

**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> 2024		<b>Ohio EPA Facility Permit Number:</b> 4GQ00005*DG	
<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 02/14/2025

**PUBLIC EDUCATION AND OUTREACH**

**Estimate Your Permit Area of Total Population: 51046**

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
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	100.00	Yes

Summary of Results: The City of Newark Stormwater Utility had a table under the grandstands at the Hartford Fair (Licking County Fair), August 5-9, 2024. 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 819 people who passed through our booth during the fair week. We once again used the interactive 'Plinko' prize drop game, in which a participant could drop a token to receive a piece of stormwater swag. The trick was that they had to answer a water-related question first. This really got discussions moving and was a great way to interact with the public. The Stormwater awareness banner was displayed in the lobby of the City Service Complex at 1195 East Main Street, during all of 2024. The Licking County Soil & Water Conservation District also helped with the Stormwater education by providing a newsletter to 6,944 people (4 hardcopy mailings in 2024), and 39,317 electronic e-newsletters (12 emails in 2024). They also have an Educator Newsletter provided to 842 educators (4 emails in 2024).

Comments:

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	100.00	Yes
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Summary of Results: The existing MOU between the City of Newark Stormwater Utility and the Licking County Soil & Water Conservation District (LCSWCD) continued in 2024. The LCSWCD was able to implement six in-person educator workshops, reaching a total of 68 educators in 2024. The City of Newark reinstated the 50% credit program, and all Newark City Schools applied for credit reduction in 2024, that will be applied in 2025.

Youth Education by LCSWCD in 2024:

- Licking Regional ESC Mentorship Program: 2 people, 1 program
- Cherry Valley Elementary School Pre-K Pollinator Program: 81 people, 6 programs
- River Round Up Poster Contest: 68 people, 1 program
- Free Trees for Students: 719 people, 1 program
- Carson Elementary School at Infirmary Mound Park: 83 people, 4 programs
- Legend Elementary School Nature's Classroom: 558 people, 1 program
- John Clem Elementary School at Infirmary Mound Park: 70 people, 3 programs
- Newark High School Water Quality at Flory Park: 16 people, 1 program
- Wilson Middle School 7th grade Water Quality: 106 people, 6 programs
- EnviroScape Loan - Mary Cowan: 166 people, 13 programs
- Newark City Schools Elementary After School Programs: 137 people, 6 programs
- Hillview Elementary Erosion Simulator: 52 people, 2 programs
- Liberty Middle School EnviroScape Loan: 165 people, 13 programs
- Heritage Middle School Robotics Team Meeting: 7 people, 1 program
- Par Excellence After School Program: 158 people, 5 programs
- Pride-N-Joy Preschool Soil Soup: 26 people, 2 programs
- St. Francis De Sales Robotics Team Meeting: 18 people, 1 program
- OSU Newark Campus Entomology Lab Stream Assessment: 25 people, 1 program

Comments: Newark City Schools staff is required to send 20% of their staff to an educator workshop offered by LCSWCD. The schools receive 50% off of their stormwater bill each month in return. This Stormwater Credit program has been in place for many years. This year, we have seen a significant decline in teacher participation. I had to give them many warnings this year about sending teachers to these trainings, in order for them to continue to receive the discount on their bill. We had a meeting with the school's curriculum director at the end of the year to make sure that they would be on board going into 2025. I created a new Google Form to make it easier for principals to submit their annual reports in 2025.

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)	100.00	Yes
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Summary of Results: Data from LCSWCD in 2024:

- Pond Clinic: 30 people, 1 program
- Rain Barrell Workshops: 41 people, 3 programs
- MS4 Consortium Meetings: 56 people, 3 programs

The City of Newark also gave Stormwater educational material to one local church that used them for three different Girl Scout troops on March 11, 2024, for a total of 33 girls and their parent/leaders who participated. More Life Church on East Main Street also did stormwater education to their preschool program. They did water sensory bins, recycling, and Earth week projects.

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	100.00	Yes
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Summary of Results: In 2024, 432 storm inlets/catch basins markers were inspected, and 20 markers were replaced. There are a total of 6,545 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	100.00	Yes
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Summary of Results: All existing signs were maintained in 2024.

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	100.00	Yes
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Summary of Results: The Google Analytics function is no longer available for the new City website. Therefore, I will no longer be able measure the visits to the stormwater utility home page. (I did look into purchasing an annual subscription to Google Analytics to track this data, but did not believe the return-on-investment was worth it).

We are still able to track interactions on the city's Facebook page: City of Newark Information. During 2023, there were ten Stormwater-related posts made, with a total of 13,732 post impressions, 11,928 post reach, and 112 post interactions.

In addition to the City of Newark's website and Facebook page, the Licking County Soil & Water Conservation District also promoted stormwater issues and conservation on their platforms. They did a great job highlighting Stormwater Awareness Week on social media. Licking County Soil and Water 2023 outreach data:

Facebook page: 10,526 reaches, 24 posts

River Round Up Facebook page: 11,678 reaches, 31 posts

Instagram page: 294 reaches, 11 posts

River Round Up Instagram page: 485 reaches, 19 posts

E-Newsletter: 21,664 reaches, 10 publications

LCSWCD Website Stormwater page: 4,314 reaches

LCSWCD Newsletter: 3,564 reaches, 2 publications

Floodplain brochure mailing: 2,400 reaches, one mailing

Educator newsletter: 232 reaches, one mailing

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 for users to navigate.

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	100.00	Yes
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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	100.00	Yes
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Summary of Results: City of Newark events:

Backyard Conservation Day (at LCSWCD), 5/11/24, 95 attendees, displayed a TV with movies highlighting stormwater projects, and had 'Plinko' game. The interactive 'Plinko' prize drop game, in where a participant drops a token to receive a piece of stormwater swag. The trick was that they had to answer a water-related question first. This really got discussions moving and was a great way to interact with the public.

Licking County Soil and Water Conservation District Events:

Dawes Arbor Day Festival: 396 people, 1 program

Backyard Conservation Day: 95 people, 1 program

Master Gardener Open House: 20 people 1 program

Native Plant Sale: 20 people, 1 program

Outdoor Adventures: 344 people, 1 program

Energy Coop Kids Day: 116 people, 1 program

STEMfest at The Works: 232 people, 2 programs

Hartford Fair Natural Resources Area Programming: 150 people, 5 programs

STEAM on the Square: 55 people, 1 program

Stormwater Awareness Canal Market District: 70 people, 1 program

Harvest Moon Festival: 278 people, 2 programs

Pheasants Forever Youth Event: 252 people, 1 program

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)	100.00	All of 2025

Summary of Planned Activities: The Licking County Soil & Water Conservation District educator will continue with this task. The two churches who participate in the Stormwater Credits program will continue to distribute Stormwater coloring books and educational material 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	100.00	Completed goal by the end of 2025.
Summary of Planned Activities: Continue with 20% of markers on existing storm drains.						
Comments: We hope to hire a few summer interns to help complete this task in 2025. We have decided to not use the metal storm drain markers anymore. They get stolen and fall off when they are driven over, which defeats the whole purpose. We are working on getting a stencil or stamp to use on the storm drains, instead of the markers.						
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	100.00	By the end of 2025.
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	100.00	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	100.00	August 2025. Move existing banner by May, 2025. Licking River Round Up banner to be placed in August, 2025.
Summary of Planned Activities: Set up education booth at Hartford Fair (Licking County Fair) in August 2025. 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	100.00	June and July, 2025 and during teacher professional days at during the 2025-26 school year
Summary of Planned Activities: The Licking County Soil & Water Conservation District will continue with teacher workshops in 2025.						
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	100.00	Verify all existing signs, and create plan for new signage by end of 2025.
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.						

<p>1.7 Public workshops, presentations, and hands-on education activities</p>	<p>City of Newark Stormwater Coordinator and Licking County Soil &amp; Water Conservation District</p>	<p>Host at least one presentation/workshop/activity each year to a different target audience. Maintain an MOU with Licking County SWCD.</p>	<p>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.</p>	<p>All audiences</p>	<p>100.00</p>	<p>Log Pond Run and Raccoon Creek clean up events are scheduled for April, 2025. Backyard Conservation Day will happen again in 2025. River Round Up poster contest is open through April 22, 2025. Creeking at YMCA day camp will most likely get scheduled for July, 2025. STEM on the Square is always scheduled for the last Friday in August. River Round Up is scheduled</p>
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Summary of Planned Activities: Log Pond Run and Raccoon Creek clean up events, 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 7, 2024. There were three base locations within the City of Newark. There were a total of 290 participants and 13 locations total in the County, with three of those locations in the City of Newark with almost 100 participants during the event in 2024. County-wide River Round Up numbers: 12,000 pounds of trash to landfill, 1,420 pounds of scrap metal recycled, and 124 tires were removed from the river during the 2024 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 68 poster entries from Licking County school-aged children in 2024. LCSWCD also maintains River Round Up social media pages. Data for that is as follows: River Round Up Facebook page: 24,007 reaches, 27 posts; and River Round Up Instagram page: 184 reaches, 18 posts.

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	115	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, ELM Recycling, 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 115 households in 2024, for a total of 1,674 bags of leaves collected. The City stormwater inspector dropped off leaf pamphlets to 11 households who had violated the City's leaf ordinance by pushing them out to the street. The inspector also spoke to five residents about raking leaves into the street. ELM Recycling did not report any issues with bagged leaves having trash in them in 2024.

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 2024: January, February, March, April, May, August, September, October and December. Regular attendees included: Brian Morehead (City Engineer), Brandon Fox (Water Administrator), Don Hiltner (Senior Engineer), Buster Prince (Street Superintendent), Ed Clark (Stormwater Inspector), Adam Bernard (Utilities Engineer), Lindsey Brighton (Stormwater Coordinator), 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

Summary of Results: The SWMP and NOI documents were available on the Stormwater website in 2024.

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, 2024. River Roundup information was sent in June, 2024. Leaf pickup information was sent in October, 2024. There were a total of three utility bills with Stormwater messages in 2024. 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 2024 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 Water Administrator gave the annual report to City Council that included a section about stormwater. The SWMP and annual report were both made available on the City's Stormwater website during 2024.

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
2.5 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 2025.

Summary of Planned Activities: Provide annual update to water administrator to deliver to city council.						
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	Advertise in September, 2025. Perform leaf pickups October through December, 2025.
Summary of Planned Activities: Continue with current leaf pickup plan and procedure in 2025.						
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	10	Continue throughout 2025.
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 2025.
Summary of Planned Activities: Continue to track participation at events.						
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 2025 River Roundup is scheduled for Saturday, September 6th.
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 2025.

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 2025.
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Summary of Planned Activities: Continue with a minimum of two Stormwater related events advertised on two monthly water bills.

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 2024 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 2024.	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	51	51	0	5	4	Yes

Comments:

Upload File Name for the Illicit Discharges: IDDE\_elimination\_schedule.docx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
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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	<p>Training was conducted on November 22, 2024 for 14 employees who work at the City of Newark the Service Complex (street &amp; 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. This year, we split up into three groups, with each group consisting of a Licking Soil &amp; Water team member as the leader. Each group walked the entire site. The idea was that if our street and traffic employees were not around their direct supervisors, they might be more likely to bring up things they see as a problem. This type of training/inspection did spark more conversations among employees. At the end of the walk-thru, the three groups compared their notes. The LCSWCD staff were able to show them real-world examples of how to handle materials that they use every day.</p> <p>In addition to the annual training with city staff, the LCSWCD also hosted quarterly MS4 Consortium training that was attended three times in 2024 by the Stormwater Coordinator. The topics included: streams &amp; river maintenance presentation by Ohio EPA, outreach &amp; public involvement presentation by LCSWCD staff, and IDDE training by LCSWCD staff.</p>		Yes
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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 were four emails sent to Ohio EPA in 2024 to notify them of illicit discharges.		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 2024 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 2025.

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 2025.
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 2025.
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 2025.
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 2025.
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 2025.
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 2025.
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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 2025.
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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: OHC00006; 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 40 plans reviewed in 2024. 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	18	18	Yes

Summary of Results or Activities: Activities consisted of tracking construction sites in 2024. Each complaint was taken seriously, and contact was made with the contractor. The problems were remedied by adding stone to construction entrances, cleaning/sweeping/scraping streets, and diverting runoff to a different location.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
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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	11	11	Yes
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Summary of Results or Activities: In 2024, there was a total of 40 plans reviewed. Out of those 40, 11 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	11	147	12	Yes

Summary of Results or Activities: There were 147 field inspections were conducted at construction sites in 2024. The Stormwater Coordinator took a two day training and an exam to become certified in inspection and maintenance for stormwater control measures in Ohio in June, 2024.

Comments:

Upload File Name(s) for Applicable Sites: ConstructionSites2024.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	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. There were no violation letters issued in 2024. All issues were taken care of through meetings with the developer/contractor.

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 147 inspections completed in 2024 by the City's Stormwater Inspector.	Yes

Summary of Activities or Updates: The MS4 Software that the city had used for many years went out of business in 2024. We were informed of this in January, 2024, and the software was terminated in February. In March, we decided to go with a software called Cloud Compli, after doing demos with many other software companies. We had the initial training with Cloud Compli and have paid to use the software. However, we don't currently have it set up to use on a daily basis. Our stormwater inspector has been keeping track of inspections in a notebook for now. Getting the new software set up is a 2025 goal.

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
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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 2025.
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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 Cloud Compli software.	Continue to provide contact information on the City's website for construction site related complaints and feedback.	all of 2025.
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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 Cloud Compli software. 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.	all of 2025.
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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 Cloud Compli software. 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 2025.	all of 2025.
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 Cloud Compli Stormwater permit compliance database, as they are completed.	Use Cloud Compli software to track the MCM 4 compliance activities.	end of 2025.
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. Use Cloud Compli software to track violations and noncompliance construction sites.	all of 2025.
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 2025.
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 Bluebeam Revu. 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	11	11	Yes

Summary of Results or Activities: There were 11 projects that required O&M plan reviews in 2024.

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 asset management 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	149	134	11	Yes

Summary of Results or Activities: To date, we have mapped 75 post-construction Stormwater BMPs. We also have 74 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
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 Cloud Compli and asset management software.	Yes	0	0	Yes

Summary of Results or Activities: There were no violation letters or enforcement actions in 2024.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
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Long-Term O&M Plans/Agreements	City of Newark Stormwater Coordinator, Stormwater inspector, and engineering department	The City will perform at a minimum, one 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
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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 2024. 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 asset management software.	Yes	0	0	Yes
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Summary of Activities or Updates: The MS4 Software that the city had used for many years went out of business in 2024. We were informed of this in January, 2024, and the software was terminated in February. In March, we decided to go with a software called Cloud Compli, after doing demos with many other software companies. We had the initial training with Cloud Compli and have paid to use the software. However, we don't currently have it set up to use on a daily basis. Our stormwater inspector has been keeping track of inspections in a notebook for now. Getting the new software set up is a 2025 goal.

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 2025.

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 Bluebeam Revu 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.	All of 2025.
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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 Cloud Compli 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 2025.	All of 2025.
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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.	All of 2025.
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 asset management software, as they are completed.	Use Cloud Compli and asset management software to track the MCM 4 compliance activities.	All of 2025.
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 2025.
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 2025.
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 Cloud Compli software.	Develop a regulatory mechanism to make Operation and Maintenance Plans a requirement for all long-term BMP Stormwater controls.	End of 2025.
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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	14	Yes

Summary of Activity: Training was conducted on November 22, 2024 for 14 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. This year, we split up into three groups, with each group consisting of a Licking Soil & Water team member as the leader. Each group walked the entire site. The idea was that if our street and traffic employees were not around their direct supervisors, they might be more likely to bring up things they see as a problem. This type of training/inspection did spark more conversations among employees. At the end of the walk-thru, the three groups compared their notes. The LCSWCD staff were able to show them real-world examples of how to handle materials that they use every day.

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	Yes	1	Annually
BMP (mechanism)	Summarize Maintenance Activities and Schedules	Summarize Activities Performed		

MS4 Maintenance	There were 432 work orders created in the Lucity software in 2024 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	1002 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	1149 Gallons	None
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage
Fertilizer Usage	No	600 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 two huge log jams removed on City bridges in 2024. The City hired a local tree company to remove trees that were stuck on the Waterworks Rd dam and at the water intake at the Water Treatment Plant. 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. The city completed nine small drainage projects to help with localized flooding and erosion problems.		
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.		

**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
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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 2025.
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 2025.
Comments:				
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:				
6.5 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 2025.
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 2025.
Comments:				
6.7 Permit compliance tracking system for all activities performed under MCMs	City of Newark Stormwater Coordinator	Each BMP will be documented in a database.	Pollution prevention and good housekeeping BMPs will be recorded by the city's stormwater coordinator.	All of 2025.
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:

**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