



**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> 2022		<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:** Stormwater Organizational Chart.pdf

**Certification**

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

<b>Applicant Name:</b> Lindsey Brighton	<b>Title:</b> Stormwater Coordinator
<b>Signature:</b> Electronically submitted by 72362571	<b>Date:</b> Electronically submitted on 03/28/2023

**PUBLIC EDUCATION AND OUTREACH**

**Estimate Your Permit Area of Total Population: 50383**

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
1.3 Formal Stormwater education curriculum for area schools	City of Newark Stormwater Coordinator and Licking County Soil and Water Conservation District	Maintain the number of area schools with a formal Stormwater education curriculum.	Educating school-aged children will raise public awareness about Stormwater pollution prevention, using programs like Project WET, Project WILD/Aquatic WILD, Citizen Science, Project Learning Tree, Healthy Water, Healthy People, Infrastructure Tours, etc.	K-12 children and their educators	100	Yes

Summary of Results: The existing MOU between the City of Newark Stormwater Utility and the Licking County Soil & Water Conservation District (LCSWCD) continued in 2022. The LCSWCD was able to implement eight in-person teacher workshops, one virtual teacher workshop, and one in-school program, reaching a total of 90 educators in 2022. The City of Newark reinstated the 50% credit program, and all Newark City Schools and Newark Catholic Schools applied for credit reduction in 2022, that will be applied in 2023.

Comments:

1.4 Stormwater education/training for non-formal educators	City of Newark Stormwater Coordinator and Licking County Soil & Water Conservation District	Maintain the number of non-formal educators who receive water quality education training.	Educating residents at non-formal educational institutions will raise public awareness about Stormwater pollution prevention.	Institutional community (librarians, preschool teachers, other non-formal educators)	100	Yes
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Summary of Results: Data from LCSWCD in 2022:  
 Curious Kids at The Works (Children's Museum), 1/18/22, 4 attendees  
 Par Excellence After School Program, 3/10/22, 45 attendees  
 Free Trees for Newark City Schools, 4/25/22, 657 attendees  
 Pride-N-Joy Preschool Enviroscene, 6/13/22, 42 attendees  
 Master Gardener Open House (rain gardens), 7/16/22, 32 attendees

The City of Newark also gave Stormwater education coloring books to one local church that used them for two different Girl Scout meetings in 2022.

Comments:

1.5 City-wide storm drain marking program	City of Newark Stormwater Coordinator and Stormwater inspector	Markers to be installed (or replaced, if necessary) on 20% of the existing catch basins every year, so full replacement occurs every 5 years - concurrent with catch basin inspection. 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 2022, 917 storm inlets/catch basins markers were inspected, and 103 markers were replaced. There are a total of 4,023 catch basins in the City of Newark.

Comments:

1.6 Signage to identify major streams and rivers	City of Newark Stormwater Coordinator	Maintain existing signs and replace as necessary.	Signage will raise public awareness as to the location of streams, creek, and rivers that flow through the city.	General Public	100	Yes
Summary of Results: All existing signs were maintained in 2022.						
Comments:						
1.1 Stormwater Utility homepage on the City website and Facebook page to provide stormwater-related materials and current/upcoming events	City of Newark Stormwater Coordinator	Log at least 1,000 combined visits per year to the stormwater utility home page and Facebook 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: 807  Stormwater Documents: 168  Stormwater Construction Manual: 119  Stormwater Links: 71  Current Stormwater News: 51  Stormwater Site Search: 11  Stormwater Page for Children: 3  Stormwater Design Manual: 3  Deconsolidation Form Application: 2  Total Stormwater Views: 1,235  The goal was 1,000 website hits. That goal was reached and went over by 235.  We created a new Facebook page towards the end of 2021, called City of Newark Information. 2022 was the first full year for that page. During 2022, there were six Stormwater-related posts made, with a total of 737 post impressions, 623 post reach, and 45 post engagements. The Facebook posts along with the website visits went well over the 1,000 goal.</p>						
<p>Comments: The City of Newark launched a new website in 2022. Some of the old pages got renamed, moved around or combined with other pages. The new site is overall much easier to navigate. In addition to the City of Newark's website, the Licking County Soil &amp; Water Conservation District had 1,983 hits, and their Facebook page had 5,527 hits.</p>						
1.8 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database.	Data tracking	City of Newark Stormwater Utility	100	Yes
Summary of Results: The Licking County Soil & Water Conservation District kept track of their BMP activity in their reporting software.						
Comments:						
1.7 Public workshops, presentations, and hands-on education activities	City of Newark Stormwater Coordinator and Licking County Soil & Water Conservation District	Host at least one presentation/workshop/activity each year to a different target audience. Maintain an MOU with Licking County SWCD.	Workshops, presentations, and activities will raise water quality awareness and increase the public's ability to positively impact the health of local streams and rivers.	All Audiences	100	Yes

Summary of Results: City of Newark events:

Backyard Conservation Day (at LCSWCD), 4/23/22, 70 attendees, displayed erosion control boxes

Liberty Middle School 6th grade creeking at Raccoon Creek, 5/23/22, 128 attendees, macro sampling/water quality sampling with LCSWCD

Legend Elementary Science Day 3rd graders, 5/24/22, 85 attendees, presentations and experiments in the classroom that involved turbidity and water/wastewater education.

Legend Elementary Science Day 3rd grade field trip, 5/25/22, 85 attendees, third graders toured the City of Newark's Wastewater Treatment Plant

YMCA day camp creeking, 7/26/22, 13 attendees, macro/water quality sampling with LCWCD

Downtown Newark Association (DNA) STEMfest, 8/26/22, 110 attendees, STEM on the Square event for kids with a Hydro Heroes theme for kids to color badges and learn about how they can protect the water.

Licking County Soil and Water Conservation District Events:

Hillview Elementary School Soil Program, 2/1/22, 62 attendees

Johnny Clem Elementary School Macro Sampling, 4/28/22, 85 attendees

Legend Elementary School planting day, 5/20/22, 500 attendees

Newark Kiwanis presentation, 7/18/22, 35 attendees

Comments:

1.2 Educational materials for the community regarding the importance of Stormwater pollution prevention	City of Newark Stormwater Coordinator	Display Stormwater education booth at a minimum of one public event annually. Display the Stormwater awareness banner at a minimum of one different public facility each year.	Educational materials will raise public awareness about Stormwater pollution prevention.	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 5-12, 2022. The booth was open to the public 12-6pm each day. The booth promoted the annual River Roundup cleanup day, and other Stormwater-related messages. There were a total of 1,049 people who passed through our booth during the fair week.

The Stormwater awareness banner was displayed in the lobby of Newark City Hall at 40 West Main Street, during all of 2022. A Licking River Round Up banner was placed outside of the Water Office administration building, along South 5th Street, for approximately 30 days. The Licking County Soil & Water Conservation District also helped with the Stormwater education by providing a newsletter to 641 people (hardcopy), and 160 electronic e-newsletters.

They also have an Educator Newsletter provided to 11 educators.

Comments:

**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
1.4 Stormwater education/training for non-formal educators	City of Newark Stormwater Coordinator and Licking County Soil & Water Conservation District	Maintain the number of non-formal educators who receive water quality education training.	Educating residents at non-formal educational institutions will raise public awareness about Stormwater pollution prevention.	Institutional community (librarians, preschool teachers, other non-formal educators)	100	All of 2023

Summary of Planned Activities: The Licking County Soil & Water Conservation District educator already has events planned at the Newark libraries that contain a Stormwater theme and message. There are two churches who participate in the Stormwater Credits program who distribute Stormwater coloring books to Girl Scout and Youth Groups at their churches each year.

Comments:

1.5 City-wide storm drain marking program	City of Newark Stormwater Coordinator and Stormwater inspector	Markers to be installed (or replaced, if necessary) on 20% of the existing catch basins every year, so full replacement occurs every 5 years - concurrent with catch basin inspection. Storm drain marking will display a message similar to 'No Dumping, Drains to Waterway.'	"No Dumping, Drains to Waterway"	General Public	100	Completed goal by the end of 2023.
Summary of Planned Activities: Continue with 20% of markers on existing storm drains.						
Comments:						
1.8 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database.	Data Tracking	City of Newark Stormwater Utility	100	By the end of 2023.
Summary of Planned Activities: Enter activities performed into the software as they are completed.						
Comments: The Licking County Soil & Water Conservation District will keep track of their BMP activity in their reporting software.						
1.1 Stormwater Utility homepage on the City website and Facebook page to provide Stormwater-related materials and current/upcoming projects	City of Newark Stormwater Coordinator	Log at least 1,000 combined visits per year to the Stormwater Utility home page and Facebook page.	Current stormwater news and events - general public	General Public	100	As needed throughout the year.
Summary of Planned Activities: Continue to update the website with relevant information as needed, and post events to Facebook page.						
Comments:						
1.2 Educational materials for the community regarding the importance of Stormwater pollution prevention	City of Newark Stormwater Coordinator	Display Stormwater education booth at a minimum of one public event annually. Display the Stormwater awareness banner at a minimum of one different public facility each year.	Foster awareness among the general public regarding ways to help keep streams and rivers clean. The banner will highlight general Stormwater pollution prevention awareness themes.	General Public	100	August 2023. Move existing banner by May, 2023. Licking River Round Up banner to be placed in August, 2023.
Summary of Planned Activities: Set up education booth at Hartford Fair (Licking County Fair) in August 2023. Move banners from the City Hall 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.						

1.3 Formal Stormwater education curriculum for area schools	City of Newark Stormwater Coordinator and Licking County Soil & Water Conservation District	Maintain the number of area schools with a formal Stormwater education curriculum. Schools will submit surface water curriculums on an annual basis outlining how they intend to reach the 50% credit on their Stormwater utility fee.	Educating school-aged children will raise public awareness about Stormwater pollution prevention, using programs like Project WET, Project WILD/Aquatic WILD, Citizen Science, Project Learning Tree, Healthy Water, Healthy People, Infrastructure Tours, etc.	K-12 children and their educators	100	June and July, 2023
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Summary of Planned Activities: There are six teacher trainings already schedule for the summer of 2023. We always have a virtual training option for teachers who miss the deadline at the end of the year.

Comments:

1.6 Signage to identify major streams and rivers	City of Newark Stormwater Coordinator	Maintain existing signs and replace as necessary.	Signage will raise public awareness as to the location of streams, creek, and rivers that flow through the city.	General Public	100	Verify all existing signs, and create plan for new signage by end of 2023.
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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.

1.7 Public workshops, presentations, and hands-on education activities	City of Newark Stormwater Coordinator and Licking County Soil & Water Conservation District	Host at least one presentation/workshop/activity each year to a different target audience. Maintain an MOU with Licking County SWCD.	Workshops, presentations, and activities will raise water quality awareness and increase the public's ability to positively impact the health of local streams and rivers.	All audiences	100	Log Pond Run clean up event is scheduled for April 22, 2023. Backyard Conservation Day is scheduled for May 13, 2023. River Round Up poster contest is open through April 7, 2023. Creeking at YMCA day camp is scheduled for July 11, 2023. STEM on the Square is scheduled for August 25, 2023. River Round Up is scheduled for September 9, 2023.
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Summary of Planned Activities: Log Pond Run clean up event, Backyard Conservation Day, River Round Up poster contest, Creeking with YMCA day camp, STEM on the Square, River Round Up cleanup event

Comments:

**PUBLIC INVOLVEMENT AND PARTICIPATION**

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
2.1 Licking County "River Roundup" Cleanup Program	City of Newark Stormwater Coordinator and Licking County Soil & Water Conservation District	Host one river roundup each year.	River roundup will raise water quality awareness and increase the public's ability to positively impact the health of local streams and rivers.	General Public	100	Yes

Summary of Results: The Licking River Round Up was held on September 10, 2022. There were three base locations within the City of Newark. There were a total of 83 participants within the City of Newark during the event in 2022. Twenty-six thousand pounds of trash, 2,500 pounds of scrap metal, and 185 tires were removed from the river during the 2022 cleanup. The River Round Up committee also holds a poster contest for youth to submit posters that reflect water pollution awareness and encourage volunteer participation in the River Round Up. There were 22 poster entries from Newark school-aged children in 2022. One category winner was awarded to a Newark City Schools student. That student received a \$100 award, and their school received a \$500 award for advancing science and art programming. The City of Newark Stormwater Coordinator presented that check to the Newark City School Board at their August meeting. LCSWCD also maintains a River Round Up Facebook page that received 9,021 hits in 2022.

Comments:

2.4 Residential leaf pickup program	City of Newark Stormwater Coordinator	Provide or inform residents of one scheduled leaf and yard waste disposal opportunity.	Residential leaf pickup program will promote the importance of keeping yard waste from reaching City receiving waters.	General Public	298	Yes
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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 local 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 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, on water bills, and social media. The Street Department also picked up bagged leaves on-demand as citizens called in. The Street Department picked up bagged leaves from 298 households in 2022.

Comments:

2.2 Stormwater committee meetings	City of Newark Stormwater Coordinator	Hold at least one Stormwater committee meeting each quarter to discuss Stormwater-related issues.	Stormwater committee meetings will raise public awareness and increase the public's ability to get involved with Stormwater quality initiatives.	City officials and general public	10	Yes
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Summary of Results: There were nine Stormwater committee meetings held in 2022: January, February, March, April, May, June, July, September, and November. Regular attendees included: Brian Morehead (City Engineer), Roger Loomis (Water Administrator), Don Hiltner (Senior Engineer), Buster Prince (Street Superintendent), Ed Clark (Stormwater Inspector), Adam Bernard (Utilities Engineer), Lindsey Brighton (Stormwater Coordinator), Brandon Fox (Project Manager), and Greg Vickers (Assistant Street Superintendent).

Comments:

2.6 SWMP document and NOI on the City's Stormwater Utility website and at the Water and Wastewater Department	City of Newark Stormwater Coordinator	Provide documents for public comment each permit term.	Providing documents for public comment will raise public awareness and increase the public's ability to get involved with Stormwater quality initiatives.	General Public	168	Yes
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Summary of Results: There were 168 hits on the Stormwater Documents page in 2022.



Comments:						
2.3 Stormwater utility bills to advertise public involvement opportunities	City of Newark Stormwater Coordinator	Advertise at least two Stormwater related events each year through the City Stormwater utility bill.	Advertising Stormwater events will raise public awareness and increase the public's ability to positively impact the health of local streams and rivers.	Water/Sewer/Storm Customers in City of Newark	18000	Yes

Summary of Results: Storm drain awareness was sent in April, 2022. River Roundup information was sent in June, 2022. Leaf pickup information was sent in September, 2022. Each month, we send approximately 18,000 bills.

Comments:						
2.7 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database.	Tracking performance of public involvement/participation BMPs will better ensure permit compliance.	City of Newark officials	3	Yes

Summary of Results: The MS4 software was not used in 2022 to track MCM2.

Comments: The Licking County Soil & Water Conservation District kept track of their BMP activity in their reporting software.

2.5 Annual SWMP report and update to City Council	City of Newark Stormwater Coordinator	Provide a minimum of one update annually.	Annual SWMP report and update to City Council will raise public awareness and increase public's ability to get involved with Stormwater quality initiatives.	Newark City Council	1	Yes
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Summary of Results: The annual Stormwater report to City Council was not completed in 2022. The SWMP and annual report were both made available on the City's Stormwater website during 2022.

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
2.6 SWMP document and NOI on the City's Stormwater Utility website and at the Water and Wastewater Department	City of Newark Stormwater Coordinator	Provide documents for public comment each permit term.	Providing documents for public comment will raise public awareness and increase the public's ability to get involved with Stormwater quality initiatives.	General Public	10	By the end of 2023.

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:

2.7 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database.	Tracking performance of public involvement/participation BMPs will better ensure permit compliance.	City of Newark officials	2	By the end of 2023.
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Summary of Planned Activities: Use MS4Web software to track the MCM 2 compliance activities.

Comments: The Licking County Soil & Water Conservation District will keep track of their BMP activity in their reporting software.

2.1 Licking County "River Roundup" Cleanup Program	City of Newark Stormwater Coordinator and Licking County Soil & Water Conservation District	Host one river roundup each year.	River roundup will raise water quality awareness and increase the public's ability to positively impact the health of local streams and rivers.	General Public	100	The 2023 River Roundup is scheduled for Saturday, September 9th.
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Summary of Planned Activities: Continue with the Licking River Round Up event.

Comments:

2.2 Stormwater committee meetings	City of Newark Stormwater Coordinator	Hold at least one Stormwater committee meeting each quarter to discuss Stormwater-related issues.	Stormwater committee meetings will raise public awareness and increase the public's ability to get involved with Stormwater quality initiatives.	City officials and general public	10	Last Thursday of each month.
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Summary of Planned Activities: Meetings will continue to be held quarterly, if not more often, in 2023.

Comments:

2.3 Stormwater utility bills to advertise public involvement opportunities	City of Newark Stormwater Coordinator	Advertise at least two Stormwater related events each year through the City Stormwater utility bill.	Advertising Stormwater events will raise public awareness and increase the public's ability to positively impact the health of local streams and rivers.	Water/Sewer/Storm Customers in City of Newark	18000	Advertise at least two (2) Stormwater related events in 2023.
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Summary of Planned Activities: Continue with a minimum of two Stormwater related events advertised on two monthly water bills.

Comments:

2.4 Residential leaf pickup program	City of Newark Stormwater Coordinator	Provide or inform residents of one scheduled leaf and yard waste disposal opportunity.	Residential leaf pickup program will promote the importance of keeping yard waste from reaching City receiving waters.	General Public	200	Get ELM Recycling contract renewed before leaf pickup season. Advertise in September, 2023. Perform leaf pickups October through December, 2023.
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Summary of Planned Activities: Continue with current leaf pickup plan and procedure. Sign new contract with ELM Recycling in 2023. Track leaf complaints better in 2023.

Comments:

2.5 Annual SWMP report and update to City Council	City of Newark Stormwater Coordinator	Provide a minimum of one update annually.	Annual SWMP report and update to City Council will raise public awareness and increase public's ability to get involved with Stormwater quality initiatives.	Newark City Council	11	By the end of 2023.
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Summary of Planned Activities: Provide annual update to City Council.

Comments:

**ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)**

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	City of Newark Stormwater Coordinator	Reduce the number and/or volume of illicit discharges into the MS4. The City will continue to enforce and maintain the ordinance to effectively prohibit illicit discharges into the MS4.	Yes	<a href="https://www.newarkohio.gov/wp-content/uploads/2022/08/Ordinance-No_-17-21-Stormwater-Management-Code.pdf">https://www.newarkohio.gov/wp-content/uploads/2022/08/Ordinance-No_-17-21-Stormwater-Management-Code.pdf</a> <a href="https://www.newarkohio.gov/wp-content/uploads/2022/08/Stormwater-Utility-Ordinance-05-55.pdf">https://www.newarkohio.gov/wp-content/uploads/2022/08/Stormwater-Utility-Ordinance-05-55.pdf</a> <a href="https://www.newarkohio.gov/wp-content/uploads/2022/08/Stormwater-Resolution-14-96.pdf">https://www.newarkohio.gov/wp-content/uploads/2022/08/Stormwater-Resolution-14-96.pdf</a>	Yes

Summary of Results or Activities: Ordinances are available to view here: <https://www.newarkohio.gov/stormwater-utility/>

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	City of Newark Stormwater Coordinator	The City will maintain and update the storm sewer map depicting all known MS4 outfalls, surface waters, catch basins, pipes, ditches, public and private Stormwater quantity and quality facilities, post-construction BMPs, etc. within the MS4. Update any outdated information and add any new infrastructure installed annually.	Yes	A map of the MS4 has been developed previously. Features are added to the map continually throughout the year, as they are built or discovered.	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 and Licking County Health Department	Incorporation of HSTS locations, as provided by the Licking County Health Department, on the MS4 map. The City will continue working with the Licking County Health department to maintain the location of HSTSs within the MS4.	Yes	A map of HSTSs within the City of Newark has been developed previously. The City has been in contact with the County Health Department in 2022 in regards to future mapping needs to complete this task.	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	City of Newark Stormwater Coordinator	The City will develop and approve an Illicit Discharge Detection and Elimination Plan to detect and eliminate non-Stormwater discharges, including illegal dumping to the MS4. The IDDE plan will be based on the Cuyahoga County Board of Health's IDDE Guidance Manual. Implementation and enforcement to follow.	Yes	There was no change in 2022.	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 Coordinator and Stormwater Inspector	The City will continue dry-weather screening of all known Stormwater outfalls identified within the MS4 in order to detect illicit discharges. Screen at least 20% of identified outfalls each year, so all outfalls are screened over the 5-year permit term.	Yes	63	63	0	1	1	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
3.6 Illegal discharge training program	City of Newark Stormwater Coordinator and Licking County SWCD	Conduct minimum of one training annually. The City will provide training programs to inform public employees (City inspectors, service center personnel, police, fire, emergency services, etc.) of the hazards associated with illegal discharges and improper handling, storage, and disposal of solid waste and other pollutants. Training program is developed by Licking County Soil & Water Conservation District.	Yes	Training was conducted on November 15, 2022 for 17 employees who work at the City of Newark the Service Complex (street & traffic departments). Those employees 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
3.7 Notify Ohio EPA of illicit discharges	City of Newark Stormwater Coordinator	Record the number of discharges reported to the Ohio EPA. The City will notify the Ohio EPA if any of the following illicit discharges are detected within the City's MS4: illicit sanitary cross connections from industrial, commercial, or multifamily sources; and leaking or broken sanitary sewer lines that are actively contributing sewage to the MS4. Notifications shall include the location, general description, date, and approximate time the illicit discharge was discovered. Such notifications shall be made to the appropriate Ohio EPA district office (Central District Office: cdo24hournpdes@epa.ohio.gov) within 24 hours of discovering the source.	Yes	There was one reported to Ohio EPA in 2022.		Yes
3.8 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database. Illicit discharge detection and elimination BMPs will be entered into the City's MS4 Stormwater permit compliance database, as they are completed.	Yes	The MS4Web software was not used in 2021 to track Illicit Discharge.	The Licking County Soil & Water Conservation District kept track of their BMP activity in their reporting software.	Yes

**ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)**

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
3.8 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database. Illicit discharge detection and elimination BMPs will be entered into the City's MS4 Stormwater permit compliance database, as they are completed.	Use MS4Web software to track the MCM 3 compliance activities.	end of 2023.

Comments: The Licking County Soil & Water Conservation District will keep track of their BMP activity in their reporting software.

3.3 HSTS Mapping and List	City of Newark Stormwater Coordinator and Licking County Health Department	Incorporation of HSTS locations, as provided by the Licking County Health Department, on the MS4 map. The City will continue working with the Licking County Health department to maintain the location of HSTSs within the MS4.	Continue to update the HSTS locations provided by the Licking County Health Department.	all of 2023.
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Comments:

3.4 IDDE Plan	City of Newark Stormwater Coordinator	The City will develop and approve an Illicit Discharge Detection and Elimination Plan to detect and eliminate non-Stormwater discharges, including illegal dumping to the MS4. The IDDE plan will be based on the Cuyahoga County Board of Health's IDDE Guidance Manual. Implementation and enforcement to follow.	Update the IDDE plan and make it available and known to City employees.	end of 2023.
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Comments:

3.1 Ordinance or Other Regulatory Mechanism	City of Newark Stormwater Coordinator	Reduce the number and/or volume of illicit discharges into the MS4. The City will continue to enforce and maintain the ordinance to effectively prohibit illicit discharges into the MS4.	Continue to make ordinances available on the website.	the entire year 2023.
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Comments:

3.5 Dry-Weather Screening of Outfalls	City of Newark Stormwater Coordinator and Stormwater Inspector	The City will continue dry-weather screening of all known Stormwater outfalls identified within the MS4 in order to detect illicit discharges. Screen at least 20% of identified outfalls each year, so all outfalls are screened over the 5-year permit term.	Continue with dry-weather screen of 20% of all stormwater outfalls.	end of 2023.
Comments:				
3.2 Storm Sewer System Map	City of Newark Stormwater Coordinator	The City will maintain and update the storm sewer map depicting all known MS4 outfalls, surface waters, catch basins, pipes, ditches, public and private Stormwater quantity and quality facilities, post-construction BMPs, etc. within the MS4. Update any outdated information and add any new infrastructure installed annually.	Continue to update the GIS mapping system with storm data.	all of 2023.
Comments:				
3.6 Illegal discharge training program	City of Newark Stormwater Coordinator and Licking County SWCD	Conduct minimum of one training annually. The City will provide training programs to inform public employees (City inspectors, service center personnel, police, fire, emergency services, etc.) of the hazards associated with illegal discharges and improper handling, storage, and disposal of solid waste and other pollutants. Training program is developed by Licking County Soil & Water Conservation District.	Continue with one annual training for necessary staff.	end of 2023.
Comments:				

3.7 Notify Ohio EPA of illicit discharges	City of Newark Stormwater Coordinator	Record the number of discharges reported to the Ohio EPA. The City will notify the Ohio EPA if any of the following illicit discharges are detected within the City's MS4: illicit sanitary cross connections from industrial, commercial, or multifamily sources; and leaking or broken sanitary sewer lines that are actively contributing sewage to the MS4. Notifications shall include the location, general description, date, and approximate time the illicit discharge was discovered. Such notifications shall be made to the appropriate Ohio EPA district office (Central District Office: cdo24hourmpdes@epa.ohio.gov) within 24 hours of discovering the source.	Provide necessary staff with information on what to do in the event of an illicit discharge.	end of 2023.
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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	The City will continue to enforce and maintain an ordinance to require erosion and sediment controls at construction sites.	Yes	<a href="https://www.newarkohio.gov/wp-content/uploads/2022/08/Ordinance-No_-17-21-Stormwater-Management-Code.pdf">https://www.newarkohio.gov/wp-content/uploads/2022/08/Ordinance-No_-17-21-Stormwater-Management-Code.pdf</a>	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	The City will continue to provide contractors with information/educational information on sediment and erosion control requirements. Continue contractor education efforts and provide permitting steps available for contractors on the City's Stormwater Utility website. Develop a pocket guide for erosion and sediment control requirements, including a database of City contacts for contractors.	Yes	Ohio EPA General Construction Permit: OHC00005; Ohio Department of Natural Resource's Rainwater and Land Development manual; City of Newark's Stormwater Design Manual	Yes

Summary of Results or Activities: There were 42 plans reviewed in 2022. 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	The City will maintain a telephone number on the City's Stormwater Utility website for the submission of construction site related citizen complaints and feedback. The City will track construction site related citizen complaints/feedback using the MS4 software by CBI Systems.	Yes	5	5	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 and engineering department	The City will track the number and status of erosion and sediment control plan reviews using the MS4 software by CBI Systems. Communication documents regarding review and plan revisions and any notification to obtain NPDES permit coverage shall be maintained. The City will seek additional certifications and training for erosion and sediment control inspectors and plan reviewers. The City will review all erosion and sediment control plans from construction activities that: result in a land disturbance of greater than or equal to one acre; result in a land disturbance less than one acre, but are part of a larger common plan of development or sale that will disturb one acre or more. Review/approval of erosion control plans will be conducted prior to construction, using Ohio EPA SWP3 checklist.	Yes	25	25	Yes

Summary of Results or Activities: In 2022, there was a total of 42 plans reviewed. Out of those 42, 25 of them required SWPPP plans and subsequent review and approval. In November, 2022, the City began using Bluebeam Revu software to organize and streamline the plan review process. This software makes comments and markups easy for everyone to see and understand.

Comments:							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective

Site Inspection Procedures	City of Newark Stormwater Coordinator and Stormwater Inspector	The City will track the number and status of active construction projects along with associated inspections using MS4 Software by CBI Systems. The City will seek additional certifications and training for erosion and sediment control inspectors and plan reviewers. The City will perform an initial inspection of all applicable construction sites to ensure erosion and sediment control measures comply with the approved plan and Ohio EPA requirements. There will be follow-up monthly inspections (at least every 31 calendar days). Inspections will be performed using Ohio EPA SWP3 inspection checklist.	Yes	9	74	6	Yes
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Summary of Results or Activities: There were 74 field inspections were conducted at construction sites in 2022. The Stormwater Coordinator became a Certified Stormwater Inspector on June 16, 2022.

Comments:

Upload File Name(s) for Applicable Sites: ConstrucitonSites.xlsx

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	3	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 three non-compliance notifications sent in 2022 an one unsatisfactory status issued to construction sites following inspections.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements	Effective
4.6 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database. Construction site runoff control BMPs will be entered into the City's MS4 Stormwater permit compliance database, as they are completed.	Yes	There were 74 inspections entered into the compliance tracking software in 2022 by the City's Stormwater Inspector.	Yes

Summary of Activities or Updates: There were 74 inspections entered into the compliance tracking software in 2022 by the City's Stormwater Inspector.

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
4.2 Sediment and Erosion Control Requirements	City of Newark Stormwater Coordinator	The City will continue to provide contractors with information/educational information on sediment and erosion control requirements. Continue contractor education efforts and provide permitting steps available for contractors on the City's Stormwater Utility website. Develop a pocket guide for erosion and sediment control requirements, including a database of City contacts for contractors.	Work on the pocket guide for erosion and sediment control for City contacts and contractors.	by the end of 2023.

Comments:

4.3 Complaint Process	City of Newark Stormwater Coordinator	The City will maintain a telephone number on the City's Stormwater Utility website for the submission of construction site related citizen complaints and feedback. The City will track construction site related citizen complaints/feedback using the MS4 software by CBI Systems.	Continue to provide contact information on the City's website for construction site related complaints and feedback.	all of 2023.
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Comments:

4.4 Site Plan Review Procedures	City of Newark Stormwater Coordinator and engineering department	The City will track the number and status of erosion and sediment control plan reviews using the MS4 software by CBI Systems. Communication documents regarding review and plan revisions and any notification to obtain NPDES permit coverage shall be maintained. The City will seek additional certifications and training for erosion and sediment control inspectors and plan reviewers. The City will review all erosion and sediment control plans from construction activities that: result in a land disturbance of greater than or equal to one acre; result in a land disturbance less than one acre, but are part of a larger common plan of development or sale that will disturb one acre or more. Review/approval of erosion control plans will be conducted prior to construction, using Ohio EPA SWP3 checklist.	The City will continue to use Bluebeam Revu software for plan reviews. Those plan reviews will then be tracked in the MS4Web Software.	all of 2023.
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Comments:

4.5 Site Inspection Procedures	City of Newark Stormwater Coordinator and Stormwater Inspector	The City will track the number and status of active construction projects along with associated inspections using MS4 Software by CBI Systems. The City will seek additional certifications and training for erosion and sediment control inspectors and plan reviewers. The City will perform an initial inspection of all applicable construction sites to ensure erosion and sediment control measures comply with the approved plan and Ohio EPA requirements. There will be follow-up monthly inspections (at least every 31 calendar days). Inspections will be performed using Ohio EPA SWP3 inspection checklist.	The City will continue to perform these inspections in 2023.	all of 2023.
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Comments:

4.6 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database. Construction site runoff control BMPs will be entered into the City's MS4 Stormwater permit compliance database, as they are completed.	Use MS4Web software to track the MCM 4 compliance activities.	end of 2023.
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Comments:

4.7 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.	Make violation procedures more clear to contractors and City staff through better documentation. Continue to use MS4Web software to track violations and noncompliance construction sites.	all of 2023.
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Comments:

4.1 Ordinance or Other Regulatory Mechanism	City of Newark Stormwater Coordinator	The City will continue to enforce and maintain an ordinance to require erosion and sediment controls at construction sites.	Maintain link to ordinance on website.	all of 2023.
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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	Enforce and maintain local ordinances. Ordinance number 1054.16 (Stormwater Management Code), ordinance number 05-55 (Stormwater Utility) require compliance with the Stormwater Management Design Manual, including post-construction Stormwater management for new development and redevelopment projects.	Yes	<a href="https://www.newarkohio.gov/stormwater-utility/">https://www.newarkohio.gov/stormwater-utility/</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: Post Construction requirements are available on the City's website in the Stormwater ordinance 17-21, Section 17: [https://www.newarkohio.gov/wp-content/uploads/2022/08/Ordinance-No\\_-17-21-Stormwater-Management-Code.pdf](https://www.newarkohio.gov/wp-content/uploads/2022/08/Ordinance-No_-17-21-Stormwater-Management-Code.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 and engineering department	The City will track the number and status of active construction projects along with associated plan reviews using the MS4 software. The City will review post-construction Stormwater management plans for all new development and redevelopment projects. Reviews will include the assessment of the long-term operation and maintenance (O&M) of Stormwater BMPs. Each review will be documented to track the status of all active projects.	Yes	12	12	Yes

Summary of Results or Activities: There were 12 projects that required O&M plan reviews in 2022.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	City of Newark Stormwater Coordinator and Stormwater inspector	The City will track the number and status of active construction projects along with associated site inspections using the MS4 software. The City will inspect post-construction Stormwater management BMPs to ensure that controls are installed per requirements, utilizing the Stormwater BMP inspection checklist. Each inspection will be documented to track the status of all active projects.	Yes	150	94	2	Yes

Summary of Results or Activities: To date, we have mapped 57 post-construction Stormwater BMPs. We also have 93 bioswales that were installed as post-construction Stormwater BMPs. Inspections were completed by City staff and private entities.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
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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. 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
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Summary of Results or Activities: There were no violation letters or enforcement actions in 2022.

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, Stormwater inspector, and engineering department	The City will perform at a minimum, on-site inspection of each post-construction runoff control BMP during this permit term. The City will 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 ensure that private and public post-construction runoff controls are being maintained per existing long-term O&M plans, agreements for Stormwater BMPs associated with new development or redevelopment projects using the MS4 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:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
5.5 Storm sewer map	City of Newark Stormwater Coordinator	Update any outdated information and add any new infrastructure installed annually. The City will maintain and update the storm sewer map depicting all know MS4 outfalls, surface waters, catch basins, pipes, ditches, public and private Stormwater quantity and quality facilities, post-construction BMPs, etc., within the MS4. The map is available to the public.	Yes	0	0	Yes

Summary of Activities or Updates: Three engineering employees contributed to updating features on the Storm sewer map in 2022. We did not have a way to track edits during 2022. The online map that contains all Stormwater mapping information is located here: <http://maps.newarkohio.net/>

Comments:

5.6 Permit compliance tracking system for all activities performed under MCMS	City of Newark Stormwater Coordinator	Each BMP will be documented in the database. Post-construction Stormwater management BMPs will be entered into the City's MS4 Stormwater permit compliance database, as they are completed.	Yes	0	0	Yes
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Summary of Activities or Updates: The MS4 Software was used to track construction sites that required a SWPPP.

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
5.1 Ordinance or Other Regulatory Mechanism	City of Newark Stormwater Coordinator	Enforce and maintain local ordinances. Ordinance number 1054.16 (Stormwater Management Code), ordinance number 05-55 (Stormwater Utility) require compliance with the Stormwater Management Design Manual, including post-construction Stormwater management for new development and redevelopment projects.	Continue to have the Stormwater Ordinances and Design Manual available on the website and to contractors. We also have a draft update to the Design Manual in progress. We hope to finalize an updated Design Manual.	Ordinances and current design manual will remain on website for all of 2023. The updated Design Manual to be completed by end of permit term.

Comments:

5.2 Site Plan Review Procedures	City of Newark Stormwater Coordinator and engineering department	The City will track the number and status of active construction projects along with associated plan reviews using the MS4 software. The City will review post-construction Stormwater management plans for all new development and redevelopment projects. Reviews will include the assessment of the long-term operation and maintenance (O&M) of Stormwater BMPs. Each review will be documented to track the status of all active projects.	The City will continue to use Bluebeam Revu software for plan reviews. Those plan reviews will then be tracked in the MS4Web Software.	All of 2023.
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Comments:



5.3 Site Inspection Procedures	City of Newark Stormwater Coordinator and Stormwater inspector	The City will track the number and status of active construction projects along with associated site inspections using the MS4 software. The City will inspect post-construction Stormwater management BMPs to ensure that controls are installed per requirements, utilizing the Stormwater BMP inspection checklist. Each inspection will be documented to track the status of all active projects.	The City will continue to perform these inspections in 2023.	All of 2023.
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Comments:

5.4 Long-Term O&M Plans/Agreements	City of Newark Stormwater Coordinator, Stormwater inspector, and engineering department	The City will perform at a minimum, on on-site inspection of each post-construction runoff control BMP during this permit term. The City will 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 ensure that private and public post-construction runoff controls are being maintained per existing long-term O&M plans, agreements for Stormwater BMPs associated with new development or redevelopment projects using the MS4 software.	Develop a regulatory mechanism to make Operation and Maintenance Plans a requirement for all long-term BMP Stormwater controls.	End of 2023.
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Comments:

5.5 Storm sewer map	City of Newark Stormwater Coordinator	Update any outdated information and add any new infrastructure installed annually. The City will maintain and update the storm sewer map depicting all know MS4 outfalls, surface waters, catch basins, pipes, ditches, public and private Stormwater quantity and quality facilities, post-construction BMPs, etc., within the MS4. The map is available to the public.	Continue to update storm sewer infrastructure on the GIS map and make the map available on the website. Edit tracking will be utilized in 2023 to keep track of all edits to the GIS database to keep a much better count on how many features were added.	All of 2023.
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Comments:

5.6 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database. Post-construction Stormwater management BMPs will be entered into the City's MS4 Stormwater permit compliance database, as they are completed.	Use MS4Web software to track the MCM 4 compliance activities.	All of 2023.
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Comments:

5.7 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.	Develop necessary ordinances to establish the ability to require post-construction Stormwater management for new development and redevelopment projects.	End of 2023.
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Comments:

5.8 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. The City will track the number and status of enforcement actions associated with the inspection of Stormwater BMPs using the MS4Web software.	Continue to use the ordinance in place as an enforcement mechanism during post-construction inspections.	All of 2023.
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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
Employee Training Program 1	City of Newark Stormwater Coordinator and Licking County Soil and Water Conservation District	The City will provide Stormwater pollution prevention education materials to applicable staff. Once reviewed, staff members will sign a certificate stating that they have read and understood the materials. Annual reviews and certifications will be scheduled for existing staff.	Yes	Municipal Storm Water Pollution Prevention	Applicable City staff	17	Yes

Summary of Activity: Training was conducted on November 15, 2022 for 17 employees who work at the City of Newark the Service Complex (street & traffic departments). Those employees 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.

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
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Municipal Facilities	City of Newark Service Complex		Yes	1	Annually
BMP (mechanism)	Summarize Maintenance Activities and Schedules		Summarize Activities Performed		
MS4 Maintenance	There were 506 work orders created in the Lucity software in 2021 for Stormwater-related work by the Street Department and the Water Distribution/Sewer Maintenance Department.		Those work orders included, cleaning out and/or repairing catch basins, investigating citizen complaints, dry well maintenance, general maintenance or repair/upgrade of storm structure, picking up bags of leaves, street sweeping, installing storm pipes, unplugging storm pipes, inspecting storm pump stations, and jet/camera storm pipes.		
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	1504 Tons	The Street Department also used Brine to treat streets.		
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage		
Pesticide & Herbicide Usage	No	2781 Gallons	None		
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage		
Fertilizer Usage	No	300 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	There were 45 bioswales installed in 2022 as part of the City's 4th Street sewer separation project. There were trees removed from a storm water retention pond area owned by the City. There were five huge log jams removed on City bridges in 2022. There were three log jam/trash jams removed along a creek that runs through private property as well. The City hired a company to spray vegetation along the levee (South Fork and North Fork of the Licking River), and along Log Pond Run. The US Army Corps of Engineers requires that we keep vegetation down along the levee. The City uses a RC mower for most of it, but uses the spraying company for the remainder that can't be reached.				
BMP (mechanism)	Summary				
6.5 Covered municipal salt piles and brine tanks	The City has received a quote for a new salt barn to cover the salt that does not currently fit in the existing salt barn. We are waiting for our Council to pass legislation to approve use of Sourcewell service so we don't have to bid out the new salt barn. Until the new salt barn is built, the salt pile is being covered with a tarp and concrete blocks. The Street Department plans to install bollards in front of the brine tanks in 2023.				
6.6 Soil Stabilization	The City has discussed options to meet the requirement to have ditches stabilized within 7 days (not within 50 feet of surface water), and within 2 days (within 50 feet of surface water). We have decided to hire a local landscape/tree company that we have worked with in the past to stabilize these areas as needed.				
6.7 Permit compliance tracking system for all activities performed under MCMs	The City uses Lucity and MS4 softwares to track work order and inspection data. The LCSWCD uses their own database software to keep track of the training that they implement in the City.				
<b>POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</b>					
<i>Summarize activities you plan to undertake for the next reporting cycle.</i>					
BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities		Proposed Schedule

6.1 City Operational and Maintenance (O&M) program	City of Newark Stormwater Coordinator	The IDDE and O&M plan will be drafted and implemented during the permit term. The City will track activities related to O&M program elements using the MS4 software.	The City will finalize and approve the draft IDDE plan to use as the basis for the City's Operations and Maintenance program. The plan will be updated annually to incorporate appropriate O&M procedural changes or new products that limit or reduce polluted Stormwater runoff from City facilities and roadways. The City will also continue to update and implement BMPs identified in the City's SWP3 at the service center. These two documents provide the framework and form the basis of the City's operational and maintenance program.	End of current MS4 permit.
Comments:				
6.2 Stormwater pollution prevention training for City staff	City of Newark Stormwater Coordinator	Annual reviews and certifications will be scheduled for existing staff.	The City will provide Stormwater pollution prevention education materials to applicable staff. Once reviewed, staff members will sign a certificate stating that they have read and understood the materials.	End of current MS4 permit.
Comments:				
6.3 Municipal street sweeping and storm sewer cleaning	City of Newark Stormwater Coordinator and Streets Department	A log will be maintained to record maintenance information such as: date, duration, location, etc.	The City will sweep municipal streets in order to reduce polluted Stormwater runoff. City vactor truck will be used for cleaning storm sewer pipes and removing debris from storm sewer manholes and catch basins. Any waste (e.g. dredge spoil, accumulated sediments, floatables, and other debris) removed from the MS4 is properly disposed of at the City's wastewater treatment plant.	All of 2023.
Comments:				
6.4 Evaluate projects for water quality	City of Newark Stormwater Coordinator and engineering department	Projects will be tracked using the City's MS4 software.	The City will continue to look for ways to maximize water quality benefits associated with public works projects (including USACE flood control projects and local waterway projects) through design reviews assessing impervious project areas, municipal operations, and economic assessments.	All of 2023.
Comments:				
6.5 Covered municipal salt piles and brine tanks	City of Newark Stormwater Coordinator	Quantity of salt used will be recorded annually. Secondary containment will be implemented for brine tanks within the first two years of the permit term.	The City will ensure that all salt piles are covered with no Stormwater run-on and subsequent run-off of salt. All tanks of brine or other liquid road treatments shall have secondary containment or alternatively bollard or barrier protection.	End of 2023.
Comments:				
6.6 Soil Stabilization	City of Newark Stormwater Coordinator	Implement the program within the first 2 years of the permit term.	The City will ensure that areas of soil disturbance associated with ditch/MS4 maintenance caused by the City be stabilized, at minimum, in accordance with the time frames specified below: -Not within 50 feet of a surface water of the State - Within 7 days of reaching final grade or within the first 7 days if a disturbance area will remain inactive for over 14 days. -Within 50 feet of a surface water of the State - Within 2 days of reaching final grade or within the first 2 days if a disturbed area will remain inactive for over 14 days.	All of 2023.
Comments:				
6.7 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in the database.	Pollution prevention and good housekeeping BMPs will be entered into the City's MS4 Stormwater permit compliance database, as they are completed.	All of 2023.

Comments:

**PROPOSED CHANGES TO YOUR SWMP (IF ANY)**

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

There are no proposed changes to the SWMP. The current SWMP is attached in the 'Additional Information' section.

**VARIANCES GRANTED (IF ANY)**

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

There are no variances.

**ADDITIONAL INFORMATION**

*Please add any additional comments or attachments below.*

Additional Information attachment(s): Newark SWMP 2022.pdf