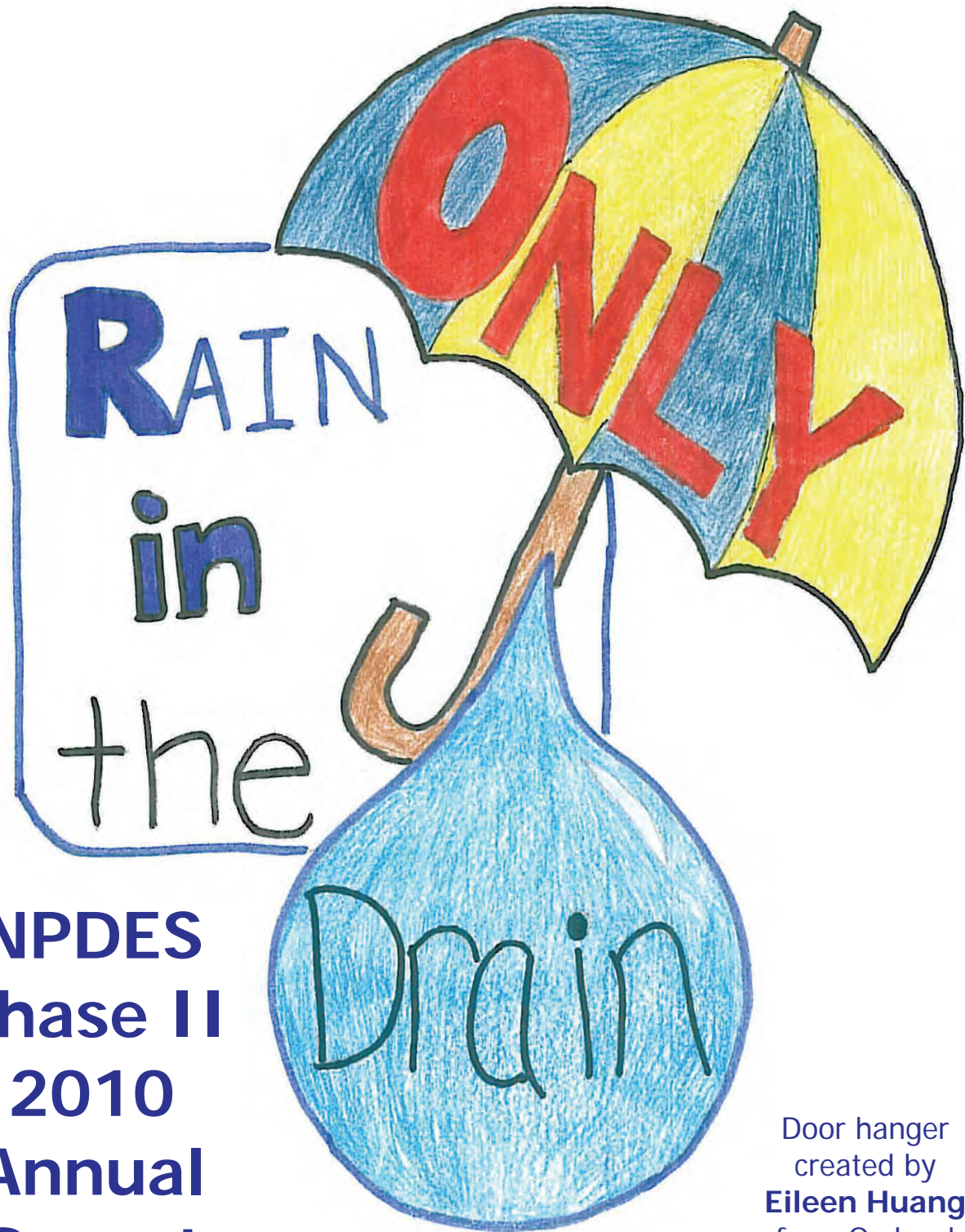


City of Solon



**NPDES
Phase II
2010
Annual
Report**

Door hanger
created by
Eileen Huang
from Orchard
Middle School.

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

Instructions for completing this form:

- ◆ OHQ000002 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.
- ◆ 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.
- ◆ 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

Phase II MS4 Annual Report for Permit Year: 2010

Ohio EPA Facility Permit Number: 3GQ00036*BG

Name of MS4: City of Solon

Primary Contact: John J. Busch, PE

Title: City Engineer

Mailing Address: 34200 Bainbridge Road

City: Solon

Zip Code: 44139

County: Cuyahoga

Telephone No.: (440) 248-1155

Email Address: jbusch@solonohio.org

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of our 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 (MOU's) or other such agreements that exist.

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 of submitting false information, including possibility of fine and imprisonment for knowing violations.

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

SMALL MS4 ANNUAL REPORT FORM

PUBLIC EDUCATION & OUTREACH 2010

Estimate Your Permit Area's Total Population: 24,000

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Curb Markers	Place 100 curb markers at the parks, or other high traffic pedestrian locations.	"Dump No Waste Drains to Waterways"	Pedestrians	50%	Placed 100 curb markers on catch basins at the Community Park, Public Library, Portz Parkway, Kruse Dr. and Solon Blvd.	Yes
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
Frames & Grates	Make sure any new or replaced frames and grates on catch basins have the "Dump No Waste Drains to Waterways" message.	"Dump No Waste Drains to Waterways"	Residents in the area of new or replaced frames and grates.	100%	Catch Basin Crew installed 10 frames & grates and two 2x2 grates. Outside contractor reinstalled 111 catch basins as part of the Pettibone Road project.	Yes
Dan Driscoll, Construction Project Administrator Dennis Geiger, Sewer Division Crew						
Door Hangers	Making sure door hangers are distributed at the locations of all the new or replaced frames and grates.	"Only Rain into the Drain"	Solon Residents, middle school teachers, students and visitors to the Community Center where the door hangers were displayed.	100%	Held a contest with the Middle School students to create a door hanger with our storm water message. We then displayed them at the Community Center and during Home Days. We also distributed them to surrounding homes where new or rebuilt catch basins were installed. An article was written in the Solon Times regarding the contest and our storm water message.	Yes
Marcia Rizzo, Sewer Division Secretary						

PUBLIC EDUCATION & OUTREACH 2010

Estimate Your Permit Area's Total Population: 24,000

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Educational Brochures	Make available during all city events and different locations that will reach the largest number of people.	"Only Rain in the Drain" Cardboard is Recyclable Posters, Best Management Practices for Municipal Operations and Storm Water & the construction industry "Life at the Water's Edge" Rain Garden Manual Pond Management Workshop Storm water message stickers	Students, employees, boy scouts, residents and all others attending city events.	75%	The City of Solon made storm water educational material available at the following events and locations throughout the year: Solon Home Days -92 pieces and our online survey and , Earth Day - 135 pieces, Healthy Solon - 81 pieces Service Dept. Open House - 23 pieces, Solon City Hall - 9 pieces, and Community Center- 0 pieces and Boy Scouts received 20 stickers and 20 "Only Rain in the Drain" information sheets.	Yes
Marcia Rizzo, Sewer Division Secretary						
City Participation in Partnership	To continue to participate as active members in the partnership.		Employees		The City of Solon maintains a trustee standing with the Chagrin River Watershed Partners, attends meetings and works with them on different storm water related projects throughout the year. See attached CRWP report.	Yes
Joan Milhoan, PE Assistant City Engineer Marcia Rizzo, Sewer Division Secretary						
Storm Water Web Page	To make sure all the links and information are updated on the City's storm water web page, including the addition of the new drainage questionnaire.	Storm Water	Residents, businesses, builders and contractors		Worked with the IT department on continuing to update information on our current storm water page. We also started preliminary design of the new storm water page.	Yes
John J. Busch PE, City Engineer						

PUBLIC EDUCATION & OUTREACH 2010

Estimate Your Permit Area's Total Population: 24,000

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Drainage Questionnaire	To add a storm water quality section to the questionnaire and make it available to the public on the City Website.	Storm Water quantity and quality.	Solon residents with storm water concerns	1	The updated questionnaire is in draft form. We hope to have the updated Drainage Questionnaire posted once the new website is up and running.	No
Matthew Hartzell, Assistant to City Engineer						
Storm Water Update Newsletter	To mail this newsletter to all Solon residents and businesses.	Our storm water quality message "Only Rain in the Drain" was part of this newsletter.	All Solon residents and businesses	100%	The Mayor and the Public Works Commissioner sent a storm water update newsletter to every resident and business for the purpose of educating the general public about storm water systems and providing a summary of the City's major accomplishments for 2009 and plans for 2010.	Yes
Dan Driscoll Construction Project Administrator Marcia Rizzo Sewer Division Secretary						
Community Television	Give a storm water update at these televised meetings.	Storm Water	Public that watches the community television channel.	Available to all residents.	The city provided a storm water update during the monthly Public Works meeting which are broadcast at various times throughout each month.	Yes
Bill Drsek Sewer Division Manager						
Home Days Display	Make storm water related information and demonstrations available to the public during Home Days.	"Only Rain in the Drain"	The people attending Home Days that visit the Public Works Department Booth.	25% of the people visiting the Public Works booth.	The Service Department displayed our storm water demonstration house with a storm water drawing and rain garden for Home Days. We made our Environmental Survey and other storm water related material available at the Public Works Department Booth.	Yes
Tom Bandiera, Director of City Services William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary						

PUBLIC EDUCATION & OUTREACH 2010

Estimate Your Permit Area's Total Population: 24,000

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Home Days (Storm Water Awareness)	Display during Home Days	"Only Rain in the Drain"	Solon residents	Estimated 10,000 people attended Home Days.	Displayed our watershed map and made the awareness survey available. We concentrated on having residents fill out our new Environmental Survey.	Yes
William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary						
Earth Day	Make storm water information available.	"Only Rain in the Drain"	Residents attending Earth Day event and purchasing mulch.	70% of visitors that walked into our booth.	The Service Department displayed our storm water demonstration house and made storm water information available to the public.	Yes
Scott Jakosh, Solid Waste Manager Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
Environmental Awareness Survey	To reach all Solon residents with a mailing about storm water quality.	"Only Rain into the Drain" and increase awareness of storm water quality.	Solon Residents	100% were reached and 14.5% responded	Sent a mailing to all residents requesting their participation in filling out our Environmental Survey. We made this survey available online and during home days. We had 621 residents complete this survey. During the Service Departments open house we held a drawing and awarded 3 "thank you " gifts for their participation, which included a rain barrel.	Yes
Marcia Rizzo, Sewer Division Secretary						

SMALL MS4 ANNUAL REPORT FORM

PUBLIC EDUCATION & OUTREACH 2011

♦ 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
Frames & Grates	To make sure all new and replaced frames and grates have the theme of "Dump No Waste Drains to Waterways".	"Dump No Waste Drains to Waterways"	Residents in the area of new or replaced frames and grates.	30%	Make sure the "Dump No Waste Drains to Waterways" grates/frames are used in catch basins that will be reconstructed throughout the City of Solon. Place door hangers at the surrounding homes where new or replaced frames and grates with the "Dump no Waste Drains to Waterways" are placed .	Summer 2011
Dan Driscoll, Construction Project Administrator Dennis Geiger, Sewer Division Crew						
Educational Brochures	Make available during all city events and different locations that will reach the largest number of people.	Various storm water and "Too Cute to Pollute" information.	Solon residents and pet owners.	50%	Make brochures available at different City events and veterinarian clinics in the City.	Scheduled events and visit clinics 3 times in 2011.
Marcia Rizzo, Sewer Division Secretary						
City Participation in Partnership	To continue to participate as active members in the CRWP.		Employee's	5%	Attend the quarterly meetings and continue work with the partnership. Provide education on flooding, erosion, water quality and other storm water management issues directly with employees.	As needed
Assistant City Engineer Marcia Rizzo, Sewer Division Secretary						
Storm Water Web Page	Working with the IT Department to develop a storm water page for the new City of Solon website.	Storm water	Residents, Businesses, Contractors and Builders.	60%	Gather and organize the storm water information for the design and layout of our new webpage.	Throughout 2011
John J. Busch PE, City Engineer						

PUBLIC EDUCATION & OUTREACH 2011

◆ 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
Drainage Questionnaire	To add a storm water quality section to the questionnaire and make it available to the public on the City website.	Water Quality	Solon residents with storm water concerns		Have the updated questionnaire available online.	Apr-11
Matthew Hartzell, Assistant to the City Engineer						
Storm Water Update Newsletter	To mail this newsletter to all Solon residents and businesses.	Storm Water Update	All residents and business in the City of Solon	100%	Send a storm water update newsletter to every resident and business for the purpose of educating them about storm water, including the City's 2011 message and providing a summary of the City's major accomplishments for 2010.	Spring 2011
Marcia Rizzo, Sewer Division Secretary						
Community Television	Give a storm water update at these televised meetings.	Storm Water	Public that watches the community television	Available to all residents.	We will give a storm water update during the monthly Public Works meetings. Make available the Pond Workshop during the spring of 2011.	2011
Bill Drsek, Sewer Division Manager						
Home Days Display	Make storm water related information available and display a pet waste station.	"Too Cute to Pollute"	The public and pet owners attending home days and visiting the Public Works Department booth.	50%	The pet waste station and demonstration house will be displayed and a rain garden built for the Public Works booth.	Jul-11
Tom Bandiera, Director of City Services Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						

PUBLIC EDUCATION & OUTREACH 2011

◆ 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
Earth Day	Make storm water information available.	"Too Cute to Pollute"	Residents attending the Earth Day event and purchasing mulch.		Display a pet waste station and demonstration house. Make educational information available.	Apr-11
Marcia Rizzo, Sewer Division Secretary						
Pet Waste	Provide information regarding pet waste and display two stations at the community park.	"Too Cute to Pollute"	Pet owners	100%	Purchase 3 pet waste stations then install at the Community Park and have one displayed at the Public Works booth during Home days, to show residents and let them know where they will be located.	Jul-11
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
Curb Markers	Place 100 new curb markers on basins throughout the City	"Dump No Waste Drains to Waterways"	Residents who maybe walking down the street, sidewalk and through public parking lots.	100%	Place the 100 new curb markers in the Liberty Hills subdivision.	Jun-11
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
Door Hangers	Create door hangers that incorporate our storm water message. Display and disperse throughout the community	"Only Rain in the Drain"	Solon Residents	100%	Use door hangers that were created by our Solon middle school students at the surrounding homes of new or rebuilt catch basins.	Fall 2011
Marcia Rizzo, Sewer Division Secretary						

SMALL MS4 ANNUAL REPORT FORM

PUBLIC INVOLVEMENT/PARTICIPATION 2010

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Public Meetings	To give a storm water update during each Public Works meeting.	Storm Water Update	Public that watches community television or attends meetings.	Available to all Residents	At every Public Works meeting there is a storm water update and can be viewed on the City website and community television channel.	Yes
Bill Drsek, Sewer Division Manager						
Pond Maintenance Workshop	Make available during the spring to view on our community television and keep available on our City website for viewing.	How to maintain you Pond.	Pond Owners	Available to all Residents	Pond maintenance workshop given by the CRWP was available for viewing on our community channel March 24 - May 13 once a day and 3 times per day on Tues, Thurs and Sat of most weeks.	Yes
Marcia Rizzo, Sewer Division Secretary						
Citizen's Committee on Storm Water	Meet regularly throughout the year. Develop a theme for our PIPE program and review our storm water update newsletter.	Only Rain in the Drain!!	Concerned Citizens	8	Citizens committee met regularly during the year.	Yes
Dan Driscoll, Construction Division Manager Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
Drainage Problem Questionnaires	To add a storm water quality section to the questionnaire and make it available to the public on the City website.	Storm Water quality and quantity	Solon residents with storm water concerns	1	The updated questionnaire is in draft form. We hope to have the updated Drainage Questionnaire posted once the new website is up and running.	No
Matthew Hartzell, Assistant to the City Engineer						

PUBLIC INVOLVEMENT/PARTICIPATION 2010

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
<p>Home Days Event</p> <p>Tom Bandiera, Director of City Services Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary</p>	<p>To get the public involved in storm water quality and quantities.</p>	<p>"Only Rain in the Drain"</p>	<p>Public</p>	<p>Over 10,000 people attending Home Days.</p>	<p>The Service Department built and displayed a storm water demonstration house with a storm water drawing and rain garden during our Home Days Event. Our Environmental and storm water awareness surveys were also made available in our booth.</p>	<p>Yes</p>
<p>Demonstration House</p> <p>Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary</p>	<p>To get the public involved in storm water quality and quantities by them asking questions about our model home.</p>	<p>"Only Rain in the Drain"</p>	<p>Displayed at the Shelter House camp for the boy scouts in July and during Home and Earth Day.</p>	<p>Boy Scout camp with over 90 children and scout leaders.</p>	<p>Displayed our model home that demonstrates storm water runoff and how it drains into the streams and creeks.</p>	<p>Yes</p>
<p>Rain Garden Display</p> <p>Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary</p>	<p>Display a Rain Garden during Home Days</p>	<p>What is a rain garden and how to install one.</p>	<p>Residents attending Home Days</p>	<p>Over 10,000 people attending Home Days.</p>	<p>Passed out 20 Rain Garden Manuals to homeowners</p>	<p>Yes</p>
<p>Find Your Watershed/Storm Water Awareness Questionnaire</p> <p>Marcia Rizzo, Sewer Division Secretary</p>	<p>Display our Watershed map</p>	<p>Storm Water Awareness</p>	<p>Residents attending Home Days</p>	<p>Over 10,000 people attending Home Days.</p>	<p>Displayed our watershed map and made the awareness survey available at Home Days. We concentrated on having residents fill out our new Environmental Survey.</p>	<p>No</p>

PUBLIC INVOLVEMENT/PARTICIPATION 2010

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Educational Brochures	Make available during all City events and different locations that will reach the largest number of people.	"Only Rain in the Drain" Cardboard is Recyclable Posters, Best Management practices for Municipal Operations and Storm water & the construction industry "Life at the Water's Edge" Rain Garden Manual Pond Management Workshop Storm water message stickers	Students, employees, boy scouts, residents and all others attending city events.	Material was made available to all residents that attended these events.	The City of Solon made storm water educational material available at the following events and locations throughout the year: Solon Home Days -92 pieces and our online survey and , Earth Day - 135 pieces, Healthy Solon - 81 pieces Service Dept. Open House - 23 pieces, Solon City Hall - 9 pieces, and Community Center- 0 pieces and Boy Scouts received 20 stickers and 20 "Only Rain in the Drain" information sheets.	Yes
Marcia Rizzo, Sewer Division Secretary						
Service Department Open House	Make available information regarding storm water pollution prevention.		Residents coming to the Service Departments open house and paper shred.	Material was made available to over 50 people attending our Service Departments Open House.	Pulled 3 names from the list of 500 residents that entered to win a "thank you " gift for participating in our Environmental Survey. Displayed a rain barrel.	Yes
Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
Downspout Disconnect	Continue to suggest disconnecting downspouts to residents.		Residents who are illegally connected to the sanitary sewer and/ or residents constructing home additions.	7	We continued to work with residents on disconnecting downspouts that were tied into the sanitary system.	Yes
Matthew Hartzell, Assistant to City Engineer Marcia Rizzo, Sewer Division Secretary						
Rain Barrel Installation	Inform residents about rain barrel installation.		Residents that are illegally connected to sanitary sewer and need to disconnect their downspouts.	3	Residents coming in for downspout disconnect permit, used rain barrels to correct their illegal connection.	
Matthew Hartzell, Assistant to City Engineer						

PUBLIC INVOLVEMENT/PARTICIPATION 2010

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Curb Markers	Place 100 curb markers at the parks, or other high traffic pedestrian locations.	"Dump No Waste Drains to Waterways"	Pedestrians	50%	Placed 100 curb markers on catch basins at the Park, Public Library, Portz Parkway, Kruse Dr. and Solon Blvd.	Yes
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
Door Hangers	Making sure door hangers are distributed at the locations of all the new or replaced frames and grates.	"Only Rain into the Drain"	Solon Residents, middle school teachers, students and visitors to the Community Center of the Recreation Department where the door hangers were displayed.	100%	Held a contest with the Middle School students to create a door hanger with our storm water message. We then displayed them at the Community Center and during Home Days. Also, distributed them to surrounding homes where new or rebuilt catch basins were installed. An article was written in the Solon Times regarding the contest and our storm water message.	Yes
Marcia Rizzo, Sewer Division Secretary						
Environmental Awareness Survey	To reach all Solon residents with a mailing about storm water quality.	"Only Rain into the Drain" and increase awareness of storm water quality.	Solon Residents	100%	Sent a mailing to all residents requesting their participation in filling out our Environmental Survey. We made this survey available online and during home days. We had 621 residents complete this survey. During the Service Departments open house we held a drawing and awarded 3 "thank you" gifts for their participation, which included a rain barrel.	Yes
Marcia Rizzo, Sewer Division Secretary						

PUBLIC INVOLVEMENT/PARTICIPATION 2011

◆ 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	Summary of Planned Activities	Proposed Schedule
Pond Maintenance Workshop	Make available during the spring to view on our community television and city website. Work with residents and businesses in the field that have questions with pond maintenance.	Pond Maintenance	Pond Owners	Available to all residents.	Inform residents with pond questions to view the workshop video and supply them with a pond maintenance brochure	During the spring and summer months of 2011.
Marcia Rizzo, Sewer Division Secretary						
Citizen's Committee on Storm Water	Meet regularly throughout the year and take the committee on one storm water field trip.	"Too Cute to Pollute"	Residents		At the meetings the committee will develop our 2011 theme and message while also reviewing storm water issues throughout the city.	2011
Assistant City Engineer Marcia Rizzo, Sewer Division Secretary						
Drainage Questionnaire	To add a storm water quality section to the questionnaire and make it available to the public on the city website and at Engineering Department.	Water Quality	Solon residents with storm water concerns	Available to all residents.	Have the updated questionnaire available online.	Apr-11
Matthew Hartzell, Assistant to the City Engineer						
Community Television	Give a storm water update at these televised meetings.	Storm Water	Public that watches the community television channel or attends meeting.	Available to all residents.	We will give a storm water update during the monthly Public Works meetings. Make available the Pond Workshop during the spring of 2011.	2011
Bill Drsek, Sewer Division Manager						

PUBLIC INVOLVEMENT/PARTICIPATION 2011

◆ 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	Summary of Planned Activities	Proposed Schedule
Home Days Display	Make storm water related information available and display a pet waste station.	"Too Cute to Pollute"	The public and pet owners attending home days and visiting the Public works Department booth.	50%	The pet waste station and demonstration house will be displayed and a rain garden built for the Public Works booth.	Jul-11
Tom Bandiera, Director of City Services Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
Demonstration House	Add a rain barrel to our demonstration house and display at City events.	"Only Rain in the Drain"	Public attending City events	5	Build a rain barrel for the house and display during city events.	July/2011
Bill Drsek Sewer Division Manager Marci Rizzo Sewer Division Secretary						
Rain Garden Display	Plant the displayed rain garden at Home Days on city property.	Storm Water Quality	Public	5	Build and display rain garden during Home Days and find a suitable location to plant.	Summer 2011
Bill Drsek Sewer Division Manager Marci Rizzo Sewer Division Secretary						
Surveys	Make available to the public	Storm Water Quality	Residents	Make available to the residents that attend city events.	Make available our storm water awareness and environmental survey. Post results online from last years environmental survey.	2011
Marcia Rizzo, Sewer Division Secretary						
Educational Brochures	Make available during all City events and different locations that will reach the largest number of people.	Various storm water and pet waste information.	Solon residents and pet owners.	50%	Make brochures available at different City events and veterinarian clinics in the City.	Scheduled events and visit clinics 3 times in 2011.
Marcia Rizzo, Sewer Division Secretary						

PUBLIC INVOLVEMENT/PARTICIPATION 2011

◆ 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	Summary of Planned Activities	Proposed Schedule
Service Department Open House Bill Drsek Marcia Rizzo	Make available storm water information and show residents good housekeeping measures	Good Housekeeping	Residents	100	Give the residents a tour of the Service Department and discuss storm water controls.	September 2011
Downspout Disconnect Matthew Hartzell, Assistant to City Engineer Marcia Rizzo, Sewer Division Secretary	Continue to suggest disconnecting downspouts to residents.		Residents found to be illegally connected to the sanitary sewer.		We are going to continue to suggest disconnecting downspout and inspect all of the disconnects that occur throughout the year.	
Rain Barrel Installation Matthew Hartzell, Assistant to City Engineer	Educate residents inquiring about Rain Barrel installations.		Residents	5	Work with interested residents on rain barrel installations and inform them of workshops held throughout the County.	2011
Curb Markers Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary	Place 100 new curb markers on basins throughout the City	"Dump No Waste Drains to Waterways"	Residents who may be walking down the street, sidewalk and through public parking lots.	100%	Place the 100 new curb markers in the Liberty Hills subdivision.	Jul-05
Door Hangers Marcia Rizzo, Sewer Division Secretary		"Only Rain in the Drain"	Solon Residents	100%	Use door hangers that were created by our SMS students at the surrounding homes of new or rebuilt catch basins.	Fall 2011

SMALL MS4 ANNUAL REPORT FORM

ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE) 2010

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link)		Summary of Results or Activities		Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	To review the Illicit Discharge Ordinance 1482.09 to see if any updating is needed. Continue to perform smoke and dye testing in subdivisions throughout the city and enforcing the Illicit Discharge Ordinance as cross connections are found.	Yes	http://www.solonohio.org/PDF/colllicit.pdf		The Illicit Discharge Ordinance 1482.09 approved in 2009 has helped to continue the enforcement process when cross connections are found. In 2010 we found and required 11 properties to become compliant by eliminating cross connections found through the Service Departments smoke and dye testing program. One was found through the follow up of a residents complaint.		Yes
John J. Busch PE, City Engineer							
BMP & Responsible Party			Summary of Activities or Updates				
Storm Sewer System Map	To continue to provide the Planning Department as-built drawings of projects throughout the City and to update the GIS storm sewer map including locating of 50 ditch and stream outfalls.	Yes	The Engineering Department has continued to provide the Planning Department with As-Built drawings to update the existing mapping system. In 2010 the city also implemented a new GIS system that has the sanitary sewers plans linked for easy utilization. We have started and will continue to locate stream and ditch outfalls.				Yes
Matthew Hartzell, Assistant to City Engineer Tim Howard, GIS Coordinator Bob Ress, City Inspector							
BMP & Responsible Party			Summary of Activities or Updates				
HSTS Mapping and List	To update the HSTS location map as necessary and keep on display in the Engineering conference room. Make a list of addresses available with the map. Continue to inspect all the sewer conversions and HSTS abandoning.	Yes	Worked with the Cuyahoga County Board of Health on continuing to monitor HSTS in the city and requiring properties to tie in where necessary. Inspected sewer installs and 2 new conversions. The updated HSTS map and list is available in the engineering conference room.				Yes
Matthew Hartzell, Assistant to City Engineer Cuyahoga County Board of Health							
BMP & Responsible Party			Summary of Activities or Updates				
IDDE Plan	Write and use procedures for tracing the source of an illicit discharge	Yes	Developed procedures for tracing the source of an illicit discharge along with continuing our smoke and dye testing program. Through our smoke/dye testing program we continued to perform dye testing of sewer systems on private property in the Chagrin Valley Estates and ABC area. We dye tested 51 homes (44 CVE and 7 ABC area), found 10 cross connections (6 CVE and 4 ABC area) this year. 10 cross connections have been corrected through this program.				Yes
William Drsek, Sewer Division Manager							
BMP & Responsible Party					# of Illicit Discharges		
			# of Outfalls Screened	# of Dry-Weather	Identified*	Eliminated	
Dry-weather Screening of Outfalls	Select 5 industrial and 5 residential locations to visit after 3 days of dry weather for sampling.	Yes	64 residential and 8 industrial	15	0	0	Yes
William Drsek, Sewer Division Manager							

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

SMALL MS4 ANNUAL REPORT FORM

ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE) 2011

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism John J. Busch PE, City Engineer William Drsek Sewer Division Manager	To review the Illicit discharge ordinance 1482.09 to see if any updating is needed. Perform smoke and dye testing in 1 subdivision in the city and enforce compliance with the Illicit Discharge Ordinance as cross connections are found while also continuing to follow up on last years findings.	Review and update the ordinance as needed. Continue to work with the Service Department on the City's smoke and dye testing program to eliminate cross connections. Take recommended changes to City Council. Perform smoke and dye testing on Aurora Road just east of SOM Center Road. Continue to inspect and work with property owners on correcting cross connections that are found.	2011
Storm Sewer System Map Matthew Hartzell, Assistant to City Engineer Bob Ress, City Inspector Tim Howard, GIS Coordinator	Provide the Planning Department as-built drawings of projects throughout the city and to update the GIS storm sewer map to include the ditch and stream outfalls as they are located.	Have a city inspector locate ditches and stream outfalls with a GPS and then work with the GIS Coordinator on creating a new layer for the City mapping system	December 2011
HSTS Mapping and List Matthew Hartzell, Assistant to the City Engineer	Update the HSTS location map that is on display in the Engineering conference room as necessary. Continue to inspect all the sewer conversions and HSTS abandoning for compliance.	Work with the Cuyahoga County Board of Health on updating the HSTS map. Inspect all new sewer installs and repairs.	Throughout 2011
IDDE Plan William Drsek Sewer Division Manager	Use the procedure that has been put in place to identify and eliminate illicit discharges.	Continue to use the procedures of investigating, resolving and follow up inspections of illicit discharges.	2011
Dry-Weather Screening of Outfalls William Drsek Sewer Division Manager Bob Ress, City Inspector	Select 10 residential and 5 industrial locations to visit after dry weather for sampling.	We will visit 15 locations throughout the City after two days of dry weather and sample if necessary.	Summer 2011

SMALL MS4 ANNUAL REPORT FORM

CONSTRUCTION SITE RUNOFF CONTROL 2010						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	City 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	Revise Ordinance 1254 if necessary to meet all general requirements of the Ohio EPA NPDES General Storm Water Permit for Construction Activities.	Yes	Ordinance 1254 "Erosion and Sediment Control" http://www.solonohio.org/PDF/erosion.pdf Ordinance 1257 "Comprehensive Storm Water Management" http://www.solonohio.org/PDF/swmgt.pdf		We continued to use these ordinances to help enforce compliance with the NPDES permit on different residential and commercial projects throughout the City. After review, updating of the ordinances was deemed unnecessary.	Yes
John J. Busch PE, City Engineer						
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	Make sure all the sediment and erosion control requirements per city ordinance 1254 are adhered to.	Yes	Ohio Rainwater and Land Development Manual	Ordinance 1254 "Erosion and Sediment Control" http://www.solonohio.org/PDF/erosion.pdf Ordinance 1257 "Comprehensive Storm Water Management" http://www.solonohio.org/PDF/swmgt.pdf	Through the use of BMP's including site inspection, plan review and training, we are working on educating builders and residents on the City's storm water sediment and erosion control requirements.	Yes
John J. Busch PE, City Engineer						
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	Add a section to the Drainage Problem Questionnaire solely pertaining to storm water quality.	Yes	18	18	The new Drainage Questionnaire with storm water quality section is in draft form and once finalized it will be made available online and at the Engineering Department. We continued to follow up on storm water related complaints as received through drainage questionnaires, resident concern forms and misc. calls.	Yes
Dan Driscoll, Construction Division Administrator Matthew Hartzell, Assistant to City Engineer						

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CONSTRUCTION SITE RUNOFF CONTROL 2010						
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 Soil and Water Conservation District Joan Milhoan PE, Assistant City Engineer Matthew Hartzell, Assistant to City Engineer	Review new commercial, industrial, subdivision and individual residential site plans that are submitted to the city for compliance with City ordinances, NPDES Permit, etc. Make sure once approved the plans are given to the proper inspector for routine site inspections.	Yes	48	48	With help from the Cuyahoga Soil and Water Conservation District we continued to review all the site plans submitted to the City for commercial, industrial and residential projects.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspection Performed		Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites/# Performed	Avg. Frequency		
Site Inspection Procedures Matthew Hartzell, Assistant to City Engineer City Inspectors Cuyahoga Soil and Water Conservation District	To have Cuyahoga Soil and Water Conservation inspect all residential subdivisions, commercial and industrial projects on a monthly basis and after 1/2" rain events. Also for the city to inspect all new individual residential sites monthly, City projects weekly and commercial and industrial sites as frequently as possible for compliance with the SWPPP.	Yes	16 Sites/ 73 Performed	Monthly and after 1/2" rain events.	City inspectors, Cuyahoga Soil and Water, contractors and builders performed inspections on sites throughout the City for compliance with the City's NPDES MS4 permit. We will continue to strive and educate them on site inspection procedures.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violations	# of Enforcement Actions		
Enforcement Procedures John J. Busch PE, City Engineer	To bring all builders, contractors and residents that are in non-compliance with the City's NPDES MS4 permit into compliance in a timely fashion.	Yes	11 Violations 10 Enforcement Actions		Steps were taken for each deficient site and the City worked with the contractor/builder to bring these sites into compliance.	Yes

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

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CONSTRUCTION SITE RUNOFF CONTROL 2011

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism John J. Busch PE, City Engineer	Continue to enforce compliance with Ordinance 1254 "Erosion and Sediment Control" and Ordinance 1257 "Comprehensive Storm Water Management"	Enforce the compliance with these ordinances and strive to educate the builders, especially any new to Solon, on these storm water ordinances.	2011
Sediment and Erosion Control Requirements John J. Busch PE, City Engineer	To use Ordinance 1254 "Erosion and Sediment Control" & Ordinance 1257 "Comprehensive Storm Water Management" to ensure builders, contractors and residents are in compliance with respect to the city's NPDES MS4 permit through use of BMP's including site inspections, plan review, education, and any enforcement procedures necessary.	Inspect all construction sites on a regular basis and continue to work on educating the public, builders, etc. on sediment and erosion control requirements.	2011
Complaint Process Matthew Hartzell, Assistant to City Engineer	Have the updated Drainage Questionnaire with the water quality section available by April. Continue to follow up on all questionnaires and resident concerns received.	Have the updated Drainage Questionnaire made available online to the residents. Also to keep following up on all drainage issue received throughout 2011. Residents direct all construction project concerns to the Engineering Dept. where a concern process is in place to effectively resolve problems.	2011
Site Plan Review Procedures Soil and Water Conservation District	Make sure plans are given to the Cuyahoga Soil and Water Conservation District for review of all new commercial, industrial, and subdivisions. Will also make sure once approved the plans are given to the proper inspector for routine site inspections for compliance with the approved plans.	Work with the Cuyahoga Soil and Water Conservation District to make sure plans are given to them in a timely matter for review and commenting on all new projects.	2011
Site Plan Review Procedures Assistant City Engineer	To review all the commercial sites.		2011

SMALL MS4 ANNUAL REPORT FORM

CONSTRUCTION SITE RUNOFF CONTROL 2011

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Site Plan Review Procedures Matthew Hartzell, Assistant to City Engineer	Review all residential site plans and make sure they are in compliance before any approval is given. Make approved set available to the onsite city inspector.	Review the new residential home and proposed addition plans for compliance.	2011
Site Inspection Procedures Cuyahoga Soil and Water Conservation District	To have Cuyahoga Soil and Water Conservation inspect all residential subdivisions, commercial and industrial projects on a monthly basis and after 1/2" rain events. Report to the City compliance with the NPDES Permit for enforcement and record purposes.	Notify Cuyahoga Soil and Water of all projects within the City. Follow up with CSWCD on the inspection reports with deficiencies for enforcement.	2011
Site Inspection Procedures Matthew Hartzell, Assistant to City Engineer	To inspect all the new individual residential sites on a regular basis and the commercial and industrial sites as frequently as possible.	Inspect the residential sites for compliance with the approved plans. Inspect commercial and industrial properties as frequently as possible and as the CSWCD field reports show deficiencies at a site.	2011
Site Inspection Procedures Dan Driscoll, Construction Project Administrator	To inspect all city projects weekly for compliance with the approved SWPPP.	Verify that contractors are performing and documenting weekly site inspections & necessary repairs as required by their SWP3's.	2011
Enforcement Procedures John J. Busch PE, City Engineer	To make sure we bring all builders, contractors and residents that are in non-compliance with the City's NPDES MS4 permit into compliance in a timely fashion.	Make sure all the builders, contractors, and residents of all active and inactive sites are in compliance with the City's NPDES MS4 permit. Notify those in non-compliance and work with them to get any issues resolved in a timely manner. If the matter remains outstanding after notification, issue a stop work order on the project until it becomes compliant.	2011

SMALL MS4 ANNUAL REPORT FORM

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT 2010

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	Review ordinance and bring recommended changes to council.	Yes	Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management"	http://www.solonohio.org/PDF/swmgt.pdf	Reviewed Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management" and determined that we need to work on the addition of a O&M section.	Yes
John J. Busch PE, City Engineer						
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	Receive and review annual inspection and maintenance reports from H.O.A's and ILO's.	Yes	Structural: Maintaining Your Detention Basin guidebook including inspection and maintenance report form.	Non Structural: Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management"	Sent a reminder letter with a copy of the inspection form to HOA representative and individual lot owners (ILO). Met with 4 HOA representatives and 3 ILO. We received and reviewed 16 annual Inspection and Maintenance forms. The City also maintained, inspected and documented 6 City locations.	Yes
William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
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	Review all plans submitted for compliance with the Ohio Rainwater and Land Development manual along with other Solon standards.	Yes	3	3	All 3 commercial projects were reviewed and approved, with 1 having construction completed in 2010.	Yes
Assistant City Engineer						

SMALL MS4 ANNUAL REPORT FORM

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT 2010

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 (Existing structures) William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary	HOA representatives and ILO will be responsible to inspect their own structures as well as the City inspect existing locations with the owners	Yes	6 - Individual Lot Owners 4- Home Owner Associations 6 - City Properties	Yearly	Met with ILO and HOA representatives that contacted the City to educate and inform them of their responsibilities and annual reporting procedures.	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 (newly constructed structures) Assistant City Engineer Matthew Hartzell Assistant to City Engineer	Inspect newly constructed BMP's for compliance with the approved SWPPP.	Yes	4 Projects were given final approval on there Post Construction BMP's in 2010.	At completion of the project	4 projects were given approval on their post construction BMP's upon final inspection and the Cuyahoga Soil and Water Conservation District performed 7 Operational- Long Term Maintenance inspections on sites that were constructed in the past few years.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
# of Violations	# of Enforcement Actions					
Enforcement Procedures Matthew Hartzell Assistant to the City Engineer William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary	Continue to perform site inspections and notify owners of any deficiencies. Review the reports and follow up as needed.	Yes	8 HOA and 5 individual lot owners did not file their inspection forms in 2010.	A letter was sent to owners requiring them to submit their inspection report by June.	Received 6 HOA & 4 ILO reports Met with 3 HOA & 4 ILO 6 HOA & 4 ILO reported in the past but not in 2010	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/City Projects Assistant City Engineer	2010: All new SWPPP's will have O&M plans. Contact owners who have constructed storm water BMP's in previous years and begin working toward O&M plans with them.	Yes	0	0	2010: All new SWPPP's will have O&M plans. Contact owners who have constructed storm water BMP's in previous years and begin working toward O&M plans with them.	No

SMALL MS4 ANNUAL REPORT FORM

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT 2011

- ◆ 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>John J. Busch PE, City Engineer</p>	<p>Enforce the current Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management" to the best of the City's ability.</p>	<p>Performing plan reviews, inspections while also working with the Sewer Division on making sure everything is conforming with Ordinance Chapter 1257, "Comprehensive Storm Water Management".</p>	<p>2011</p>
<p>Post-Construction Requirements</p> <p>William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary</p>	<p>Send violation notices to owners that have not submitted or contacted the city regarding our annual maintenance report. Update our HOA & ILO information. Send Industrial/Commercial owners information about their responsibilities starting in 2012.</p>	<p>After the July 1st deadline send out violation notices to owners that have not made contact with the Sewer Division. Inspect and report five additional city detention/retention basins.</p>	<p>2011</p>
<p>Plan Review Procedures</p> <p>Assistant City Engineer</p>	<p>To review all the new plans for post construction BMP's and make sure Operation and Maintenance Manuals are part of each plan approved.</p>	<p>Review the new plans in house or send to the Soil and Water Conservation District for post construction BMP's and also making sure Operation and Maintenance Manuals are part of each plan that is approved.</p>	<p>2011</p>
<p>Site Inspection Procedures (of structures)</p> <p>William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary</p>	<p>Perform site inspections of newly identified city structures. Send Industrial/Commercial owners information about their responsibilities starting in 2012.</p>	<p>During the summer months inspect and document the newly identified city structures. In the fall start to identify industrial and commercial locations and notify them of reporting procedures starting in 2012.</p>	<p>Summer and fall 2011</p>

SMALL MS4 ANNUAL REPORT FORM

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT 2011

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Site Inspection Procedures (of newly constructed structures)	Perform inspection for post construction BMP's prior to issuing occupancy of all approved projects.	Perform the inspections for approval of the post construction stormwater structures when developing the punch list for the sites.	2011
Matthew Hartzell Assistant to the City Engineer City Inspectors			
Enforcement Procedures	Work with the Law Director and Public Works Commissioner to develop standardized procedure for enforcing compliance with the Maintenance and Inspection program	Work to develop the procedures and start the process of holding Administration Hearings for violators.	2011
Matthew Hartzell Assistant to the City Engineer William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary			
Long-Term O&M City Projects	To update Codified Ordinance 1257	To work with CRWP on updating the O&M portion of ordinance 1257" Stormwater Management"	2011
Assistant City Engineer			

SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2010

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity
Employee Training Program	Make responsible persons aware of our Storm Water Pollution Prevention Plan and of their responsibilities.	Yes	Storm Water Pollution Prevention	Service Department and employees responsible to report information for this report.	see summary of activity	4 employees - Government Workshop on 3/11 5 employees MCM #6 63 employees PPGH - 6/18 18 employees PPGH - 7/14 6 employees Smart Sponge - 10/19 55 employees SD Sensible Salting - 10/29 2 employees SW System Design - 11/4
Dan Driscoll, Construction Project Administrator William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary						
List of Municipal Facilities Subject to Program					O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed
Solon Service Department					Ongoing	Service Department is regularly trained to follow responsible procedures.
Solon Police Department - impound lot					Ongoing	Semi annual inspections and training as needed.
Grantwood Golf Course - service facility					Ongoing	Semi annual inspections and training as needed.
Rain Gauge Program	Summarize Maintenance Activities and Schedules			Summarize Activities Performed		
Glen DiBacco Jim Stephancin	Maintain the current rain gauges and started to develop a program to notify the appropriate persons.			Emailed city inspectors which perform site inspections.		
Storm Sewer & Catch Basin Cleaning and Inspection Program	Summarize Maintenance Activities and Schedules			Summarize Activities Performed		
Mike Baumgartl - Cleaning Bob Tomko and Rich McNamara - Inspection	Clean storm sewer mains and catch basins and their connections. Clean catch basins for the reconstruction crew, inspect catch basins as they are cleaned and add to lists for repairs as needed.			Storm Sewer Cleaning - 14 streets Catch Basin Cleaning - 291 catch basins cleaned from our catch basin project and an additional 105 throughout the city. TV Inspection of Storm Mains - 30 streets House Storm Lateral cleaning - 11 locations TV Inspection of House Storm Laterals - 41 total		

SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2010

BMP & Responsible Party		
Sewer Repairs	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
<p>William Drsek , Sewer Division Manager - in house repairs Dan Driscoll, construction Division Administrator- contracted repairs</p>	<p>Storm sewer main repairs, culvert pipe repaired or replaced, storm sewer lateral connections, test tee installed or repaired and manhole adjust to grade completed by our Sewer Division or our outside Storm Channel Rehabilitation contractor.</p>	<p>Sewer Division crews completed: Storm Sewer main repair or installation - 3 Culvert pipe repaired or replaced - 5 Storm Sewer lateral repairs - 0 Storm test tee installed or repaired - 12 Our Storm Channel Rehabilitation contractor performed Storm Sewer main repairs - 2 Storm Sewer lateral connections - 11 Test Tee installed or repaired - 7 Culvert pipe repaired or replaced - 6</p>
Sewer Repairs/Catch Basins	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
<p>William Drsek Sewer Division Manager - in house repairs Dennis Geiger, Laborer</p>	<p>Catch Basins reconstructed by our catch basin/manhole brick crew.</p>	<p>The Sewer Division reconstructed 52 catch basins and installed two catch basins. They adjusted or repaired 4 catch basins and replaced 6 new concrete precast basins.</p>
<p>Dan Driscoll, Construction Division Administrator - contracted repairs</p>	<p>Catch Basins repaired or reconstructed by an outside contractor.</p>	<p>Our Sanitary and Storm Channel Rehabilitation contractor repaired or reconstructed 14 catch basins or yard basins.</p>

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POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2010

BMP & Responsible Party		
TV Inspection of Sanitary Mains	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
Bob Tomko and Rich McNamara, Sewer Division Crew	Continued private property dye testing in the Chagrin Valley Estate and ABC area.	TV Inspection of sanitary mains on 8 streets. Private property dye testing at 7 homes in the ABC area and 44 in Chagrin Valley Estates.
Sanitary Mains, Manholes, Laterals and Test Tee Repairs or Replacements	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
William Drsek , Sewer Division Manager - in house repairs Dan Driscoll, Construction Project Administrator- contracted repairs	Sanitary Sewer Mains Repaired, Manholes repaired or adjusted, Sanitary Lateral Repairs and Sanitary Test Tee Repaired or Replaced by our excavating crew or outside Storm Channel Rehabilitation Contractor.	Sewer Division crew performed Sanitary manholes repaired - 0 Sanitary Sewer Mains Repaired - 0 Sanitary Lateral Repairs - 0 Sanitary Test Tee Repairs or Replaced - 6 Outside manhole contractor repaired 6 sanitary manholes throughout the City. Our Sanitary and Storm Channel Rehabilitation contractor re paired or replaced Sanitary Sewer test tee - 2 Sanitary Sewer Main Repaired - 1 Sanitary manhole repaired - 1 Sanitary lateral repaired - 3
Cleaning of Creeks, Streams and Ditches	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
William Drsek , Sewer Division Manager - in house repairs Dan Driscoll, Construction Project Administrator - contracted repairs	Cleaned creeks, streams and ditches by our excavating crew or outside Storm Channel Rehabilitation Contractor.	Sewer Division cleaned creeks, streams and ditches at 11 total locations. Storm Channel Rehabilitation Contractor cleaned 8 locations.

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POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2010

BMP & Responsible Party			
Flood Control	Summarize Maintenance Activities and Schedules		Summarize Activities Performed
William Drsek Sewer Division Manager Marci Rizzo Sewer Division Secretary	The Sewer Division maintains a list of locations throughout the City of known trouble spots in the storm water drainage system that are checked monthly and after rain events.		Checked a list of locations throughout the city monthly and after rain events. Updated this list regularly to include new trouble spots as we become aware of them.
Disposal of Wastes	Procedures Developed (Yes or No)	Document Amounts of Wastes Properly Disposed	
William Drsek Sewer Division Manager	Yes	272.41 Tons sent to Waste Management	
Road Salt	Covered (Yes or No)	Tons Used	Summarize Measures Taken to Minimize Usage
Tom Bandiera Director of City Services	Yes	14759.51 Tons Fiscal year January - December 2010	Calibrate equipment, implementation of automated spreader controls. Practice sensible salting on all streets. Limit salting to only hills, curbs & intersections. Record storm log sheets.
Pesticide & Herbicide Usage	Procedures Developed (Yes or No)	Gallons Used	Summarize Measures Taken to Minimize Usage
Joe Markiewicz, City Streets Manager Mark Hawley Solon Service Department	Yes	8 gallons of herbicides	Follow a detailed turf and fertilizer program that includes timing, soil tests, and proper mowing pattern. Use only when called for.

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POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2010

Pesticide & Herbicide Usage	Procedures Developed (Yes or No)	Gallons Used	Summarize Measures Taken to Minimize Usage
Dave Peck, Grantwood Golf Course Superintendent	Yes	Growth Regulators - 14.7 gal & 1.2 lbs. Fungicides - 23.7 gal & 1,110 lbs. Insecticides - 1.73 gal & 270 lbs. Herbicides - 2 gal & 16,362.5 lbs.	All pesticide applications are applied at specific time periods based on label rates, weather and temperature, on a as needed basis either preventatively or curatively.
Russ Schneider, Assistant Director of Recreation	Contract this procedure out to an outside company.		Licensed contractors are required to use materials consistent with the instructions on the label.
Fertilizer Usage	Procedures Developed (Yes or No)	Pounds Used	Summarize Measures Taken to Minimize Usage
Joe Markiewicz, City Streets Manager Mark Hawley City Streets Crew	Yes	5,350 lbs. or 107 bags	Follow a detailed turf and fertilizer program that includes timing, soil tests and proper mowing patterns. Follow manufacturers recommendations on product label.
Dave Peck, Grantwood Golf Course Superintendent	Yes	31,707 lbs.	All areas of the golf course have been measured and are fertilized on specific time intervals based on label rates and as needed soil tests.
Russ Schneider, Assistant Director of Recreation	Yes	3,450 lbs. or 69, 50 lb. bags of 32-3-8	Follow a detailed turf and fertilizer program that includes timing, soil tests and proper mowing patterns. Follow manufacturers recommendations on product label.
Street Sweeping	Procedures Developed (Yes or No)	Document Amount of Material Collected and Properly Disposed	
Joe Markiewicz City Streets Manager John Zronek City Streets Crew	Yes - The sweeper started the season with the high traffic areas such as the mains in the center of town and Industrial 1, then follows the solid waste routes systematically.	Our street sweeper dumped 165 yards of debris in our dump pit which was then de-watered, dried and hauled to American Landfill in Waynesburg, Ohio.	

SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2011

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program	Make responsible persons aware of our storm water pollution prevention good housekeeping and of their responsibilities.	WWTP, Solon Police Department, Grantwood and Recreation Department employees training on PPGH.	2011
William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary			
Storm Water Pollution Prevention Plan	Have a SWPPP in place for 2011 and perform regular inspections of facilities.	Perform monthly inspection of facility	2011
Tom Bandiera Director of City Services			
Police Department - impound lot	Implement a monthly inspection form of the facility	Perform monthly inspection of facility	2011
Grantwood Golf Course - service facility	Implement a SWPPP for the facility	Perform monthly inspection of facility	2011
Rain Gauge Program	Set up a more effective way to inform responsible persons of 1/2 inch or more of rain in 24 hours for construction site inspection.	Send emails to city inspectors construction project administrator and sewer division manager when the rain gauge reads 1/2 inch of rain or more in 24 hours.	2011
Ryan Maver PE, Project Engineer Matthew Hartzell, Assistant to the City Engineer			
Storm Sewer & Catch Basin Cleaning and Inspection Program	To clean catch basins in the subdivision throughout the city on a 10 year cycle.	In house - 3 subdivisions, Cochran Road/Harper Rd., Flanders Dr. and Winston Lane.	Start in the spring of 2011
Mike Baumgartl - Cleaning Bob Tomko and Rich McNamara - Inspections			
Sewer Repairs	Storm sewer main repairs, culvert pipe repairs/ replacements, storm sewer lateral connections, test tee installation or repairs and adjusting manholes to grade.	The Sewer Division will make repairs as they become aware through directives, televising and preventative maintenance.	2011
William Drsek Sewer Division Manager - in house repairs Dan Driscoll Construction Division Administrator contracted repairs			

SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2011

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
TV Inspection of Sanitary Mains			
Bob Tomko and Rich McNamara Sewer Division crew	Smoke test an area near the ABC streets.	Smoke test a section of SOM Center and Bainbridge Road and Mulberry Street. Televisе sanitary mains on a as needed basis due to problems found during sanitary sewer main cleaning.	2011
Sanitary Mains, Laterals, Test Tee Repairs or Replacements and Manholes			
William Drsek Sewer Division Manager - in house repairs Dan Driscoll Construction Division Administrator	Repair when problems arise.	Sewer Division Crew as identified or Sanitary and Storm Rehabilitation Contractor will make repairs	2011
Cleaning of Creeks, Streams and Ditches			
William Drsek Sewer Division Manager - in house repairs Dan Driscoll Construction Division Administrator	Prioritize as issues are identified	Repair by the Sewer Division or the Sanitary and Storm Rehabilitation Contractor	2011
Flood Control			
William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary	Visit sites on our flood control lists monthly and after rain events.	Check standard locations for flow, obvious signs of pollution or erosion	Monthly throughout 2011
Disposal of Wastes			
William Drsek Sewer Division Manager	Properly dispose of all waste	Waste collected through our catch basin cleaning program and street sweeping program will be properly disposed in our vactor receiving station.	2011
Road Salt			
Tom Bandiera, Director of City Services	Continue calibration of equipment. Continue to research salt reduction techniques. Employee education on sensible salting practices.	Employee training on sensible salting practices. Continue calibration of equipment. Continued use of environmentally friendly products.	2011

SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2011

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Pesticide & Herbicide Usage	Perform soil testing to minimize usage.	Use pesticides as needed according to the specified label rates.	Spring, Summer, Midsummer and Fall
Joe Markiewicz, City Streets Manager Mark Hawley, City Streets Crew			
Dave Peck Grantwood Golf Course Superintendent	Use the same measurable goals, planned activities and proposed schedules for pesticide and herbicide usage in 2011 that were used in 2010. To use the minimum pesticide necessary to maintain a properly conditioned course.	Use pesticides as needed according to the specified label rates.	Spring and Fall 2011
Russ Schneider, Assistant Recreation Director	Contract out to an outside contractor	Require contractors to use herbicides as needed according to application rates on product label.	Spring to fall 2011
Fertilizer Usage	Perform soil testing to minimize usage. Lower usage of herbicides to "when called for".	Use herbicides as needed according to application rates on product label.	Spring, Summer and Fall
Joe Markiewicz, City Streets Manager Mark Hawley, City Streets Crew			
Dave Peck Grantwood Golf Course Superintendent	Use the same measurable goals, planned activities and proposed schedules for pesticide and herbicide usage in 2011 that were used in 2010. To compare the actual amount of fertilizer used to the amount of fertilizer ordered.	We will fertilize the course and driving range as needed according to the label rates from early spring to early winter.	2011
Russ Schneider, Assistant Director of Recreation	Perform soil testing to minimize usage. Follow manufacturers' recommendations. Follow a detailed program	Fertilizing will be done according to conditions and soil testing results.	Spring to fall 2011
Street Sweeping	We intend to have the street sweeper out to sweep all residential streets four times in 2011, with extra attention to the high traffic areas such as the Industrial areas and center of town.	We will begin in the spring starting with high traffic areas.	Weather permitting starting in March of 2011 and continuing throughout the summer and ending in October with the beginning of leaf season.
Joe Markiewicz, City Streets Manager John Zronek, City Streets Crew			

SMALL MS4 ANNUAL REPORT FORM

PROPOSED CHANGES TO YOUR SWMP (IF ANY) 2010

- ◆ 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.

N/A

VARIANCES GRANTED (IF ANY) 2010

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

N/A

The City of Solon's 2010 Annual Report for the Ohio EPA NPDES
Phase 2 Storm Water Program

APPENDIX A

A summary of CRWP Services for the City of Solon which includes copies of referenced attachments and includes suggestions for 2011 services.

The City of Solon's 2010 Annual Report for the Ohio EPA NPDES
Phase 2 Storm Water Program

APPENDIX B

A summary of northeast Ohio Regional Sewer District Services for the City of Solon's
Public Education and Outreach Activities for 2010

The City of Solon's 2010 Annual Report for the Ohio EPA NPDES
Phase 2 Storm Water Program

APPENDIX C

Applicable Inspection sites for 2010