

# NPDES Small MS4 General Permit (OHQ000002) Annual Reporting Form

## City of Middletown – Updated Storm Water Management Plan - 2011

City of Middletown – Updated Storm Water Management Plan			
Ohio EPA Facility Permit Number: 1GQ00055*AG			
Name of MS4: City of Middletown, Ohio			
Primary Contact: Scott Tadych		Title: Assistant City Engineer	
Mailing Address: One Donham Plaza			
City: Middletown	Zip Code: 45042	County: Butler & Warren	
Telephone Number: 513-425-7845		Email Address: <a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>	

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.

Storm Water Management Program Table of Organization

Minimum Control Measure (MCM)	Responsible Individual	Phone Number	Fax Number	Email
Overall SWMP Management and Implementation	David J. Duritsch, Jr., P.E.	513-425-1860	513-425-7921	<a href="mailto:daved@cityofmiddletown.org">daved@cityofmiddletown.org</a>
Public Education and Outreach	Brian Adams Scott Tadych, P.E.	513-425-7981 513-425-7845	513-425-1809 513-425-7921	<a href="mailto:briana@cityofmiddletown.org">briana@cityofmiddletown.org</a> <a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>
Public Involvement / Participation	Brian Adams Scott Tadych, P.E.	513-425-7981 513-425-7845	513-425-1809 513-425-7921	<a href="mailto:briana@cityofmiddletown.org">briana@cityofmiddletown.org</a> <a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>
Illicit Discharge Detection and Elimination	Brian Adams	513-425-7981	513-425-1809	<a href="mailto:briana@cityofmiddletown.org">briana@cityofmiddletown.org</a>
Construction Site Runoff Control	Scott Tadych, P.E.	513-425-7845	513-425-7921	<a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>
Post-construction Storm Water Management in New Development and Redevelopment	Scott Tadych, P.E.	513-425-7845	513-425-7921	<a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>
Pollution Prevention / Good Housekeeping for Municipal Operations	Brian Adams	513-425-7981	513-425-1809	<a href="mailto:briana@cityofmiddletown.org">briana@cityofmiddletown.org</a>

The Director of Public Works, David Duritsch, establishes principal authority to manage and implement each MCM to individuals listed in the above Table of Organization. The Assistant City Engineer, Scott Tadych and the Public Works Superintendent, Brian Adams, provide ongoing development and implementation of the SWMP by coordinating daily use of city resources (labor, equipment, records and office staff) to meet the SWMP needs. This may include handling citizen complaints, administrating capital projects, maintaining city infrastructure, and organizing / attending city events or storm water training workshops and seminars.

There are no MOUs or other agreements in place, although the City's Health Department and Fire Department regularly share pertinent information with the SWMP managers.

## PUBLIC EDUCATION &amp; OUTREACH

 Estimate Your Permit Area's Total Population: 51,800

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	2012 Program Activities	Rationale Statement	Resource Location and Notes
<b>Storm Water Program Awareness Mechanisms</b> - Public Access Channel 24 Broadcasts - City Manager's Weekly Report - City Website - Stormwater Complaint system	Provide information on the City's Storm Water Management Program to the public through various mechanisms	Storm Water Program Awareness Illicit Discharge Awareness	General Public	50%	The City will continue to implement these program activities throughout 2012.	The City's Storm Water Program Awareness Mechanisms were grouped as a means to report on like activities and the City took advantage existing activities, identified and modified these mechanisms to incorporate storm water management and water quality information to address permit requirements. The City does have the legal authority to continue to update and use these as part of the City SWM program.	Location of information varies, see BMP.
Scott Tadych Brian Adams							
<b>Storm Water Educational Presentations</b> - Regional Water Festivals - Tours - Community Events	Support storm water presentations given to school children at local and regional festivals or fairs.	Storm Water Program Awareness Illicit Discharge Awareness	School-aged children	50%	Storm water presentations or tours will be given to school children throughout 2012.	The City's Storm Water Educational Presentations communicate storm water information, program updates and city requirements to the general public. The City has the ability to modify and present different storm water themes using this mechanism. The city developed this mechanism to take advantage of existing practices or tools the city has in place.	Location of information varies, see BMP.
Scott Tadych Pat Lovely							
<b>Storm Water Outreach Mechanism:</b> - Regional Storm Water Collaborative Programming - Developer Storm water management outreach	Conduct a storm water education campaign covering a common theme each year with a program goal of reaching 50% of Middletown's population	Utilize the Regional Storm Water Collaborative as a mechanism to interact with the public on a regional collaborative basis.	General public	50%	City will develop a draft memorandum of agreement beginning in 2012 that documents the regional collaborative and its goals//objectives.	The City's Storm Water Outreach Mechanisms communicate storm water information, program updates and city requirements. The City has the ability to modify and present different storm water themes using this mechanism. The city developed this mechanism to take advantage of existing practices or tools the city has in place to minimize program costs.	Location of information varies, see BMP
Scott Tadych	Develop a mechanism that provides SWM information and requirements to developers that develop within the City.	Modify existing factsheet or informational packet to provide general SWM guidance for developers who do business with the City.	Developers	100% of developers doing business in the City	City will develop a mechanism that is focused on storm water management issues/requirements for developers beginning in 2012		City wide

## PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	2012 Program Activities	Rationale Statement	Resource Location and Notes
<b>Storm Water Infrastructure Awareness Activities</b> - Storm Drain Stenciling - City GIS Access	Involve the public to call attention to watersheds and storm water infrastructure within Middletown through development of a public portal for access to the City's GIS information.	Storm Water Infrastructure Awareness through gain an understanding of how the City's storm drain system works	Public, City employees	30	Activities will be ongoing throughout 2012.	The City's Storm Water Infrastructure Awareness activities include activities and mechanisms that the City can legally implement and engage the public with. The City has the ability to modify and present different storm water activities using this mechanism. The city developed this mechanism to take advantage of existing practices or tools the city has in place.	City engineering tracks storm drains that are stenciled.
<b>Public Participation Activities</b> - Great Miami Cleanup	Support one public participation activity each year to clean up receiving waterways and increase education about storm water pollution sources.	Watershed Pollution Sources	Public school-aged children, watershed groups	25	Great Miami clean-up event will occur before December of 2012.	The City's Public Participation activities program has been determined to have the legal ability to conduct this clean up annually and the City has also addressed the insurance issues related to this activity..	City shall develop identify and implement one additional public involvement activity prior to 2014.
<b>Community Involvement Activities</b> - Keep Middletown Beautiful - Household Hazardous Waste Collection	Support Community Involvement Groups with shared interests in reducing pollutants.	Watershed Pollution Sources	Residents, general public, watershed groups	100	Events will occur throughout 2012.	The City's Storm Water Outreach Mechanisms communicate storm water information, program updates and city requirements. The City has the ability to modify and present different storm water themes using this mechanism. The city developed this mechanism to take advantage of existing practices or tools the city has in place.	City collects trash and discards appropriately. Public Works Department.

## ILLICIT DISCHARGE DETECTION &amp; ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Proposed Schedule	Rational Statement	Resource Location
Ordinance or Other Regulatory Mechanism			<p>The city has developed and has in place the following regulations/ordinances that include the legal authority to implement the City's Storm water management program:</p> <ul style="list-style-type: none"> <li>Storm Water – Chapter 1050</li> <li>HSTSS – Chapter 184.03 (h)</li> <li>Hazardous Materials – Chapters 1604, 1608, 1612.02</li> <li>Dumping – Chapter 660</li> <li>Food Services Dumping - Chapter 1820, Chapter 1822</li> <li>Homeowner Property Maintenance – Chapter 660</li> <li>Industry – Chapter 1041</li> <li>Illegal Connections and Auto Service – Chapter 1504.20</li> </ul> <p>City Ordinances are found here:  <a href="http://www.cityofmarietta.org/council/ordinances.html">http://www.cityofmarietta.org/council/ordinances.html</a></p> <p>The OEPA has reviewed these regulations in the audit and commented on the fact that these appear adequate to address this aspect of the City SWM program.</p>	
Public Works and Utilities Department, Health Department, Fire Department, Code Enforcement	Regulatory mechanisms will be applied to eliminate any identified illicit discharges.	The City will review and assess the referenced regulations/ordinances annually and make appropriate revisions as necessary.		Appendix C – City ordinances
Storm Sewer System Map	Maintain a map of the current Storm Sewer System.	New infrastructure will be identified and added in December of 2011.	The City completed comprehensive storm sewer system mapping and outfall locations within five years of when general permit coverage was granted. The City uses this mapping to support the City's IDDE program and will consider adding the CSO system to the storm water base map to aid the City with implementation of the IDDE program.	Available on the following webpage: <a href="http://www.cityofmarietta.org">http://www.cityofmarietta.org</a>
Scott Tadych				
HSTS Mapping and List	Maintain a list and map of current HSTS within regulated area.	Annually	The City has developed a list of HSTS dischargers to the City's MS4 system with addresses per permit requirement Part III B.3. c – i-ii, which is reviewed annually. These locations/outfalls are included as part of the City's storm sewer system map.	Appendix C – HSTS Address list
Engineering Division, City of Marietta Health Department				
IDDE Plan	Provide ongoing training that reaches 100% of Storm Water Staff in the field identification, investigation, and elimination of illicit discharges in accordance with the City's IDDE Plan.	Training to be completed before December of 2011.	The City's SWMP has been amended to include the IDDE Plan adopted in 2006 (Appendix E), which includes processes to determine whether dry weather flows are illicit.	Appendix C – 2006 Version of IDDE Plan
Brian Adams				

## SMALL MS4 ANNUAL REPORT FORM

BMP & Responsible Party	Measurable Goal	Proposed Schedule	Rational Statement	Resource Location
<b>Dry-Weather Screening of Outfalls</b>	Perform investigations of all outfalls which exhibited suspicious dry-weather flow during the initial dry weather screening and follow-up inspections in accordance with the City's IDDE Plan.	Perform additional dry-weather screening activities between mid-June and late-September of each year.	The City's SWMP has been amended to include the IDDE Plan adopted in 2006 (Appendix E), which includes processes to determine whether dry weather flows are illicit.	Appendix C – 2006 Version of IDDE Plan
Brian Adams				

## CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Proposed Schedule	Rational Statement	Resource Location
<b>Ordinance or Other Regulatory Mechanism</b>	Utilize the City's Erosion and Sediment Control Rules & Regulations to require erosion and sediment controls on construction sites compliant with the current OEPA NPDES General Storm Water Permit.	Ongoing implementation and enforcement.	<p>The City employs Chapter 1050.30 through 1050.34 of the City Ordinance (Appendix D) to require compliance with the City's Erosion and Sediment Control Rules and Regulations. These Rules and regulations require that erosion and sediment controls on construction sites are compliant with the current OEPA NPDES General Storm Water Permit. The City Ordinance can be found on the internet here:</p> <p><a href="http://www.cityofmarietta.org/council/ordinances.html">http://www.cityofmarietta.org/council/ordinances.html</a></p> <p>The following city documents were prepared in compliance with the current OEPA NPDES General Storm Water Permit:</p> <p>Erosion and Sediment Control Rules &amp; Regulations <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p> <p>Manual of Design for Public Works <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p>	Appendix D – City's Erosion and Sediment Control Rules and Regulations
Scott Tadych				
<b>Sediment and Erosion Control Requirements</b>	Maintain compliance of the City's Erosion and Sediment Control Rules & Regulations with the current OEPA NPDES General Storm Water Permit	Perform review once annually, proceeding submission of the previous year's annual report.	<p>Maintain City's stormwater complaint system, and follow up on complaints received</p> <p>Consideration of complaints is ongoing as needed.</p> <p>Complaints are filed through the City's online Request for Service ( <a href="http://www.cityofmarietta.org/rfs/">http://www.cityofmarietta.org/rfs/</a> )</p>	See Website
Scott Tadych				
<b>Complaint Process</b>			<p>As required</p> <p>Erosion and Sediment Control Rules &amp; Regulations <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p>	Appendix D – City's Erosion and Sediment Control Rules and Regulations
Scott Tadych				
<b>Site Plan Review Procedures</b>	Complete preconstruction review of plans and SWP3 on all projects greater than 1 acre, or projects part of a common plan of development to ensure compliance with City's Erosion and Sediment Control Rules and Regulations.		<p>As required</p> <p>Erosion and Sediment Control Rules &amp; Regulations <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p>	Appendix D – City's Erosion and Sediment Control Rules and Regulations
Scott Tadych				
<b>Site Inspection Procedures</b>	Perform initial and monthly site inspections to ensure that erosion and sediment control measures are in place and functioning per approved SWP3 on all projects greater than 1 acre, or projects part of a common plan of development.		<p>As required</p> <p>Erosion and Sediment Control Rules &amp; Regulations <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p>	Appendix D – City's Erosion and Sediment Control Rules and Regulations
Scott Tadych				
<b>Enforcement Procedures</b>	Enforce the City's ordinances and rules and regulations related to erosion and sediment control and NPDES permit compliance.		<p>Implement the enforcement provisions of City Ordinance 1050.34 and Chapter 10 – Violations of the Erosion and Sediment Control Rules and Regulations when necessary.</p>	Appendix D – City's Erosion and Sediment Control Rules and Regulations
Scott Tadych				

## POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP & Responsible Party	Measurable Goal	Proposed Schedule	Rational Statement	Resource Location
<b>Ordinance or Other Regulatory Mechanism</b>				
Scott Tadych	Utilize the City's existing regulations to require post-construction BMPs per the applicable design criteria set forth in those regulations.	Ongoing implementation and enforcement.	<p>The City utilizes the following ordinances and regulations to require post-construction BMPs per applicable design criteria:</p> <p>Chapter 1206.01 through 1206.20 of the City Ordinance <a href="http://www.cityofmarietta.org/council/ordinances.html">http://www.cityofmarietta.org/council/ordinances.html</a></p> <p>Erosion and Sediment Control Rules &amp; Regulations <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p> <p>Manual of Design for Public Works <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p>	
<b>Post-Construction Requirements</b>				
Scott Tadych	Maintain compliance of the City's existing regulations with the current OEPA NPDES General Storm Water Permit, and applicable sections of ODNR's Rainwater and Land Development Manual.	Perform review once annually, proceeding submission on the previous year's annual report.	<p>. The City utilizes the following ordinances and regulations to require post-construction BMPs per applicable design criteria:</p> <p>Chapter 1206.01 through 1206.20 of the City Ordinance <a href="http://www.cityofmarietta.org/council/ordinances.html">http://www.cityofmarietta.org/council/ordinances.html</a></p> <p>Erosion and Sediment Control Rules &amp; Regulations <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p> <p>Manual of Design for Public Works <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p>	Appendix E – Manual of Design for Public Works.
<b>Site Plan Review Procedures</b>	Complete preconstruction review of plans and SWP3's on all projects greater than 1 acre, or projects part of a common plan of development to ensure compliance with City's post-construction standards.	As required	<p>Erosion and Sediment Control Rules &amp; Regulations <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p> <p>Manual of Design for Public Works <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p>	
Scott Tadych				
<b>Site Inspection Procedures</b>	Following completion of projects, perform inspections to ensure that post-construction BMPs are in place and functioning per approved plans on all projects	As required	<p>Erosion and Sediment Control Rules &amp; Regulations <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p> <p>Manual of Design for Public Works <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a></p>	
Scott Tadych				
<b>Enforcement Procedures</b>	Enforce compliance with the City's existing regulations regarding post-construction BMP design, construction, and O&M.	As required	Implement the enforcement provisions of City Ordinance 1050.34 and Chapter 10 – Violations of the Erosion and Sediment Control Rules and Regulations when necessary.	See Appendix D
Scott Tadych				

**SMALL MS4 ANNUAL REPORT FORM**

BMP & Responsible Party	Measurable Goal	Proposed Schedule	Rational Statement	Resource Location
<b>Long-Term O&amp;M Plans/Agreements</b>	Maintain system to track and inspect post-construction BMP maintenance and functionality on all applicable projects, in compliance with the City's existing regulations.	Semi-annually for each post-construction BMP.	Erosion and Sediment Control Rules & Regulations <a href="http://www.cityofmarietta.org/publicworks/forms.html">http://www.cityofmarietta.org/publicworks/forms.html</a>	See Appendix D
Scott Tadych				

## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Proposed Schedule	Rational Statement	Resource Location
<b>Employee Training Program</b>	Provide City employees annual training in support of current goals established in the SWMP.	Training to be conducted on an on-going basis as time allows and outside training opportunities are presented.	City's training program and training opportunities include storm water pollution prevention and reduction associated with maintenance and construction activities. Training is achieved through attending workshops and conferences and tracking employee attendance.	N/A
<b>List of Facilities Subject to Program</b>	Maintain a comprehensive list of municipal facilities subject to the SWMP and MS4 Permit.	Complete prior to December of 2011.	Storm Water Maintenance – Operation and Maintenance Manual – 2009 <a href="http://www.cityofmiddletown.org/publicworks/forms.html">http://www.cityofmiddletown.org/publicworks/forms.html</a>	
<b>MS4 Maintenance</b>	Maintain City facilities in compliance with the SWMP and referenced plans including the City's Storm Water Maintenance O&M Manual	Ongoing daily operations of City's storm water maintenance staff.	Storm Water Maintenance – Operation and Maintenance Manual <a href="http://www.cityofmiddletown.org/publicworks/forms.html">http://www.cityofmiddletown.org/publicworks/forms.html</a>	
<b>Disposal of Wastes</b>	Document current procedures for the proper disposal of waste.	Document current waste disposal procedures by December of 2010.	Storm Water Maintenance – Operation and Maintenance Manual <a href="http://www.cityofmiddletown.org/publicworks/forms.html">http://www.cityofmiddletown.org/publicworks/forms.html</a>	
<b>Road Salt</b>	Maintain responsible and controlled application of road salt by properly trained employees.	Ongoing	Storm Water Maintenance – Operation and Maintenance Manual <a href="http://www.cityofmiddletown.org/publicworks/forms.html">http://www.cityofmiddletown.org/publicworks/forms.html</a>	Appendix F - Storm Water Maintenance – Operation and Maintenance Manual
<b>Pesticide &amp; Herbicide Usage</b>	Maintain responsible and controlled application of pesticide and herbicides by properly trained employees.	Ongoing	Storm Water Maintenance – Operation and Maintenance Manual <a href="http://www.cityofmiddletown.org/publicworks/forms.html">http://www.cityofmiddletown.org/publicworks/forms.html</a>	
<b>Fertilizer Usage</b>	Maintain responsible and controlled application of fertilizer by properly trained employees.	Ongoing	Storm Water Maintenance – Operation and Maintenance Manual <a href="http://www.cityofmiddletown.org/publicworks/forms.html">http://www.cityofmiddletown.org/publicworks/forms.html</a>	
<b>Street Sweeping</b>	Sweep all arterial streets multiple times per year to avoid collection of sediment on roadways.	Daily per schedule.	Storm Water Maintenance – Operation and Maintenance Manual <a href="http://www.cityofmiddletown.org/publicworks/forms.html">http://www.cityofmiddletown.org/publicworks/forms.html</a>	
<b>Flood Management Projects</b>	Address water quality impacts and opportunities for all flood management projects.	Complete on-going throughout 2011.	Storm Water Maintenance – Operation and Maintenance Manual – 2009 <a href="http://www.cityofmiddletown.org/publicworks/forms.html">http://www.cityofmiddletown.org/publicworks/forms.html</a>	Appendix F - Storm Water Maintenance – Operation and Maintenance Manual
Scott Tadych				