



DEPARTMENT OF PUBLIC WORKS

March 29, 2016

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

Re: Storm Water Management Program (SWMP) Annual Report  
Ohio EPA Facility Permit Number: 3GQ10003\*BG

To Whom It May Concern,

On June 19, 2009, Cuyahoga county was approved (Ohio EPA Facility Permit # 3GQ10003\*BG) for coverage under Ohio EPA NPDES General Permit OHQ000003. The Cuyahoga County Engineer's Office submitted an NOI as a Co-Permittee to Cuyahoga County.

Part 4D, of the General Permit requires annual reports to the Director submitted by April 1<sup>st</sup> of the following year after the Ohio EPA has granted general permit coverage.

Enclosed, please find a copy of the Cuyahoga County Storm Water Management Plan Annual Report for 2015.

If you have any questions, please call Hugh Blocksidge, P.E., Stormwater Manager at (216) 443-8205.

Sincerely,

Hugh Blocksidge, P.E.,  
Chief Section Engineer, Sanitary  
Department of Public Works

cc: M. Dever  
D. Marquard  
S. Kosilesky  
J. Kable  
All Members of the Storm Water Management Plan Review Committee



# NPDES Small MS4 General Permit (OHQ000003) Annual Reporting Form

**Instructions for completing this form:**

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1<sup>st</sup>.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:

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

Small MS4 Annual Report for Year: 2015

Ohio EPA Facility Permit Number: 3GQ 10003\*BG

Name of MS4: Cuyahoga County

Primary Contact: Hugh Blocksidge, P.E.

Title: Chief Section Engineer, Sanitary

Mailing Address: 2079 E. 9<sup>th</sup> Street, 5<sup>th</sup> Floor

City: Cleveland

Zip Code: 44115

County: Cuyahoga

Telephone Number: 216-443-8205

Email Address: hblocksidge@cuyahogacounty.us

**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.**

Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary (appointed by David Marquard, Design and Construction Administrator) is the Stormwater Manager for Cuyahoga County.

Public Education & Outreach Koula Celebrezze, Public Information  
Joseph Conway, MIS Coordinator

IDDE: Jeffrey Horvath, P.E.: Chief Section Engineer, Bridge Inspection/ Maintenance  
James Hazimihalis, Chief Maintenance Superintendent  
Bryan Hitch, Maintenance Superintendent  
John Kable, GIS Planning & Development Manager

Construction Site Runoff Control: Michael Kubek, P.E., Chief Highway Design Engineer  
Brendan Finn P.E., Chief Bridge Design Engineer  
Thomas Sotak P.E., Chief Construction Engineer  
Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary  
Ginger Cox, P.E., Chief Section Engineer, Facilities

Pollution Prevention/Good Housekeeping: Thomas Regas, Building Maintenance Superintendent  
Bryan Hitch, Maintenance Superintendent  
James Hazimihalis, Chief Maintenance Superintendent  
Koula Celebrezze, Public Information  
Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary

The County has a MOU with Cuyahoga Soil and Water Conservation for Construction Site Inspection Services including Plan Review and recommendations when requested.

The Cuyahoga County Board of Health maintains records, inspects all Home Sewage Treatment Systems in Cuyahoga County, and provides information when requested.

Our website is: <http://publicworks.cuyahogacounty.us/en-us/stormwater-program.aspx>



# SMALL MS4 ANNUAL REPORT FORM

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

Print Name: Hugh Blocksidge, P.E.

Print Title: Chief Section Engineer, Sanitary

Signature: *Hugh Blocksidge*

Date: *March 29, 2016*



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

## PUBLIC EDUCATION & OUTREACH

Estimate Your Permit Area's Total Population: 561

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Distribute Stormwater and the Construction Industry brochure on "Maintain your BMPs"  Koula Celebrezze, Public Information	Educate staff and contractors about maintaining BMPs during construction	Maintaining your BMPs during construction	Cuyahoga County Employees and contractors working on county construction projects.	100% of staff and contractors attending pre-construction meetings receive the brochure	Staff and contractors learned from the brochures.	Yes

## 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	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Distribute additional brochures on stormwater and watersheds	Focus on one topic a permit year. Distribute and post pertinent print media. Continue to print, obtain, and distribute flyers and brochures. Develop questionnaires for distribution	After the Storm, the effects of pollution.	Target audience is the County employees, site contractors and visitors to the County buildings.	25% of staff	Provide brochures to staff with a sign-off sheet of receipt	One topic to be completed by end of 2015.  Topics are on-going
Koula Celebrezze, Public Information						
Stormwater website	Continue to add information to County Website	To keep residents in Cuyahoga County and other counties abreast of our permit, annual report, productivity and informational pieces.	General Public	10% to 15%	Include the Cuyahoga County Stormwater Management Program on the Public Works website	April 2016
Koula Celebrezze, Public Information Joseph Conway, MIS Coordinator						
Distribute Stormwater and the Construction Industry brochure on "Maintain Your BMPs"	Continue to distribute the brochure	Maintaining your BMPs during construction	Contractors and Staff	We cannot determine the percentage of contractors reached. 25% of staff	Provide brochures to staff and contractors at the pre-construction meetings.	
Koula Celebrezze, Public Information						



# SMALL MS4 ANNUAL REPORT FORM

## PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Stormwater Management Plan Review Committee	Have staff engaged in the development and submittal of SWMP	-Have staff from each department assist with program  - Encourage others to assist designee	The County's target audience is its employees. A committee of employees from each Department was established to develop the SWMP.	Approximately 15	Meeting to receive updates on status and prepare the Annual Report.	Yes
Hugh Blocksidge, P.E., Stormwater Manager						
Make SWMP available to general public and employees	Assure that the SWMP is available to the general public and County employees by placing it on the County Public Works website: <a href="http://publicworks.cuyahogacounty.us/en-us/stormwater-program.aspx">http://publicworks.cuyahogacounty.us/en-us/stormwater-program.aspx</a>	Provide the SWMP to our target audience	The County's target audience is its employees and the general public.	Approximately 20	A copy of the SWMP and annual Reports are on the County Public Works website	Yes
Hugh Blocksidge, P.E., Stormwater Manager						
Make Annual Report available to general public and employees	Assure that the Annual Report is available to the general public and County employees by placing it on the County Public Works website: <a href="http://publicworks.cuyahogacounty.us/en-us/stormwater-program.aspx">http://publicworks.cuyahogacounty.us/en-us/stormwater-program.aspx</a>	Provide the Annual Report to our target audience	The County's largest target audience is its employees and the general public.	Approximately 20	A copy of the Annual report is available on the County Public Works website.	Yes
Hugh Blocksidge, P.E., Stormwater Manager						

## PUBLIC INVOLVEMENT/PARTICIPATION

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

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Stormwater Management Plan Review Committee	Have staff engaged in the development and submittal of SWMP	Have staff from each department assist with program	The County's target audience is its employees. A committee of employees from each Department was established to develop the SWMP.	Approximately 15	Meet periodically throughout the year to receive status updates	On-going
Hugh Blocksidge, P.E., Stormwater Manager		Encourage others to assist designee				
Make SWMP available to general public and employees	Assure that the SWMP is available to the general public and County employees by placing it on the County Public Works website	Provide the SWMP to our target audience	The County's target audience is its employees and the general public.	Approximately 15	A copy of the SWMP and annual Reports are on the County Public Works website	On-going
Hugh Blocksidge, P.E., Stormwater Manager						
Make Annual Report available to general public and employees	Assure that the Annual Report is available to the general public and County employees by placing it on the County Public Works website	Provide the Annual Report to our target audience	The County's largest target audience is its employees and the general public.	Approximately 15	A copy of the Annual report is available on the County Public Works website.	On-going
Hugh Blocksidge, P.E., Stormwater Manager						

## SMALL MS4 ANNUAL REPORT FORM

### ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
<p>Ordinance or Other Regulatory Mechanism</p> <p>Jeffrey Horvath, P.E., Chief Section Engineer, Bridge Inspection/Maintenance</p>	<p>The County Public Works Office via the Bridge Inspection/Maintenance (BIM) Dept. inspects bridges and culverts on the County system yearly. Our inspection program already includes a Visual Inspection Worksheet that must be completed when an illicit discharge is discovered. This activity continued as part of our comprehensive Bridge Management Program.</p>	<p>Yes</p>	<p>The County Public Works Offices does not possess the legal authority to enact ordinances. We coordinate with municipalities, Ohio Environmental Protection Agency (OEPA), and the County Board of Health (CCBH) to remove illicit discharges. The CCBH currently addresses the storm sewer system in Olmsted Twp. and by contract, other municipalities in the County. <a href="http://www.ccbh.net/stormwater">http://www.ccbh.net/stormwater</a></p>	<p>For all structures within RW and for which the County Engineer is responsible under the Ohio Revised Code, we inspect illicit discharges to our MS4. Each illicit discharge that is uncovered is documented, photographed, and followed up within the local municipality. Appropriate coordination procedures are followed and all occurrences are copied to the OEPA as well as to the CCBH.</p>	<p>Yes</p>
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)
<p>Storm Sewer System Map</p> <p>John Kable, GIS Planning &amp; Development Manager</p>	<p>Continue to coordinate with related agency team members to improve upon a comprehensive map product an develop methodology for enhancing existing map features related to illicit discharges when detected in the Olmsted Township, small MS4 and with County owned properties.</p>	<p>Yes</p>	<p>Met with agency representatives from the County Board of Health, Public Works, County Planning, and the County GIS Director (interactively know as the "Cuyahoga County GIS Users Group) to develop and maintain a mapping plan to bring together each agency's geo-referenced data.</p>		<p>Yes</p>
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)
<p>HSTS Mapping and List</p> <p>Cuyahoga County Board of Health</p>	<p>This function is performed by the Cuyahoga County Board of Health</p>	<p>Yes</p>	<p>The Board of Health maintains a database of Household Sewage Treatment Systems and provides that information through their system:  <a href="http://www.ccbh.net/household-sewage">www.ccbh.net/household-sewage</a></p>		<p>Yes</p>





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BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
<p>IDDE Plan</p> <p>Jeffrey Horvath, P.E., Chief Section Engineer, Bridge Inspection/Maintenance James Hazimihalis, Chief Maintenance Superintendent</p>	<p>For the County bridge and culvert projects and/or maintenance-type work, we follow the ODOT CMS and comply with all erosion and sediment controls for subdivision construction sites per the Land Development Regulations. This BMP will only typically be enforced should a new project come to fruition; upgrades are put into place, inspections uncover an illicit discharge, or inquiries related to substandard procedures are called in to the office. ORC 6117.51 calls us to work closely with the CCBH in determining the eventual overflow of all drainage systems.</p>	Yes	<p>The County Public Works have a partnership with the County Board of Health to accomplish the remaining area of testing, sampling, screening, etc. The CCBH in conjunction with the OEPA will then enact any ordinances involved. The CCBH currently performs this work as part of an ongoing yearly cycle and through attrition and the rehabilitation, upgrades to roads and streets the system are improved.</p> <p>As part of this plan, dry-weather flows were to be investigated. Coordination in this regard will continue to adequately cover and document the County's infrastructure.</p>				Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
					Identified*	Eliminated	
<p>Dry-Weather Screening of Outfalls Total # of Outfalls 351</p> <p>Jeffrey Horvath, P.E., Chief Section Engineer, Bridge Inspection/Maintenance James Hazimihalis, Chief Maintenance Superintendent</p>	<p>The Public Works department is not set up to adequately perform dry weather screening of contaminated outfalls. We have begun a partnership with the CCBH to track and assist with this measure.</p>	Yes	351	0	0	n/a	n/a

\*Include an attachment which provides schedules for elimination of illicit connections that have been identified but have yet to be eliminated.



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

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<p>Ordinance or Other Regulatory Mechanism</p> <p>Jeffrey Horvath, P.E., Chief Section Engineer, Bridge Inspection/Maintenance</p>	<p>The Public Works office via the Bridge Inspection/Maintenance Department inspects bridges and culverts on the County system yearly. Our inspection program already includes a Visual Inspection Worksheet that must be completed when an illicit discharge is discovered. All structures have plans on file that included storm sewer and drainage connections that outlet into our MS4. This activity will continue as part of our comprehensive Bridge Management program. In addition, we will partner with the CCBH, especially in the township to coordinate all future activities.</p>	<p>The Public Works office does not possess the legal authority to enact ordinances. But, the goal is that every structure would be assessed every year in accordance with the standards and methods set in place. Another main objective is that the Visual Inspection Worksheet would be utilized effectively to coordinate efforts with each municipality and with the County Board of Health, as well as the Ohio EPA.</p>	<p>The schedule set in place is largely mandated by our bridge inspections and the crews that perform them. We have 2 teams that accomplish the inspections and at the same time, look for illicit discharges. This will occur typically during the months from April 15 to November 15.</p>
<p>Storm Sewer System Map</p> <p>John Kable, GIS Planning &amp; Development Manager</p>	<p>Continue to develop the mapping exhibit system. The Tax Map Base mapping along with the Location Based Response System's address ranges coupled with the 2013 orthophotography, referenced in the 2008 hydrology layers and the 2006 2' contours available from the county's CEGIS system, will be utilized for watershed reporting for any area within our MS4 system.</p>	<p>We have developed methodology to use our GEO-XM hand-held GPS unit and the associated Terrasync software to enhance any mapping exhibit product (s) needed to accompany an illicit discharge report.</p>	<p>These applications are continually being refined and will be available for use throughout the entire MS4 for the purpose of illicit discharge reporting.</p>
<p>HSTS Mapping and List</p> <p>John Kable, GIS Planning &amp; Development Manager</p>	<p>HSTS mapping and the associated digital data base list are maintained by the Cuyahoga County Board of Health, CCBH. The County Survey Department will continue to maintain a support relationship with the CCBH to further enhance the map products with newly acquired GIS and GPS technologies when needed.</p>	<p>We continue to meet with representatives of all agencies providing data layers to the map exhibits and are refining a mapping model to be used by all who may generate an illicit discharge report.</p>	<p>All applications are in place and will be monitored over the 2015 program year. Coverage of the entire MS4 is available and we stand ready to map a reported illicit discharge.</p>
<p>IDDE Plan</p> <p>Jeffrey Horvath, P.E., Chief Section Engineer, Bridge Inspection/Maintenance James Hazimihalis, Chief Maintenance Superintendent Hugh Blocksidge, P.E. Stormwater Manager</p>	<p>The Public Works Office will continue the partnership with the CCBH in efforts to plan, coordinate and implement a future program that will systematically address all areas of the County. Mapping, sampling, screening and eventual replacement of sewer systems, HSTS's and our MS4 overall have been discussed. The CCBH currently performs these tasks and will aid the County when necessary.</p>	<p>We will continue to meet with the CCBH and coordinate activities, meetings, etc. We will assist each municipality as the need arises to eliminate any illicit discharges dumping into the MS4. Finally, we will continue to inspect all structures within our jurisdiction and report on their condition, as well as any illicit discharges uncovered.</p>	<p>The schedule is one of follow-up and notification. Once an illicit discharge is discovered, the Public Works office notifies the affected municipality. This activity will continue. As we develop a partnership with the CCBH this schedule may become diversified to incorporate the dry-weather flows.</p>



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<p>Dry-Weather Screening of Outfalls</p>	<p>The Public Works office is not set up to adequately perform dry weather screening of contaminated outfalls; however, dry weather collection and documentation may be performed. This can best be accomplished in working with the CCBH.</p>	<p>The Public Works Office has begun a partnership with the CCBH to accomplish this task.</p>	<p>The proposed schedule is mandated solely by the efforts of the CCBH, illicit discharges that are uncovered and follow-up activities on the part of the municipalities. Meetings will be scheduled as needed throughout the year.</p>
<p>Jeffrey Horvath, P.E., Chief Section Engineer, Bridge Inspection/Maintenance James Hazimihalis, Chief Maintenance Superintendent Hugh Blocksidge, P.E. Stormwater Manager</p>			



# SMALL MS4 ANNUAL REPORT FORM

## CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E., Chief Highway Design Engineer Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary	Establish and monitor effectiveness of language in Public Works Dept. General Provisions regarding enforcement of E&SC measures on construction projects.	Yes	The County Council has the ability to pass ordinances; however, it does not have the authority to regulate stormwater management in the various municipalities within Cuyahoga County. The County is required to obtain NPDES General Construction Permit coverage for most of our projects. This Permit directs us to follow the requirements of the ODOT L&D Manual. For Sanitary projects, the construction contract stipulates following E&SC requirements.		All of our Road and Bridge projects are designed following the requirements of the ODOT L&D Manual  County enforces sanitary construction contracts to following the E&SC requirements.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Sediment and Erosion Control Requirements Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E., Chief Highway Design Engineer Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary	Ensure that the appropriate E&SC measures are included in each of our contract plans and specifications.	Yes	We follow the standards from the ODOT L&D Manual and guidelines established by the OEPA.		All contracts led by the Department of Public Works in 2015 included the appropriate Erosion & Sediment Control Measures. Update the developed flow chart to aid designers in making sure that the appropriate sections are added to the project specifications to assure compliance with the permit.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)
			Received	Followed-Up On		
Complaint Process Thomas Sotak, P.E., Chief Construction Engineer	Continue to monitor and update various public input mechanisms as needed. Tract the number of public suggestions/complaints and number of suggestions/complaints followed up on.	Yes	2	2	Through the County website an email address is given for stakeholders to correspond to the Public Works Office. Our field personnel have also been trained to field applicable complaints received while a given project is active.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures Brendan Finn, P.E., Chief Bridge Design Engr. Michael Kubek, P.E., Chief Highway Design Engineer Hugh Blocksidge, P.E., Chief Sect. Engr., Sanitary	Design & Review using most appropriate E&SC measures Update policies & notify staff Monitor implementation of NPDES permit	Yes	1	10	Each Highway and Bridge Design Engineer is knowledgeable in the requirements of ODOT's L & D Manual concerning construction site runoff control BMPs and applies these requirements to every project. CUY-STEARN'S ROAD (PID 80729), EPA Permit Number 3GC07454*AG.	Yes



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BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
Site Inspection Procedures Thomas Sotak, P.E., Chief Construction Engineer	In cooperation with the Cuyahoga Soil and Water Conservation District (CSWCD), we continuously monitor construction sites for compliance with approved SWPPP Plan. Administer appropriate training to assist County personnel in recognizing appropriate E&SC practices.	Yes	6	45	1/month** ** In addition to contractor's required weekly inspections.	Ridge Rd. – 11 reviews CUY AOC Restoration Project – 3 reviews East105th/MLK Dr. – 8 reviews Warrensvill/Van Aken Intersection – 11 reviews Bagley Rd./Pleasant Valley Rd. – 8 reviews Stearns Road Grade Separation – 4 reviews	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)	
			# of Violation Letters	# of Enforcement Actions			
Enforcement Procedures Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E., Chief Highway Design Engineer	The Public Works Dept. has included E&SC measures in each construction contract developed. The General Provisions included in every contract led by the Engineers include various enforcement provisions and penalties for violation of project specifications.	Yes	0	0	The Public Works Dept. updated our contract The CCDPW contract General Provisions to contain specific language regarding maintenance of stormwater BMPs by the contractor for the duration of the contract. Sections 105.14 through 105.16 of the General Provisions outline steps taken for failure to maintain BMPs up to & including the Public Works Dept. taking over BMP maintenance thus insuring that BMPs will be maintained.	Yes	

\*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.

## CONSTRUCTION SITE RUNOFF CONTROL

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<p>Ordinance or Other Regulatory Mechanism</p> <p>Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E., Chief Highway Design Engineer Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary</p>	<p>Monitor effectiveness of language in Public Works General Provisions regarding enforcement of E&amp;SC measures on construction projects. Obtaining LEED certification points for stormwater management.</p>	<p>Monitor effectiveness of language in Public Works General Provisions regarding enforcement of E&amp;SC measures on construction projects.</p> <p>We transitioned all departments into one for uniformity where practical.</p>	On-going
<p>Sediment and Erosion Control Requirements</p> <p>Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E., Chief Highway Design Engineer Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary</p>	<p>Ensure that the appropriate Erosion and Sediment Control measures are included in each of our contract plans &amp; specifications. Obtaining LEED certification points for stormwater management.</p>	<p>Include the appropriate Erosion &amp; Sediment Control measures in each of our contract plans and specifications.</p> <p>We transitioned all departments into one for uniformity where practical.</p>	On-going
<p>Complaint Process</p> <p>Thomas Sotak, P.E., Chief Construction Engineer</p>	<p>Continue to train the Construction Dept .staff on proper procedures pertaining to complaint resolution. Continue to include notification on our Project Information Signage directing the public to report illegal dumping into local waterways. Provide a user friendly compliant form that is available on our website.</p>	<p>Continue to appropriately act on all public complaints received on County Projects. Continue to make the public aware of their ability to report illegal dumping into waterways by conspicuously posting on our Project Information Signs. Work towards enhancing &amp; encouraging public interaction with form on County website</p>	On-going
<p>Site Plan Review Procedures</p> <p>Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E., Chief Highway Design Engineer Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary</p>	<p>Design &amp; review using most appropriate E&amp;SC measures Update policies &amp; notify staff accordingly. Monitor implementation of revised NPDES Permit.</p>	<p>Keep abreast of updates to ODOT Specifications concerning Stormwater Management &amp; assure that all staff engineers have current standards &amp; specifications for performing reviews.</p> <p>We transitioned all departments into one for uniformity where practical.</p>	On-going



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Site Inspection Procedures	Continue to verify that Contractors are adhering to approved SWPPP Plan. Continue to provide regular monitoring of SWPPP specified BMPs in County construction projects. Continue to provide appropriate training for County Construction personnel on proper installation & maintenance of SWPPP specified BMPs.	Continue to provide monthly compliance inspections on all appropriate County construction projects by SCWCD Continue to monitor Public Works projects on at least a weekly basis to ensure BMPs are functioning properly as per our contract requirements. Continue to schedule appropriate E&SC training for Construction Dept. staff. We transitioned all departments into one for uniformity where practical.	On-going
Thomas Sotak, P.E., Chief Construction Engineer			
Enforcement Procedures	Continue to monitor the effectiveness of the language in our General Provisions regarding the enforcement of E&SC measures on our construction projects.	Continue to monitor the effectiveness of the language in our General Provisions regarding the enforcement of E&SC measures on our construction projects.	On-going
Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E., Chief Highway Design Engineer			



# SMALL MS4 ANNUAL REPORT FORM

## POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E. Chief Highway Design Engineer Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary	Monitor effectiveness of language in Public Works General Provisions regarding enforcement of E&SC measures on construction projects.	Yes	The County Council has the ability to pass ordinances; however, it does not have the authority to regulate stormwater management in the various municipalities within Cuyahoga County. The County is required to obtain NPDES General Construction Permit coverage for most of our projects. This Permit directs us to follow the requirements of the ODOT L&D Manual. For Sanitary projects, the construction contract stipulates following E&SC requirements.		All of our roadway and bridge projects are designed following the requirements of the ODOT L&D Manual. The standard sanitary project requirements have been developed with input from OEPA Department of Environmental and Financial Assistance.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Post-Construction Requirements Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E. Chief Highway Design Engineer	Identify projects where BMPs are needed; work with maintaining agencies to implement appropriate BMPs; monitor updates to ODOT policies and BMPs; monitor implementation of revised NPDES permit.	Yes	ODOT L&D Volume 2 Toolbox CSWCD Consultation for "non-traditional" AASHTO Standards for Pavement Width		Monitor updates to ODOT L&D and AASHTO standards.  Meet with CSWCD as needed	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures Brendan Finn, P.E., Chief Bridge Design Engineer Michael Kubek, P.E. Chief Highway Design Engineer	Identify projects where BMPs are needed; work with maintaining agencies to implement appropriate BMPs; monitor updates to ODOT policies and BMPs; monitor implementation of revised NPDES permit.	Yes	3 BMPs	1 project	CUY-STEARNES ROAD (PID 80729); Post Construction BMPs – Three (3) Detention Basins in Olmsted Township.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Site Inspection Procedures Thomas Sotak, P.E., Chief Construction Engineer	Continue to monitor/ inspect in cooperation with (CSWCD) contractor's installation of Post-Construction BMPs as per the approved SWPP and Public Works construction specifications.	Yes	8	1-2 / year for completed projects	Cook/Stearns Rd. – 2 field reviews Crocker/Stearns Rd.– 2 field reviews Royalton/W. 130 <sup>th</sup> St.-2 field reviews Fitch Rd. – 1 field review Barrett Rd. – 1 field review	Yes





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BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures Thomas Sotak, P.E., Chief Construction Engineer	Work with CSWCD to provide/host workshops annually concerning proper installation techniques of post-construction BMPs	Yes	0	0		Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements Nichole English, P.E., Chief Transportation/Traffic Engineer	The agency will continue to include our co-operation agreement in all future projects	Yes	10	10	In the County / Municipal agreements the municipality agrees to maintain post-construction BMP as outlined in the Municipal Stormwater Permit.	Yes



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## POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<p>Ordinance or Other Regulatory Mechanism</p> <p>Brendan Finn, P.E., Chief Bridge Design Engineer  Michael Kubek, P.E. Chief Highway Design Engineer  Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary</p>	<p>Monitor effectiveness of language in Public Works General Provisions regarding enforcement of installation of Post-Construction stormwater devices on construction projects.</p>	<p>The County Council has the ability to pass ordinances; however, it does not have the authority to regulate stormwater management in the various municipalities within Cuyahoga County.  Monitor effectiveness of language in Public Works General Provisions regarding enforcement of installation of Post-Construction stormwater devices on construction projects.</p>	<p>On-going</p>
<p>Post-Construction Requirements</p> <p>Brendan Finn, P.E., Chief Bridge Design Engineer  Michael Kubek, P.E. Chief Highway Design Engineer  Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary</p>	<p>Identify projects where BMPs are needed.  Work with maintaining agencies to implement appropriate BMPs.  Monitor updates to ODOT policies/BMPs.  Monitor implementation of NPDES Permit</p>	<p>Evaluate all projects for BMPs  Monitor updates to ODOT L&amp;D  Meet with CSWCD as needed.  Monitor NPDES implementation</p> <p>We transitioned all departments into one for uniformity where practical.</p>	<p>On-going</p>
<p>Site Plan Review Procedures</p> <p>Brendan Finn, P.E., Chief Bridge Design Engineer  Michael Kubek, P.E. Chief Highway Design Engineer  Hugh Blocksidge, P.E., Chief Section Engineer, Sanitary</p>	<p>Identify projects where BMPs are needed.  Work with maintaining agencies to implement appropriate BMPs.  Monitor updates to ODOT policies/BMPs.  Monitor implementation of NPDES Permit</p>	<p>Evaluate all projects for BMPs  Monitor updates to ODOT L&amp;D  Meet with CSWCD as needed.  Monitor NPDES implementation</p> <p>We transitioned all departments into one for uniformity where practical.</p>	<p>On-going</p>
<p>Site Inspection Procedures</p> <p>Thomas Sotak, P.E., Chief Construction Engineer</p>	<p>Continue to work the CWSCD to monitor/inspect installation of post-construction BMPs on a monthly basis.  Continue to develop procedures to enforce the contractor's obligation to properly install post-construction BMPs in a timely manner</p>	<p>Continue to perform monthly inspections in cooperation with CWSCD concerning the installation of post-construction BMPs.  Continue to monitor ODOT Construction &amp; Material Specifications for any significant changes to construction techniques concerning post-construction BMPs.  The County Council has the ability to pass ordinances; however, it does not have the authority to regulate stormwater management in the various municipalities within Cuyahoga County.  We transitioned all departments into one for uniformity.</p>	<p>On-going</p>



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Enforcement Procedures	Continue to work with CSWCD to provide/host workshops annually focusing on current techniques for the proper installation of post-construction BMPs.	Continue to schedule appropriate training for Public Works Construction inspection personnel concerning proper installation techniques for post-construction BMPs  We transitioned all departments into one for uniformity.	On-going
Thomas Sotak, P.E., Chief Construction Engineer			
Long-Term O&M Plans/Agreements	The agency will continue to include our co-operation agreement in all future projects.	All new agreements state that the municipality agrees to follow and maintain post-construction BMPs as outlined in the Municipal Stormwater Permit that is filed with the OEPA.  We transitioned all departments into one for uniformity.	Agreements with municipalities are filed as one of the first steps of our project planning process.
Nichole English, P.E., Chief Transportation/Traffic Engineer			



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## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
Employee Training Program	Inform employees through in house meetings, seminars and other training outlets on methods to reduce stormwater pollution	Yes	Proper disposal of prescription drugs.	Public Works Maintenance Staff	300	Pollution Prevention	Yes
James Hazimihalis, Chief Maintenance Superintendent Koula Celebrezze, Public Information							
<b>List of Municipal Facilities Subject to Program</b>					<b>O&amp;M Procedures Developed for Facilities (Yes or No)</b>	<b># of Facility Inspections Performed</b>	<b>Frequencies of Such Inspections</b>
York Road Yard, Sanitary Yard.					Yes	3	On-going
<b>MS4 Maintenance</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>			
	Continue maintenance of roadways, structures, catch basins, drainage ditches, and facilities in Public Works jurisdiction			Continue maintenance of roadways, structures, catch basins, ditch cleaning and facilities insuring MS4 are unobstructed and functional			
<b>Disposal of Wastes</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amounts of Wastes Properly Disposed</b>				
	Yes		Trees/ clippings: 176 yds Used motor oil: 0 gal Anti-freeze: 0 gal Scrap steel: 3.68 tons Construction debris: 18 yds. Asphalt grindings: 0 tons				
<b>Road Salt</b>	<b>Covered (Yes or No)</b>		<b>Tons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		16	It is applied in high traffic areas when temperature is expected to stay below freezing. Do not pre-salt roadways. Calibrate salt spreaders to road conditions.			
<b>Pesticide &amp; Herbicide Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Gallons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		0	Follow manufacturer instructions, with some products dilution is as effective			
<b>Fertilizer Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Pounds Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		0	Follow product labels for application rates. Educate NOT to over fertilize.			
<b>Street Sweeping</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amount of Material Collected and Properly Disposed</b>				
	Yes		1 ton				
<b>Flood Management Projects</b>	<b>Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality</b>						
	None						



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## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program James Hazimihalis, Chief Maintenance Superintendent Thomas Regas, Building Maintenance Superintendent Koula Celebrezze, Public Information	Train 100% of our Maintenance staff	Focus on (1) one theme per year	Winter/ Fall
List of Facilities Subject to Program James Hazimihalis, Chief Maintenance Superintendent	Review procedures set in place	Review/ implement any needed changes to our SWMP	On-Going
MS4 Maintenance James Hazimihalis, Chief Maintenance Superintendent	To ensure our MS4's are functioning properly	Continue roadway, structure, and maintenance programs to ensure SWMP's are being followed	Early Spring thru Fall
Disposal of Wastes James Hazimihalis, Chief Maintenance Superintendent Bryan Hitch, Maintenance Superintendent	Continue to improve our documentation process Review on site storage methods	Review EPA policy and other organizations for proper on-site storage methods	On-Going
Road Salt James Hazimihalis, Chief Maintenance Superintendent	Continue to look for ways of minimizing salt to the environment	Continue to educate employees on snow and ice removal procedures	Late Summer/ Fall
Pesticide & Herbicide Usage James Hazimihalis, Chief Maintenance Superintendent Thomas Regas, Building Maintenance Superintendent James May, Program Officer	To minimize usage as much as possible and look at alternative methods	Continue to educate and train employees Use outside contractor as needed.	Early Spring thru Fall



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Fertilizer Usage	To review usage and investigate ways of reducing Look for alternative methods	Continue to educate and train employees Use outside contractor as needed.	Early Spring thru Fall
James Hazimihalis, Chief Maintenance Superintendent Thomas Regas, Building Maintenance Superintendent			
Street Sweeping	To adhere to our maintenance schedule Look at ways of improving our SWMP	Continue maintenance procedures of MS4's	Early Spring thru Fall (weather permitting)
James Hazimihalis, Chief Maintenance Superintendent			
Flood Management Projects	Minimize impact of sediment removal due to flooding	Continue to Implement BMP to reduce sediment removal during flooding	2016
James Hazimihalis, Chief Maintenance Superintendent Thomas Regas, Building Maintenance Superintendent			

**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.

The Department of Public Works is continuing to reorganize and in the process new staff is being assigned different tasks and responsibilities to aid in the county's setting and meeting measurable goals for their SWMP.

**VARIANCES GRANTED (IF ANY)**

- Identify and summarize any variances granted under your stormwater program.