

TABLE 1 - Public Education and Public Involvement Best Management Practices Summary				
Best Management Practice	Permit Requirement Filled	BMP Number	Responsible Party	Measurable Goal
Storm Water Management Plan Review Committee	(Section 3.2.2.2.5)	1	Chief Highway Design Engineer: Serves as the SWMP Storm Water Manager and is responsible for overseeing the development of the CCEO's SWMP	Committee formed in 2002.
Storm Water Management Committee Prepares the SWMP Draft	(Section 3.2.2.2.5) (Section 3.2.2.2.4.2)	2	Chief Highway Design Engineer: Oversees the development and completion of the SWMP draft.	Completed and available for review in February 2003.
Advertisement of SWMP Draft and Availability for Public Viewing and Comments on Draft	(Section 3.2.2.2.1) (Section 3.2.2.2.2) (Section 3.2.2.2.4.2)	3	Chief Highway Design Engineer	Advertisements for SWMP in Plain Dealer and on CCEO website in February 2003.
Public Hearing Held on SWMP Draft	(Section 3.2.2.2.1) (Section 3.2.2.2.4) (Section 3.2.2.2.4.2)	4	Chief Highway Design Engineer	Public meeting on draft held on March 4, 2003.
Annual Updates Made Available for Public to View Prior to Submittal	(Section 3.2.2.2.6)	5	Chief Highway Design Engineer	Annual update available for public hearings. Continue to update the web site throughout the year with news and updates, also to continue to have the Draft available for viewing. Additional links to pertinent information including brochures will be added as necessary.
Distribute Print Media Supplied by the Soil and Water Conservation District Concerning These Topics: 1. Septic Operation & Maintenance 2. Disposal of Household Hazardous Wastes 3. E&SC for Small Projects 4. Management for Backyard Streams and Ravines 5. Green Lawn Care and Requirements for Registration of Lawn Care Companies 6. Water Quality Including the Impact of Suburban Activities	(Section 3.2.1.2.3) (Section 3.2.1.2.4) (Section 3.2.1.2.5) (Section 3.2.2.2.6)	6	Public Information Officer	Print media available at outreach events attended by the CCEO, at all headquarters including the administrative office and all maintenance yards, and on our website beginning in 2003. (Print media available at all agency headquarters including the BOCC administrative offices information center and all permitted facilities, beginning in 2003.) Implementing the new print media distribution method as determined in 2003. This will include the purchase of display racks and poster displays. These display racks / poster displays will be placed at key agency headquarters but not necessarily all agency headquarters. This is because of the lack of public access to particular facilities, i.e. Sheriff's Office headquarters, etc. Further, County Sanitary Engineer's and Planning

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				Commission staff will distribute print media to community leaders as they work with them on other projects.
Attendance by the CCEO at Various Fairs, Home Days, Home Improvement Shows and a Variety of Other Outreach Events	(Section 3.2.1.2.2) (Section 3.2.1.2.7)	7	Public Information Officer	We annually attend various outreach events including the Cuyahoga County Fair, Home Days throughout the county, and many Home Improvement and Auto Shows. We will have print media available for distribution to the public at all shows attended by this office. Will see that all outreach volunteers have adequate storm water informational brochures and fact sheets available at all outreach events.
Informational Brochures and Fact Sheets	(Section 3.2.1.2.3) (Section 3.2.1.2.5)	8	Public Information Officer	We will be supplied with brochures and fact sheets from the Soil and Water Conservation district in conjunction with regional themes and local problems and concerns. This information will be included at all outreach events attended by the CCEO, included with the mailing of county highway maps, and at all Engineer's maintenance yards by Dec. 31, 2003. Will receive and ensure that informational brochures are delivered to the target audiences.
Community Newsletter	(Section 3.2.1.2.1) (Section 3.2.1.2.5)	9	Public Information Officer	We will become part of the soil and Water Conservation District's newsletter by Dec. 31, 2004, which is distributed three times per year. Will provide information to the Soil and Water Conservation District for their newsletter.
Storm Water Website	(Section 3.2.1.2.1) (Section 3.2.1.2.2) (Section 3.2.1.2.5) (Section 3.2.1.2.7) (Section 3.2.2.2.2)	10	Public Information Officer: Will provide the information for website. MIS Coordinator: Will develop the web page and will update it with information provided by the Public Information Officer.	Create a page on the CCEO website to address storm water concerns for the community. It will include information on current activities, pertinent information related to storm water, and convenient resources for the public. It will contain links to NOACA and EPA. The creation process will begin by Dec. 31, 2003. This website address will be advertised in all materials distributed to community and our employees. The website will be updated annually.

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				<p>Create a page on the BOCC website to address storm water concerns for the community. It will include information on current activities, pertinent information related to storm water, and convenient resources for the public. It will contain links to NOACA and EPA. The creation process will begin in 2003. This website address will be advertised in all materials distributed to community and our employees. The website will be updated periodically.</p> <p>Provide links between Sanitary Engineer's and County Engineer's websites.</p> <p>Continue to update the web site throughout the year with news and updates, also to continue to have the Draft available for viewing. Additional links to pertinent information including brochures will be added as necessary.</p>

TABLE 2 - Illicit Discharge Best Management Practices Summary

Best Management Practice	Permit Requirement Filled	BMP Number	Responsible Party	Measurable Goal
Develop, implement and enforce a program to detect and eliminate illicit discharges.	3.2.3.1.1	1A 1B	Chief Bridge Inspection/Maintenance Engineer Sewer Maintenance Manager	<p>Program development by March 10, 2003 Revisions – Annually or as needed.</p> <p>(Program development by May 10, 2003 Revisions – Annually or as needed.) We will continue to monitor for illicit discharges and to further educate staff to recognize illicit discharges. Efforts to establish proper reporting procedures shall be reviewed. The Fairgrounds will continue to improve operational activities through combined efforts with the Board of Health and to make any necessary changes as required. Develop procedural protocol and create checklist for periodic review of facilities, including pump stations, and illicit discharge forms in 2005 and train staff to use.</p> <p>Inspectors to attend “Pollution Prevention for Inspectors” SWCD workshop to be held Feb. 5, 2005</p>
Develop a storm sewer system map, showing the location of all outfalls and HSTSs connected to the MS4 and the surface waters that receive discharges from those outfalls.	3.2.3.1.2 3.2.3.1.2.1.2	2A 2B	Chief Surveyor Chief Engineer with Chief Surveyor	<p>Draft of Map to be submitted prior to March 10, 2003. Map data listing prior to March 10, 2003. Collection plan developed, by Dec. 31, 2003. Begin collection of the necessary data by Dec. 31, 2003.</p> <p><i>(Fairground and Sanitary Engineer’s Facility. Work with local communities and create this map by March 10, 2004. Unincorporated Areas. Work with local townships to create this map by March 10, 2004)</i></p> <p>Complete the storm sewer map of the century-old County Fairgrounds and to continue to provide assistance in the form of mapping and GIS information to the unincorporated areas within the County.</p>
Submit list of all on-site sewage disposal systems (HSTSs) connected to your MS4.	3.2.3.1.2.1.1	3A	Chief Surveyor	Will be completed by Dec. 31, 2005.

TABLE 2 - Illicit Discharge Best Management Practices Summary

Best Management Practice	Permit Requirement Filled	BMP Number	Responsible Party	Measurable Goal
<p>Develop and implement a plan to detect and eliminate non-storm water discharges, including illegal dumping, to your system.</p>	<p>3.2.3.1.4</p>	<p>4A</p>	<p>Chief Bridge Inspection/Maintenance Engineer and Chief Surveyor</p>	<p>Initial visual inspection of all community outfalls should be accomplished by Dec. 31, 2003 if feasible or as soon after is possible. Routine follow-up investigations should be scheduled on an annual basis and arrangements should be made to perform complaint-generated inspections. Develop program by Dec. 31, 2003 to provide for problem tracing follow-up investigations to respond to prioritized dry-weather discharges or complaint-based investigations.</p>
		<p>4B</p>	<p>Chief Engineer</p>	<p>Initial visual inspection of all permitted facility outfalls should be accomplished by December 2003 if feasible or as soon after if possible. Routine follow-up investigations should be scheduled on an annual basis and arrangements should be made to perform complaint-generated inspections of all facilities, including pump stations. Develop program by December 2003 to provide for problem tracing follow-up investigations to respond to prioritize dry-weather discharges or complaint-based investigations. See BMP No. 1. Continue the work in which the Board of Health and the Sanitary Engineering Division are performing with regard to sanitary sewer availability and the subsequent elimination of septic systems.</p>
<p>Inform public of hazards associated with illegal discharges.</p>	<p>3.2.3.1.5</p>	<p>5A</p>	<p>Chief Bridge Inspection/Maintenance Engineer</p>	<p>Identify messages and methods of informing public by Dec. 31, 2003. Educational activities performed annually starting by Dec. 31, 2004. Perform public education program. Annual report describing educational focus taken and identifying future messages.</p>
		<p>5B</p>	<p>Public Information Officer</p>	<p>(Identify messages and methods of informing public in 2003. Educational activities performed annually starting in 2004. Perform public education program. Annual report describing educational focuses taken and identifying future messages.)</p> <p>Implementation and development of the public information plan through the public information officer.</p>

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Best Management Practice	Permit Requirement Filled	BMP Number	Responsible Party	Measurable Goal
Address the non-storm water discharges identified as significant pollutant contributors to the MS4.	3.2.3.1.6	6	Chief Bridge Inspection/Maintenance Engineer	Identify if there are any non storm-water discharges that need to be addressed prior to March 10, 2003. Develop a plan to address these non storm-water discharges as necessary, throughout permit cycle.
Develop a list of other non-storm water discharges that will not be addressed as illicit discharges.	3.2.3.1.7	7	Chief Bridge Inspection/Maintenance Engineer	Begin assessment of non-storm water discharges in community prior to March 10, 2003. Develop list of non-storm water discharges that will not be addressed by Dec. 31, 2003. Revise list annually or as needed.
Describe the methods, means and compiling of data relevant to our storm sewer map described in Table 2, BMP 2 and Table 2, BMP 3. Develop a yearly program for field verification and updating.	3.2.3.1.2, 3.2.3.1.2.1.2	8	Chief Surveyor & Chief Bridge Inspection/Maintenance Engineer	Map & Field verify 25 % of HSTS by 12/31/04 Map & Field verify 50 % of HSTS by 12/31/05 Map & Field verify 75 % of HSTS by 12/31/06 Map & Field verify 100 % of HSTS by 12/31/07 Field verify 25 % of HSTS by 12/31/04 Field verify 50 % of HSTS by 12/31/05 Field verify 75 % of HSTS by 12/31/06 Field verify 100 % of HSTS by 12/31/07

TABLE 3 - Construction Site Storm Water Runoff Best Management Practices Summary				
Best Management Practice	Permit Requirement	BMP Number	Responsible Party	Measurable Goals
Update Construction Site Inspection Standards to include considerations for E&SC measures.	3.2.4.1.6 3.2.4.2.2 3.2.4.2.6	1A	Chief Construction Administrator	Review Current practices by Dec. 31, 2003 Research and explore alternatives by Dec. 31, 2004 Create and implement standards by Dec. 31, 2005
		1B	Inspection and Permits Supervisor	Review Current practices in 2003 Research and explore alternatives in 2004 SWCD to train inspectors and develop checklist. Create and implement standards in 2005
		1C	County Planning Commission	Review Subdivision Regulations 2003 Update Subdivision Regulations 2004 Complete Subdivision Regulations and request Board of Commissioner's Approval and Planning Commission Approval 2005
Update Design and Site Plan Review Standards to include most appropriate E&SC measures.	3.2.4.1.1 3.2.4.1.2 3.2.4.1.4 3.2.4.2.1 3.2.4.2.2 3.2.4.2.3	2A	Chief Bridge Design Engineer Chief Highway Design Engineer	Review Current practices by Dec. 31, 2003 Research and explore alternatives by Dec. 31, 2004 Create and implement standards by Dec. 31, 2005
		2B	County Planning Commission	Review Subdivision Regulations 2003 Update Subdivision Regulations 2004 Complete Subdivision Regulations and request Board of Commissioner's Approval and Planning Commission Approval 2005
		2C	Chief Engineer	(Review Current practices in 2003) Research and explore alternatives in 2004 Create and implement standards in 12/31/2005 It is planned for the overall update to the Subdivision Regulations to include rules to abate soil erosion and water pollution by soil sediment caused by land development for non-farm purposes. The development of these regulations will require the County to research and explore alternatives and determine what county agency is responsible for defining and enforcing storm water management, erosion and sediment control rules. Furthermore, future projects shall incorporate the latest technologies readily available to reasonable and cost effectively provide for adequate E&SC on construction sites.

TABLE 3 - Construction Site Storm Water Runoff Best Management Practices Summary

Best Management Practice	Permit Requirement	BMP Number	Responsible Party	Measurable Goals
Revise Contract General Provisions to stipulate enforcement of E&SC standards.	3.2.4.1.1 3.2.4.1.2 3.2.4.1.3 3.2.4.2.3	3A 3B	Chief Bridge Design Engineer Chief Highway Design Engineer Chief Engineer	Review Current practices by Dec. 31, 2003 Research and explore alternatives by Dec. 31, 2004 Create and implement standards by Dec. 31, 2005 Review Current practices in 2003 Research and explore alternatives in 2004 Create and implement standards in 2005 Mitigative Measures
Review Subdivision Regulations to determine necessity of modifications in light of new legislation.	3.2.4.1.1 3.2.4.1.2 3.2.4.2.1	4	County Planning Commission with Chief Bridge Design Engineer Chief Highway Design Engineer Chief Engineer Inspection/Permits Supervisor Chief Construction Administrator 8-12-04	Review Current Subdivision Regulations in 2003 Provide recommendations to CCPC in 2003 Update County Subdivision Regulations by 12/31/2004 County Planning Commission staff will convene agencies that currently review subdivision plats that are presented to the County Planning Commission: County Engineer, Sanitary Engineer, Prosecutor's Office, Health Department, Soil and Water Conservation District and local Townships by mid-2004 to begin the development of Subdivision Regulations. This committee will utilize the information noted above, together with information and data prepared previously, to draft new Subdivision Regulations for adoption by the County Planning Commission in January 2005.
Train Inspectors to recognize proper E&SC practices.	3.2.4.1.6 3.2.4.2.6	5A 5B	Chief Construction Administrator Permits and Inspector Supervisor	Investigate available programs by Dec. 31, 2003 Develop a training program by Dec. 31, 2004 100% of staff trained by Dec. 31, 2005 Investigate available programs in 2003. Develop a training program in 2004. 100% of staff trained in 2005.
Train Design Staff to recognize and use proper E&SC practices.	3.2.4.1.4 3.2.4.2.4	6A 6B	Chief Bridge Design Engineer Chief Highway Design Engineer Chief Engineer	Investigate available programs by Dec. 31, 2003 Develop a training program by Dec. 31, 2004 100% of staff trained by Dec. 31, 2005 Investigate available programs in 2003. Develop a training program in 2004. 100% of staff trained in 2005.
Establish Public Input Mechanism to receive complaints and comments regarding construction site stormwater runoff issues.	3.2.4.1.5 3.2.4.2.5	7A 7B	Chief Construction Administrator Permits and Inspector Supervisor	Create Procedures by Dec. 31, 2003 Train Staff in new procedures by Dec. 31, 2004 Update Pre-Construction and Construction Signage and implement new policy by Dec. 31, 2005 Determine process for public input mechanism Create Procedures in 2003 Train Staff in new procedures in 2004

TABLE 3 - Construction Site Storm Water Runoff Best Management Practices Summary				
Best Management Practice	Permit Requirement	BMP Number	Responsible Party	Measurable Goals
				Update Pre-Construction and Construction Signage and implement new policy in 2005

TABLE 4 - Post – Construction Best Management Practices Summary				
Best Management Practice	Permit Requirement	BMP Number	Responsible Party	Measurable Goals
Update design standards and plan review procedures to consider post-construction water quality issues	3.2.5.1.1 3.2.5.1.3 3.2.5.2.3.1 3.2.5.2.3.4	1A	Chief Bridge Design Engineer Chief Highway Design Engineer	Review Current practices by Dec. 31, 2003 Research and explore alternatives by Dec. 31, 2004 Create and implement standards by Dec. 31, 2005
		1B	Chief Engineer	Review Current practices in 2003 Research and explore alternatives in 2004 Create and implement standards in 2005 Work with County Planning Commission to update County Subdivision Regulations by 12/31/2004 and to have the regulations adopted by March 2005.
Revise Co-operation agreement with municipalities to include considerations for long term maintenance of E&SC measures.	3.2.5.1.4 3.2.5.2.6	2A	Chief Transportation and Traffic Engineer County Prosecutor's office	By Dec. 31, 2004 Develop general notes to be used in review of E & SC measures. Notify communities that plan review will include BMP's for long-term maintenance.
		2B	Planning Commission	Develop general notes to be used in review of E & SC measures. Notify communities that plan review will include BMP's for long-term maintenance.
		2C	Contract Coordinator	Develop general notes to be used in review of E & SC measures. Notify communities that plan review will include BMP's for long-term maintenance.
Create BMP Workshop or other educational program for the public, county employees and contractors.	3.2.5.1.1 3.2.5.2.3.3	3A	Chief Construction Administrator	Research literature, information and currently offered workshops by Dec. 31, 2003. Design policy and mechanism for educational activities by Dec. 31, 2004. Implement mechanism by Dec. 31, 2005.
		3B	Public Information Officer	Research literature, information and currently offered workshops in 2003. Design policy and mechanism for educational activities in 2004. Implement mechanism in 2005.
Explore applicability of Structural E&SC Measures, storage, filtration and infiltration practices	3.2.5.1.2 3.2.5.2.2 3.2.5.2.4.1 3.2.5.2.4.2 3.2.5.2.4.3	4A	Chief Bridge Design Engineer Chief Highway Design Engineer	Review Current practices by Dec. 31, 2003 Research and explore alternatives by Dec. 31, 2004 Create and implement standards by Dec. 31, 2005
		4B	County Planning Commission	Review Current practices in 2003) Research and explore alternatives in 2004

TABLE 4 - Post – Construction Best Management Practices Summary

Best Management Practice	Permit Requirement	BMP Number	Responsible Party	Measurable Goals
		4C	Chief Engineer	<p>Create and implement standards in 2005 Work with County Planning Commission to update County Subdivision Regulations by 12/31/2004 Research and explore alternatives in 2004 County Planning Commission to update County Subdivision Regulations by 12/31/2004. It is planned for this overall update to the Subdivision Regulations to include rules to abate soil erosion and water pollution by soil sediment caused by land development for non-farm purposes. This process will start in 2004 by convening County agencies that currently review any subdivision plat that is presented to the County Planning Commission: County Engineer, Sanitary Engineer, Prosecutor's Office, Health Department, Soil and Water Conservation District and the appropriate Township. Our goal is to have these regulations reviewed by the Cuyahoga County Planning Commission in January 2005 and adopted by the Board of County Commissioners by March 2005. Create and implement standards in 2005</p> <p>Review Current practices in 2003) Research and explore alternatives in 2004 Create and implement standards in 2005 Work with County Planning Commission to update County Subdivision Regulations by 12/31/2004 Research and explore alternatives in 2004 County Planning Commission to update County Subdivision Regulations by 12/31/2004. It is planned for this overall update to the Subdivision Regulations to include rules to abate soil erosion and water pollution by soil sediment caused by land development for non-farm purposes. This process will start in 2004 by convening County agencies that currently review any subdivision plat that is presented to the County Planning Commission: County Engineer, Sanitary Engineer, Prosecutor's Office, Health Department, Soil and Water Conservation District and the appropriate Township. Our goal is to have these regulations reviewed by the Cuyahoga County Planning Commission in January 2005 and adopted by the Board of County Commissioners by March 2005. Create and implement standards in 2005</p>
Investigate and utilize structural and Non-structural mechanisms to minimize Water quality impacts and to maintain Pre-development runoff conditions	3.2.5.2.1 3.2.5.2.2	5	Chief Bridge Design Engineer Chief Highway Design Engineer	Review Current practices by Dec. 31, 2003 Research and explore alternatives by Dec. 31, 2004 Create and implement standards by Dec. 31, 2005

TABLE 4 - Post – Construction Best Management Practices Summary

Best Management Practice	Permit Requirement	BMP Number	Responsible Party	Measurable Goals
Inspect and maintain BMPs for Roads And Bridges falling under our Maintenance responsibility	3.2.5.1.4 3.2.5.2.6	6	Chief Maintenance Supervisor Chief Bridge Inspection/Maintenance Engineer	Identify Inspection Requirements by Dec. 31, 2003 Train Employees by Dec. 31, 2004 Fully Implement Inspection and Maintenance By Dec. 31, 2005

TABLE 5 – Pollution Prevention/Good Housekeeping Best Management Practices Summary

Best Management Practice	Permit Requirement Fulfilled	BMP Number	Responsible Party	Measurable Goal
Chemical lawn care use	3.2.6.1.1 3.2.6.1.2 3.2.6.2.2	1A 1B 1C	Chief Maintenance Superintendent Buildings & Grounds Supervisor Wastewater Treatment Plant Supervisor	By Dec. 31, 2003 Develop policy to minimize the use of herbicides, fertilizers, and insecticides by community personnel to no more than the recommended levels. Provide training to employees concerning proper herbicide use by Dec. 31, 2004. In 2003 Develop policy to minimize the use of herbicides, fertilizers, and insecticides by community personnel to no more than the recommended levels. Provide training to employees concerning proper herbicide use by 2004. In 2003 Develop policy to minimize the use of herbicides, fertilizers, and insecticides by community personnel to no more than the recommended levels. Provide training to employees concerning proper herbicide use by 2004.
Disposal of Construction Debris from Community projects	3.2.6.1.1 3.2.6.3.3.1 3.2.6.3.3.2 3.2.6.3.3.3	2A 2B	Chief Maintenance Superintendent Construction Supervisor	Verify that all construction debris is disposed in a proper manner. Verify that all construction debris is disposed in a proper manner. Grit to be disposed of at Southerly WWTP; clean fill sent to landfill.
Catch Basin Cleaning	3.2.6.1.1 3.2.6.1.2 3.2.6.2.2 3.2.6.2.3.1 3.2.6.2.3.2 3.2.6.2.3.3	3A 3B	Chief Maintenance Superintendent Construction Supervisor.	Review available sources to determine proper interval for catch basin cleaning by Dec. 31, 2003. Determine location of all catch basins in our jurisdiction from the storm sewer map, and develop a policy for regular cleaning by Dec. 31, 2004. Follow policy for regular catch basin cleaning starting by Dec. 31, 2005. Verify that all catch basin debris is disposed in a proper manner, at a special waste landfill At Sanitary Engineer facility in Valley View: Review available sources to determine proper interval for catch basin cleaning during 2003. Determine location of all catch basins in our jurisdiction from the storm sewer map, and develop a policy for regular cleaning by 2004. Develop form for bi-monthly catch basin inspection in 2004. Follow policy for regular catch basin cleaning starting in 2005. Verify that all catch basin debris is disposed in a proper manner, at a special waste landfill
Fleet Maintenance	3.2.6.1.1 3.2.6.1.2 3.2.6.2.2 3.2.6.2.3.1 3.2.6.2.3.2	4	Chief Maintenance Superintendent	Inventory all maintenance locations. Determine if stored products are protected from spillage. Insure that all waste products are properly disposed or recycled. All spills shall be contained and collected. Develop policy and training program by Dec. 31, 2004.

TABLE 5 – Pollution Prevention/Good Housekeeping Best Management Practices Summary				
Best Management Practice	Permit Requirement Fulfilled	BMP Number	Responsible Party	Measurable Goal
				Follow policy for regular ditch cleaning: 2005 – 2007 Verify that all ditch debris is disposed in a proper manner, at a special waste landfill annually through 2007
Street Sweeping	3.2.6.2.3.2	9	Chief Maintenance Superintendent	Review available sources to determine proper interval for street sweeping by Dec. 31, 2003. Develop Street Sweeping policy by Dec. 31, 2004. Follow policy for regular street sweeping starting by Dec. 31, 2005.
Employee Education	3.2.6.2.2	10	Chief Maintenance Superintendent	Along with the Public Information Department, will gather all information, in the form of brochures, flyers, newsletter, etc., on Pollution Prevention/Good Housekeeping, and present to CCEO maintenance employees annually. Information will include proper herbicide use, disposal of construction debris, how to properly clean catch basins, treatment of fleet maintenance, drainage of outdoor storage, proper storage of salt, snow removal and street salting, proper cleaning of ditches and street sweeping. Meeting will be held with the entire Maintenance staff by the end of 2004 and will be repeated annually.
Wastewater Treatment Plant Maintenance		11	Wastewater Treatment Plant Supervisor	Develop maintenance schedule for lawn care, snow plowing and salting, etc.,