

**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: 2011		
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: \_\_\_\_\_

## PUBLIC EDUCATION & OUTREACH 2011

Estimate Your Permit Area's Total Population: 23,348 (2010 census)

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
<b>Curb Markers</b>						
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary	Place 100 curb markers at the parks, or other high traffic pedestrian locations.	"Dump No Waste Drains to Waterways"	Pedestrians	3%	Placed 80 curb markers on catch basins on the main street in the Liberty Hills subdivision and on Pettibone Road where the new multipurpose path was installed.	Yes
<b>Frames &amp; Grates</b>						
Dan Driscoll, Construction Project Administrator Dennis Geiger, Sewer Division Crew	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.	50%	Catch Basin Crew installed 13 frames & grates and two 2x2 grates. Outside contractor installed 28 new frames and grates on Cochran Road, Kingswood Dr. and throughout the city with our concrete replacement program.	Yes
<b>Door Hangers</b>						
Marcia Rizzo, Sewer Division Secretary	Making sure door hangers are distributed at the locations and surrounding homes of all the new or replaced frames and grates.	"Only Rain into the Drain"	Solon Residents where catch basins were reconstructed	90%	Distributed door hangers made last year by the Solon art students to surrounding homes where new or rebuilt catch basins were installed.	Yes

**SMALL MS4 ANNUAL REPORT FORM**

**PUBLIC EDUCATION & OUTREACH 2011**

**Estimate Your Permit Area's Total Population: 23,348 (2010 census)**

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
<b>Educational Brochures</b>	Make available during all city events and different locations that will reach the largest number of people.	"Too Cute to Pollute" Storm Water awareness	Pet owners, Veteranian, employees, residents and people attending city events.	1%	The City of Solon made storm water educational material available at the following events and pet businesses, Earth Day, Home Days, Healthy Solon, Pooch Pool Party, three vet clinics and one pet store .148 "Too Cute to Pollute" 159 Storm water and pet stickers and 1 Environmental and SW awareness survey. 25 Green Report card 25 Fish is good for you 23 All about composting 5 Sollution to SW Pollution 6 After The Storm 8 Stop Pointless Personal Pollution 13 Every Little bit Hurts 5 Pond Maintenance 10 Rain Garden 0 "Life at the Water's Edge" 10 Stormwater Update	Yes
Marcia Rizzo, Sewer Division Secretary						
<b>City Participation in Partnership</b>	To continue to participate as active members in the partnership.	Storm Water Quality	Employees	12%	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
Marcia Rizzo, Sewer Division Secretary						
<b>Storm Water Web Page</b>	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 "Too Cute To Pollute"	Residents, Business, Builders and Contractors	.0409% = total www.solonohio.org visits, (195 / 476,389)	We worked with the IT Department and developed a new storm water page on the City's website. This helps get out all the pertiant information while also having it in one spot which can easily be updated.	Yes
John J. Busch PE, City Engineer						

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC EDUCATION & OUTREACH 2011

Estimate Your Permit Area's Total Population: 23,348 (census)

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
<b>Drainage Questionnaire</b>	To add a storm water quality section to the questionnaire and make it available online	Water Quality	Solon residents with a storm water concern	0%	This year none of the new questionnaires we received had storm water quality issues mentioned on them. We feel this is still a good way to reach out to the public for any concerns they may have in general regarding storm water.	No
Matthew Hartzell, Assistant to City Engineer						
<b>Storm Water Update Newsletter</b>	To mail this newsletter to all Solon residents and businesses.	Our storm water awareness message was included with a picture of a door hander designed by Solon Middle School students.	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 2010 and plans for 2011.	Yes
Dan Driscoll Construction Project Administrator Marcia Rizzo Sewer Division Secretary						
<b>Community Television</b>	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. Made the Pond Maintenance workshop available.	Yes
Bill Drsek Sewer Division Manager						

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**PUBLIC EDUCATION & OUTREACH 2011**

**Estimate Your Permit Area's Total Population: 23,348 (census)**

<b>BMP (mechanism) &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Theme or Message</b>	<b>Target Audience</b>	<b>% of Target Audience Reached</b>	<b>Summary of Results</b>	<b>Effective (Yes or No)</b>
<b>City Events Home Days</b>	Make storm water related information available and displayed a new pet waste station.	"Too Cute to Pollute"	People attending Home Days especially pet owners that visit the Public Works Department Booth.	10%	The Service Department displayed our storm water demonstration house with a storm water drawing and rain garden for Home Days. We held the City of Solon "No-Pollute" Pledge and promoted our Pet Model contest for our "Too Cute to Pollute" brochure. We also displayed one of our pet waste stations.	Yes
Tom Bandiera, Director of City Services William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary						
<b>Earth Day</b>	Make storm water information available.	"Too Cute to Pollute"	Residents purchasing mulch and pet owners attending Earth Day event.	30% of residents attending Earth Day or purchasing mulch.	The Service Department displayed our storm water demonstration house with rain garden and rain barrel. Made additional storm water information available to the public.	Yes
Mike Gelardi, Solid Waste Manager Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>Surveys Home Days Storm</b>	Make storm water information available at City Events	"Only Rain in the Drain"	Solon residents	1%	Made this questionnaire available to residents at City Events. This information will be included under BMP Survey	Yes
William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary						
<b>Environmental Awareness Survey</b>	Make the survey available to resident at city events	"Only Rain in the Drain" and increase awareness of storm water quality.	Solon Residents	0%	Made available to residents at City Events. One resident mailed a copy to the Service Department.	Yes
Marcia Rizzo, Sewer Division Secretary						

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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
<b>Sewer Bill</b>	n/a	Storm water quick fact	Property owners that receive a sewer bill	100%	Placed a storm water quick fact on the sewer bill	Yes
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo Sewer Division Secretary						
<b>Pet Waste</b>	Provide information regarding pet waste and display two stations at the Community Park.	"Too Cute to Pollute"	Pet Owners	1%	Put up 3 pet waste stations along the trail at the Community Park and displayed one during Home Days. Made a "Too cute to Pollute" flyer. Held a pet model contest for pet owners, and 44 employees and residents voted for their favorite pet. Encouraged 61 pet owners to take our pet pledge. Distributed educational material to 7 businesses, made pet stickers for the children and advertised in the local newspaper, city's web page and on community television.	Yes
Marcia Rizzo Sewer Division Secretary Cheryl Musarra Service Department Secretary						
<b>CRWP Phase II E-mail Updates</b>	Receive e-mails	Upcoming training opportunities, available public education materials including storm water management as well as better site development practices, and updates to State permits and regulations	Service Department and City Engineer	100%	Provided emails on a bi-monthly schedule	Yes
CRWP and City						
<b>Educational materials for Residents</b>	Provide education materials to community concerning stormwater management	Managing stormwater around the home	Residents and Homeowners	10%	CRWP provided educational water usage and stormwater tips for homeowners included in 2011 Solon water bill, distributed to 8070 residents.	Yes
City and CRWP						
<b>Direct Landowner Assistance</b>	Provided direct outreach to landowners	Flooding, stormwater, drainage, wetlands, pond maintenance	Residents and Homeowners	1%	Education was provided to 2 residents on: August 8, 2011, The Preserve on Pettibone Road; October 26, 2011, Dam Safety Meeting	Yes
City and CRWP upon request from City						

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC EDUCATION & OUTREACH 2012

◆ 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
<b>Curb Markers</b>	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%	Along Pettibone Road	Summer 2012
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
<b>Frames &amp; Grates</b>	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.	50%	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 to educate the residents.	2012
Dan Driscoll, Construction Project Administrator Dennis Geiger, Sewer Division Crew						
<b>Door Hangers</b>	Place door hangers at reconstructed catch basins throughout the city.	"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 2012
Marcia Rizzo, Sewer Division Secretary						
<b>Educational Brochures</b>	Make available during city events and distribute specific information that pertains to our target audiences.	Erosion and Sediment control and our message "Too Cute to Pollute".	Developers/Builders and Pet Owners	5%	Make available during city events, distribute to developer/builders at a erosion and seiment control workshop and the city's three vet clinics.	2012
Marcia Rizzo, Sewer Division Secretary						

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**PUBLIC EDUCATION & OUTREACH 2012**

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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
<b>City Participation in Partnership</b>	To continue to participate as active members in the CRWP.	Storm water quality	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.	2012
Marcia Rizzo, Sewer Division Secretary						
<b>Storm Water Web Page</b>	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.	"Only Rain Down the Drain" - "Too Cute to Pollute" -	Website Visitors	1%	Make sure the storm water page is being updated with new stormwater information as it becomes available including new themes, education material, etc. Make Pond Workshop available during the spring.	2012
John J. Busch PE, City Engineer						
<b>Drainage Questionnaire</b>	See summary of planned activities	See summary of planned activities	See summary of planned activities	See summary of planned activities	This BMP will be reported under Public Participation Public Involvement for 2012.	2012
Matthew Hartzell, Assistant to the City Engineer						
<b>Storm Water Update Newsletter</b>	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 2011 and goals for 2012.	Spring 2012
Marcia Rizzo, Sewer Division Secretary						
<b>Community Television</b>	Give a storm water update at the televised public works meetings.	Storm Water	Public that watches the community television	20%	We will give a storm water update during the monthly Public Works meetings. Make available the Pond Workshop during the spring of 2012	2012
Bill Drsek, Sewer Division Manager						



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<b>City Events Home Days</b>	Set up our Storm water displays including any new informational material.	<b>Storm Water</b>	Public attending Home Days	40%	Display our Environmental house with a rain garden display. Encourage residents to take our pet pledge.	Summer 2012
Tom Bandiera, Director of City Services Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>Earth Day</b>	Make storm water information available.	"Too Cute to Pollute"	Residents attending the Earth Day event and purchasing mulch.	10%	Have information available inside our tent, and pass information out to the drivers waiting in line to purchase mulch.	Apr 2012
Mike Gelardi Solid Waste Manager Marcia Rizzo, Sewer Division Secretary						
<b>Surveys</b>	Make our Environmental and Storm Water awareness survey available during city events.	Storm Water	Residents attending city events	30 students	Give one surveys to a group of students enroll in day camp.	2012
Marcia Rizzo, Sewer Division Secretary						
<b>Pet Waste</b>	Track the usage of our new pet waste stations.	"Too Cute to Pollute"	Dog owners	2%	Promote the city's new pet waste stations within the community park.	2012
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
<b>Sewer Bill</b>	Add storm water quick fact to the new sewer bill	Storm Water	Property Owners	100%	Place a storm water quick fact on the sewer bill	2012
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo Sewer Division Secretary						

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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
CRWP Phase II E-mail Updates	Receive emails	Upcoming training opportunities, available public education materials including storm water	Phase II program managers, Service Directors	100%	Provide emails on a bi-monthly schedule as information is available.	Bi-Monthly
CRWP						
Direct Landowner Assistance	Provided direct outreach to landowners.	Flooding, erosion, water quality, and other storm water management issues	Residents and Homeowners	1%	Provide education and involvement opportunities to discuss flooding, erosion, water quality, and other storm water management issues directly with interested residents.	As needed
City and CRWP upon request from City or City Engineer						
Sulphur Springs Restoration and Assessment Project	Develop stormwater outreach materials for distribution to Solon residents	Cold water habitat streams, thermal pollution	Residents and homeowners	X%	CRWP will work with City of Solon in developing outreach and education brochures on stormwater and thermal pollution	January 2012-December 2013
CRWP						

## PUBLIC INVOLVEMENT/PARTICIPATION 2011

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
<b>Curb Markers</b>	Place 80 new curb markers on basins throughout the city	"Dump No Waste Drains to Waterways"	Pedestrians		Placed 80 curb markers on catch basins in the Liberty Hills subdivision and on Pettibone Road from Aurora Rd going west.	Yes
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
<b>Door Hangers</b>	Place door hangers at the locations of our new or rebuilt catch basins	"Only Rain into the Drain"	Residents	90%	From our catch basin 2011 list we placed door hangers made by our SMS art students.	Yes
Marcia Rizzo, Sewer Division Secretary						
<b>Public Meetings</b>	To give a storm water update during each Public Works meeting answer any questions the residents may have.	Storm Water	Public that watches community television or attends meetings.	30% of the people that watch public television	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						
<b>Community Television</b>	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. Made the Pond Maintenance workshop available.	Yes
Bill Drsek, Sewer Division Manager						
<b>Pond Maintenance Workshop</b>	Make available during the spring to view on our community television and keep available on our City website for viewing.	How to maintain your Pond.	Pond Owners	Available to all Residents	The Pond maintenance workshop given by the CRWP was available for viewing 63 times on our community channel March 3 - April 15th,	Yes
Marcia Rizzo, Sewer Division Secretary						

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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
<b>Citizen's Committee on Storm Water</b>						
Dan Driscoll, Construction Project Manager Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary	Meet regularly throughout the year. Encourage public involvement and review our storm water update newsletter.	Storm Water	Concerned Citizens	8	Citizens committee met regularly during the year.	Yes
<b>Drainage Problem Questionnaires</b>						
Matthew Hartzell, Assistant to the City Engineer	To add a storm water quality section to the questionnaire and make it available online	Water Quality	Solon residents with a storm water concern	0%	This year none of the new questionnaires we received had storm water quality issues mentioned on them. We feel this is still a good way to reach out to the public for any concerns they may have in general regarding storm water.	No
<b>City Events Home Days</b>						
Tom Bandiera, Director of City Services Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary	To get the public involved in storm water quality and quantities.	"Too Cute to Pollute"	Pet Owners	10% of approximately 10,000 people attending Home Days	Displayed a pet waste station and informed owners of their locations. Encouraged pet owners to take our pet pledge and gathered information for our pet model contest for our new "Too Cute to Pollute" informational flyer.	Yes

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**PUBLIC INVOLVEMENT/PARTICIPATION 2011**

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
<b>City Event Earth Day</b>	Make storm water information available.	"Too Cute to Pollute"	Residents purchasing mulch and pet owners attending Earth Day event.	30% of residents attending Earth Day or purchasing mulch.	The Service Department displayed our storm water demonstration house with rain garden and rain barrel. Made additional storm water information available to the public.	Yes
Mike Gelardi, Solid Waste Manager Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>City Event Service Department Open House</b>	Make available storm water information and show residents good housekeeping measures.	Good Housekeeping	Residents	n/a	Due to the installation of a new roof at the Service Department this city events was canceled	No
Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>Demonstration House</b>	To get the public involved in storm water quality and quantities by them asking questions about our model home.	"Only Rain in the Drain"	Residents attending city events.	3% of approximately 10,000 people attending Home Days	During city events we displayed our demonstration house with an attached rain garden and rain barrel to demonstrate storm water runoff and how it drains into the streams and creeks.	Yes
Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>Rain Garden Display</b>	Plant the displayed rain garden on city property	Storm Water Quality	Residents	50 residents or employees of the Recreation Department	Installed our rain garden plants from Home Days at the entrance of the Recreation Department.	Yes
Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						

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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
<b>Educational Brochures</b>	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		This information is given under Public Information.	Yes
Marcia Rizzo, Sewer Division Secretary						
<b>Environmental Awareness Survey</b>	This BMP will be included under BMP surveys	See BMP Survey	See BMP Survey	See BMP Survey	We made this survey available to residents during city events. One resident mailed their copy back this year after the deadline.	No
Marcia Rizzo, Sewer Division Secretary						
<b>Surveys</b>	Make our Environmental, Storm Water Awareness and Find Your Watershed surveys available.	Storm Water Awareness	Solon Residents	5	1 Environmental survey was filled out and mailed to the Service Department . Four were picked up by residents during Earth Day.	No
Marcia Rizzo, Sewer Division Secretary						
<b>Downspout Disconnect</b>	Continue to suggest disconnecting downspouts to residents.		Residents found to be illegally connected to the sanitary sewer.	4	4 homeowners disconnected their downspouts and splashed them to the ground as part of our smoke and dye testing program.	Yes
Matthew Hartzell, Assistant to City Engineer Marcia Rizzo, Sewer Division Secretary						

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<b>Rain Barrel Installation</b>	Educate residents inquiring about Rain Barrel Installations	Water preservation	Residents	n/a	We have continued to educate residents asking for information on rain barrels.	No
Matthew Hartzell, Assistant to City Engineer						
<b>Pet Waste</b>	Hold a Pet Model contest, encourage pet owners to take a pet pledge, contact businesses and advertise. Place pet stations up in a visible location.	"Too Cute to Pollute"	Pet Owners	1%	Put up 3 pet waste stations along the trail at the Community Park and displayed one during Home Days. Made a "Too cute to Pollute" flyer. Held a pet model contest for pet owners, and 44 employees and residents voted for their favorite pet. Encouraged 61 pet owners to take our pet pledge. Distributed educational material to 7 businesses, made pet stickers for the children and advertised in the local newspaper, city's web page and on community television.	Yes
Marcia Rizzo Sewer Division Secretary Cheryl Musarra Service Department Secretary						

## PUBLIC INVOLVEMENT/PARTICIPATION 2012

### ♦ 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
<b>Curb Markers</b>	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.	2 students	Place curb markers on Pettibone Road and in Liberty Hills subdivision.	2012
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
<b>Door Hangers</b>	Place door hangers at the homes of new or rebuilt catch basins	"Only Rain in the Drain"	Solon Residents	50% of residents where door hangers are placed	Use door hangers that were created by our SMS students at the surrounding homes of new or rebuilt catch basins.	Fall 2012
Marcia Rizzo, Sewer Division Secretary						
<b>Public Meetings</b>	Give a storm water update at the televised public works meetings.	Storm Water	Public that attends Public Works Meetings	50	We will give a storm water update during the monthly Public Works meetings.	Monthly 2012
Bill Drsek, Sewer Division Manager						
<b>Community Television</b>	Give a storm water update at the televised public works meetings.	Storm Water	Public that watches the community television	20%	We will give a storm water update during the monthly Public Works meetings. Make available the Pond Workshop during the spring of 2012	2012
Bill Drsek, Sewer Division Manager						



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<b>Pond Maintenance Workshop</b>	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	20	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 2012.
Marcia Rizzo, Sewer Division Secretary						
<b>Citizen's Committee on Storm Water</b>	Meet regularly throughout the year and take the committee on one storm water field trip.	Storm Water	Committee members	8	Review storm water brochure with 2011 accomplishments and 2012 goals. Review Phase II annual reports goals and accomplishments.	2012
Dan Driscoll Construction Project Administrator Bill Drsek Sewer Division Manager						
<b>Drainage Questionnaire</b>	Update the new drainage questionnaire to have the "Only Rain in the Drain" theme on it.	"Only Rain in the Drain"	Solon residents with a storm water concern	4 residents	Develop a header that is used at the top of the drainage questionnaires that has the "Only Rain in the Drain Theme"	Spring 2012
Matthew Hartzell, Assistant to the City Engineer						
<b>City Events Home Days</b>	Promote all three messages used during this permit.	"Know Where it Goes", "Only Rain in the Drain" and "Too Cute to Pollute"	Residents visiting the Service Departments booth.	10% of residents visiting the Service Department booth.	Using the "Know Where it Goes" theme we will display our demonstration house including a rain garden, rain barrel and a basin.if area permits.	July 2012
Tom Bandiera, Director of City Services Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						

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- ◆ 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
<b>City Event Earth Day</b>	Make available storm water information and to show residents the city's good housekeeping measures	Storm Water	Residents attending Service Department's Open House	100	Give the residents a tour of the Service Department and discuss storm water controls.	September 2012
Mike Gelardi Solid Waste Manager Marcia Rizzo, Sewer Division Secretary						
<b>City Event Service Department Open House</b>	Make available storm water information and to show residents the city's good housekeeping measures	Storm Water	Residents attending Service Department's Open House	100	Give the residents a tour of the Service Department and discuss storm water controls.	September 2012
Bill Drsek Sewer Division Manager Marci Rizzo Sewer Division Secretary						
<b>Demonstration House</b>	Add another educational piece to the demonstration house. Make available to scout groups.	"Know Where it Goes"	Public attending City events	2 % of residents visiting our booths at city events.	Display during Earth Day and Home Days.	2012
Bill Drsek Sewer Division Manager Marci Rizzo Sewer Division Secretary						
<b>Rain Garden Display</b>	Find a location within the city suitable to install the plants used in our rain garden display.	Storm Water Quality	Public	6	Find students to help plant and install the new rain garden	2012
Bill Drsek Sewer Division Manager Marci Rizzo Sewer Division Secretary						

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC INVOLVEMENT/PARTICIPATION 2012

♦ 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
<b>Educational Brochures</b>	Make educational information available to residents.	Storm Water	Residents, developers and pet owners	100	Make our new "Too Cute to Pollute" flyer with Solon's top pet models available online, at city events and pet clinics.	2012
Marcia Rizzo, Sewer Division Secretary						
<b>Surveys</b>	Make available during city events	Storm Water awareness	Residents	30	This information will be included with educational brochures this year.	2012
Marcia Rizzo, Sewer Division Secretary						
<b>Downspout Disconnect</b>	Continue to suggest disconnecting downspouts to residents.	Storm Water	Property owners found to be crossconnected to the city sanitary sewer.	8	Continue to work with residents and educate them on the benefits of disconnecting their downspouts.	2012
Matthew Hartzell, Assistant to City Engineer Marcia Rizzo, Sewer Division Secretary						
<b>Rain Barrel Installation</b>	To make more Rain Barrel information readily available.	Water Preservation	Residents who maybe intrested in gardening.	15	Continue to educate residents on rain barrels and get information on rain barrell workshops that may be available in the area to the residents.	2012
Matthew Hartzell, Assistant to City Engineer						
<b>Pet Waste</b>	Track the usage of our new pet waste stations. Continue to encourage pet owners to take our pet pledge.	"Too Cute to Pollute"	Dog owners	2%	Promote the city's new pet waste stations within the community park. Make our pet pledge available during city events.	2012
Marci Rizzo Sewer Division Secretary						

## SMALL MS4 ANNUAL REPORT FORM

### ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE) 2011

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)
<b>Ordinance or Other Regulatory Mechanism</b>  John J. Busch PE, City Engineer	To review the Illicit Discharge Ordinance 1482.09 to see if any updating is needed. Perform smoke and dye testing in one subdivision of the city and enforce compliance with the Illicit Discharge Ordinance as cross connections are found. Also continue to follow up on last years findings.	Yes	Ordinance 1482.09 - Illicit Discharge, Storm Water Inflow to the Treatment Plant, and Illegal Connection Control.	We smoke and dye tested different areas within the city and worked with the property owners on repairing any cross connections found through the program.	Yes
<b>BMP &amp; Responsible Party</b>			<b>Summary of Activities or Updates</b>		
<b>Storm Sewer System Map</b>  Matthew Hartzell, Assistant to City Engineer Tim Howard, GIS Coordinator Bob Ress, City Inspector	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.	Yes	We continued to provide the Planning Department as-builts for different projects to maintain an up to date storm water map along with having city inspectors verifying and locating ditch and stream outfalls.		Yes
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Summary of Activities or Updates</b>		<b>Effective (Yes or No)</b>
<b>HSTS Mapping and List</b>  Matthew Hartzell, Assistant to City Engineer Cuyahoga County Board of Health	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.	Yes	We worked with the Cuyahoga County Board of Health on continuing to monitor HSTS in the city and requiring properties to tie in where necessary. We inspected one new sewer conversion and eight new sanitary sewer conections in total.		Yes

## SMALL MS4 ANNUAL REPORT FORM

### ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE) 2011

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
<b>IDDE Plan</b>	Use the procedure that has been put in place to identify and eliminate illicit discharges.	Yes	Used 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 Aurora Bainbridge commercial area, Old South Miles and Harper/Miles area. We dye tested 12 homes or buildings, found 7 cross connections and 6 cross connections have been corrected through this program. On Glenallen we performed private property outside dye testing and found 0 cross connections. We continue follow up in the ABC/CVE area and dye tested 2 homes and retested 10 homes that were repaired through this program.				Yes
William Drsek, Sewer Division Manager							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows	# of Illicit Discharges		Effective (Yes or No)
					Identified*	Eliminated	
Dry-weather Screening of Outfalls	Select 10 residential and 5 industrial locations to visit after dry weather for sampling	Yes	16	0	0	n/a	Yes
William Drsek, Sewer Division Manager							

## SMALL MS4 ANNUAL REPORT FORM

### ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE) 2012

PROPOSED CHANGES TO YOUR SWMP (IF ANY) 2011

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Ordinance or Other Regulatory Mechanism</b>	Enforce compliance with the Illicit Discharge Ordinance as cross connections are found while also continuing to follow up on last years findings.	Continue to work with the Service Department on the City's smoke and dye testing program to eliminate cross connections. Any cross connections found will need repaired by the property owners to be brought into compliance with the city regulations.	2012
John J. Busch PE, City Engineer William Drsek Sewer Division Manager			
<b>Storm Sewer System Map</b>	Provide the Planning Department as-built drawings of projects including the Pettibone Road Project once complete and update the GIS storm sewer map to include the ditch and stream outfalls as they are located.	Continue to locate any outfalls that may still need located with the GPS.	2012
Matthew Hartzell, Assistant to City Engineer Bob Ress, City Inspector Tim Howard, GIS Coordinator			
<b>HSTS Mapping and List</b>	Inspect all new sewer installs in 2012.	Continue to work with the Cuyahoga Board of Health on keeping an updated HSTS map and inspection records of new sewer installs.	2012
Matthew Hartzell, Assistant to the City Engineer			
<b>IDDE Plan</b>	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.	2012
William Drsek Sewer Division Manager			
<b>Dry-Weather Screening of Outfalls</b>	Select 10 residential and 10 industrial locations to visit after two days of dry weather for sampling.	We will visit 20 locations throughout the City after two days of dry weather and sample if necessary.	Summer 2012
William Drsek Sewer Division Manager Gary Wall, Laborer			

## SMALL MS4 ANNUAL REPORT FORM

<b>CONSTRUCTION SITE RUNOFF CONTROL 2011</b>						
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	Continue to enforce compliance with Ordinance 1254 "Erosion and Sediment Control" and Ordinance 1257 "Comprehensive Storm Water Management"	Yes	Ordinance 1254 "Erosion and Sediment Control" ( <a href="http://www.solonohio.org/DocumentView.aspx?DID=931">http://www.solonohio.org/DocumentView.aspx?DID=931</a> ) Ordinance 1257 "Comprehensive Storm Water Management"		We updated ordinance 1254 and continued to use these ordinances to help enforce compliance with the NPDES permit on different projects throughout the City while trying to educate the builders and developers for the future.	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	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.	Yes	Ohio Rainwater and Land Development Manual	Ordinance 1254 "Erosion and Sediment Control" ( <a href="http://www.solonohio.org/DocumentView.aspx?DID=931">http://www.solonohio.org/DocumentView.aspx?DID=931</a> ) Ordinance 1257 "Comprehensive Storm Water Management"	Through the use of BMP's including site inspection, plan review and education, we have continued to gain ground with storm water education to the builders and residents on the city's sediment and erosion control requirements.	Yes
John J. Busch PE, City Engineer						
Complaint Process	Measurable Goal	Completed (Yes or No)	Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Dan Driscoll, Construction Project Administrator 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.	Yes	10	9	The City's Drainage Questionnaire form was updated with a storm water quality section. It was made available online and at the Engineering Department. We continued to follow up on storm water related complaints received through the drainage questionnaires, however none of the issues pertained to storm water quality this year.	No

## SMALL MS4 ANNUAL REPORT FORM

<b>CONSTRUCTION SITE RUNOFF CONTROL 2011</b>						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b># of Applicable Sites Requiring Plans</b>	<b># of Plans Reviewed</b>	<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
<b>Site Plan Review Procedures</b>	Review new commercial, industrial, subdivision and individual residential site plans that are submitted to the city for compliance with city ordinances, NPDES Permit, etc. Also make sure once approved the plans are given to the proper inspector for routine site inspections.	Yes	21	21	We worked in conjunction with the Cuyahoga Soil and Water Conservation District to review all the larger commercial site plans submitted to the city while still reviewing the smaller plans in house. We made sure to work with the Construcion Division to help in the transition from the review process to the inspections.	Yes
Soil and Water Conservation District Keri Welch PE, Assistant City Engineer Matthew Hartzell, Assistant to City Engineer						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Site Inspection Performed</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
			<b># of Applicable Sites/# Performed</b>	<b>Avg. Frequency</b>		
<b>Site Inspection Procedures</b>	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 the new individual residential sites on a monthly basis and the commercial and industrial sites as frequently as possible. City projects weekly for compliance with the approved SWPPP.	Yes	24 Sites/ 136 Performed	5.5	City inspectors and Cuyahoga Soil and Water performed inspections on sites throughout the city and for compliance with the city 's NPDES MS4 permit.	Yes
Dan Driscoll, Construction Project Administrator Matthew Hartzell, Assistant to City Engineer City Inspectors Cuyahoga Soil and Water Conservation District						



## SMALL MS4 ANNUAL REPORT FORM

<b>CONSTRUCTION SITE RUNOFF CONTROL 2011</b>						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
Enforcement Procedures			# of Violations	# of Enforcement Actions		
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.	Yes	1	1	Steps were taken for each deficient site and the city worked with the contractor/builders to bring these sites into compliance. One violation resulted in a full site shut down until brought into compliance. Others were issued warnings, letters, etc.	Yes
Staff Training	Provide training opportunities for employees and staff on MCM 4 practices and maintenance.		<ul style="list-style-type: none"> <li>• Marci Rizzo, City of Solon Service Dept., attended CRWP's February 17, 2011 Board of Trustees meeting, where Good Housekeeping, Phase II reporting requirements, upcoming PIPE opportunities, and local code updates were discussed.</li> <li>• Ohio Stormwater Conference, May 12-13, attended by Matt Hartzell, City of Solon Assistant Engineer.</li> </ul>			Yes
Solon						

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

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL 2012

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Ordinance or Other Regulatory Mechanism</b>			
John J. Busch PE, City Engineer	Update Ordinance 1254 "Erosion and Sediment Control" and Ordinance 1257 "Comprehensive Storm Water Management"	Review Ordinance 1254 "Erosion and Sediment Control" and Ordinance 1257 "Comprehensive Storm Water Management" with the Chagrin River Watershed Partners and submit any necessary updates to City Council for approval.	Mar-12
	Update Erosion and Sediment Control Codes	Adopt CRWP updates to Erosion and Sediment control code	By December, 2012
<b>MCM 4 Training</b>			
City, Cuyahoga SWCD, CRWP	Host a sediment and erosion control training workshop.	Give training on MCM 4 to developers and contractors in Solon	By December, 2012
<b>Sediment and Erosion control Requirements</b>			
John J. Busch PE, City Engineer	Continue 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 BMP's	2012
<b>Complaint Process</b>			
Matthew Hartzell, Assistant to City Engineer	Continue to have the new Drainage Questionnaire with the water quality section available for residents or businesses with stormwater concerns.	Making sure to follow-up on any Drainage Questionnaire received and educate the residents on the new water quality section.	2012
<b>Site Plan Review Procedures</b>			
Soil and Water Conservation District	To make sure Cuyahoga Soil and Water Conservation District is given the plans for review as soon as possible to help speed the overall permit and review process.	As plans are received and meet the necessary criteria forward them to Cuyahoga Soil and Water for SWPPP review.	2012

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL 2012

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Site Plan Review Procedures</b>	Continue to review 100% of the residential site plans.	Review each new individual residential site plan for proper control measures.	2012
Matthew Hartzell, Assistant to City Engineer			
<b>Site Inspection Procedures</b>	Make sure the Cuyahoga Soil and Water Conservation District is given the approved plans for the necessary sites so they can perform inspections of all residential subdivisions, commercial and industrial projects on a monthly basis and after 1/2" rain events.	Notify Cuyahoga Soil and Water of all the active projects within the City while making sure to follow up with them on inspection reports that show deficiencies.	2012
Cuyahoga Soil and Water Conservation District			
Matthew Hartzell, Assistant to City Engineer	To inspect all the new individual residential sites on a regular basis and the commercial/industrial site on a more frequent basis with the help of Keri Welch, PE.	Continue inspecting all the new individual residential sites on a regular basis and the commercial/industrial sites on a more frequent basis with Keri Welch, PE when possible.	2012
Dan Driscoll, Construction Project Administrator	Maintain weekly inspections of all City projects for compliance with there approved SWPPP.	Require contractors to perform weekly site inspections of city projects while also reviewing them with the contractors so anys necessary repairs can be made in a timely fashion.	2012
<b>Enforcement Procedures</b>	To continue to educate while still bringing all builders, contractors and residents that are in non-compliance with the City's NPDES MS4 permit into compliance in a timely fashion.	To review inspections performed with the builders/contractors to help better educate them what exactly is expected at the site to comply with the NPDES permit.	2012
John J. Busch PE, City Engineer			

## SMALL MS4 ANNUAL REPORT FORM

### POST CONSTRUCTION SITE RUNOFF CONTROL 2011

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)
<b>Ordinance or Other Regulatory Mechanism</b>	Enforce the current Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management".	Yes	Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management"		Continued to enforce Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management" and forwarded a copy to Chagrin River Watershed Partners who helped revise the ordinance to add necessary changes including an O&M section. It is currently under review.	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)
<b>Post-Construction Requirements</b>	Send violation notices to owners that have not submitted or contacted the city regarding our annual maintenance report. Update HOA & ILO information. Send industrial/commercial owners information about their responsibilities.	Yes, except information was not sent this year to the industrial/commercial owners	Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management"	Yes - see summary	Sent eight "Notice of Violations" , five owners made contract, two attended an Administration Hearing and were resolved and one did not respond.	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)
<b>Site Plan Review Procedures</b>	To review all the new plans for post construction BMP's and make sure Operation and Maintenance Manuals are part of each plan approved.	Yes	10	10	All applicable plans were reviewed for Post Construction BMP's. We are still working on making sure each site has an approved Operation and Maintenance manual.	Yes
Keri Welch PE, Assistant City Engineer						

## SMALL MS4 ANNUAL REPORT FORM

### POST CONSTRUCTION SITE RUNOFF CONTROL 2011

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
<b>Site Inspection Procedures (Existing structures)</b>  William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary	Perform site inspections of newly identified city structures. Send Industrial/Commercial owners information about their responsibilities in 2012	No	14 city owned properties 4 HOA or ILO 3 being reconstructed 1 new basin	yearly	Received 11 HOA and 16 ILO Inspection and Maintenance forms. Met with 5 newly appointed HOA representative or home owner to educate and inform them of their responsibilities and annual reporting procedures.	Yes
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Site Inspections Performed</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
<b>Site Inspection Procedures (newly constructed structures)</b>  Keri Welch PE, Assistant City Engineer Matthew Hartzell Assistant to City Engineer	Perform inspections for Post Construction BMP's prior to issuing occupancy of all approved projects.	Review each new individual residential site plan for proper control measures.	4 Projects were given final approval with Post Construction BMP's in 2011 and 9 sites had an annual operation and maintenance report completed.	Inspections are performed until the approved completion of each project.	4 projects with there newly constructed Post Construction BMP's were inspected and approved. 9 other operation and maintenance reports were completed on newer post construction BMP's.	Yes
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Violations</b>		Steps were taken for each deficient site and the city worked with the contractor/builders to bring these sites into compliance. One	<b>Effective (Yes or No)</b>
<b>Enforcement Procedures</b>  Matthew Hartzell Assistant to the City Engineer William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary	Work with the Law Director and City Engineer to develop standardized procedure for enforcing compliance with the Maintenance and Inspection Program.	Yes	# of Violations	# of Enforcement		Both administration hearings were resolved.

## SMALL MS4 ANNUAL REPORT FORM

### POST CONSTRUCTION SITE RUNOFF CONTROL 2011

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)
<b>Long-Term O&amp;M Plans/City Projects</b>	To update Codified Ordinance 1257	No	6	1	The process of updating the ordinance to contain a O&M section is still in the works. It was revised by CRWSP and is currently being reviewed before its sent to the appropriate committee for approval.	No
Keri Welch PE, Assistant City Engineer						
<b>Staff Training</b>	Provide training opportunities for employee staff on post-construction practices and maintenance.				<ul style="list-style-type: none"> <li>• Marci Rizzo, City of Solon Service Dept., attended CRWP's February 17, 2011 Board of Trustees meeting, where Good Housekeeping, Phase II reporting requirements, upcoming PIPE opportunities, and local code updates were discussed.</li> <li>• Ohio Stormwater Conference, May 12-13, attended by Matt Hartzell, City of Solon Assistant Engineer.</li> <li>• LID Stormwater Educational Workshop, December 1, 2011 attended by John Busch, City of Solon Engineer, Matt Hartzell, City of Solon Assistant Engineer, and Keri Welch, City of Solon Assistant Engineer.</li> <li>• NEOSWTC's Post-Construction Practices for Public Roadway Projects Workshop, April 13, 2011, attended by Matt Hartzell, City of Solon Assistant Engineer.</li> <li>• CRWP's Dam Safety Meeting, October 26, 2011, attended by Dan Driscoll, City of Solon Engineer.</li> </ul>	Yes
Marcia Rizzo, Sewer Division Secretary						

## SMALL MS4 ANNUAL REPORT FORM

### POST CONSTRUCTION SITE RUNOFF CONTROL 2012

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Ordinance or Other Regulatory Mechanism</b>	Finish reviewing ordinance 1257 that CRWSP updated and move it through the to the appropriate committees for final approval.	Review the Ordinance and submit it to the Public Works and council for approval.	April
John J. Busch PE, City Engineer			
<b>Post - Construction Requirements</b>	Inspect and report city, HOA, ILO properties. Start a list of Commerical and Industrial locations to send information material.	Send letter and Maintenance and Inspection form to HOA's and ILO of basins. Inspect all city, 8 HOA and 15 ILO basins.	2012
William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary			
<b>Site Plan Review Procedures</b>	Work with Cuyahoga Soil and Water to review all commercial/industrial site plans and any new residential subdivisions for Post Construction BMP's.	Review all newly submitted plans for Post Construction BMP's.	2012
Keri Welch PE, Assistant City Engineer			
<b>Site Inspection Procedures (of exsisting structures)</b>	Perform site inspections of existing structures within the city. Start to look into creating a list of commercial and industrial structures.	Inspect and document identified city basins , 8 HOA, and 15 ILO basins. Start to identify commercial and industrial locations.	2012
William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary			

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



## SMALL MS4 ANNUAL REPORT FORM

### POST CONSTRUCTION SITE RUNOFF CONTROL 2012

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Site Inspection Procedures (of newly constructed structures)</b>	Inspect all new structures	Review each new individual residential site plan for proper control measures.	2012
Matthew Hartzell, Assistant to the City Engineer City Inspectors			
<b>Enforcement Procedures</b>	Review inspection and enforcement process.	Review how and who performs annual inspections and updating the ordinance to include more specific procedures.	2012
Matthew Hartzell, Assistant to the City Engineer William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary			
<b>Long-Term O&amp;M City Projects</b>	To get approval on the revised Codified Ordinance 1257 which will include an O&M section.	Finish reviewing ordinance 1257 that CRWSP updated and move it through the to the appropriate committees for final approval.	2012
Keri Welch PE, Assistant City Engineer			

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



## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2011

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity
<b>Employee Training Program</b>	Make responsible persons aware of our Storm Water Pollution Prevention Plan and of their responsibilities.	Yes	Pollution Prevention Good Housekeeping	City Staff	69	53 Service Dept employees attended Snow and Ice Kick off meeting where sensible salting and MCM#6 measures were discussed.  4 employees attended OEPA Certification Training 4 employees attended Operator Certification Training Update 4 employees have taken a renewal PACP training course & 2 retested. 4 employees completed and renewed their collection system license
Dan Driscoll, Construction Project Administrator William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary						
CRWP Marcia Rizzo, Sewer Division Secretary	CRWP Provide training on pollution prevention and good housekeeping techniques	Yes	Good Housekeeping Best management Practices	City Staff	39	April 29, 2011 CRWP Good Housekeeping MCM 6 training provided to members of Solon Service, recreation, engineering, city hall and Grantwood staff.
<b>List of Municipal Facilities Subject to Program</b>					<b>O&amp;M Procedures Developed for Facilities (Yes or No)</b>	<b># of Facility Inspections Performed</b>
Solon Service Department					Yes	Service Department is regularly trained to follow responsible procedures.
Solon Police Department - impound lot					Yes	Semi annual inspections and training as needed.
Grantwood Golf Course - service facility					Yes	Semi annual inspections and training as needed.
<b>Rain Gauge Program</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>		
Ryan Maver PE, Project Engineer	Made sure to maintain the rain gauges in working order.			Monitored rain gauges and sent email notifications when 1/2" or more events occurred.		

# SMALL MS4 ANNUAL REPORT FORM

## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2011

Storm Sewer & Catch Basin Cleaning and Inspection Program	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
<p>Aaron Goshen - Cleaning Bob Tomko and Rich McNamara - Inspection</p>	<p>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.</p>	<p>Storm Sewer Cleaning - 15 streets Catch Basin Cleaning - 409 catch basins cleaned from our catch basin project and an additional 105 on 23 streets throughout the city. TV Inspection of Storm Mains - 31 streets House Storm Lateral cleaning - 27 locations TV Inspection of House Storm Laterals - 71 total</p>
Storm 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 Sanitary and Storm Rehabilitation contractor.</p>	<p><b>Sewer Division crews completed:</b> Storm Sewer main repair or installation - 6 streets Storm Sewer lateral repaired or replaced - 3 Storm test tee installed or repaired 26 Culvert pipe repaired or replaced - 9 <b>Our Storm Channel Rehabilitation contractor performed</b> Storm Sewer main repair or installation - 2 Storm Sewer lateral connection, repair or replaced - 1 Storm test tee installed or repaired - 0 Culvert pipe repaired or replaced - 0 Storm lateral and test tee repair - 1</p>
Catch Basin Repairs	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 from a priority list compiled in 2011. Catch basins can be included on a as needed basis.</p>	<p>The Sewer Division reconstructed 65 catch basins including adjusted and repaired installed one catch basin replaced 2 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 11 catch basins or yard basins. 27 catch/inlet basins were repaired or reconstructed on Cochran Road and 61 through our Concrete Annual Repair Program.</p>

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2011

TV Inspection of Sanitary Mains	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
<p>Bob Tomko and Rich McNamara, Sewer Division Crew</p>	<p>Smoke tested three locations this year including two areas with commercial property and businesses. Old South Miles-commercial area Aurora triangle area- commercial and residential Medhurst/Harper area- residential</p>	<p>TV Inspection of sanitary mains on 17 streets. Private property dye testing at 11 locations from our smoke testing.</p>
Sanitary Mains, Manholes, Laterals and Test Tee Repairs or Replacements	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
<p>William Drsek , Sewer Division Manager in house repairs Dan Driscoll, Construction Project Administrator contracted repairs</p>	<p>Sanitary Sewer Mains Repaired, Manholes repaired or adjusted, Sanitary Lateral Repairs and Sanitary Test Tee Repaired or Replaced by our excavating crew or outside Sanitary &amp; Storm Rehabilitation Contractor.</p>	<p><b>Sewer Division crew performed</b> Sanitary manholes repaired - 0 Sanitary sewer mains repaired - 0 Sanitary lateral repair - 0 Sanitary test tee repair or replaced - 16 <b>Outside manhole contractor repaired 7 sanitary manholes throughout the City.</b> <b>Our Sanitary and Storm Channel Rehabilitation contractor repaired or replaced:</b> Sanitary manholes repaired - 0 Sanitary sewer mains repaired - 0 Sanitary lateral repaired - 1 Sanitary Sewer test tee and lateral - 2</p>
Cleaning of Creeks, Streams and Ditches	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
<p>William Drsek , Sewer Division Manager - in house repairs Dan Driscoll, Construction Project Administrator - contracted repairs</p>	<p>Cleaned creeks, streams and ditches by our excavating crew or outside Storm Channel Rehabilitation Contractor.</p>	<p>Sewer Division cleaned creeks, streams and ditches at 21 total locations. Storm Channel Rehabilitation Contractor - 3</p>

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2011

Flood Control	Summarize Maintenance Activities and Schedules		Summarize Activities Performed
William Drsek, Sewer Division Manager Marcia 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. Due to the record numbers of rain this year our crews visited these sites sometimes more that once a month.		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	280.85 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	11,189 Tons Fiscal year January - December 2010	Employee training, sensible salting practices, calibration of equipment and set useage limits on automated spreader controls.
Pesticide & Herbicide Usage	Procedures Developed (Yes or No)	Gallons Used	Summarize Measures Taken to Minimize Usage
Mark Hawley, City Streets Manager	Yes	5 gallons	Followed our detail turf and fertilizer program that includes timing, soil testing and proper mowing patterns.
Dave Peck, Grantwood Golf Course Superintendent	Yes	Growth Regulators - 17.33 gal. Fungicides - 78.6 gal & 1,259 lbs. Insecticides - 1.72 gal & 270 lbs. Herbicides - 59.5 fl oz. & 14, 550 lbs & 12 oz.	All pesticide applications are applied at specific time periods based on label rates, weather, temperatures on an as needed basis either prventatively or curatively. This year had record rainfall that and high temps that contricuted to higher disease pressure treating to need and use more fungicide.
Russ Schneider, Assistant Director of Recreation	Yes	See summarize measures taken to minimize usage	Outside contractor followed all the rules per manufacturers instructions.

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2011

Fertilizer Usage	Procedures Developed (Yes or No)	Pounds Used	Summarize Measures Taken to Minimize Usage
Mark Hawley, City Streets Manager	Yes	20 bags or 1000 lbs.	Followed our detail turf and fertilizer program that includes timing, soil testing and proper mowing patterns.
Dave Peck, Grantwood Golf Course Superintendent	Yes	31,278 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	See summarize measures taken to minimize usage	Outside contractor followed all the rules per manufacturers instructions.
Street Sweeping	Procedures Developed (Yes or No)	Document Amount of Material Collected and Properly Disposed	
Mark Hawley, City Streets Manager John Zronek, City Streets Crew	Yes	Our street sweeper dumped 304.35 tons of material in our dump pit which was then dewater dried and haul away to American Landfill in Waynesburg, Ohio.	

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2012

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Employee Training Program</b>	Make responsible persons aware of our storm water pollution prevention good housekeeping and of their responsibilities. Erosion and Sediment control training targeted towards developers, and another Good Housekeeping training to cover other personnel outside the service department.	Make available Erosion and Sediment control training for the business community and development community	2012
William Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary			
<b>List of Facilities Subject to Program</b>	Record and keep on file maintenance and inspection records as set forth in the SWP3 for service garage.	Enforce established SWP3 for facilities subject to program.	Ongoing
Tom Bandiera, Director of City Services			
<b>Storm Water Pollution Prevention Plan</b>	Follow BMP's associated with PPGH for Service facility.	Perform monthly inspection of facility, employee and management training and documentation	Monthly 2012
Tom Bandiera, Director of City Services			
Police Department - impound lot	Perform inspections of the facility.	Quarterly inspections and employee training	Quarterly 2012
Grantwood Golf Course - service facility	Perform inspections of the facility and educate employees	Quarterly inspections and employee training	Quarterly 2012
<b>Rain Gauge Program</b>	To find a way to electronically notify all responsible persons of a 1/2" rainfall event	Work with the IT and Water Rec Departments to help set this up.	Spring 2012
Ryan Maver PE, Project Engineer			
<b>Storm Sewer &amp; Catch Basin Cleaning and Inspection Program</b>	To clean catch basins in the subdivision throughout the city on a 10 year cycle.	8 main roads, these include North Park , Aurora Rd. in the curbed areas, Bainbridge Road, Arthur Road, Portz Parkway Cannon Road, Miles Road, Emerald Ridge, Brainard Road sewer main and basins. In house - 3 subdivisions, Cochran Road/Harper Rd., Flanders Dr. and Winston Lane.	Start in the spring of 2012
Aaron Goshen - Cleaning Bob Tomko and Rich McNamara - Inspections			
<b>Storm Sewer Repairs</b>	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.	2012
William Drsek, Sewer Division Manager - in house repairs Dan Driscoll, Construction Division Administrator contracted repairs			

**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MANHOLE REPAIR OPERATIONS 2012**

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

<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Summary of Planned Activities</b>	<b>Proposed Schedule</b>
<b>CatchBasin Repairs</b>			
William Drsek, Sewer Division Manager - in house repairs Dan Driscoll, Construction Project Administrator	Follow our 2012 basin reconstruction program list	Catch basins reconstructed from scheduled list by our catch basin/manhole brick crew.	Starting the spring of 2012 through the end of the year
<b>TV Inspection of Sanitary Mains</b>			
Bob Tomko and Rich McNamara Sewer Division crew	Smoke test four areas.	Smoke test Aurora Road east of 91 to Portz, Cheswick/Stansbury, Fairfield Oval and one commercial or industrial area. Televiser sanitary mains on a as needed basis due to problems found during sanitary sewer main cleaning.	2012
<b>Sanitary Mains, Laterals, Test Tee Repairs or Replacements and Manholes</b>			
William Drsek Sewer Division Manager - in house repairs Dan Driscoll Construction Project Administrator	Repair when problems arise.	Sewer Division Crew as identified or Sanitary and Storm Rehabilitation Contractor will make repairs	2012
<b>Cleaning of Creeks, Streams and Ditches</b>			
William Drsek, Sewer Division Manager - in house repairs Dan Driscoll Construction Project Administrator	Prioritize as issues are identified	Repair by the Sewer Division or the Sanitary and Storm Rehabilitation Contractor	2012
<b>Flood Control</b>			
William Drsek, Sewer Division Manager Marcia Rizzo,	Visit sites on our flood control lists monthly and after rain events.	Check standard locations for flow, obvious signs of pollution or erosion	Monthly 2012
<b>Disposal of Wastes</b>			
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 vector receiving station.	2012

**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2012**

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<p><b>Road Salt</b></p> <p>Tom Bandiera, Director of City Services</p>	<p>Continue calibration of equipment. Purchase additional automated and computerized spreader controls. Employee education on sensible salting practices</p>	<p>Employee training on sensible salting practices Calibration of equipment Introduce new computerized equipment</p>	<p>2012</p>
<p><b>Pesticide &amp; Herbicide Usage</b></p> <p>Mark Hawley, City Streets Manager</p>	<p>Gather information on new products for pesticide and herbicide usage. Use planned schedules for herbicide and pesticide usage.</p>	<p>Pesticide usage will be used on as need basis according to the weather and label rates.</p>	<p>Spring, Summer, Midsummer and Fall</p>
<p>Dave Peck, Grantwood Golf Course Superintendent</p>	<p>Use the same measurable goals, planned activities and proposed schedules for pesticide and herbicide usage in 2012 that were used in 2011. As always weather and as needed will dictate how and when products will be applied. To use the minimum pesticide necessary to maintain a properly condition course.</p>	<p>Use pesticides as needed according to the specified label rates.</p>	<p>Throughout the 2012 season</p>
<p>Russ Schneider, Assistant Recreation Director</p>	<p>Inform contractor of the citys PPGH best management practices.</p>	<p>Request receipt of usage from contractor</p>	<p>Spring to fall 2012</p>
<p><b>Fertilizer Usage</b></p> <p>Mark Hawley, City Streets Manager</p>	<p>Continue to soil test and fertilize according to turf needs.</p>	<p>Fertilize according to label rates per season</p>	<p>Spring, Summer and Fall</p>
<p>Dave Peck, Grantwood Golf Course Superintendent</p>	<p>Use the same measurable goes, planned activities and proposed schedules for fertilizer usage in 2012 that were used in 2011. To compare the actual amount of fertilizer used to the amount of fertilizer ordered.</p>	<p>We will fertilize the course and driving range as needed according to the label rates from early spring to early winter.</p>	<p>2012</p>
<p>Russ Schneider, Assistant Director of Recreation</p>	<p>Inform contractor of the citys PPGH best management practices.</p>	<p>Request receipt of usage from contractor</p>	<p>Spring, Summer and Fall 2012</p>
<p><b>Street Sweeping</b></p> <p>Mark Hawley, City Streets Manager John Zronek, City Streets Crew</p>	<p>The street sweeper is scheduled to sweep all residential streets four times in 2012, with special attention to the industrial area and center of town.</p>	<p>We will begin in the spring starting with high traffic areas.</p>	<p>Weather permitting starting in March of 2012 and continuing throughout the summer and ending in October with the beginning of leaf season.</p>



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## SMALL MS4 ANNUAL REPORT FORM

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### PROPOSED CHANGES TO YOUR SWMP (IF ANY) 2011

- ◆ 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.

In 2011 we installed curb markers on catch basins in the Liberty Hills Subdivision and along Pettibone Road. Even though a little short of our goal it seems to be a cost effective way to reach the general public. Due to the inclement weather on each day that was planned we were only able to install 80 markers. This came a little short of our measurable goal of 100, but in 2012 we will continue to place curb markers on catch basins throughout the city and we will try to have the public participate with the installation this year. The process of updating codified Ordinance Chapter 1257, "Comprehensive Storm Water management" so it will contain a Operation and Maintenance (O&M) section is still in progress. It has been revised by the Chagrin River Watershed partners (CRWP), reviewed by the City and is currently being sent to the appropriate committee's for final approval. Also in 2012 as part of our SWMP we will be removing the Drainage Questionnaire from the Public Education section of our SWMP. This BMP will remain under Public Involvement. Under Public Education & Outreach and Public Participation/Public Involvement, Home Days, Earth Day and Service Department Open House will be listed as BMP City Events. The Environmental Survey, Storm Water Awareness, and Know Your Watershed survey will be listed under BMP Surveys. The BMP Community Television will be removed from Public Involvement and remain under Public Education listed as Public Television/Public Meetings.

### VARIANCES GRANTED (IF ANY) 2011

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The City of Solon's 2011 Annual Report for the Ohio EPA NPDES  
Phase 2 Storm Water Program

APPENDIX C

**Applicable Inspection sites for 2011**

The City of Solon's 2011 Annual Report for the Ohio EPA NPDES  
Phase 2 Storm Water Program

**ATTACHMENTS**

List of illicit discharges  
List of enforcement cases  
List of plan reviews  
SWPPP for each municipal facility  
Copies of the three required ordinances

**PROGRAM MANAGER**  
**JOHN BUSCH PE, CITY ENGINEER**  
 440-349-6745 jbusch@solonohio.org

**PIPE**  
 Dan Driscoll  
 Construction Project Administrator  
 440-349-6745 ddriscoll@solonohio.org

**CSR**  
 Dan Driscoll  
 Construction Project Administrator  
 440-349-6745 ddriscoll@solonohio.org

**PCSR**  
 Keri Welch PE  
 Assistant City Engineer  
 440-349-6745 kwelch@solonohio.org

**IDDE**  
 Bill Drsek  
 Sewer Division Manager  
 440-248-5834 wdrsek@solonohio.org

**PPGH**  
 Tom Bandiera  
 Director of City Services  
 440-248-5834 tbandiera@solonohio.org

**City Participation**  
 Keri Welch PE, Assistant City Engineer  
 440-349-6745 kwelch@solonohio.org  
 Marcia Rizzo, Sewer Division Secretary  
 440-248-5834 mrizzo@solonohio.org

**Community TV  
 Public Meetings**  
 Bill Drsek, Sewer Division Manager  
 440-248-5834 wdrsek@solonohio.org

**Citizen Committee**  
 Bill Drsek, Sewer Division Manager  
 Marcia Rizzo, Sewer Division Secretary

**Curb Markers  
 Door Hangers  
 Sewer Bill**  
 Matthew Hartzell, Assistant to City Engineer  
 440-349-6745 mhartzell@solonohio.org  
 Marcia Rizzo, Sewer Division Secretary

**Downspout Disconnect**  
 Matthew Hartzell, Assistant to City Engineer  
 Bill Drsek, Sewer Division Manager

**Drainage Questionnaire**  
 Matthew Hartzell, Assistant to City Engineer

**Storm Water Web Page**  
 John Busch PE, City Engineer  
 440-349-6745 jbusch@solonohio.org

**City Events**  
 Bill Drsek, Sewer Division Manager  
 Marcia Rizzo, Sewer Division Secretary

**Frames & Grates**  
 Dennis Geiger, Laborer 440-248-5834

**Rain Barrel Installation**  
 Bill Drsek, Sewer Division Manager  
 Matthew Hartzell, Assistant to City Engineer

**Education Brochures**  
**Surveys**  
**Pond Maintenance**  
**Storm Water Update Brochure**  
**Pet Waste**  
 Marcia Rizzo,  
 Sewer Division Secretary

**Enforcement Procedures  
 Ordinance & Design  
 Sediment & Erosion Control**  
 John Busch PE, City Engineer  
 440-349-6755 jbusch@solonohio.org

**Complaint Process  
 Site Inspection Procedures**  
 Matthew Hartzell, Assistant to City Engineer  
 440-349-6755 mhartzell@solonohio.org

**Construction Site Inspections**  
 Dan Driscoll, Construction Project Administrator  
 Matthew Hartzell, Assistant to City Engineer  
 Bill Drsek, Sewer Division Manager

**Ordinance or Other Regulatory Mechanisms  
 Post Construction SW Control Ordinance**  
 John Busch PE, City Engineer  
 440-349-6745 jbusch@solonohio.org

**Long Term O & M  
 Plan Review Procedure  
 Site Inspection Plan Review**  
 Keri Welch PE, Assistant City Engineer  
 440-349-6745 kwelch@solonohio.org

**On Site Inspections  
 Post Construction Review & Requirements**  
 Bill Drsek, Sewer Division Manager  
 Marci Rizzo, Sewer Division Secretary  
 Matthew Hartzell, Assistant to City Engineer  
 Keri Welch , PE Assistant City Engineer

**Enforcement Procedures**  
 Bill Drsek, Sewer Division Manager  
 440-248-5834 wdrsek@solonohio.org

**Ordinance**  
 John Busch PE, City Engineer  
 Keri Welch PE, Assistant City Engineer  
 440-349-6755

**Cross Connection Identification  
 IDDE Plan**  
 Bill Drsek, Sewer Division Manager  
 440-248-5834 wdrsek@solonohio.org

**Dry Weather Monitoring of Outfalls**  
 Bill Drsek, Sewer Division Manager  
 Stanley Smith, Monitoring Division Manager  
 440-248-4895 ssmith@solonohio.org  
 Gary Wall, Laborers

**Map Inventory Piped System**  
 Matthew Hartzell, Assistant to City Engineer  
 440-349-6745 mhartzell@solonohio.org  
 Tim Howard, GIS Coordinator  
 thoward@solonohio.org 440-349-6327

**Map Inventory Open Channel System**  
 Bob Ress, City Inspector  
 440-349-6745 bress@solonohio.org

**Water Pollution Spill Clean-up  
 Hazmat**  
 Mark Vedder, Battalion Chief  
 mvedder@solonohio.org 440-248-6939

**SWPPP  
 Road Salt**  
 Tom Bandiera, Director of City Services

**Cleaning of Creeks, Streams, and Ditches**  
 Dan Driscoll, Construction Project Administrator  
 440-349-6745 ddriscoll@solonohio.org  
 Bill Drsek, Sewer Division Manager  
 440-248-5834 wdrsek@solonohio.org

**Sanitary Mains, Laterals, Sewer Repairs and Test  
 Tee Repairs and Replacement  
 Disposal of Waste  
 Employee Training  
 Flood Control**

**Service Garage Maintenance  
 Storm Sewer, Catch Basin Cleaning & Inspection  
 TV Inspection of Sanitary Mains**  
 Bill Drsek, Sewer Division Manager

**Rain Gauge**  
 Ryan Maver, PE Project Engineer 440-349-6745  
 rmaver@solonohio.org

**Fertilizer Applications  
 Pesticide & Herbicide Usage**  
 Mark Hawley, Streets Manager  
 440-248-5834 mhawley@solonohio.org

Russ Schneider, Facilities Manager Rec. Dept.  
 440-248-5747 rschnieder@solonohio.org  
 Don Holub, Director of Rec & Grantwood  
 440-248-5747 dholub@solonohio.org  
 Dave Pek- 440-248-4646

**Street Sweeping**  
 John Zronek, Laborer 440-248-5834

**CITY OF SOLON 2011**  
**npdes phase ii organizational table**  
**management plan,**  
**assignments and responsibilities**