each year.

An average of 19,000 residents viewed the awareness banners in 2017.

Effective?: Yes

1.09 Develop an MOU with Licking SWCD to Share Water Quality Data

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Develop an MOU with Licking SWCD to share data collected during water quality monitoring events. Once the MOU is established, jointly organize

water quality monitoring events with Licking SWCD that target receiving water quality awareness as well as the public's ability to positively impact the health of local streams and rivers.

Major Accomplishments

Summary: An MOU was approved and signed with LCSWCD and the City of Newark Stormwater Utility in 2010.

Training in stream monitoring was completed in 2010 for the Stormwater Coordinator and Inspector for completing local stream monitoring.

Stream Team Monitoring was conducted in 2012-2017 jointly with LCSWCD.

1.10 Public Workshops and Presentations.

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Utilize public workshops and presentations as primary public outreach venues to present general stormwater awareness themes. Give at least one (1) presentation each year to a different target audience.

Major Accomplishments

Project WET Presentation on Stormwater Pollution Prevention education.

Presentation was given for an audience of approximately 74 Adult attendees.

Education Materials given out:

Project WET Guidebooks

1.11 City Stormwater Utility Bills as an Education Mechanism

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Utilize the City stormwater utility bill to advertise at least two (2) stormwater related events each year. Events to be advertised may include leaf pick up dates, Licking County River Roundup, and other community events.

Major Accomplishments



Type: Utility Bill Inserts

Title: 2017 Leaf Season

Cost: 3,000.00

Delivered To: General Public

Distribution: 18,500

Theme: Pollution Prevention – Keeping waste of the streets, streams, and storm system.

Target Audience: Home owners, renters, and the general residential community.

% of Audience Reached: This reached nearly 100% of households within the City.

Summary of Results: Effectively communicated the importance of keeping debris out of the City's storm sewer system.

Title: 2017 Licking River Roundup Litter Pickup Event

Cost: 3,000.00

Delivered To: General Public

Distribution: 18,500

Theme: Pollution Prevention – Keeping waste of the streets, streams, and storm system.

Target Audience: Home owners, renters, and the general residential and commercial community.

% of Audience Reached: This reached nearly 100% of households within the City.

Summary of Results: Effectively communicated the importance of keeping Litter out of the City's streams and rivers.

Effective?: Yes

1.12 Hands-On Educational Programs for Youth

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Provide hands-on education programs for youth such as Flory Park programs and the wastewater tabletop model. Provide at least one (1) hands-on education program/event each year.

Major Accomplishments

Program Name: Water Activity Book Distribution

Audience Reached: 500

Focus: Educate elementary school students on the importance of stormwater pollution prevention.

Description: Target Audience: K-12

% of Target Audience Reached: 8%

Summary of Results: Stormwater pollution prevention water activity books were provided to a teacher previously trained as part of BMP1.03. Activity books were provided and explained to students.

Effective? Yes

1.13 Track Permit Compliance Activities

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Implement a permit compliance tracking system for activities performed under MCM 1. As they are completed, enter MCM 1 activities into the City's MS4© stormwater permit compliance database.

Major Accomplishments

Completed the implementation of a permit compliance tracking system for activities performed under MCM 1.

Measurable Goal- As they are completed, enter MCM 1 activities into the City's MS4© stormwater permit compliance database. The data base has

been purchased, installed, and is implemented.

In 2011 a new program titled MS4 by CBI, Systems replaced MS4 as the City's compliance database. In 2017 this program was updated in a 2.0 format.

Effective?: Yes

Implementation will continue the 2018 reporting period.

## **MCM 2 - Public Involvement/Participation**

### **Details of BMPs and major accomplishments for this reporting period**

#### 2.01 Stormwater Committee Meetings

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal
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Facilitate stormwater committee meetings to discuss stormwater related issues. Hold at least one (1) stormwater management committee meeting each quarter to discuss stormwater related issues. Public input will be received through City Council representation.

Major Accomplishments
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Facilitate Stormwater Committee Meetings

Conducted a total of 10 committee meetings in 2017.

Effective?: Yes

#### 2.02 Public Recycling Program

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal
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Promote and maintain active use of recycling facilities throughout the City by the general public.

Major Accomplishments
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Public Recycling Containers are located at Flory Park and accept aluminum cans, paper, plastic and cardboard. These containers are managed by the Licking County Litter Prevention office and City of Newark.

The containers are available to the public 365 days per year.

Availability: 100%

Effective?: Yes.

### 2.03 Citizen Complaint Form

Reporting Period: 01/01/2017-12/31/2017

#### Measurable Goal

Implement a process to receive and track stormwater-related citizen complaints. The complaint form will be made available on the City's website and at the City's Water Office.

#### Major Accomplishments

Summary: A total of Stormwater complaints/comments received by-mail, phone, and by reference from other offices include 117 calls, 45 emails, and 254 referred by other departments for a total of 416 complaints received. These complaints encompass flooding, broken pipes or catch basins, neighbors causing problems, utility billing issues, and issues not stormwater related.

The method of tracking for these complaints includes use of e-mails, GBA work orders, a Stormwater Utility Compliant Form, and MS4 software.

Complaints will continue to be tracked in 2018.

Effective?: Yes

### 2.04 Develop an MOU with Licking SWCD to Share Water Quality Data

Reporting Period: 01/01/2017-12/31/2017

#### Measurable Goal

Develop an MOU with Licking SWCD to share data collected during water quality monitoring events.

#### Major Accomplishments

Summary: An MOU was approved and signed with LCSWCD and the City of Newark Stormwater Utility in 2010.

Training in stream monitoring was completed in 2010 for the Stormwater Coordinator and Inspector for completing local stream monitoring.

Stream Team Monitoring was conducted in 2017 jointly with LCSWCD.

Effective?: Yes

2.05 "Adopt-a-Storm Drain" Program

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Implement an "Adopt-a-Storm-Drain" Program and annually evaluate program participation to determine overall effectiveness. The program will be included as part of the City's Stormwater Credit Program available to commercial and industrial property owners.

Major Accomplishments

New business in the adopt-a-drain program includes Trek Brewing and Church of God.

Effective?: Yes

2.06 Stormwater Education Curriculum for Area Schools

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Implement a formal stormwater education curriculum for area schools. Schools will submit surface water curriculums on an annual basis outlining how they intend to reach the 50% credit on their stormwater utility fee.

Major Accomplishments

Summary: The City of Newark has implemented a K-12 school credits program that consists of educator training under the "Wet" program and the ability of schools to conduct water, stormwater, flooding, water quality, and watershed management) type education programs to students. To obtain this credit public and private schools would teach a water curriculum in each grade level.

Stormwater education credits of 50% of the stormwater bill may be granted for approved programs providing public awareness and education on stormwater issues. In order to receive educational credits, the school will need to submit an application and provide supporting documentation. Upon completion of the educational plan or no later than June 1 of each year which corresponds to the end of the school year, the school shall submit an annual report indicating compliance with the approved plan.

The Stormwater Coordinator will review the annual report. If upon review, the school did not substantially comply with the approved plan, the City may, require additional activities as a corrective action, reduce the education credit to a level comparable with the compliance, refuse approval of any new education plan.

Effective?: Yes

#### 2.07 Stormwater Utility Fee Credit Program.

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Continue the existing stormwater utility fee credit program with the addition of at least three (3) new activities to the existing list of activities eligible for a storm water utility fee credit. Additional activities may include the incorporation of rain gardens, filter strips, and pervious pavement.

##### Major Accomplishments

The adopt-a-drain program has grown and new businesses added to the program in 2017.

#### 2.08 Residential Leaf Pickup and Composting Program

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Implement a curbside leaf pickup program and provide access to a drop-off composting facility for City residents.

##### Major Accomplishments

Summary: The leaf pick up program provided by the City of Newark consists of four program elements. Citizens are encouraged to mulch leaves or compost leaves when possible, citizens are required to bag leaves and place the bags at the curb. You must use 30 gallon biodegradable paper or corn starch bags. Bags will be available at hardware stores and at ELM. Recycling (City of Newark's contracted composting facility) and Hope Timber. Placing loose leaves in the street is a violation of City of Newark Ordinance and United States Environmental Protection Agency standards. The City of Newark will make one trip through each area.

Effective?: Yes

2.09 Provide an Annual SWMP Update to City Council

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Provide a minimum of one (1) SWMP status update annually to City Council, including activities accomplished during the previous year and activities planned for the coming year. The update will be provided during a regular City Council meeting and the public will have the opportunity to submit comments and questions.

Major Accomplishments

The Annual Stormwater Update to Council was not held due to scheduling conflicts.

Effective?: Yes

2.10 Household Hazardous Waste Collection Day

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Assist Licking County Litter Prevention in implementing a Household Hazardous Waste Collection Day. Obtain participation tracking data from Licking County on an annual basis.

Major Accomplishments

The Solid Waste District has cut funding for this event and it will no longer be held. Licking County River Roundup will be the new program and the City of Newark has partnered with Licking County Soil and Water, Litter Prevention, Parks, Health, and the communities of Heath, Pataskala, Hebron, and Granville.

2.11 Presentations on Stormwater-Related Issues

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Evaluate the feasibility of inviting qualified citizens to provide presentations on stormwater-related issues. Document the evaluation process including

findings and recommendations.

Major Accomplishments

There are no scheduled work activities for the BMP listed above for this permit year.

2.12 Public Involvement in Developing the SWMP

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Provide a copy of the SWMP document and NOI electronically on the City's Stormwater Utility website and in hard copy format at the City Water Office for public comment in order to involve the public in the development and submittal of the City's SWMP and NOI.

Major Accomplishments

A copy of the SWMP document and NOI electronically on the City's Stormwater Utility website and in hard copy format at the City Water Office. A new SWMP has been drafted in 2016.

2.13 Track Permit Compliance Activities

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Implement a permit compliance tracking system for activities performed under MCM 2. Completed MCM 2 activities will be entered into the City's MS4 stormwater permit compliance database.

Major Accomplishments

Completed the implementation of a permit compliance tracking system for activities performed under MCM 2.

Measurable Goal-As they are completed, enter MCM 2 activities into the City's MS4 2.0 stormwater permit compliance database. The data base has been purchased, installed, and is implemented.

A new database software package by CBI Systems has been adopted that stores data online and is accessed by internet/cloud.

Effective? Yes



Implementation will continue the 2018 reporting period.

### **MCM 3 - Illicit Discharge Detection and Elimination**

#### **Details of BMPs and major accomplishments for this reporting period**

##### 3.01 Illicit Discharge Detection and Elimination Ordinance

Reporting Period: 01/01/2017-12/31/2017

###### Measurable Goal

Develop and adopt an ordinance or other regulatory mechanism to address the detection and elimination of illicit discharges to the City's MS4.

###### Major Accomplishments

An ordinance has been developed and implemented. An update to the ordinance has been drafted and is awaiting approval from City council.

##### 3.02 Storm Sewer Map

Reporting Period: 01/01/2017-12/31/2017

###### Measurable Goal

Develop a storm sewer map depicting all known MS4 outfalls, surface waters, catch basins, pipes, ditches, and public and private stormwater quantity and quality facilities within the MS4, incorporating updates as needed. A map of the MS4 has been developed previously. Additional features will need to be added as necessary to comply with the general permit.

Responsible parties in addition to Stormwater Coordinator include the Stormwater Inspector and the Water & Wastewater Department

###### Major Accomplishments

Summary of Planned Activities or Updates: Storm Sewer mapping has been completed and now we are conducting updates as needed as previously stated. In addition to the GBA and ARCVIEW/MAP software used for the mapping process the City of Newark has hired a GIS coordinator to insure the timely updates of all mapping features.

##### 3.03 Locate HSTSs within the MS4

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Incorporate the location of HSTSs within the MS4 as provided by the Licking County Health Department, on the MS4 map. The City will maintain contact with the Health Department on a quarterly basis to obtain available HSTS locations within the city limits for incorporating into the storm sewer map.

Responsible Party - Stormwater Coordinator | Stormwater Inspector | Licking County Health Department

Major Accomplishments

Planned Activities or Updates: Incorporate locations of HSTSs within the City of Newark city limits as provided by Licking County on the City's storm sewer map. This activity has been completed.

3.04 Illicit Discharge Detection and Elimination Plan

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Develop an Illicit Discharge Detection and Elimination Plan to detect and eliminate non-stormwater discharges, including illegal dumping, to the MS4 by adapting the Cuyahoga County Board of Health's IDDE Guidance Manual.

Major Accomplishments

The Cuyahoga County Board of Health's IDDE Guidance Manual has been adopted and adapted by the City of Newark. Updates to this program occurred in 2016. Changes and updates have been completed in the 2017 reporting period.

3.05 Dry-Weather Screening of Stormwater Outfalls

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Perform dry-weather screening of all known stormwater outfalls identified within the MS4. Screening will occur on at least 20% of identified outfalls in each permit year.

Major Accomplishments

Summary: 72 outfalls have been screened in 2017. There was no dry weather discharges noted.

3.06 Employee Training on Illicit Discharges

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Implement a training program to inform public employees of the hazards associated with illegal discharges and improper disposal of waste. Develop and distribute training materials to at least 20% of City employees each year to include all new hires.

Major Accomplishments

There were no scheduled work activities for the BMP listed above for this permit year

3.07 Citizen Hotline to Report Illicit Discharges

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Implement a citizen hotline to report illicit discharges or other stormwater-related complaints. This emergency contact information will be incorporated on the Stormwater Utility website.

Major Accomplishments

The 24 hour emergency contact is listed on the front page of the web site.

Water Office: Monday - Friday 8AM to 4:30PM **740-670-7940**

Water Plant: Monday - Friday after 4:30PM and weekends **740-349-6765**

3.08 Develop List of Non-Stormwater Discharges Not Addressed as Illicit Discharges

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Development of a list of occasional incidental non-stormwater discharges that will not be addressed as illicit discharges.

Major Accomplishments

All occasional incidental non-stormwater discharges that will not be addressed as illicit discharges are entered in the GBA and MS4 2.0 database.

### 3.09 Screen City Pretreatment Facilities for Illicit Discharges

Reporting Period: 01/01/2017-12/31/2017

#### Measurable Goal

Identify and screen all City pretreatment facilities annually for possible illicit discharges. Incorporate the locations of all pretreatment facilities on the MS4 map.

Responsible Party - Stormwater Coordinator | Stormwater Inspector | Water & Wastewater Department

#### Major Accomplishments

All pretreatment facilities have been mapped and are included in the GIS system.

### 3.10 Track Permit Compliance Activities

Reporting Period: 01/01/2017-12/31/2017

#### Measurable Goal

Implement a permit compliance tracking system for activities performed under MCM 3. Activities will be entered into the City's MS4 stormwater permit compliance database.

#### Major Accomplishments

We have migrated to a new database system called MS4 software by CBI, Systems Version 2.0.

## **MCM 4 - Construction Site Runoff Control**

### **Details of BMPs and major accomplishments for this reporting period**

#### 4.01 Erosion and Sediment Control Ordinance

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Develop an ordinance or other regulatory mechanism to require erosion and sediment controls at construction sites.

Major Accomplishments

We have established an ordinance Chapter 1054.16, Stormwater Management Code, City of Newark to address erosion and sediment controls at construction sites. This ordinance is available online. A hardcopy is included with this report. Updates to this ordinance have begun in order to meet new requirements and have been completed in 2016. This ordinance was updated, approved, and implemented by City of Newark staff and City Council in 2017.

4.02 Construction Site Stormwater Brochure

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Provide contractors information on sediment and erosion control requirements. This will entail developing a construction site stormwater brochure to address necessary stormwater permitting steps and making it available for contractors on the City's Stormwater Utility website.

Major Accomplishments

A construction site stormwater brochure has been developed and is available on our web site and is issued during plans review. Updates to this brochure have been completed in 2017. The new brochure has changed the two page format to a four page format. This includes changes made to the MS4 general permit.

4.03 Construction Site Complaints

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Develop procedures for receipt and consideration of construction site complaints submitted by the public. This will entail developing a citizen complaint form and telephone hotline for the submission of construction site related citizen complaints. Both will be provided on the City's Stormwater Utility website as well as in hard copy format at the Water Office. The City will track the number and status of complaints received using the MS4 software.

Major Accomplishments

Planned Activities: Activities consists of continuing to monitor for Construction Site Complaints in the new MS4 software.

#### 4.04 Erosion and Sediment Control Plan Review

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Formalize erosion and sediment control plan review procedures for construction projects. Create an erosion and sediment control plan review checklist including departments required to complete the review. Document the number and status of plan reviews.

##### Major Accomplishments

Planned Activities: The City will track the number and status of erosion and sediment control plan reviews using the GBA and MS4 software.

Completed?: Yes

Number of Applicable Sites Requiring Plans: 12

Number of Plans Reviewed: 12

Summary of Results or Activities: Plans were reviewed, comments provided, and approved once comments were addressed.

Effective?: Yes

#### 4.05 Construction Site Inspection Procedures

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Formalize construction site inspection procedures. Create a construction site inspection checklist. Construction sites shall be initially inspected and follow up inspections shall be on a monthly basis unless procedures for prioritizing inspections are documented. The City will document the number and status of active construction projects along with associated inspections.

##### Major Accomplishments

41 field inspections were conducted in 2017.

Effective?: Yes

Planned Activities: The City will continue to perform these inspections in 2018.

#### 4.06 Enforcement Procedures for Construction Site Stormwater Violations

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Develop and implement formal enforcement procedures for any construction site that violates the City's stormwater requirements. The City will provide finalized procedures to local developers, engineers and contractors, post the procedures on the City's Stormwater Utility website and assemble a press release announcing the procedures along with the effective date.

##### Major Accomplishments

Develop and implement formal enforcement procedures for any construction site that violates the City's stormwater requirements.

Measurable Goal - Develop and implement enforcement procedures. The City will provide finalized procedures to local developers, engineers and contractors post the procedures on the City's Stormwater Utility website.

Violation Documentation - The City will track the number and status of construction site enforcement actions using the MS4 2.0 software.

Implementation and documentation of enforcement procedures will continue in 2018.

#### 4.07 Contractor Construction Site Runoff Control Training

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Provide in-house and contractor training regarding construction site runoff control. The City will develop a brochure summarizing examples of effective erosion and sediment control measures along with guidelines for proper installation and maintenance. The brochure will also include sources for additional information on erosion and sediment control measures. The brochure will be provided on the City's Stormwater Utility website, in hard copy format and in conjunction with in-house and contractor training exercises.

##### Major Accomplishments

We have conducted on site contractor training as needed. The various sites have specific needs addressed during this training.

#### 4.08 Contractor Sediment and Erosion Control Licensing

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Provide information on a minimum of one (1) existing erosion and sediment control licensing program for contractors on the City's website.

Major Accomplishments

There were no scheduled work activities for the BMP listed above for this permit year.

4.09 Track Permit Compliance Activities

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

The City will implement a permit compliance tracking system for activities performed under MCM 4. Completed activities will be entered into the City's MS4 stormwater permit compliance database.

Major Accomplishments

Completed the implementation of a permit compliance tracking system for activities performed under MCM 4.

Measurable Goal - As they are completed, enter MCM 4 activities into the City's MS4 2.0 stormwater permit compliance database. The data base has been purchased, installed, and is implemented.

A new permit compliance tracking system for activities performed under MCM 4 was purchased called MS4, by CBI, Systems.

Effective?: Yes

Implementation will continue the 2018 reporting period.

**MCM 5 - Post-Construction Stormwater Management in New Developments and Redevelopment**

**Details of BMPs and major accomplishments for this reporting period**

5.01 Post-Construction Stormwater Management Ordinance



Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Develop necessary ordinances to establish the ability to require post-construction stormwater management for new development and redevelopment projects.

Major Accomplishments

Completed?: Yes

Standards Being Used: City of Newark Division of Engineering Stormwater Management Design Manual

Link to Standards: <http://www.newarkohio.net/city-services/stormwater/stormwater-construction-manual>

Summary of Results or Activities: The City created a Stormwater Design Manual in prior years and enforces the requirements established in the manual. This Manual has been updated in 2017 to reflect current standards and practices.

Effective?: Yes

5.02 Evaluate Opportunities to Update the City's Stormwater Master Plan

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Evaluate opportunities to update the City's stormwater master plan to incorporate a greater emphasis on stormwater quality. This will be accomplished by reviewing the master plan document at least once each five year permit cycle and documenting findings of the review along with associated recommendations.

Major Accomplishments

Evaluate opportunities to update the City's stormwater master plan to incorporate a greater emphasis on stormwater quality. This will be accomplished by reviewing the master plan document at least once each five year permit cycle and documenting findings of the review along with associated recommendations. Minor changes will be reported in the annual report.

5.03 Site Plan Reviews for New Development and Redevelopment

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Conduct site plan reviews for all new development and redevelopment projects to ensure that proposed stormwater BMPs are adequate. The City will document each review and track the status of all active projects using the MS4© software.

Major Accomplishments

Planned Activities for 2017 include updates to the GBA facilities module which will accept the plans review data and tie that information into the GIS system.

Completed?: Yes

Number of Plans Reviewed: 12

The plans reviewed consisted of small remodeling or sites that already have post construction controls in place. One new construction site with a bio retention basin for post construction controls was noted.

Effective?: Yes

5.04 Site Inspection Procedures for Stormwater BMPs

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Formalize site inspection procedures for stormwater BMPs at all new development and redevelopment sites. This will be accomplished by creating a stormwater BMP inspection checklist. The City will document the number and status of stormwater BMPs along with associated inspections using the MS4© software.

Major Accomplishments

Planned Activities: Inspections will continue in 2017. Additional requirements in City ordinance require the property owner to maintain all BMPs.

Completed?: Yes

Number of Inspections Performed: 9

Average Inspection Frequency: Annually

Effective?: Yes

#### 5.05 Enforcement Procedures for New Development or Redevelopment Site Stormwater Violations

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Implement formal enforcement procedures for any new development or redevelopment site that violates City stormwater requirements. This will be accomplished by developing an ordinance or series of ordinances to define enforcement procedures. The City will track the number and status of enforcement actions associated with the inspection of stormwater BMPs using the MS4© software.

##### Major Accomplishments

Number of Violation Inspection Reports: 3

Number of Enforcement Actions: 3

Summary of Results or Activities: Violations were corrected within specified time frames.

Effective?: Yes

#### 5.06 Operation and Maintenance of Stormwater BMPs

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Ensure adequate long-term O&M of all stormwater BMPs by requiring appropriate designation of the responsible party and required maintenance intervals on all site plan submittals. The City will track O&M agreements for stormwater BMPs associated with new development or redevelopment projects using the MS4 software.

##### Major Accomplishments

Summary of Results or Activities: We currently require post construction BMPs to be placed in the projects that need them and have an ordinance requiring the maintenance of the BMPs. Additionally we have a Credits program that gives the property owner a credit for the maintenance agreement.

Effective?: Yes.

5.07 Evaluate Stormwater BMPs for Future Implementation

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Evaluate structural and non-structural stormwater BMPs for future implementation. This will be accomplished by reviewing regulatory framework and City stormwater guidance information at least once each five year permit cycle and evaluating feasibility of implementing new stormwater BMPs. The City will document findings and recommendations.

Major Accomplishments

Evaluate structural and non-structural stormwater BMPs for future implementation.

Measurable Goal - Review regulatory framework and City stormwater guidance information at least once each five year permit cycle and evaluate implementation of new structural and non-structural stormwater BMPs. Document findings and recommendations.

5.08 Track Permit Compliance Activities

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Implement a permit compliance tracking system for activities performed under MCM 5. The City will enter completed MCM 5 activities into the MS4 stormwater permit compliance database.

Major Accomplishments

Completed the implementation of a permit compliance tracking system for activities performed under MCM 5.

Measurable Goal - As they are completed, enter MCM 5 activities into the City's MS4 stormwater permit compliance database. The data base has been purchased, installed, and is implemented. An update to version 2.0 has occurred in 2017.

Effective?: Yes

Implementation will continue the 2018 reporting period.

**MCM 6 - Pollution Prevention/Good Housekeeping for Municipal Operations**

## Details of BMPs and major accomplishments for this reporting period

### 6.01 Operation and Maintenance Program for Municipal Properties

Reporting Period: 01/01/2017-12/31/2017

#### Measurable Goal

Formalize the City's O&M program to prevent or reduce stormwater pollution associated with municipal operations. This will be accomplished by developing a document summarizing the City's O&M program, identifying applicable municipal properties and operations and referencing stormwater pollution prevention protocols associated with each. The City will track activities related to O&M program elements using the MS4 2.0© software.

#### Major Accomplishments

Formalize the City's O&M program to prevent or reduce stormwater pollution associated with municipal operations. This will be accomplished by developing a document summarizing the City's O&M program, identifying applicable municipal properties and operations and referencing stormwater pollution prevention protocols associated with each. The City will track activities related to O&M program elements using the MS4 2.0 software.

Currently a SWPPP is in place for service center activities, including training of all related personnel.

### 6.02 In-House Training on Pollution Prevention and Good Housekeeping

Reporting Period: 01/01/2017-12/31/2017

#### Measurable Goal

Facilitate in-house training on pollution prevention and good housekeeping. The City will develop education materials, establish a staff review and certification protocol, and implement the training program. The City will track the number and status of staff certifications using the MS4 2.0 software.

#### Major Accomplishments

##### Stormwater Pollution Prevention Plan Training

15 personnel attended training in 2017.

Effective?: Yes

### 6.03 Map Municipal Facilities

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Map all municipal facilities and properties referenced in the O&M Manual developed under BMP 6.01. The City will incorporate all applicable municipal facilities and properties into the existing GBA database which is used to track City assets and associated maintenance activities.

Major Accomplishments

All municipal Facilities are included in the City of Newark GIS mapping system. Updates to the map are completed as needed. A GIS Coordinator has been hired and is responsible for all aspects of the GIS system including coordinating with all Departments and local/state entities.

Effective?: Yes

6.04 Pesticide and Herbicide Use on Municipal Properties

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Promote responsible use of pesticides and herbicides on municipal properties. The City will ensure that all staff applying pesticides and/or herbicides is certified to do so. The City will document staff pesticide and herbicide application certifications. Pesticide and herbicide application certification will be tracked using the MS4 software.

Major Accomplishments

Use of herbicides has been greatly minimized and there is less than 5 gallons stored on site annually. No pesticides are used and none are stored on site. Certifications are maintained for two individuals.

Effective?: Yes

6.05 Spill Response Training

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Document spill response training of designated municipal staff. The City will track staff spill response training using the GBA software.

Major Accomplishments

The Fire Department reported over 3000 hours of training occurred including training for HAZMAT.

Effective?: Yes.

#### 6.06 Catch Basin Cleaning

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Implement a municipal catch basin cleaning program with a goal of cleaning at least 20 percent of City catch basins annually. The City will track catch basin cleaning using the GBA software.

##### Major Accomplishments

Planned Activities: The City will continue to clean/repair at least 20% of the City's catch basins in 2018.

Over 339 work orders were generated in 2017.

Effective?: Yes

#### 6.07 Street Sweeping

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Implement a municipal street sweeping program with a goal of sweeping 20 percent of City streets annually. The City will track street sweeping using the GBA software.

##### Major Accomplishments

Planned Activities: The City sweeps approximately 100% of the main streets and most of the smaller streets. This is tracked by GPS on each sweeper and is downloaded to the City server for review and data collection. A new GPS system has been installed on trucks.

Effective?: Yes

#### 6.08 Municipal Deicing

Reporting Period: 01/01/2017-12/31/2017

##### Measurable Goal

Evaluate opportunities to improve the efficiency of municipal deicing operations. The City will evaluate current deicing operations and document findings and recommendations.

Major Accomplishments

Covered Storage Area?: Yes

Tons of Road Salt Used: 2,547 tons

Tons of Sand Used: 0.00 tons

Brine Used: 119,050 gal

Measures taken to Minimize Usage: Sand was not used this year due to the unusual weather.

Effective?: Yes

6.09 Stormwater Quality Retrofit Opportunities

Reporting Period: 01/01/2017-12/31/2017

Measurable Goal

Establish a protocol to evaluate existing stormwater BMPs (including USACE flood control projects) for stormwater quality retrofit opportunities. This will be accomplished by developing a process to identify applicable BMPs and flood control projects and documenting the BMPs and/or USACE projects evaluated along with findings and recommendations.

Major Accomplishments

Establish a protocol to evaluate existing stormwater BMPs (including USACE flood control projects) for stormwater quality retrofit opportunities.

Measurable Goal - Develop a process to identify applicable BMPs and flood control projects. Document the BMPs and/or USACE projects evaluated along with findings and recommendations.

6.10 Track Permit Compliance Activities

Reporting Period: 01/01/2017-12/31/2017



Measurable Goal

Implement a permit compliance tracking system for activities performed under MCM 6. The City will enter completed activities into the MS4 stormwater permit compliance database.

Major Accomplishments

Completed the implementation of a permit compliance tracking system for activities performed under MCM 6.

Measurable Goal - As they are completed, enter MCM 6 activities into the City's MS4 2.0 stormwater permit compliance database. The data base has been purchased, installed, and is implemented.

Effective?: Yes

Implementation will continue the 2018 reporting period.