



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

Small MS4 Annual Report for Year: 2019		Ohio EPA Facility Permit Number: 3GQ00086*CG	
Name of MS4: City of Richmond Heights			
Mailing Address: 700 Beta Drive, Suite 200			
City: Mayfield Village		State: OH	Zip Code: 44143
Country: USA		County: Cuyahoga	
Primary Contact: Christopher Courtney		Title: Assistant City Engineer	
Email Address: ccourtney@cwccourtney.com		Phone: (440) 449-4005	Fax:

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: RH Table of Organization.pdf
 See Attachment

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.

Applicant Name: Stephen Berner	Title: Stormwater Management Coordinator
Signature: Electronically submitted by CWCSJB	Date: Electronically submitted on 04/29/2020

PUBLIC EDUCATION AND OUTREACH

Estimate Your Permit Area of Total Population: 10546

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
Stormwater Articles, quarterly	Cuyahoga SWCD and City of Richmond Heights	Development and publication of quarterly articles and online/social media outreach materials	<p>Slow It Down: Converting impervious surfaces and turf areas from grass to native vegetation such as pollinator gardens or native prairie gardens, and directing roof runoff to rain barrels, slows the flow of runoff from the landscape to local storm sewers, streams and Lake Erie</p> <p>Spread It Out: Disconnecting and directing downspouts and other runoff to rain gardens effectively spreads runoff over the landscape instead of concentrating it in storm sewers, where it is transported directly to local creeks, rivers and Lake Erie.</p> <p>Soak It In: Trees intercept and infiltrate rainwater before it can be converted to runoff. Likewise, increasing the organic content of urban and suburban soils increases their infiltrative/storage capacity.</p>	Residents/Homeowners	1	Yes

Summary of Results: Cuyahoga SWCD provided the community with three stormwater rack cards. These are posted on our Stormwater Education webpage - which we sent to the community to link to on their page.

Information also sent to the community thru Dropbox to be distributed to residents via email, community newsletter and posted on community's website.

- 1. Slow it Down: Shrink Your Lawn
- 2. Soak it In: Soil Amendments
- 3. Spread it Out: Rain Gardens

Comments:

Conservation Blog messages	Cuyahoga SWCD	Development and publication of quarterly articles and online/social media outreach materials	<p>Slow It Down: Converting impervious surfaces and turf areas from grass to native vegetation such as pollinator gardens or native prairie gardens, and directing roof runoff to rain barrels, slows the flow of runoff from the landscape to local storm sewers, streams and Lake Erie.</p> <p>Spread It Out: Disconnecting and directing downspouts and other runoff to rain gardens effectively spreads runoff over the landscape instead of concentrating it in storm sewers, where it is transported directly to local creeks, rivers local creeks, rivers and Lake Erie.</p> <p>Soak It In: Trees intercept and infiltrate rainwater before it can be converted to runoff. Likewise, increasing the organic content of urban and suburban soils increases their infiltrative/storage capacity.</p> <p>We all live in a watershed and our actions on the land directly affect the quality of our water.</p>	Residents/Homeowners	1	Yes
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Summary of Results: Cuyahoga SWCD staff writes and posts a weekly blog on their website. The community is encouraged to link to the blog on their website and repost the messages on their facebook pages and also to their residents via e-blast, etc.

In 2019, there were 52 blogs written on the Cuyahoga SWCD website.

Topics are on soil and water conservation particularly stormwater and watershed tips. Here is a sample of some of the topics. A full list can be found on www.cuyahogawcd.org/blog

1. Why Rain Gardens? Why Now?
2. Protecting the Environment During Winter Flooding
3. Say No to Non-Native Plants
4. Operation Soil Education
5. Storm Sewers: What Do They Collect?
6. Stormwater Awareness Week
7. Leave the Leaves
8. Taking Steps in Your Yard to Help Lake Erie
9. Going N.U.T.S. for Trees!
10. Soil Stabilization in Residential Subdivisions

Comments:

2019 PIPE Theme	Cuyahoga SWCD	Reach at least 10% of the community's population with a targeted message (so as to reach 50% over the 5-year term).	Reduce Runoff - Slow It Down, Spread It Out, Soak It In: Increased stormwater runoff from impervious surfaces and lawns negatively impacts water quality and aquatic habitat in our local waterways and Lake Erie. Implementing small-scale stormwater management practices such as rain gardens, rain barrels, trees, improved soil health and impervious surface/turf reduction help the built environment to better mimic the way water flows through the natural environment, reducing negative impacts to water quality.	Churches, Synagogues and other Religious Institutions, Residents/Homeowners	10	Yes
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Summary of Results: See individual themes and targeted mailing reports for detailed results.

Comments:

Targeted mailing - Euclid Creek Riparian Property Owners	Cuyahoga SWCD	At least 5% of those reached by the message will seek additional information	<p>We all live in a watershed and our actions on the land directly affect the quality of our water.</p> <p>The establishment and proper management of riparian plants have many benefits, including reduced runoff, stable streambanks, enhanced habitat and improved water quality.</p>	Streamside Property Owners	100	Yes
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Summary of Results: Life at the Waters Edge #4, Plant Live Stakes to Stabilize Your Stream! Brochure. For the 4th year in a row, Cuyahoga SWCD mailed watershed tips to Richmond Heights residents. 437 people received the mailing.

Comments:

Stormwater Website	Cuyahoga SWCD and City of Richmond Heights	A page on the Cuyahoga SWCD website will be devoted to the theme. All materials, as well as additional information and guidance will be housed at this site. All outreach materials will direct readers to this page for additional information	<p>Slow It Down: Converting impervious surfaces and turf areas from grass to native vegetation such as pollinator gardens or native prairie gardens, and directing roof runoff to rain barrels, slows the flow of runoff from the landscape to local storm sewers, streams and Lake Erie.</p> <p>Spread It Out: Disconnecting and directing downspouts and other runoff to rain gardens effectively spreads runoff over the landscape instead of concentrating it in storm sewers, where it is transported directly to local creeks, rivers and Lake Erie.</p> <p>Soak It In: Trees intercept and infiltrate rainwater before it can be converted to runoff. Likewise, increasing the organic content of urban and suburban soils increases their infiltrative/storage capacity.</p> <p>We all live in a watershed and our actions on the land directly affect the quality of our water.</p>	Residents/Homeowners	1	Yes
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Summary of Results: Cuyahoga SWCD hosts a stormwater education webpage on their website. All materials are listed on this site. Community is encouraged to link to this page on their website and share it with residents. www.cuyahogawcd.org/programs/stormwater-education

Comments:

Targeted Mailing - Anti Dumping	Cuyahoga SWCD	40 residents will receive a targeted mailing advising not to dump materials into backyard creek.	We all live in a watershed and our actions on the land directly affect the quality of our water.	Streamside property owners	100	Yes
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Summary of Results: Watershed targeted mailings sent out to 40 households in Richmond Heights.

Comments:

Annual teacher workshop	Cuyahoga SWCD	One teacher from the local school district will participate in an annual teacher workshop.	We all live in a watershed and our actions on the land directly affect the quality of our water.	General public, teachers/students	100	Yes
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Summary of Results: July 11, 2019 School Outdoor Learning Sites Tour. Cuyahoga SWCD hosted this event in the City of Berea, City of Cleveland. 12 people attended. 1 teacher from Richmond Heights.

July 10, 2019 Project Learning Tree and Educators Tour. Cuyahoga SWCD hosted this event in the City of Cleveland. 10 people attended. 1 teacher from Richmond Heights.

July 8, 2019 Project WET. Cuyahoga SWCD hosted this event in the City of Cleveland. 11 people attended. 1 teacher from Richmond Heights.

July 12, 2019 Project Wild, Aquatic Wild. Cuyahoga SWCD hosted this event in the City of North Olmsted. 15 people attended. 1 teacher from Richmond Heights.

July 9, 2019 Wonders of Wetlands. Cuyahoga SWCD hosted this event in the City of Parma. 13 people attended. 1 teacher from Richmond Heights.

Comments:

Conservation Tips, monthly	Cuyahoga SWCD	Development and publication of quarterly articles and online/social media outreach materials	We all live in a watershed and our actions on the land directly affect the quality of our water.	Residents/Homeowners	1	Yes
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Summary of Results: Cuyahoga SWCD provided the community with 12 monthly conservation tips via Dropbox to be distributed to residents via email, community newsletter and posted on the community's website.

1. January - New Year, New Lawn Attitude
2. February - Fall In Love With Your Lawn
3. March - Mowing March Madness
4. April - Hop To It, Get Outside
5. May - Mother Earth - Treat Mom Right
6. June - Give Dad a Break
7. July - Independence from Chemicals
8. August - Dog Days of Summer
9. September - Don't Labor Over the Lawn
10. October - Mulching the Leaves Isn't a Trick. It's a Treat for your Lawn
11. November - Be Thankful for a Healthy Lawn
12. December - Give Your Lawn the Gift of Good Health

Comments:

Targeted mailing - Religious Institutions	Cuyahoga SWCD	At least 75% of churches, synagogues and other religious institutions will receive a message about reducing the surface coverage of paved and turf surfaces.	Slow It Down: Converting impervious surfaces and turf areas from grass to native vegetation such as pollinator gardens or native prairie gardens, and directing roof runoff to rain barrels, slows the flow of runoff from the landscape to local storm sewers, streams and Lake Erie.	Churches, Synagogues and other Religious Institutions	75	Yes
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Summary of Results: Postcard mailed out to 4 religious institutions in Richmond Heights.

Comments:

Presentations	Cuyahoga SWCD	A presentation will be given to one civic, scout or student group in the community	We all live in a watershed and our actions on the land directly affect the quality of our water.	General public, teachers/students	1	Yes
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Summary of Results: April 26, 2019 Richmond Heights Arbor Day. Cuyahoga SWCD presented at this event in the City of Richmond Heights. 13 people attended.

64 Richmond Heights residents attended Cuyahoga SWCD educational programs hosted throughout Cuyahoga County in 2019.

Comments:

Targeted mailing - Homeowners, Stormwater Brochure	Cuyahoga SWCD	At least 10% of households will receive a message about stormwater pollution prevention	<p>Slow It Down: Converting impervious surfaces and turf areas from grass to native vegetation such as pollinator gardens or native prairie gardens, and directing roof runoff to rain barrels, slows the flow of runoff from the landscape to local storm sewers, streams and Lake Erie.</p> <p>Spread It Out: Disconnecting and directing downspouts and other runoff to rain gardens effectively spreads runoff over the landscape instead of concentrating it in storm sewers, where it is transported directly to local creeks, rivers and Lake Erie.</p> <p>Soak It In: Trees intercept and infiltrate rainwater before it can be converted to runoff. Likewise, increasing the organic content of urban and suburban soils increases their infiltrative/storage capacity.</p>	Homeowners	10	Yes
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Summary of Results: Brochure: Stormwater: Slow it down, spread it out, soak it in. mailed out to 491 households in Richmond Heights.

Comments:

Annual Poster and Brochures	Cuyahoga SWCD and City of Richmond Heights	Development and publication of quarterly articles and online/social media outreach materials	<p>Slow It Down: Converting impervious surfaces and turf areas from grass to native vegetation such as pollinator gardens or native prairie gardens, and directing roof runoff to rain barrels, slows the flow of runoff from the landscape to local storm sewers, streams and Lake Erie.</p> <p>Spread It Out: Disconnecting and directing downspouts and other runoff to rain gardens effectively spreads runoff over the landscape instead of concentrating it in storm sewers, where it is transported directly to local creeks, rivers and Lake Erie.</p> <p>Soak It In: Trees intercept and infiltrate rainwater before it can be converted to runoff. Likewise, increasing the organic content of urban and suburban soils increases their infiltrative/storage capacity.</p>	Residents/Homeowners	1	Yes
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Summary of Results: Stormwater: Slow it Down, Spread it Out, Soak it In Poster display placed in City Hall
Information also sent to the community thru Dropbox to be distributed to residents via email, community newsletter and posted on community's website.
Total of ~300 newsletters/rack cards (listed below) distributed to City Hall.

Comments: Educational Materials Distributed by Cuyahoga SWCD to Stormwater Manager:

1. Cuyahoga SWCD Spring newsletter - 25
2. Slow It Down Rack Card- 25
3. Cuyahoga SWCD Summer newsletter - 25
4. Spread It Out Rack Card - 25
5. Euclid Creek Spring newsletter - 25
6. Cuyahoga SWCD Winter newsletter - 25
7. Soak It In Rack Card - 25
8. Euclid Creek Winter Newsletter - 25
9. Lake Erie Starts Here - Slow it Down, Spread it Out, Soak it In calendar - 100

Newsletters - Cuyahoga SWCD & Euclid Creek	Cuyahoga SWCD	Development and publication of quarterly articles and online/social media outreach materials	We all live in a watershed and our actions on the land directly affect the quality of our water.	Homeowners, Residents, Places of Worship	1	Yes
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Summary of Results: Cuyahoga SWCD and Euclid Creek newsletters are filled with articles about stormwater and announcements of public events pertaining to conservation and the watershed in general.

Comments: 50 Cuyahoga SWCD newsletters were placed on display three times a year in Richmond Heights in 2019. 25 were placed at the County Library and 25 at the City. 41 Richmond Heights households received the Cuyahoga SWCD Newsletter three times a year in 2019.

50 Euclid Creek Watershed newsletters were placed on display two times in Richmond Heights in 2019. 25 were placed at the County Library and 25 in the community. 34 Richmond Heights households received the Euclid Creek Newsletter twice in 2019. 1 place of worship received the Euclid Creek watershed newsletters.

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
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Stormwater Website	Cuyahoga SWCD and City	<p>A page on the Cuyahoga SWCD website will be devoted to the theme. All materials, as well as additional information and guidance will be housed at this site. All outreach materials will direct readers to this page for additional information.</p>	<p>Sensible Salting Road salt directly impacts aquatic life when it runs off into local streams. By adopting alternative deicing techniques and sensible salting strategies, the amount of road salt reaching local waterways will be reduced.</p> <p>Backyard Conservation Small changes in lawn care, landscaping and soil health management practices can lead to local water quality improvements. Converting lawn areas to native trees, shrubs, rain gardens, wildflowers or prairie grasses improves soil health, increases rain water infiltration and reduces pollution from lawn runoff. Rain Barrels improve water quality by reducing stormwater runoff and therefore the delivery of pollutants to the storm sewer system.</p> <p>Waste: There Is No Away Waste materials that are improperly managed or disposed of negatively impact water quality and aquatic ecosystems.</p> <p>Trees Trees intercept and infiltrate rainwater before it can be converted to runoff. Properly planting and maintaining native trees reduces runoff and improves water quality.</p> <p>We all live in a watershed and our actions on the land directly affect the quality of our water</p>	General public	1	2020
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Summary of Planned Activities: Cuyahoga SWCD hosts a stormwater education webpage on their website. All materials are listed on this site. Community is encouraged to link to this page on their website and share it with residents.
www.cuyahogawcd.org/programs/stormwater-education

Comments: N/A

Teacher workshop	Cuyahoga SWCD	One teacher from the local school district will participate in an annual teacher workshop.	We all live in a watershed and our actions on the land directly affect the quality of our water.	Teachers/students	1	2020
Summary of Planned Activities: Annual county-wide teacher workshop.						
Comments: N/A						
Presentations	Cuyahoga SWCD	General Public - Presentations. Students - School-based presentation in a school district serving the community.	We all live in a watershed and our actions on the land directly affect the quality of our water.	General public, teachers/students	1	2020
Summary of Planned Activities: Presentation will be given to one civic, scout or student group in the community.						
Comments: N/A						
Newsletters - Cuyahoga SWCD & Euclid Creek	Cuyahoga SWCD	At least 5% of those reached by the message will seek additional information.	We all live in a watershed and our actions on the land directly affect the quality of our water	Residents, Homeowners Associations, Commercial/Institutional Property Owners, Professional Landscapers	1	To be distributed 1-3 times in 2020
Summary of Planned Activities: Cuyahoga SWCD Newsletter will be mailed to residents on our mailing list 3 times during the course of the year, and distributed in the local library and City Hall. 25 people will sign up for the Euclid Creek e-Newsletter in 2019. Richmond Heights City Hall will receive an additional 25 hard copies of the Euclid Creek Newsletter, 1 time a year.						
Comments: N/A						
Targeted Mailing - Homeowners, Tree planting and maintenance	Cuyahoga SWCD	At least 10% of households will receive a message about proper tree planting and maintenance	Trees intercept and infiltrate rainwater before it can be converted to runoff. Properly planting and maintaining native trees reduces runoff and improves water quality.	Homeowners/Residents, Community Leaders and Staff, Landscapers, Businesses, Developers, Schools, Religious Institutions, Large Property-owners	10	2020
Summary of Planned Activities: Printed materials will be mailed to 10% of households in the community about proper tree planting and maintenance						
Comments: N/A						
Targeted Mailing - Parking Lot Owners	Cuyahoga SWCD	Printed materials will be distributed to 50% of this target audience in the community, distributed through the contractor registration process.	Road salt directly impacts aquatic life when it runs off into local streams. By adopting alternative deicing techniques and sensible salting strategies, the amount of road salt reaching local waterways will be reduced.	Parking lot owners/operators/managers and their contractors	50	2020
Summary of Planned Activities: Printed materials will be distributed to 50% of this target audience in the community, distributed through the contractor registration process.						
Comments: N/A						

Annual Poster and Educational Brochures	Cuyahoga SWCD and Community	Will include placement of theme-based poster and distribution of printed educational materials at the community hall or other appropriate facility, placement of articles in community newsletters and Cuyahoga SWCD newsletter, and on community and Cuyahoga SWCD websites. All materials, as well as additional information and guidance will be housed on the Cuyahoga SWCD Stormwater Education web page. All outreach materials will direct readers to this page for additional information.	<p>Sensible Salting Road salt directly impacts aquatic life when it runs off into local streams. By adopting alternative deicing techniques and sensible salting strategies, the amount of road salt reaching local waterways will be reduced.</p> <p>Backyard Conservation Small changes in lawn care, landscaping and soil health management practices can lead to local water quality improvements. Converting lawn areas to native trees, shrubs, rain gardens, wildflowers or prairie grasses improves soil health, increases rain water infiltration and reduces pollution from lawn runoff. Rain Barrels improve water quality by reducing stormwater runoff and therefore the delivery of pollutants to the storm sewer system.</p> <p>Waste: There Is No Away Waste materials that are improperly managed or disposed of negatively impact water quality and aquatic ecosystems.</p> <p>Trees Trees intercept and infiltrate rainwater before it can be converted to runoff. Properly planting and maintaining native trees reduces runoff and improves water quality.</p> <p>We all live in a watershed and our actions on the land directly affect the quality of our water.</p>	General Public	1	2020
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Summary of Planned Activities: Will include placement of theme-based poster and distribution of printed educational materials at the community hall or other appropriate facility, placement of articles in community newsletters and Cuyahoga SWCD newsletter, and on community and Cuyahoga SWCD websites. All materials, as well as additional information and guidance will be housed on the Cuyahoga SWCD Stormwater Education web page. All outreach materials will direct readers to this page for additional information.

Comments: N/A

2020 PIPE Theme	Cuyahoga SWCD	Reach at least 10% of the community's population with a targeted message (so as to reach 50% over the 5-year term).	Lake Erie Starts Here - Everyone lives in a watershed, and in Cuyahoga County everyone lives in the Lake Erie watershed. Because of this watershed connection, our activities at home, at school at work and throughout the community directly impact not only Lake Erie, but also our local waterways. Outreach and involvement activities will identify this connection and provide recommendations and opportunities to make a positive watershed impact to various target audiences.	Parking lot owners/operators/managers and their contractors; Homeowners/Residents	10	2020
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Summary of Planned Activities: See individual themes and targeted mailing reports for anticipated goals.

Comments: N/A

PUBLIC INVOLVEMENT AND PARTICIPATION

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Euclid Creek Watershed Program	Cuyahoga SWCD, FOEC & Richmond Heights' Stormwater Manager	<p>During the 5-year permit term, there will be a 10% increase in members of the general public who indicate what a watershed is and in which watershed they live.</p> <p>City's Stormwater Manager assigns a person(s) to be the community representative on the watershed PIPE committee.</p> <p>Representative participates in annual meeting to develop work plan and to work with Watershed Coordinator to plan and coordinate PIPE activities.</p> <p>City Stormwater Manager or representative participates in ECWC Technical Committee and Annual Watershed Summit meetings.</p>	We all live in a watershed and our actions on the land directly affect the quality of our water.	Residents of participating community and / or community designated representatives.	6	Yes

Summary of Results: 6 Richmond Heights residents attended stormwater committee or watershed public input meetings hosted throughout Cuyahoga County in 2019.

Richmond Heights representatives attended all 3 Euclid Creek Watershed Council meetings, and the PIPE Committee spring meeting.

Comments:

Watershed-friendly Landscaping: Rain Garden/Native Plant Installation	Cuyahoga SWCD	At least one native pollinator garden or rain garden will be installed or maintained by at least 10 volunteers.	We all live in a watershed and our actions on the land directly affect the quality of our water.	Residents	27	Yes
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Summary of Results: August 9, 2019 BVU Service Day Greenwood Farm Cleanup. Cuyahoga SWCD hosted this event in the City of Richmond Heights. 6 people attended.

August 22, 2019 CCEL Greenwood Farm Cleanup. Cuyahoga SWCD hosted this event in the City of Richmond Heights. 21 people attended.

Comments: Volunteers helped maintain the bioretention basins on site and helped with stream cleanup activities.

Tree Planting. Maintenance and Pledge, Giveaways, including Tree Seed Collection & Propagation	Cuyahoga SWCD	Conduct at least one tree-planting event.	Soak It In: Trees intercept and infiltrate rainwater before it can be converted to runoff. Likewise, increasing the organic content of urban and suburban soils increases their infiltrative/storage capacity.	Residents, businesses, community organizations, churches, synagogues and other religious institutions	4	Yes
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Summary of Results: April 30, 2019 Richmond Heights Community Conversations. Cuyahoga SWCD participated in this event hosted by the City of Richmond Heights. 47 people attended. Several residents interacted with the watershed table and signed the tree pledge.

Comments:

2019 PIPE Theme	Cuyahoga SWCD	Reach at least 10% of the community population with a targeted message (so as to reach 50% over the 5-year term).	Reduce Runoff - Slow It Down, Spread It Out, Soak It In. Increased stormwater runoff from impervious surfaces and lawns negatively impacts water quality and aquatic habitat in our local waterways and Lake Erie. Implementing small-scale stormwater management practices such as rain gardens, rain barrels, trees, improved soil health and impervious surface/turf reduction help the built environment to better mimic the way water flows through the natural environment, reducing negative impacts to water quality.	General public	74	Yes
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Summary of Results: See individual programs for detailed results.

Comments:

Stormwater Pledges	Cuyahoga SWCD	At least 10 citizens participate in a stormwater-related Pledge to perform activities that benefit water quality. Pledge themes include: Litter, Sensible Salting, Tree Planting and Maintenance, Watershed Champion (sustainable landscaping)	Sensible Salting Road salt directly impacts aquatic life when it runs off into local streams. By adopting alternative deicing techniques and sensible salting strategies, the amount of road salt reaching local waterways will be reduced. We all live in a watershed and our actions on the land directly affect the quality of our water.	Residents	15	Yes
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Summary of Results: 15 people in Richmond Heights took a pledge to reduce litter, improve winter salting habits, or perform watershed friendly practices in their yard and community.

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
Tree Planting, Maintenance, Propagation, Pledges and Giveaways	Cuyahoga SWCD	Conduct at least one tree-planting event.	Trees Trees intercept and infiltrate rainwater before it can be converted to runoff. Properly planting and maintaining native trees reduces runoff and improves water quality. We all live in a watershed and our actions on the land directly affect the quality of our water.	Residents, businesses, community organizations, churches, synagogues and other religious institutions. Especially those in riparian areas.	10	2020

Summary of Planned Activities: Conduct at least one tree-planting event, with at least 10 participants.

Comments:

Stormwater pledges	Cuyahoga SWCD	<p>At least 10 citizens participate in a stormwater-related Pledge to perform activities that benefit water quality.</p> <p>Pledge themes include: Litter, Sensible Salting, Tree Planting and Maintenance, Adopt-a-drain/storm drain maintenance, Dog Poop (including Dog Photo Contest), Watershed Champion (sustainable landscaping).</p>	<p>Sensible Salting Road salt directly impacts aquatic life when it runs off into local streams. By adopting alternative deicing techniques and sensible salting strategies, the amount of road salt reaching local waterways will be reduced.</p> <p>Backyard Conservation Small changes in lawn care, landscaping and soil health management practices can lead to local water quality improvements. Converting lawn areas to native trees, shrubs, rain gardens, wildflowers or prairie grasses improves soil health, increases rain water infiltration and reduces pollution from lawn runoff. Rain Barrels improve water quality by reducing stormwater runoff and therefore the delivery of pollutants to the storm sewer system.</p> <p>Waste: There Is No Away Waste materials that are improperly managed or disposed of negatively impact water quality and aquatic ecosystems.</p> <p>Trees Trees intercept and infiltrate rainwater before it can be converted to runoff. Properly planting and maintaining native trees reduces runoff and improves water quality.</p> <p>We all live in a watershed and our actions on the land directly affect the quality of our water.</p>	General Public	10	2020
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Summary of Planned Activities: At least 10 people from the community will take one of the pledges.

Comments:

Euclid Creek Watershed Program	Cuyahoga SWCD & Richmond Heights' Stormwater Manager	<p>City's Stormwater Manager assigns a person(s) to be the community representative on the watershed PIPE committee. Representative participates in annual meeting to develop work plan and to work with Watershed Program Manager to plan and coordinate PIPE activities.</p> <p>At least one citizen participates in water quality monitoring, and/or at least 5 citizens provide input on a watershed or stormwater management plan for the community/watershed.</p>	We all live in a watershed and our actions on the land directly affect the quality of our water.	Residents of participating community and / or community designated representatives.	1	2020
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Summary of Planned Activities: One Richmond Heights PIPE representative will attend the annual PIPE Committee meeting held to review the Annual Work Plan for the PIPE Program in 2020.

Comments:

Rain Barrel Installation & Rain Barrel Art	Cuyahoga SWCD	At least one Rain Barrel Workshop will be conducted in the community. Each participant will construct a rain barrel to install at his/her residence.	<p>Backyard Conservation Small changes in lawn care, landscaping and soil health management practices can lead to local water quality improvements. Converting lawn areas to native trees, shrubs, rain gardens, wildflowers or prairie grasses improves soil health, increases rain water infiltration and reduces pollution from lawn runoff. Rain Barrels improve water quality by reducing stormwater runoff and therefore the delivery of pollutants to the storm sewer system.</p> <p>We all live in a watershed and our actions on the land directly affect the quality of our water.</p>	Homeowners	10	2020
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Summary of Planned Activities: At least one Rain Barrel Workshop will be conducted in the community, with at least 10 participants. Each participant will construct a rain barrel to install at his/her residence.

Comments:

Watershed-friendly Landscaping and Sustainable Land Management	Cuyahoga SWCD	At least 1 commercial or institutional property owner or 2 community residents will install rain gardens or other sustainable landscapes, including reduction of turfed areas.	<p>Backyard Conservation Small changes in lawn care, landscaping and soil health management practices can lead to local water quality improvements. Converting lawn areas to native trees, shrubs, rain gardens, wildflowers or prairie grasses improves soil health, increases rain water infiltration and reduces pollution from lawn runoff. Rain Barrels improve water quality by reducing stormwater runoff and therefore the delivery of pollutants to the storm sewer system.</p> <p>We all live in a watershed and our actions on the land directly affect the quality of our water.</p>	Commercial/institutional properties, Homeowners	2	2020
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Summary of Planned Activities: At least 1 commercial or institutional property owner or 2 community residents will install rain gardens or other sustainable landscapes, including reduction of turfed areas.

Comments:

2020 PIPE Theme	Cuyahoga SWCD	Reach at least 10% of the community population with a targeted message (so as to reach 50% over the 5-year term).	Lake Erie Starts Here - Everyone lives in a watershed, and in Cuyahoga County everyone lives in the Lake Erie watershed. Because of this watershed connection, our activities at home, at school at work and throughout the community directly impact not only Lake Erie, but also our local waterways. Outreach and involvement activities will identify this connection and provide recommendations and opportunities to make a positive watershed impact to various target audiences.	General Public	10	2020
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Summary of Planned Activities: One or more of these individual activities will be implemented

Comments: Cuyahoga SWCD will work with the City to hold at least one of the involvement activities listed in 2020. (i.e. a Stream Cleanup or Tree Planting event)

Stream Cleanup	Cuyahoga SWCD	At least one stream cleanup per year, with at least 10 participants.	Waste: There Is No Away Waste materials that are improperly managed or disposed of negatively impact water quality and aquatic ecosystems. We all live in a watershed and our actions on the land directly affect the quality of our water.	The general public and users of the river/watershed resources, fishing clubs, canoeists/kayakers, hikers, scouts and birders	10	2020
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Summary of Planned Activities: At least one stream cleanup per year, with at least 10 participants.

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 Richmond Heights	Manage illicit discharge requirements by ordinance requirements	Yes	City of Richmond Heights Title 7 Ordinance, Chapter 1194, Illicit Connections and Discharges (http://www.conwaygreene.com/richmondhts.htm)	Yes

Summary of Results or Activities: Update as needed

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	City of Richmond Heights and Cuyahoga County Board of Health	Locate items requested per NPDES permit No.: OHQ000003 requirements	Yes	Implementing GPS technology to locate items requested in the NPDES Permit No.: OHQ000003	Yes

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	Cuyahoga County Board of Health	Complete mapping and list for HSTS locations	Yes	City-wide HSTS locations have been completed on the HSTS lists and maps. Maps are available upon request.	Yes

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	City of Richmond Heights and Cuyahoga County Board of Health	Locate and track illicit discharges throughout the community	Yes	The City of Richmond Heights continues to work with the Cuyahoga County Board of Health to locate and track illicit discharges in the community	Yes

Comments: N/A

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	Cuyahoga County Board of Health	Continue dry-weather screening of outfalls	Yes	91	79	34	6	0	Yes

Comments: N/A

Upload File Name for the Illicit Discharges: Illicit Discharge Schedule.pdf

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
No records found						

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
IDDE Plan	City of Richmond Heights and Cuyahoga County Board of Health	Work with wastewater employees to implement a remediation schedule for areas listed in the 2019 Dry Weather Screening Report from CCBH	Work with wastewater employees to implement a remediation schedule for areas listed in the 2019 Dry Weather Screening Report from CCBH	Summer 2020

Comments: N/A

Storm Sewer System Map	Cuyahoga County Board of Health	To implement GPS technology to locate items requested in the NPDES Permit No.: OHQ000003	To implement GPS technology to locate items requested in the NPDES Permit No.: OHQ000003	On-going
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Comments: N/A

Dry-Weather Screening of Outfalls	Cuyahoga County Board of Health	Actively investigate source(s) of contamination in outfalls identified in the Dry-Weather Screening reports	Actively investigate source(s) of contamination in outfalls identified in the Dry-Weather Screening reports	Summer 2020
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Comments: N/A

Ordinance or Other Regulatory Mechanism	City of Richmond Heights	Continue to adhere to regulations listed in the City of Richmond Heights Title 7 Ordinance, Chapter 1194, Illicit Connections and Discharges	Continue to adhere to regulations listed in the City of Richmond Heights Title 7 Ordinance, Chapter 1194, Illicit Connections and Discharges	On-going
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Comments: N/A

HSTS Mapping and List	Cuyahoga County Board of Health	Continue to update lists and maps of the locations and addresses identified as having a HSTS	Continue to update lists and maps of the locations and addresses identified as having a HSTS	On-going
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Comments: N/A

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 Richmond Heights	Adhere to ordinance regulations and requirements	Yes	City of Richmond Heights Title 7 Ordinance, Chapter 1195, Erosion and Sediment Control (http://www.conwaygreene.com/richmondhts.htm)	Yes

Summary of Results or Activities: Revised the City of Richmond Heights Title 7 Ordinance, Chapter 1195, Erosion and Sediment Control on January 2017

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
Sediment and Erosion Control Requirements	City of Richmond Heights	Improve contractor knowledge of implementing Best Management Practices	Yes	City of Richmond Heights Title 7 Ordinance, Chapter 1195 and Rainwater & Land Development Manual	Yes

Summary of Results or Activities: On-site training for contractors before project moves forward

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Complaint Process	City of Richmond Heights	Log and Record Complaints	Yes	0	0	Yes

Summary of Results or Activities: No complaints were received

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	City of Richmond Heights	Site-specific BMP checklist	Yes	23	22	Yes

Summary of Results or Activities: Plans for the Cuyahoga County Airport were reviewed prior to 2017.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	City of Richmond Heights	Contractor meetings regarding violations	Yes	23	24	1	Yes

Summary of Results or Activities: Inspections were completed as required.

Comments: N/A

Upload File Name(s) for Applicable Sites: Construction Sites.pdf

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	City of Richmond Heights	Implement fines or stop work orders	Yes	0	0	Yes

Summary of Results or Activities: There were no violations

Comments: N/A					
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements	Effective
No records found					
CONSTRUCTION SITE RUNOFF CONTROL					
<i>Summarize activities you plan to undertake during the next reporting cycle.</i>					
BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities		Proposed Schedule
Sediment and Erosion Control Requirements	City of Richmond Heights	Continue to adhere to regulations listed in the City of Richmond Heights Title 7 Ordinance, Chapter 1195 and the Rainwater & Land Development Manual	Continue to adhere to regulations listed in the City of Richmond Heights Title 7 Ordinance, Chapter 1195 and the Rainwater & Land Development Manual		On-going
Comments: N/A					
Complaint Process	City of Richmond Heights	Log and document complaints regarding sediment and erosion control issues	Implement a database regarding complaints and nature of the complaint		On-going
Comments: N/A					
Site Plan Review Procedures	City of Richmond Heights Engineer's Office	Implement a checklist for SWP3 review	Refine SWP3 review checklist		On-going
Comments: N/A					
Enforcement Procedures	City of Richmond Heights Service Department	Implement a step-by-step enforcement procedure for multiple violations	Implement a step-by-step enforcement procedure for multiple violations		On-going
Comments: N/A					
Site Inspection Procedures	City of Richmond Heights Engineer's Office	Inspect active and non-active construction sites with regards to sediment and erosion control issues	Inspect active and non-active construction sites with regards to sediment and erosion control issues and document site conditions		On-going
Comments: N/A					
Ordinance or Other Regulatory Mechanism	City of Richmond Heights	Continue to adhere to regulations listed in the City of Richmond Heights Title 7 Ordinance, Chapter 1195, Erosion and Sediment Control	Continue to adhere to regulations listed in the City of Richmond Heights Title 7 Ordinance, Chapter 1195, Erosion and Sediment Control		On-going
Comments: N/A					
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 Richmond Heights	Adopt Comprehensive Stormwater Management Ordinance	Yes	City of Richmond Heights Title 7 Ordinance, Chapter 1196, Comprehensive Stormwater Management (http://www.conwaygreene.com/richmondhts.htm)	Yes
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Summary of Results or Activities: Revised the City of Richmond Heights Title 7 Ordinance, Chapter 1196, Comprehensive Stormwater Management on January 2017

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	City of Richmond Heights	Implement requirements prior to construction	Yes	Maintaining Stormwater Control Measures Manual and the City of Richmond Heights Title 7 Ordinance, Chapter 1196	Yes

Summary of Results or Activities: Began implementing the Maintaining Stormwater Control Measures Manual for post-construction requirements

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	City of Richmond Heights	Implement a checklist for maintenance, contact information, and corrective action	Yes	0	0	Yes

Summary of Results or Activities: There were no applicable sites

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	City of Richmond Heights	Inspect stormwater facilities annually	No	0	0	0	No

Summary of Results or Activities: There were no applicable sites

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	City of Richmond Heights	Implement an enforcement policy for non-compliance	Yes	0	0	Yes

Summary of Results or Activities: There were no applicable sites

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
Long-Term O&M Plans/Agreements	City of Richmond Heights	Correspond with the owner of the stormwater facility and inform him/her of their responsibility	No	0	0	No

Summary of Results or Activities: There were no applicable sites

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective	
No records found							
POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT							
<i>Summarize activities you plan to undertake for the next reporting cycle.</i>							
BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities			Proposed Schedule	
Long-Term O&M Plans/Agreements	City of Richmond Heights and Property Owner	Institute a policy for post-construction requirements prior to construction	Require O&M Plans prior to construction			On-going	
Comments: N/A							
Ordinance or Other Regulatory Mechanism	City of Richmond Heights	Adhere to requirements stated in the City of Richmond Heights Title 7 Ordinance, Chapter 1196	Adhere to requirements stated in the City of Richmond Heights Title 7 Ordinance, Chapter 1196			On-going	
Comments: N/A							
Post-Construction Requirements	City of Richmond Heights	Institute a policy for post-construction requirements prior to construction and implement a checklist for stormwater facilities in the community	Institute a policy for post-construction requirements prior to construction and implement a checklist for stormwater facilities in the community by using the Maintaining Stormwater Control Measures Manual			On-going	
Comments: N/A							
Site Plan Review Procedures	City of Richmond Heights	Implement a checklist including post-construction requirements, contact information, and maintenance schedule	Implement a checklist including post-construction requirements, contact information, and maintenance schedule			On-going	
Comments: N/A							
Site Inspection Procedures	City of Richmond Heights and Property Owner	The City of Richmond Heights is to inspect stormwater facilities annually and the property owner shall inspect regularly	Owners shall inspect stormwater control measures regularly per the Inspection and Maintenance Plan and Agreement and the City will conduct inspections annually to verify proper maintenance and operation			On-going	
Comments: N/A							
Enforcement Procedures	City of Richmond Heights	Enforce corrective action by means of fines	Enforce corrective action by means of fines			On-going	
Comments: N/A							
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 Richmond Heights and Cuyahoga County Board of Health	Attend training for Good Housekeeping practices	Yes	General stormwater information, the NPDES permit, illicit discharges, the effects of stormwater pollution, Illicit Discharge Detection & Elimination for municipal employees, potential pollution sources in municipal operations, and best management practices	Service Department	12	Yes
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Summary of Activity: Cuyahoga County Board of Health held a 45 minute presentation at the Richmond Heights Service Department

Comments: N/A

BMP (mechanism)	List of Municipal Facilities Subject to Program		O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
Municipal Facilities	City of Richmond Heights Service Yard		Yes	1	Annually
BMP (mechanism)	Summarize Maintenance Activities and Schedules		Summarize Activities Performed		
MS4 Maintenance	None		N/A		
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed			
Disposal of Wastes	Yes	Not available			
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage		
Road Salt	Yes	2000 Tons	Implement "Sensible Salting Practices" Legislation		
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage		
Pesticide & Herbicide Usage	No	0 Gallons	No pesticides or herbicides were used		
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage		
Fertilizer Usage	Yes	0 Pounds	City has a contract with TruGreen for fertilizer usage. Procedures are implemented through manufacturer's specifications		
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed			
Street Sweeping	No	N/A			
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality				

Flood Management Projects	None
BMP (mechanism)	Summary

No records found

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
Disposal of Wastes	City of Richmond Heights Service Department	Track disposal of wastes operations	Track disposal of wastes operations	On-going

Comments: N/A

Road Salt	City of Richmond Heights Service Department	Limit the use of road salt by quantifying usage	Implement "Sensible Salting Practices" legislation	On-going
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Comments: N/A

Pesticide & Herbicide Usage	City of Richmond Heights Service Department	Limit the use of pesticides and herbicides by quantifying usages	Collect data on the quantity of pesticides and herbicides used in 2020	On-going
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Comments: N/A

MS4 Maintenance	City of Richmond Heights	Improve program by tabulating areas of strengths and weaknesses	Perform GAP Analysis	On-going
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Comments: N/A

Street Sweeping	City of Richmond Heights Service Department	Track street sweeping operations	Implement a database of streets swept and date of operation	On-going
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Comments: N/A

Employee Training Program	City of Richmond Heights and Cuyahoga County Board of Health	Conduct at least 1 training program or course per year	Identify training opportunities and offer to Service Department Personnel	On-going
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Comments: N/A

Municipal Facilities	City of Richmond Heights Service Department	Implement a program to encompass all stormwater operations	Develop SWP3	On-going
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Comments: N/A

Flood Management Projects	City of Richmond Heights	Track and document areas of concern	Track and document areas of concern	On-going
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Comments: N/A

Fertilizer Usage	City of Richmond Heights Service Department	Limit the use of fertilizers by quantifying usage	Collect data from TruGreen on the quantity of fertilizers used in 2020	On-going
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Comments: N/A

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 SWMP, Erosion and Sediment Control Ordinance, and Comprehensive Stormwater Management Ordinance were all updated in 2016 to comply with current NPDES requirements.

VARIANCES GRANTED (IF ANY)

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

N/A

ADDITIONAL INFORMATION

Please add any additional comments or attachments below.

N/A