



**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**

<b>Small MS4 Annual Report for Year:</b> 2021		<b>Ohio EPA Facility Permit Number:</b> 4GQ00005*CG
<b>Name of MS4:</b> City of Newark		
<b>Mailing Address:</b> 40 W MAIN ST		
<b>City:</b> NEWARK	<b>State:</b> OH	<b>Zip Code:</b> 43055
<b>Country:</b> USA	<b>County:</b> LICKING	
<b>Primary Contact:</b> Lindsey Brighton		<b>Title:</b> Stormwater Coordinator
<b>Email Address:</b> lbrighton@newarkohio.net	<b>Phone:</b> (740) 670-7762	<b>Fax:</b>

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:** OrganizationalChart2021.pdf

**Certification**

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

<b>Applicant Name:</b> Lindsey Brighton	<b>Title:</b> Stormwater Coordinator
<b>Signature:</b> Electronically submitted by 72362571	<b>Date:</b> Electronically submitted on 03/31/2022

**PUBLIC EDUCATION AND OUTREACH****Estimate Your Permit Area of Total Population:** 49470

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
1.03 Stormwater Education Curriculums for Area Schools	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District	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.	Project Learning Tree, Project Aquatic, Project Wild, Project Wet, GLOBE	K-12 children and their educators	100	Yes

Summary of Results: The MOU between the City of Newark Stormwater Utility and the Licking County Soil & Water Conservation District (LCSWCD) continued in 2021. The LCSWCD was able to implement five in-person teacher workshops, one virtual teacher workshop, and one in-school program, reaching a total of 90 educators in 2021. The City of Newark reinstated the 50% credit program, and all Newark City Schools and Newark Catholic Schools applied for credit reduction in 2021, that will be applied in 2022.

Comments:

1.05 Stormwater Pollution Prevention Education Booth	City of Newark Stormwater Coordinator	Display stormwater education booth at a minimum of one (1) public event annually.	Foster awareness among the general public regarding ways to help keep streams and rivers clean.	General Public	100	Yes
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Summary of Results: The City of Newark Stormwater Utility had a table under the grandstands at the Hartford Fair (Licking County Fair), August 9-13, 2021. The booth was open to the public 12pm-6pm each day. The booth promoted the annual River RoundUp cleanup day, and other stormwater-related messages.

Comments:

1.06 Storm Drain Marking Program	City of Newark Stormwater Coordinator	Initiate a Citywide storm drain marking program. Apply markers to 10% of existing storm drains, 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".	"No Dumping, Drains to Waterway"	General public	100	Yes
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Summary of Results: In 2021, 1,160 storm drain markers were inspected, and 104 markers were replaced.

Comments:

1.07 Signage to Identify Major Stream and Rivers	City of Newark Stormwater Coordinator	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.	Raise awareness among the general public related to the location of streams and rivers within the City.	General public	100	Yes
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<p>Summary of Results: Placement of signs:</p> <p>Sign at Flory Park has been placed identifying Raccoon Creek as the adjacent stream (2009).</p> <p>Sign at Water Treatment Plant has been placed identifying north fork of the Licking River as the adjacent river (2010).</p> <p>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.</p> <p>A new sign was placed at Log Pond Diversion Channel. (2018).</p>						
Comments:						
1.08 Stormwater Awareness Banner	City of Newark Stormwater Coordinator	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.	Banners will highlight general stormwater pollution prevention awareness themes and will be displayed at public facilities, where allowable.	General public	100	Yes
<p>Summary of Results: One banner was placed in the lobby of the Water Office in 2021. And one banner was placed in the lobby of the Newark City Hall building in 2021. A Licking River Round Up banner was placed outside of the Water Office administration building, by South 5th Street, for approximately 30 days.</p>						
Comments:						
1.10 Public Workshops and Presentations	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District (LCSWCD)	Give at least one (1) presentation each year to a different target audience.	Utilize public workshops and presentations as primary public outreach venues to present general stormwater awareness themes.	All audiences	100	Yes
<p>Summary of Results: The City of Newark led a three creeking events at the YMCA day camp to teach the importance of water quality to children. The City of Newark staff also participated in the STEM on the Square event to promote stormwater pollution prevention awareness.</p>						
Comments:						
1.04 Stormwater Education Training for Non-Formal Educators	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District	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.	Provide water quality education training using curriculum guides such as Project Aquatic, Project Wild, Project Wet, and GLOBE.	Institutional community (librarians, preschool teachers, other non-formal educators)	100	Yes
<p>Summary of Results: The LCSWCD held two youth education programs in non-formal educational settings with a total of 58 children participating. One was a Soils program at a daycare and the other was an EcoKids program at the local children's museum.</p>						
Comments:						
1.11 City Stormwater Utility Bills as an Education Mechanism	City of Newark Stormwater Coordinator	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.	Water/Sewer/Storm Customers in City of Newark	100	Yes
<p>Summary of Results: Three utility bills were sent during 2021: one in April about cleaning storm drains to prevent street flooding; one in August to promote the River Roundup event; and one in October with the leaf pickup schedule. Each monthly utility bill was sent to approximately 19,000 customers.</p>						
Comments:						

1.02 Maintain Stormwater Utility Homepage	City of Newark Stormwater Coordinator	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.	Current stormwater news and events - general public Stormwater construction information - contractors, developers, industrial and commercial communities External links to Stormwater information - general public	General Public	100	Yes
<p>Summary of Results: Page hits per Google Analytics:  Stormwater Utility Home: 819  Current Stormwater News: 166  Stormwater Documents: 237  Stormwater Construction Info: 247  Stormwater Links: 182  Stormwater page for children: 108  Total Stormwater Views: 1,771  The goal was 1,000 website hits. That goal was reached and went over by 771.</p>						
Comments:						
1.12 Hands-On Educational Programs for Youth	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District	Provide at least one (1) hands-on education program/event each year.	Provide hands-on education programs for youth such as Flory Park programs and the wastewater tabletop model	Youth	100	Yes
<p>Summary of Results: The City of Newark participated in the STEM on the Square event in downtown Newark. We used our Enviroscape to show children how everything drains to the river. We also participated in the EcoKids event at our local children's museum. We used erosion boxes to show the importance of groundcover, and we played a fun pollution runoff game.</p>						
Comments:						
1.13 Track Permit Compliance Activities	City of Newark Stormwater Coordinator	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.	Data tracking	City of Newark Stormwater Utility	100	Yes
<p>Summary of Results: Completed the implementation of a permit compliance tracking system for activities performed under MCM 1.</p> <p>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.</p> <p>In 2011 a new program titled MS4 by CBI, Systems replaced MS4 as the City's compliance database. In 2019 this program was updated in a new format. We are utilizing iPads in the field for better efficiency.</p>						
Comments:						
1.01 Stormwater Pollution Prevention Education Pamphlets	City of Newark Stormwater Coordinator	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.	Keep Our Environment Clean coloring & activity book - children A Construction Site Operator's Guide to Ohio's Construction General Permit - contractors and developers Homeowner's Guide to Stream Maintenance - Homeowners and renters/residential community	General Public	100	Yes

Summary of Results: Over 300 coloring books were distributed to children during various events in 2021. Stormwater brochures were distributed to the general public during the County fair, STEM on the Square event, and other educator workshops throughout the year.

Comments:						
1.09 Develop an MOU with Licking SWCD to Share Water Quality Data	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District	Develop a Memorandum of Understanding (MOU) with Licking County Soil & Water Conservation District (LCSWCD) 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.	General public	100	Yes

Summary of Results: An MOU was approved and signed with LCSWCD and the City of Newark Stormwater Utility in 2010. This continues in 2021.

Comments: Training in stream monitoring was completed by the then Stormwater Coordinator and current Inspector for local stream monitoring. Stream Team Monitoring was conducted in 2012-2019 jointly with LCSWCD.

**PUBLIC EDUCATION & OUTREACH**

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

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule
1.11 City Stormwater Utility Bills as an Education Mechanism	City of Newark Stormwater Coordinator	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.	Water/Sewer/Storm Customers in City of Newark	100	Storm drain awareness was sent in April, 2021; Licking River Round Up was sent in August, 2021; and the leaf pickup schedule was sent in October, 2021.

Summary of Planned Activities: Advertise at least two (2) stormwater related events on utility bills.

Comments:

1.09 Develop an MOU with Licking SWCD to Share Water Quality Data	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District (LCSWCD)	Develop a Memorandum of Understanding (MOU) with Licking County Soil & Water Conservation District (LCSWCD) 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.	General public	100	New MOU by July, 2021. Stream monitoring training for Stormwater Coordinator by October, 2021.
Summary of Planned Activities: Create a new MOU between the City of Newark Stormwater Utility and the Licking County Soil & Water Conservation District. LCSWCD needs to train the new City of Newark Stormwater Coordinator on stream monitoring.						
Comments: The City of Newark has a new Stormwater Coordinator at the end of 2020, and the LCSWCD had a new district administrator in 2020 as well. The new coordinator and new administrator have met several times to discuss future plans and to put together a new MOU.						
1.12 Hands-On Educational Programs for Youth	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District	Provide at least one (1) hands-on education program/event each year.	Provide hands-on education programs for youth such as Flory Park programs and the wastewater tabletop model	Youth	100	2022
Summary of Planned Activities: The City of Newark participated in an EcoKids event at our local children's museum. We had erosion boxes on display and played a fun pollution runoff game with the kids. We also participated in the STEM on the Square event. We used the Enviroscope to show children how everything drains to the river.						
Comments:						
1.13 Track Permit Compliance Activities	City of Newark Stormwater Coordinator	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.	Data tracking	City of Newark Stormwater Utility	100	Throughout the year
Summary of Planned Activities: Implementation will continue in the 2021 reporting period.						
Comments: The MS4Web software can track this requirement.						

1.01 Stormwater Pollution Prevention Educational Pamphlets	City of Newark Stormwater Coordinator	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.	Keep our Rivers Clean - general public Construction Site Runoff - contractors and developers How to Implement "Good Housekeeping" at your home - homeowners and renters/residential community How to Implement "Good Housekeeping" at your business - commercial and industrial community	General Public	100	Distribute over 500 coloring and activity books to children by the end of summer break 2021. Finish updating and creating new pamphlets by the end of 2021.
Summary of Planned Activities: Update existing pamphlets and create new ones to address the above theme/message. Distribute coloring and activity books to more children at sporting events and school events.						
Comments: This requirement is also difficult to fulfill due to the pandemic.						
1.07 Signage to Identify Major Stream and Rivers	City of Newark Stormwater Coordinator	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.	Raise awareness among the general public related to the location of streams and rivers within the City.	General public	100	Verify all existing signs by August 2021. And create plan for new signage by end of the year.
Summary of Planned Activities: Verify that all existing signs are still standing and not damaged. Identify places within the City that still need stream/river signage.						
Comments: More signage along the bike paths is planned.						

1.02 Maintain Stormwater Utility Webpage	City of Newark Stormwater Coordinator	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.	Current stormwater news and events - general public Stormwater construction information - contractors, developers, industrial and commercial communities Youth activities - institutional community Stormwater demonstration site locations and descriptions - formal and non-formal teachers and educators External links to Stormwater information - general public Stormwater Utility provisions - contractors and developers as well as the residential, development, commercial, and industrial communities	General Public	100	Update to current pages by August 2021. Creation of new pages by end of year 2021.
Summary of Planned Activities: Update Stormwater Utility page and it's links. Create pages and links to external pages for all themes and messages listed above.						
Comments: The City of Newark is talking about designing an entirely new web page for the whole City. If that happens, then the Stormwater page will be completely updated.						
1.03 Stormwater Education Curriculums for Area Schools	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District	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.	Project WET, Project WILD, Project Learning Tree	K-12 children and their educators	100	Virtual seminars for teachers will be done in the summer of 2021.
Summary of Planned Activities: The LCSWCD plans to resume teacher training with virtual seminars in 2021.						
Comments: We hope that COVID restrictions will not prevent us again in 2021.						
1.04 Stormwater Education Training for Non-Formal Educators	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District	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.	Institutional community (librarians, preschool teachers, other non-formal educators)	100	Virtual seminars will be available in the summer of 2021.
Summary of Planned Activities: Open up the virtual teacher training to librarians and daycares. Explore the idea of giving credit to participating daycares to use toward their stormwater utility fees.						
Comments: The City is in the process of hiring a person to work in the Cemetery and Parks Department who will be partially funded by the Stormwater Utility. That person will be responsible for events to fulfill this requirement.						



1.05 Stormwater Pollution Prevention Education Booth	City of Newark Stormwater Coordinator	Display stormwater education booth at a minimum of one (1) public event annually.	Foster awareness among the general public regarding ways to help keep streams and rivers clean.	General Public	100	August 2021
Summary of Planned Activities: Set up education booth at Hartford Fair. If possible, move the booth from it's original location under the grandstands to the Natural Resources area, perhaps creating a permanent structure and booth.						
Comments: The City is in the process of hiring a person to work in the Cemetery and Parks Department who will be partially funded by the Stormwater Utility. That person will be responsible for events to fulfill this requirement.						
1.06 Storm Drain Marking Program	City of Newark Stormwater Coordinator	Initiate a Citywide storm drain marking program. Apply markers to 10% of existing storm drains, 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".	"No Dumping, Drains to Waterway"	General public	100	By the end of 2021.
Summary of Planned Activities: Continue with 10% of markers on existing storm drains.						
Comments: We plan to use a different adhesive for the markers in 2021.						
1.08 Stormwater Awareness Banner	City of Newark Stormwater Coordinator	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.	Banners will highlight general stormwater pollution prevention awareness themes and will be displayed at public facilities, where allowable.	General public	100	Move existing banners by May, 2021. Licking River Round Up banner to be placed in August, 2021.
Summary of Planned Activities: Move two of the existing banners from the Water Office administration building to another City building or possibly the library. Hang the Licking River Round Up banner outside of the Water Office administration office again, and possibly get a second banner for this event to be placed at the City Hall building.						
Comments: The banners can also be displayed at youth sporting events throughout the year.						
1.10 Public Workshops and Presentations	City of Newark Stormwater Coordinator / Licking County Soil & Water Conservation District (LCSWCD)	Give at least one (1) presentation each year to a different target audience.	Utilize public workshops and presentations as primary public outreach venues to present general stormwater awareness themes.	All audiences	100	By the end of 2021.
Summary of Planned Activities: Continue Project WET workshops held by the LCSWCD.						
Comments: The City is in the process of hiring a person to work in the Cemetery and Parks Department who will be partially funded by the Stormwater Utility. That person will be responsible for events to fulfill this requirement.						
<b>PUBLIC INVOLVEMENT AND PARTICIPATION</b>						

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
2.10 Household Hazardous Waste Collection Day	City of Newark Stormwater Coordinator	Assist Licking County Litter Prevention in implementing a Household Hazardous Waste Collection Day. Obtain participation tracking data from Licking County on an annual basis.	By properly disposing of hazardous household waste, the public can help keep pollutants from reaching the City's receiving waters.	General public	101	Yes
Summary of Results: The Solid Waste District has cut funding for this event and it will no long 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, Explore Licking County, and the communities of Heath, Pataskala, Hebron, Union Township, and Granville. The Licking River Round Up was held on September 11, 2021. There were a total of 101 participants within the City of Newark during the event.						
Comments:						
2.11 Presentations on Stormwater-Related Issues	City of Newark Stormwater Coordinator	Evaluate the feasibility of inviting qualified citizens to provide presentations on stormwater-related issues. Document the evaluation process including findings and recommendations.	Communicate stormwater-related issues to the public.	General public	1122	Yes
Summary of Results: The LCWCD led 16 events throughout 2021 that were stormwater-related. They had a total of 1,122 participants.						
Comments:						
2.12 Public Involvement in Developing the SWMP	City of Newark Stormwater Coordinator	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.	Provide transparency with the public about Stormwater documents.	General public	0	Yes
Summary of Results: 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. An updated SWMP was drafted in 2016.						
Comments: There were no website hits on this document on the webpage in 2021.						
2.13 Track Permit Compliance Activities	City of Newark Stormwater Coordinator	Implement a permit compliance tracking system for activities performed under MCM 2. Completed MCM 2 activities will be entered into the City's MS4Web stormwater permit compliance software.	Data tracking.	City of Newark officials	0	Yes
Summary of Results: The MS4Web software was not used in 2021 to track MCM2.						
Comments:						

2.03 Citizen Complaint Form	City of Newark Stormwater Coordinator	Implement a process to receive and track stormwater-related citizen complaints	Utilize the citizen complaint form and formalize a process to receive general stormwater related public input.	General public	163	Yes
Summary of Results: There were 35 customer inquiry logs recorded by the Water Office administration staff in 2021. There were 15 citizen complaints logged in our Lucity asset management software by the Engineering Department in 2021. And there I received 44 phone calls/emails from citizen complaints in 2021. And the Street Department received 69 stormwater-related complaints through their See-Click-Fix portal. So there was a total of 163 citizen complaints recorded for 2021.						
Comments:						
2.06 Stormwater Education Curriculums for Area Schools	City of Newark Stormwater Coordinator	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.	Implement surface water (stormwater, flooding, water quality, and watershed management) related education programs for students.	Institutional Community (educators and students)	12	Yes
Summary of Results: All Newark Schools (public and private) submitted credit applications for programs completed in 2021 and were approved for credits that continued into 2022.						
Comments:						
2.07 Stormwater Utility Fee Credit Program	City of Newark Stormwater Coordinator	Addition of at least three (3) new activities to the existing list of activities eligible for a stormwater utility fee credit.	Generate an understanding of the relationship between management of stormwater runoff and the associated positive impacts to receiving water quality. The City will continue to implement the utility fee credit program and consider adding additional eligible activities such as the incorporation of rain gardens, filter strips and pervious pavement through retrofitting on existing properties or during the site plan development phase of new site development projects.	Developers and contractors as well as the commercial, industrial, and institutional communities.	52	Yes
Summary of Results: Implementation of the Stormwater Utility fee credit program continued in 2021. Credit applications were accepted until December 15, 2021, and were approved for continued credits in 2022.						
Comments:						
2.08 Residential Leaf Pickup and Composting Program	City of Newark Stormwater Coordinator / City of Newark Street Department	Implement a curbside leaf pickup program and provide access to a drop-off composting facility for City residents.	Promote importance of keeping yard waste from reaching City receiving waters.	General public	53	Yes
Summary of Results: Citizens were encouraged to mulch leaves or compost leaves when possible. Citizens also bagged leaves and placed the bags at the curb. They must use 30 gallon biodegradable paper or corn starch bags. Bags were made 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 Untied States Environmental Protection Agency standards. The City is divided into five different zones and the Street Department scheduled pick ups in each zone during specific dates. That schedule was communicated to the general public via the City's website. The Street Department also picked up bagged leaves on-demand as citizens called in.						
Comments:						

2.09 Provide and Annual SWMP Update to City Council	City of Newark Stormwater Coordinator	Provide a minimum of one (1) update annually to City Council.	The stormwater management committee will provide an update on the SWMP status 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.	General public	0	Yes
Summary of Results: The annual stormwater update to City Council was not completed in 2021.						
Comments:						
2.02 Public Recycling Program	City of Newark Stormwater Coordinator & Licking County Recycling Program	Promote and maintain active use of recycling facilities throughout the City by the general public.	By properly disposing of recyclable items, the public can help keep trash from reaching the City's receiving waters.	General public	15000	Yes
Summary of Results: There were 6 public recycling drop off sites located within the City of Newark corporation limits in 2020. The drop off sites are managed by the Licking County Recycling Program.						
Comments:						
2.04 Develop MOU with Licking SWCD to Share Water Quality Data	City of Newark Stormwater Coordinator / Licking County Soil and Water Conservation District	Maintain the MOU with LCSWCD to share water quality monitoring data collected during stream monitoring events.	Continue to engage the public in jointly-organized water quality monitoring events to foster receiving water quality awareness as well as awareness of one's ability to positively impact the health of local streams and rivers.	General public	0	Yes
Summary of Results: An MOU was approved and signed with LCSWCD and the City of Newark Stormwater Utility in 2010. Training in stream monitoring was completed for the then Stormwater Coordinator and current Inspector for completing local stream monitoring. Stream Team Monitoring was conducted in 2012-2019 jointly with LCSWCD.						
Comments: There was no stream training conducted in 2021.						
2.05 "Adopt-a-Storm Drain" Program	City of Newark Stormwater Coordinator	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.	"Adopt-a-Drain" Program to keep catch basins clean.	Commercial and industrial property owners	5	Yes
Summary of Results: There were some businesses that 'Adopted' a storm drain in exchange for a percentage off of their storm credit fees in 2021.						
Comments:						

2.01 Stormwater Committee Meetings	City of Newark Stormwater Coordinator	Hold at least one (1) stormwater management committee meeting each quarter to discuss stormwater related issues.	Committee meetings will provide an outlet for discussion of stormwater related issues.	City officials and general public	11	Yes
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Summary of Results: Conducted a total of 9 committee meetings in 2021.

Comments:

## 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
2.06 Stormwater Education Curriculums for Area Schools	City of Newark Stormwater Coordinator	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.	Implement surface water (stormwater, flooding, water quality, and watershed management) related education programs for students.	Institutional Community (educators and students)	20	Credit applications are due October 31, 2021.

Summary of Planned Activities: Resume original plan of implementing formal stormwater education curriculums for schools to receive credits. 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.

Comments: The LCSWCD will provide virtual training for teachers during the summer of 2021.

2.10 Household Hazardous Waste Collection Day	City of Newark Stormwater Coordinator	Assist Licking County Litter Prevention in implementing a Household Hazardous Waste Collection Day. Obtain participation tracking data from Licking County on an annual basis.	By properly disposing of hazardous household waste, the public can help keep pollutants from reaching the City's receiving waters.	General public	100	Licking River Round Up event scheduled for September 11, 2021.
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Summary of Planned Activities: Work with the Solid Waste District to possibly plan and fund a hazardous waste collection day in the future. Better communication with the Licking County Health Department with their drug take-back days. Continue with the Licking River Round Up event.

Comments:

2.12 Public Involvement in Developing the SWMP	City of Newark Stormwater Coordinator	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.	Provide transparency with the public about Stormwater documents.	General public	10	end of 2021.
Summary of Planned Activities: Make the SWMP and NOI easier to access on the City's website and better track website hits via Google Analytics.						
Comments:						
2.13 Track Permit Compliance Activities	City of Newark Stormwater Coordinator	Implement a permit compliance tracking system for activities performed under MCM 2. Completed MCM 2 activities will be entered into the City's MS4Web stormwater permit compliance software.	Data tracking.	City of Newark officials	2	end of 2021.
Summary of Planned Activities: Use MS4Web software to track the MCM 2 compliance activities.						
Comments:						
2.01 Stormwater Committee Meetings	City of Newark Stormwater Coordinator	Hold at least one (1) stormwater management committee meeting each quarter to discuss stormwater related issues.	Committee meetings will provide an outlet for discussion of stormwater related issues.	City officials and general public	12	Last Thursday of each month.
Summary of Planned Activities: Conduct monthly meetings.						
Comments: Meetings will continue to be held via Microsoft Teams due to the COVID pandemic.						
2.02 Public Recycling Program	City of Newark Stormwater Coordinator & Licking County Recycling Program	Promote and maintain active use of recycling facilities throughout the City by the general public.	By properly disposing of recyclable items, the public can help keep trash from reaching the City's receiving waters.	General public	15000	Schedule an outside meeting during summer 2021.
Summary of Planned Activities: Foster a better relationship between the City of Newark Stormwater Utility program and the Licking County Recycling program. The County recycling program also has a new director, and we need to get to know each other and collaborate more.						
Comments:						

2.03 Citizen Complaint Form	City of Newark Stormwater Coordinator	Implement a process to receive and track stormwater-related citizen complaints	Utilize the citizen complaint form and formalize a process to receive general stormwater related public input.	General public	200	Take MS4Web training in April, 2021, and have create a way to track all citizen complaints in MS4Web software by July, 2021.
Summary of Planned Activities: Better utilize the MS4Web, SeeClickFix, and Lucity software to track citizen complaints. Make the link on the Stormwater webpage easier for citizens to find and use.						
Comments:						
2.04 Develop an MOU with Licking SWCD to Share Water Quality Data	City of Newark Stormwater Coordinator / Licking County Soil and Water Conservation District	Develop an MOU with Licking SWCD to share data collected during water quality monitoring events.	Once the MOU is established, engage the public in jointly organized water quality monitoring events to foster receiving water quality awareness as well as awareness of one's ability to positively impact the health of local streams and rivers.	General public	25	By end of 2021.
Summary of Planned Activities: Resume stream training activities. New Stormwater Coordinator will participate in stream monitoring training.						
Comments: All schedules are dependent on LCSWCD training schedules, and if they choose to resume training in 2021.						
2.05 "Adopt-a-Storm Drain" Program	City of Newark Stormwater Coordinator	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.	"Adopt-a-Drain" Program to keep catch basins clean.	Commercial and industrial property owners	50	By October, 2021
Summary of Planned Activities: Review all past "Adopt-a-Storm Drain" applicants and send them a letter to reapply.						
Comments:						

2.11 Presentations on Stormwater-Related Issues	City of Newark Stormwater Coordinator	Evaluate the feasibility of inviting qualified citizens to provide presentations on stormwater-related issues. Document the evaluation process including findings and recommendations.	Communicate stormwater-related issues to the public.	General public	100	end of 2021
Summary of Planned Activities: The LCSWCD does not have any plans for 2021 yet, due to COVID. We hope to plan something for later in the year, as things open up.						
Comments:						
2.07 Stormwater Utility Fee Credit Program	City of Newark Stormwater Coordinator	Addition of at least three (3) new activities to the existing list of activities eligible for a stormwater utility fee credit.	Generate an understanding of the relationship between management of stormwater runoff and the associated positive impacts to receiving water quality. The City will continue to implement the utility fee credit program and consider adding additional eligible activities such as the incorporation of rain gardens, filter strips and pervious pavement through retrofitting on existing properties or during the site plan development phase of new site development projects.	Developers and contractors as well as the commercial, industrial, and institutional communities.	10	October 31, 2021
Summary of Planned Activities: Review all past fee credit applicants and send them a letter to reapply.						
Comments:						
2.08 Residential Leaf Pickup and Composting Program	City of Newark Stormwater Coordinator / City of Newark Street Department	Implement a curbside leaf pickup program and provide access to a drop-off composting facility for City residents.	Promote importance of keeping yard waste from reaching City receiving waters.	General public	100	Advertise in August, 2021 and record data during leaf pickups in October and November, 2021.
Summary of Planned Activities: Continue with current leaf pickup plan and procedure. Advertise the pickup dates better in 2021, include it in the utility bill and on the City's website. Communicate leaf pickup plan and procedure with local hardware stores, ELM Recycling, and Hope Timber. The Street Department needs to better track how many households they pick up leaves from each year. The stormwater inspector needs to track each time a leaf notice is placed on a door.						
Comments:						



2.09 Provide an Annual SWMP Update to City Council	City of Newark Stormwater Coordinator	Provide a minimum of one (1) update annually to City Council.	The stormwater management committee will provide an update on the SWMP status 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.	General public	25	By end of 2021.
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Summary of Planned Activities: Provide annual update to City Council.

Comments:

#### ILLCIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	City of Newark Stormwater Coordinator	Develop and adopt an ordinance or other regulatory mechanism to address the detection and elimination of illicit discharges to the City's MS4.	Yes	chrome-extension://oemmndcbldboiebfnladdacbfmadadm/http://www.newarkohio.net/userfiles/files/StormWater/Stormwater%20Management%20Ordinance/Ordinance%20No_%2017-21%20Stormwater%20Management%20Code.pdf chrome-extension://oemmndcbldboiebfnladdacbfmadadm/http://www.newarkohio.net/userfiles/files/StormWater/Stormwater%20Ordinance%2005-55/Stormwater%20Utility%20Ordinance%2005-55.pdf	Yes

Summary of Results or Activities: Ordinances are available to view here: <http://www.newarkohio.net/city-services/stormwater/stormwater-documents>

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	City of Newark GIS Coordinator	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.	Yes	A map of the MS4 has been developed previously. Additional features will need to be added as necessary to comply with the general permit.	Yes

Comments: The stormwater utility map can be viewed online here: <http://maps.newarkohio.net/>

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	City of Newark Stormwater Coordinator / Stormwater Inspector / Licking County Health Department	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.	Yes	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.	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Yes	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 2017-19. Changes and updates have been completed in the 2019 reporting period. Program training did not happen in 2020 due to COVID and the turnover of the Stormwater Coordinator. No change in 2021.	Yes

Comments:

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	City of Newark Stormwater Inspector	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.	Yes	27	27	0	0	0	Yes

Comments:

Upload File Name for the Illicit Discharges: Illicit\_Connection.xlsx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
3.06 Employee Training on Illicit Discharges	City of Newark Stormwater Coordinator	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.	Yes	City of Newark employees who work in the Service Complex (street & traffic departments) received in-person training from LCSWCD staff on how to properly handle, store, and dispose of solid waste and other pollutants. They also learned what to do in case of a spill or illegal discharge.		Yes

3.07 Citizen Hotline to Report Illicit Discharges	City of Newark Stormwater Coordinator	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.	Yes	The 24 hour emergency contact is listed on the front page of the Water & Wastewater 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		Yes
3.08 Develop List of Non-Stormwater Discharges Not Addressed as Illicit Discharges	City of Newark Stormwater Coordinator	Development of a list of occasional incidental non-stormwater discharges that will not be addressed as illicit discharges.	Yes	Nothing was added to Lucity software in 2021.		Yes
3.09 Screen City Pretreatment Facilities for Illicit Discharges	City of Newark GIS Coordinator	Identify and screen all City pretreatment facilities annually for possible illicit discharges. Incorporate the locations of all pretreatment facilities on the MS4 map.	Yes	All pretreatment facilities have been mapped and are included in the GIS system.		Yes
3.10 Track Permit Compliance Activities	City of Newark Stormwater Coordinator / Stormwater Inspector	Implement a permit compliance tracking system for activities performed under MCM 3. Activities will be entered into the City's MS4Web stormwater permit compliance database.	Yes	The MS4Web software was not used in 2021 to track Illicit Discharge.		Yes

## ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
3.10 Track Permit Compliance Activities	City of Newark Stormwater Coordinator / Stormwater Inspector	Implement a permit compliance tracking system for activities performed under MCM 3. Activities will be entered into the City's MS4Web stormwater permit compliance database.	Use MS4Web software to track the MCM 3 compliance activities.	end of 2021.

Comments:

3.01 Illicit Discharge Detection and Elimination Ordinance	City of Newark Stormwater Coordinator	Develop and adopt an ordinance or other regulatory mechanism to address the detection and elimination of illicit discharges to the City's MS4.	Continue to make ordinances available on the website.	the entire year 2021.
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Comments:

3.02 Storm Sewer Map	City of Newark GIS Coordinator	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.	Continue to update the GIS mapping system with storm data.	all of 2021
Comments:				
3.03 Locate HSTSs within the MS4	City of Newark Stormwater Coordinator / Stormwater Inspector / Licking County Health Department	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.	Continue to update the HSTS locations provided by the Licking County Health Department.	all of 2021.
Comments:				
3.04 Illicit Discharge Detection and Elimination Plan	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Re-evaluate the 2019 updates and plan program training, virtually, if necessary.	end of 2021.
Comments:				
3.05 Dry-Weather Screening of Stormwater Outfalls	City of Newark Stormwater Inspector	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.	Continue with dry-weather screen of 20% of all stormwater outfalls.	end of 2021.
Comments:				
3.06 Employee Training on Illicity Discharges	City of Newark Stormwater Coordinator	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.	Work with Human Resources to identify new employees and provide them with training materials.	end of May, 2021.
Comments:				

3.07 Citizen Hotline to Report Illicit Discharges	City of Newark Stormwater Coordinator	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.	Make the 24-hour emergency numbers more readily available on the Stormwater web site.	end of June, 2021.
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Comments:

3.08 Develop List of Non-Stormwater Discharges Not Addressed as Illicit Discharges	City of Newark Stormwater Coordinator	Development of a list of occasional incidental non-stormwater discharges that will not be addressed as illicit discharges.	Continue to track this data in Lucity software.	all of 2021.
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Comments:

3.09 Screen City Pretreatment Facilities for Illicit Discharges	City of Newark GIS Coordinator	Identify and screen all City pretreatment facilities annually for possible illicit discharges. Incorporate the locations of all pretreatment facilities on the MS4 map.	Keep mapping data updated with pretreatment facilities.	all of 2021.
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Comments:

## 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 Newark Stormwater Coordinator	Develop an ordinance or other regulatory mechanism to require erosion and sediment controls at construction sites.	Yes	chrome-extension://oemmndcbldboiebfnladdacbfmadadm/http://www.newarkohio.net/userfiles/files/StormWater/Stormwater%20Management%20Ordinance/Ordinance%20No_%2017-21%20Stormwater%20Management%20Code.pdf	Yes

Summary of Results or Activities: 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 was updated, approved, and implemented by City of Newark staff and City Council in 2017.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
Sediment and Erosion Control Requirements	City of Newark Stormwater Coordinator	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.	Yes	Ohio EPA Stormwater Permit Program	Yes

Summary of Results or Activities: There were 7 plans reviewed in 2020. Plans were reviewed, comments provided, and approved once comments were addressed.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Number of Complaints Received	Number of Complaints Followed Up On	Effective
Complaint Process	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Yes	0	0	Yes

Summary of Results or Activities: Activities consists of continuing to monitor for Construction Sites in the MS4Web software.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	City of Newark Stormwater Coordinator / Stormwater Inspector / Engineering Department / Water & Wastewater Department	Create an erosion and sediment control plan review checklist including departments required to complete the review. Document the number and status of plan reviews.	Yes	12	12	Yes

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

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	City of Newark Stormwater Inspector	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.	Yes	14	83	6	Yes

Summary of Results or Activities: There were 83 field inspections were conducted at construction sites in 2021.

Comments:

Upload File Name(s) for Applicable Sites: CBI Systems, Ltd\_2021\_all.pdf

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Yes	0	0	Yes

Summary of Results or Activities: Formal enforcement procedures were developed and implemented for any construction site that violates the City's stormwater requirements. The ordinance documents are available on the Stormwater website. The MS4Web software is available to track violations. There were no violations sent in 2021.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements	Effective
4.09 Track Permit Compliance Activities	City of Newark Stormwater Coordinator	The City will implement a permit compliance tracking system for activities performed under MCM 4. Completed activities will be entered into the City's MS4Web stormwater permit compliance database.	Yes	None	Yes

Summary of Activities or Updates: The MS4Web software was not used in 2021 to track MCM4.

Comments:

4.07 Contractor Construction Site Runoff Control Training	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Yes	There were 14 active construction site in 2021 that were inspected a total of 83 times.	Yes
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Summary of Activities or Updates: We have conducted on site contractor training as needed. The various sites have specific needs addressed during this training.

Comments:

4.08 Contractor Sediment and Erosion Control Licensing	City of Newark Stormwater Coordinator / Stormwater Inspector	Provide information on a minimum of one (1) existing erosion and sediment control licensing program for contractors on the City's website.	Yes	None	Yes
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Summary of Activities or Updates: This BMP was not achieved in 2021.

Comments:

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
4.03 Construction Site Complaints	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Track construction complaints using MS4Web software. Provide construction complaint forms on the City's Stormwater website.	all of 2021.

Comments:

4.04 Erosion and Sediment Control Plan Review	City of Newark Stormwater Coordinator	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.	The City will track the number and status of erosion and sediment control plan reviews using the Lucity and/or MS4Web software.	all of 2021.
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Comments:

4.05 Construction Site Inspection Procedures	City of Newark Stormwater Inspector	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.	The City will continue to perform these inspections in 2021.	all of 2021.
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Comments:



4.06 Enforcement Procedures for Construction Site Stormwater Violations	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Make violation procedures more clear to contractors and City staff through better documentation. Continue to use MS4Web software to track violations.	all of 2021.
Comments:				
4.07 Contractor Construction Site Runoff Control Training	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Continue to conduct on-site training for contractors as needed.	all of 2021.
Comments:				
4.08 Contractor Sediment and Erosion Control Licensing	City of Newark Stormwater Coordinator / Stormwater Inspector	Provide information on a minimum of one (1) existing erosion and sediment control licensing program for contractors on the City's website.	Add the link to the website to meet the goal.	end of 2021.
Comments:				
4.09 Track Permit Compliance Activities	City of Newark Stormwater Coordinator	The City will implement a permit compliance tracking system for activities performed under MCM 4. Completed activities will be entered into the City's MS4Web stormwater permit compliance database.	Use MS4Web software to track the MCM 4 compliance activities.	all of 2021.
Comments:				
4.01 Erosion and Sediment Control Ordinance	City of Newark Stormwater Coordinator	Develop an ordinance or other regulatory mechanism to require erosion and sediment controls at construction sites.	Maintain link to ordinance on website.	all of 2021.

Comments:					
4.02 Construction Site Stormwater Brochure	City of Newark Stormwater Coordinator	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.	The City will track the number and status of erosion and sediment control plan reviews using the Lucity and/or MS4Web software.	all of 2021.	

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 Newark Stormwater Coordinator	Develop necessary ordinances to establish the ability to require post-construction stormwater management for new development and redevelopment projects.	Yes	<a href="http://www.newarkohio.net/city-services/stormwater/stormwater-construction-manual">http://www.newarkohio.net/city-services/stormwater/stormwater-construction-manual</a>	Yes

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.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	City of Newark Stormwater Coordinator	Develop necessary ordinances to establish the ability to require post-construction stormwater management for new development and redevelopment projects.	Yes	NA	Yes

Summary of Results or Activities: The City created a Stormwater Design Manual in prior years and enforces the requirements established in the manual. Link to Standards: <http://www.newarkohio.net/city-services/stormwater/stormwater-construction-manual>. Ordinance 17-21 give authority for post-construction stormwater management: chrome-extension://oemmndcbldboiebfnladdacbfmadadm/[http://www.newarkohio.net/userfiles/files/StormWater/Stormwater%20Management%20Ordinance/Ordinance%20No\\_%2017-21%20Stormwater%20Management%20Code.pdf](http://www.newarkohio.net/userfiles/files/StormWater/Stormwater%20Management%20Ordinance/Ordinance%20No_%2017-21%20Stormwater%20Management%20Code.pdf)

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	City of Newark Stormwater Coordinator / Engineering Department	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 MS4Web software.	Yes	12	12	Yes

Summary of Results or Activities: There were 12 site plan reviews conducted in 2021 by the Stormwater Coordinator and Engineering Department.

Comments:							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	City of Newark Stormwater Inspector / Engineering Department	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 MS4Web software.	Yes	38	38	1	Yes

Summary of Results or Activities: There are 38 bioswales in the downtown area. They were all inspected in 2021.

Comments:							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective	
Enforcement Procedures	City of Newark Stormwater Coordinator / Stormwater Inspector	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 MS4Web software.	Yes	0	0	Yes	

Summary of Results or Activities: There were no violation letters or enforcement actions in 2021.

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	City of Newark Stormwater Coordinator / Engineering Department	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 MS4Web and/or Lucy software.	Yes	0	0	Yes	

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.

Comments: The former Stormwater Coordinator did not keep adequate records, and I do not know how many sites have agreements.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
5.07 Evaluate Stormwater BMPs for Future Implementation	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Yes	The information was evaluated within the last five years.	Regulatory Framework was reevaluated in 2019.	Yes

Summary of Activities or Updates: The regulatory framework and City stormwater guidance information was evaluated in the last five years.

Comments:

5.08 Track Permit Compliance Activities	City of Newark Stormwater Coordinator / Stormwater Inspector	Implement a permit compliance tracking system for activities performed under MCM 5. The City will enter completed MCM 5 activities into the MS4Web stormwater permit compliance database.	Yes	0	0	Yes
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Summary of Activities or Updates: The MS4Web software was not used in 2021 to track MCM5.

Comments:

## 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
5.01 Post-Construction Stormwater Management Ordinance	City of Newark Stormwater Coordinator	Develop necessary ordinances to establish the ability to require post-construction stormwater management for new development and redevelopment projects.	Continue to have the Stormwater Design Manual available on the website and to contractors.	all of 2021.

Comments:

5.02 Evaluate Opportunities to Update the City's Stormwater Master Plan	City of Newark Stormwater Coordinator	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.	Evaluate the City's stormwater master plan and make recommendations.	end of 2021.
Comments:				
5.03 Site Plan Reviews for New Development and Redevelopment	City of Newark Stormwater Coordinator / Engineering Department	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 MS4Web software.	Track the site plan reviews better in the software in 2021.	all of 2021.
Comments:				
5.04 Site Inspection Procedures for Stormwater BMPs	City of Newark Stormwater Inspector / Engineering Department	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 MS4Web software.	Document the inspections in the Lucity software instead of MS4Web software.	all of 2021.
Comments:				
5.05 Enforcement Procedures for New Development or Redevelopment Site Stormwater Violations	City of Newark Stormwater Coordinator / Stormwater Inspector	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 MS4Web software.	Better keep track of violation letters and enforcement actions in the MS4Web software.	all of 2021.
Comments:				

5.06 Operation and Maintenance of Stormwater BMPs	City of Newark Stormwater Coordinator / Engineering Department	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 MS4Web and/or Lucity software.	To keep better records of which sites require an O&M agreement.	all of 2021.
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Comments:

5.07 Evaluate Stormwater BMPs for Future Implementaion	City of Newark Stormwater Coordinator / Stormwater Inspector	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.	Re-evaluated the guidance information and make recommendations.	end of 2021.
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Comments:

5.08 Track Permit Compliance Activities	City of Newark Stormwater Coordinator / Stormwater Inspector	Implement a permit compliance tracking system for activities performed under MCM 5. The City will enter completed MCM 5 activities into the MS4Web stormwater permit compliance database.	Use MS4Web software to track the MCM 5 compliance activities.	all of 2021.
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Comments:

## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
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Employee Training Program 1	City of Newark Stormwater Coordinator / Streets Department / Water Department / Licking County Soil and Water Conservation District	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 MS4Web software.		Yes	Municipal Storm Water Pollution Prevention Employee Quiz	Street Department and Water Department workers	11	Yes
Summary of Activity: In-person training was conducted by LCSWCD staff at the City of Newark's street department. After the training, the street department staff answered a three page quiz individually.								
Comments: The training was created by the LCSWCD.								
BMP (mechanism)	List of Municipal Facilities Subject to Program			O&M Procedures Developed?	# of Inspections Performed		Frequency of Inspections	
Municipal Facilities	City of Newark Service Complex			No	1		Annually	
BMP (mechanism)	Summarize Maintenance Activities and Schedules			Summarize Activities Performed				
MS4 Maintenance	The Street Department created 518 work orders in the Lucity software in 2021 for stormwater-related work.			Those work orders included, cleaning out and/or repairing catch basins, investigating citizen complaints, dry well installation and maintenance, general maintenance or repair/upgrade of storm structure, picking up bags of leaves, and street sweeping.				
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed						
Disposal of Wastes	No	NA						
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage					
Road Salt	Yes	2700 Tons	The Street Department also used Brine and we also used beet juice on our downtown sidewalks.					
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage					
Pesticide & Herbicide Usage	No	3200 Gallons	None					
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage					
Fertilizer Usage	No	0 Pounds	None					
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed						
Street Sweeping	Yes	NA						
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							
6.01 Operation and Maintenance Program for Municipal Properties	Currently a SWPPP is in place for service center activities, including training of all related personnel.							
6.09 Stormwater Quality Retrofit Opportunities	None							

6.10 Track Permit Compliance Activities	Lucity software was used to track catch basin cleaning work orders by the Street Department.
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## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
6.01 Operation and Maintenance Program for Municipal Properties	City of Newark Stormwater Coordinator	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 MS4Web software.	Develop an O&M program.	end of 2021.

Comments:

6.02 In-House Training on Pollution Prevention and Good Housekeeping	City of Newark Stormwater Coordinator / Streets Department	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 MS4Web software.	Continue to do the in-house training for City employees	end of 2021.
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Comments:

6.03 Map Municipal Facilities	City of Newark Stormwater Coordinator / GIS Coordinator	Map all municipal facilities and properties within the City.	Create a map of all City facilities.	end of 2021.
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Comments:

6.04 Pesticide and Herbicide Use on Municipal Properties	City of Newark Stormwater Coordinator / Street Department	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 MS4Web software.	Track application certifications in the MS4Web software.	end of 2021.
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Comments:				
6.05 Spill Response Training	City of Newark Stormwater Coordinator / Safety Department	Document spill response training of designated municipal staff.	Continue to document spill response training of designated municipal staff.	end of 2021.
Comments:				
6.06 Catch Basin Cleaning	City of Newark Stormwater Coordinator / Street Department	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 Lucity software.	Continue to clean 20% of the City's catch basins in 2021 and track the work in Lucity asset management software.	all of 2021.
Comments:				
6.07 Street Sweeping	City of Newark Stormwater Coordinator / Street Department	Implement a municipal street sweeping program with a goal of sweeping 20 percent of City streets annually.	Continue to sweep 20% of the City streets in 2021. The City plans to purchase a new street sweeper in 2021.	all of 2021.
Comments:				
6.08 Municipal Deicing	City of Newark Stormwater Coordinator / Street Department / Water Department	Evaluate opportunities to improve the efficiency of municipal deicing operations.	Continue to evaluate the efficiency of municipal deicing operations in the City.	all of 2021.
Comments:				
6.09 Stormwater Quality Retrofit Opportunities	City of Newark Stormwater Coordinator / Engineering Department	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.	Develop a process to identify applicable BMPs and flood control projects. Document the BMPs and/or USACE projects evaluated along with findings and recommendations.	all of 2021.
Comments:				
6.10 Track Permit Compliance Activities	City of Newark Stormwater Coordinator	As they are completed, enter MCM 6 activities into the City's MS4Web stormwater permit compliance database.	Use MS4Web software to track the MCM 6 compliance activities.	all of 2021.
Comments:				
<b>PROPOSED CHANGES TO YOUR SWMP (IF ANY)</b>				
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.				
We have developed a new SWMP and it is attached under the 'Additional Information' tab.				

**VARIANCES GRANTED (IF ANY)**

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

None that I am aware of.

**ADDITIONAL INFORMATION**

*Please add any additional comments or attachments below.*

The BMPs for next cycle will be updated to reflect the new SWMP that is attached.

Additional Information attachment(s): ServiceComplex\_Sampling\_2021.pdf, Newark SWMP 2022.pdf