

# CITY OF SOLON



**NPDES PHASE II 2009 ANNUAL REPORT**

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

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**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: 2009

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.

A table of organization is attached indicating the responsible person for each best management practice. Dan Driscoll is the city's Storm Water Manager. Dan can be contacted by writing to: 34200 Bainbridge Road, Solon, OH 44139 or by calling our Engineering Department at 440-349-6745. The goals set and the accomplishments reported in this report are provided by the responsible person for each best management practice.

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 2009

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)
<b>Frames &amp; Grates</b>	To make sure all new or 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.		The excavating crew in the Sewer Division replaced 8. 42 were replaced as part of the catch basin program. 11 replaced on Cromwell Dr and 8 on Ada Drive as part of the the road repair project. 8 replaced by our Sanitary and Storm Contractor and two replaced with the emergency road repair project.	Yes
Dan Driscoll, Construction Manager Dennis Geiger, Sewer Division Crew						
<b>Educational Brochures</b>	To distribute during city events and at locations that will reach the largest variety of people.	"A Greener Way Of Life!" "Life at the Water's Edge" "Know Where It Goes" Rain Garden Manual After the Storm Pond Management Workshop Storm water message stickers Tinkers Creek Watershed Percentage Drainage	Seniors, employees, residents and others attending city events.		The City of Solon used the following events and locations to make informational material available. Solon Home Days, Solon Earth Day, Service Dept. Open House, Solon City Hall, Public Library, Recreation Dept. and the Senior Center.	Yes
Marcia Rizzo, Sewer Division Secretary						
<b>City Participation in Partnership</b>	To continue to participate as active members in the partnership.				The City of Solon maintains a trustee standing with the Chagrin River Watershed Partners and attends meetings throughout the year. See appendix A for CRWP report	Yes
Dan Driscoll, Construction Manager Marcia Rizzo, Sewer Division Secretary						

**PUBLIC EDUCATION & OUTREACH 2009**

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

<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>Storm Water Web Page</b>					Provide Storm Water information and a video of the Pond Workshop presented by the CRWP for Solon residents.	Yes
John Busch PE City Engineer						
<b>Drainage Questionnaire</b>	Make available at the Engineering Department counter and on the City of Solon website at the storm water webpage.		Solon residents with storm water concerns		The city received 21 questionnaires from residents in 2009 and resolved every one.	Yes
Matthew Hartzell, Assistant to City Engineer						
<b>Storm Water Update Newsletter</b>	To reach all Solon residents and businesses.	Our storm water quality message "Know Where It Goes" Spring is the time to clean your gutters, make sure all downspouts are flowing and your yard drains are free of debris, was part of this newsletter.	All Solon residents and businesses	100%	The Mayor and the Public Works Director 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 2008 and plans for 2009.	Yes
Dan Driscoll Construction Manager Marcia Rizzo Sewer Division Secretary						
<b>Community Television</b>	Provide storm water updates at meetings		Solon residents		The city provided a storm water update during the monthly Public Works meeting which are broadcast at various times throughout each month.	Yes
Dan Driscoll, Construction Manager Bill Drsek Sewer Division Manager						

**PUBLIC EDUCATION & OUTREACH 2009**

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)
<p><b>Home Days Display</b></p> <p>Tom Bandiera, Director of City Services William Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary</p>	<p>To make storm water information available to the public.</p>	<p>"Know Where It Goes"</p>	<p>Solon resident/general public looking for information regarding the City's demonstration house and rain garden display.</p>	<p>20 residents filled out a storm water awareness survey and 19 Rain Garden Manuals were passed out</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. Parents were given a storm water awareness survey while their children participated in our coloring contest. Brochures were also made available in our booth.</p>	<p>Yes</p>
<p><b>Earth Day</b></p> <p>Scott Jakosh, Solid Waste Manager Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary</p>	<p>Make storm water information available.</p>	<p>Storm Water Awareness</p>	<p>Residents that visit our Earth Day booth and purchasing mulch from the Service Department.</p>		<p>Passed out the storm water awareness survey and collected 45 completed forms. Brochures were also made available in our booth.</p>	<p>Yes</p>



## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC EDUCATION & OUTREACH 2010

♦ 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 curb markers at the parks, or other high traffic pedestrian locations.	"Dump No Waste Drains to Waterways"	Residents who live near catch basin replacement.		Have employees walk the park and put stickers on catch basins.	2010
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
<b>Frames &amp; Grates</b>	Make sure any new or replaced frame or grate on catch basins have the "Dump No Waste Drains to Waterways" message.	"Dump No Waste Drains to Waterways"	Solon Residents		Make sure the correct grates/frames are used in catch basins that will be reconstructed in various subdivisions throughout the City of Solon.	During the spring and summer months
Dan Driscoll, Construction Manager Dennis Geiger, Sewer Division crew						
<b>Door Hangers</b>	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		Place door hangers at residents homes in the surrounding area of new or replaced frames and grates.	During the spring and summer months
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						
<b>Educational Brochures</b>	Make available during all city events and different locations that will reach the largest number of people.	Various storm water information	Solon Residents		Make brochures available at different city events and quarterly at various locations throughout the city including city buildings.	Scheduled events and quarterly to locations throughout
Marcia Rizzo, Sewer Division Secretary						
<b>City Participation in Partnership</b>	To continue to participate as active members in the CRWP.		Residents and homeowners		Attend the quarterly meetings and continue work with the partnership. Provide education and opportunities to discuss flooding, erosion, water quality and other storm water management issues directly with interested residents.	As needed
Dan Driscoll, Construction Division Manager Marcia Rizzo, Sewer Division Secretary						

**PUBLIC EDUCATION & OUTREACH 2010**

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

<b>BMP (mechanism) &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Theme or Message</b>	<b>Target Audience</b>	<b>% of Target Audience to be Reached</b>	<b>Summary of Planned Activities</b>	<b>Proposed Schedule</b>
<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 into the Drain"	Solon residents	10%	Work with the IT Department on updating the city's Storm water web page.	2010
John Busch PE, City Engineer						
<b>Drainage Questionnaire</b>	To add a storm water quality section to the questionnaire and make it available to the public on the city website.		Solon Residents		Review the Drainage Questionnaire and add a storm water quality section. Then make the new Drainage Questionnaire available in the Engineering Department and online.	2010
Matthew Hartzell, Assistant to the City Engineer						
<b>Storm Water Update Newsletter</b>	To mail this newsletter to all solon residents and businesses.	"Only Rain into the Drain"	All residents and business in the City of Solon		Send 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.	Spring 2010
Dan Driscoll, Construction Manager 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		We will give a storm water update during the monthly Public Works meetings. Make available the Pond Workshop during the spring of 2010.	2010
Dan Driscoll, Construction Manager Marcia Rizzo, Sewer Division Secretary						

**PUBLIC EDUCATION & OUTREACH 2010**

♦ 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>Home Days Display</b>	Make storm water related information and demonstrations available to the public during Home Days.		The public attending home days and visiting the Service Department booth.		We will set up the demonstration house with our storm water drawing, display a rain garden and distribute other storm water material at the Public Works home days booth.	Jul-10
Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>Home Days (Storm Water Awareness Survey and Watershed display)</b>	Display during home days.		Solon Residents		Set up during Home Days	Jul-10
Marcia Rizzo, Sewer Division Manager						
<b>Earth Day</b>	Make storm water information available.		Residents attending the Earth day event and purchasing mulch.		We will set up the demonstration house with our storm water drawing. Make available storm water information for the public.	Apr-10
Marcia Rizzo, Sewer Division Secretary						
<b>Environmental Awareness Survey</b>	To reach all Solon residents with a mailing about storm water quality.	Increase awareness of storm water quality.	Solon Residents	100%	Send a mailing in June and make available during Home Days.	Fall 2010
Matthew Hartzell, Assistant to the City Engineer Marcia Rizzo, Sewer Division Secretary						



## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC INVOLVEMENT/PARTICIPATION 2009

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
<b>Public Meetings</b>	Give a storm water update during Public Works televised meetings.	Storm Water Update	Public		At every Public Works meeting there is a storm water update and can be viewed on the city website and community television.	Yes
Dan Driscoll , Construction Division Manager Bill Drsek, Sewer Division Manager						
<b>Pond Maintenance Workshop</b>	Make available to the residents during the spring months.	Pond Maintenance Seminar presented by the CRWP	Property owners with lakes and ponds.		The Pond Maintenance Workshop was made available on our city website.	
Marcia Rizzo, Sewer Division Secretary						
<b>Citizen's Committee on Storm Water</b>	Meet regularly throughout the year	The operation & maintenance of the City's storm and sanitary sewer systems.	Concerned Citizens		Citizens committee met regularly during the year.	Yes
Dan Driscoll, Construction Division Manager Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>Drainage Problem Questionnaires</b>	Available at the engineering department counter and on the City of Solon website at the storm water webpage.		Residents that have storm water quality or quantity concerns and would like the city to investigate the problem.		The City received 12 questionnaires from residents in 2009	Yes
Matthew Hartzell, Assistant to the City Engineer						
<b>Community Television</b>					Moved to Public Education and Outreach	

**PUBLIC INVOLVEMENT/PARTICIPATION 2009**

<b>BMP (mechanism) &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Theme or Message</b>	<b>Target Audience</b>	<b>Estimate of People Participated</b>	<b>Summary of Results</b>	<b>Effective (Yes or No)</b>
<p><b>Home Days Event</b></p> <p>Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary</p>	<p>To get the public involved and educated in storm water.</p>	<p>"Know Where It Goes"</p>	<p>Public</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. Parents were given a storm water awareness survey while their children participated in our coloring contest. Brochures were also made available in our booth.</p>	<p>Yes</p>
<p><b>Demonstration House including our storm water drawing display</b></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>"Know Where It Goes"</p>	<p>Residents attending Home Days</p>		<p>Built a model home to demonstrate where storm water runoff into the streams and creeks. Passed out 19 rain garden manuals to residents interested in installing a rain garden.</p>	<p>Yes</p>
<p><b>Rain Garden Display</b></p> <p>Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary</p>	<p>Display a rain garden and distribute Rain Garden manual to residents interested in installing a rain garden.</p>	<p>What is a rain garden and how to install one.</p>	<p>Residents attending Home Days</p>		<p>Passed out 19 Rain Garden Manuals to Homeowners</p>	<p>Yes</p>
<p><b>Find Your Watershed/Storm Water Awareness Questionnaire</b></p> <p>Marcia Rizzo, Sewer Division Secretary</p>	<p>To make residents aware of storm water and have them locate the watershed in their area by using our watershed map.</p>	<p>Storm Water Awareness</p>	<p>Parents of small children</p>		<p>Twenty parents filled out a questionnaire and located their watershed during a coloring contest with the kids and collected 45 completed surveys during Earth Day while residents were in line purchasing mulch.</p>	<p>Yes</p>

**PUBLIC INVOLVEMENT/PARTICIPATION 2009**

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
<b>Brochures and other related storm water quality and quantity information material</b>	Distribute during city events to reach a large diverse group of people.	Storm Water Awareness	Public		Life at the Rivers Edge, "Know where it goes", Storm Pond Management and Rain Garden Manual, Stickers and Tinkers Creek Watershed Percentage and storm water stickers	Yes
Marcia Rizzo, Sewer Division Secretary						
<b>Service Department Open House</b>	To show residents how to dispose of hazardous household waste.	To safely dispose of paints, chemicals, oils, batteries etc.	Residents of Solon		During our open house the residents had the opportunity to tour our facility and were educated on our secondary recycling program including hazardous household waste and vector pit operations.	Yes
Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>Downspout Disconnect</b>	To review all new addition applications for the ability to splashblock the new downspouts.		Residential property owners who are constructing an addition to their house.		Seven residents received permits for a downspout disconnect.	Yes
Matthew Hartzell, Assistant to City Engineer Marcia Rizzo, Sewer Division Secretary						
<b>Rain Barrel Installation</b>					One employee attended a rain barrell demonstration in Walton Hills, OH. One resident installed a rain barrell.	Yes
Matthew Hartzell, Assistant to City Engineer						
<b>Find Your Watershed/Storm Water Awareness Quiz</b>	To make available to residents during Home Days and Earth Days.	Storm Water Awareness	Public and residents visiting the Public Works booth and displays during Home Days and Earth Day.		During Home Days and Earth Day	Yes
Marcia Rizzo, Sewer Division Secretary						

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC INVOLVEMENT/PARTICIPATION 2010

♦ 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>Public Meetings</b>	To give a storm water update during the Public Works meetings.	Storm Water Update	Residents attending public meetings, watching the community tv and viewing the meetings on our web site.		Moved to Public Education & Outreach	During the Public Works scheduled meetings.
Dan Driscoll, Construction Manager William 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.	Pond Maintenance Workshop presented by the CRWP	Residents living near ponds or lakes.			During the spring and summer months
Marcia Rizzo, Sewer Division Secretary						
<b>Citizen's Committee on Storm Water</b>	Meet regularly throughout the year. Develop a theme for our PIPE program and review our storm water update newsletter.	Only Rain in the Drain!!				Throughout 2010
Dan Driscoll, Construction Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>Drainage Problem Questionnaires</b>	To add a storm water quality section to the questionnaire and make it available to the public on the city website.				Review the drainage Questionnaire and add a storm water quality section. Then make the new Drainage Questionnaire available in the Engineering Department and online.	2010
Matthew Hartzell, Assistant to City Engineer						
<b>Community Television</b>					Moved to Public Education and Outreach	2010

**PUBLIC INVOLVEMENT/PARTICIPATION 2010**

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

<b>BMP (mechanism) &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Theme or Message</b>	<b>Target Audience</b>	<b>Estimate of People to Participate</b>	<b>Summary of Planned Activities</b>	<b>Proposed Schedule</b>
<b>Home Days</b>	To get the public involved in storm water quality and quantities.	Only Rain in the Drain!!	Public		Display our demonstration house with the storm water drawing. Build and display a rain garden. Make our environmental survey available and other related storm water information.	July/2010
Tom Bandiera Director of City Services 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!!	Public		Display during city events	July/2010
Bill Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary						
<b>Rain Garden Display</b>	Display a Rain Garden during Home Days	Only Rain in the Drain!!	Public		Build and display during Home Days.	July/2010
Bill Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary						
<b>Find Your Watershed/Storm Water Awareness Quiz</b>	Display during Home Days	Storm Water Awareness			Get the public involved by locating their watershed by using our map when answering the questions to the Awareness Quiz.	July/2010
Marcia Rizzo, Sewer Division Secretary						
<b>Brochures and related storm water quality and quantity issues</b>	Distribute during city events to reach the largest variety of people.	Storm Water Awareness	Public		Make available during Home Days and Earth Days.	2010
Marcia Rizzo, Sewer Division Secretary						

**PUBLIC INVOLVEMENT/PARTICIPATION 2010**

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

<b>BMP (mechanism) &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Theme or Message</b>	<b>Target Audience</b>	<b>Estimate of People to Participate</b>	<b>Summary of Planned Activities</b>	<b>Proposed Schedule</b>
<b>Service Department Open House</b> Bill Drsek Marcia Rizzo	Make available information regarding storm water pollution prevention.		Residents coming to the Service Departments open house and paper shred.		Hold a drawing for the residents that filled out our environmental survey.	Saturday , September 18th 2010
<b>Downspout Disconnect</b> Matthew Hartzell, Assistant to City Engineer Marcia Rizzo, Sewer Division Secretary	Continue to suggest disconnecting downspouts to resident.		Residents who are illegally connected to the sanitary sewer and/ or residents constructing home additions.		We are going to continue to suggest downspouts disconnecting and inspect any of these disconnects that occur throughout the year.	2010
<b>Rain Barrel Installation</b> Matthew Hartzell, Assistant to City Engineer	Inform residents about rain barrell installation.		Residents that are illegally connected and need to disconnect their downspouts.	5	To inform interested residents about rain barrel installation and the workshops that Cuyahoga Soil and Water does throughout the year.	2010
<b>Curb Markers</b> Matthew Hartzell, Assistant to City Engineer Marcia Rizzo, Sewer Division Secretary	Install 100 at city parks or high pedestrian traffic areas.	"Dump No Waste Drains to Waterways"	Pedestrians		Install curb markers in the summer of 2010 in high pedestrian traffic areas.	Summer 201
<b>Door Hangers</b> Matthew Hartzell, Assistant to City Engineer Marcia Rizzo, Sewer Division Secretary	To place in ocations of new or replaced frames and grates.	"Dump No Waste Drains to Waterways" or a newly designed door hanger			Distribute to surrounding residents of a new or replaced frame and grate.	Spring and summer months of 2010
<b>Environmental Survey</b> Marcia Rizzo, Sewer Division Secretary	To access the educational needs of the City of Solon residents.	Storm water quality	All Solon residents and businesses		Mail to all residents and businesses and use the information gained to customize educational programs to the needs of Solon residents in the future.	2010

## SMALL MS4 ANNUAL REPORT FORM

### ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE) 2009

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)
<b>Ordinance or Other Regulatory Mechanism</b>	To review and add the proper language to this minimum control measure to help eliminate cross connections. Ordinance 1482.09 "Sanitation, Drainage and Sewerage" was passed by Solon City Council on October 10, 2007	Yes	<a href="http://www.solonohio.org/PDF/coIllicit">http://www.solonohio.org/PDF/coIllicit</a>		The language added to Ordinance 1482.09 "Sanitation, Drainage and Sewerage" has worked effectively on helping to eliminate cross connections. This language has given us the ability to enforce the corrections of cross connections found from the smoke and dye testing program.		Yes
John Busch PE, City Engineer							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
<b>Storm Sewer System Map</b>	The Engineering Department continued to provide the Planning Department as-built drawings of projects throughout the City to keep the GIS storm sewer map up to date.	Yes	The Engineering Department has continued to provide the as-built plans for new sewer installation to the Planning Department for sewer map updating.			Yes	
Matthew Hartzell, Assistant to City Engineer Tim Howard, GIS Coordinator							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
<b>HSTS Mapping and List</b>	Inspect the abandoning of HSTS. Locate and map all the remaining HSTS within the City.	Yes	The City inspected the abandoning and sewer tie-in's for 5 residential properties in 2009. The Cuyahoga County Board of Health also has provided the City with a map of the remaining HSTS located within the city.			Yes	
Matthew Hartzell, Assistant to City Engineer Cuyahoga County Board of Health							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
<b>IDDE Plan</b>	The information gained from flow monitoring is being used to look for I/I problems and potential sanitary sewer upgrading.	Yes	The City performed smoke testing in The Preserve and Chagrin Valley Estates subdivisions. Through voluntary residential dye testing of sewer systems on private property, 56 homes in the ABC area and 18 homes in the Chagrin Valley Estates were tested.			Yes	
William Drsek, Sewer Division Manager							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# of Illicit Discharges		Effective (Yes or No)
Dry-weather Screening of Outfalls Total # of Outfalls 0					Identified*	Eliminated	
					Bill 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) 2010

- ♦ 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 Busch PE, City Engineer William Drsek, Sewer Division Manager	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.	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.	September 2011
<b>Storm Sewer System Map</b>  Matthew Hartzell, Assistant to City Engineer Bob Ress, City Inspector Tim Howard, GIS Coordinator	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 50 ditch and stream outfalls.	We will continue to provide the Planning Department the as-built plans for projects as they come available. Also to begin a verification process for our ditch and stream outfalls listed in our 2003 Storm Water Management Plan and locate them by GPS.	December 2010
<b>HSTS Mapping and List</b>  Matthew Hartzell, Assistant to the City Engineer	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 sewer conversions and HSTS abandoning.	Continue to update the HSTS map and work with the Cuyahoga County Board of Health on making sure that an abandoning permit is obtained and our sewer records are updated.	December 2010
<b>IDDE Plan</b>  William Drsek Sewer Division Manager	Write and use procedures for tracing the source of an illicit discharge.	Sewer Division crews will develop an effective written plan for tracking illicit discharges reported or found. The plan will include tracking the discharge to its source and how to correctly and efficiently eliminate it.	Throughout 2010
<b>Dry-Weather Screening of Outfalls</b>  William Drsek Sewer Division Manager Bob Ress, City Inspector	Select 5 industrial and 5 residential locations. to visit after 3 days of dry weather for sample.	We plan to visit these locations after 3 days of dry weather to sample and test water that is present. Further action will depend on test results.	Summer of 2010

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL 2009

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>  John J. Busch PE, City Engineer	To make sure all builders, contractors and residents stay in compliance with the City's Ordinance 1254 "Erosion and Sediment Control" & Ordinance 1257 "Comprehensive Storm Water Management"	Yes	Ordinance 1254 "Erosion and Sediment Control" <a href="http://www.solonohio.org/PDF/erosion.pdf">http://www.solonohio.org/PDF/erosion.pdf</a> Ordinance 1257 "Comprehensive Storm Water Management" <a href="http://www.solonohio.org/PDF/swmgt.pdf">http://www.solonohio.org/PDF/swmgt.pdf</a>		We continued to enforce ordinance 1254 "Erosion and Sediment Control" and 1257 "Comprehensive Storm Water Management". They have helped us in enforcing compliance with the NPDES permit for residential and commercial projects throughout the City, including the new 2 stage permit process for all residential construction.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
<b>Sediment and Erosion Control Requirements</b>  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.	Yes	Ohio Rainwater and Land Development Manual	Ordinance 1254 "Erosion and Sediment Control" <a href="http://www.solonohio.org/PDF/erosion.pdf">http://www.solonohio.org/PDF/erosion.pdf</a> Ordinance 1257 "Comprehensive Storm Water Management" <a href="http://www.solonohio.org/PDF/swmgt.pdf">http://www.solonohio.org/PDF/swmgt.pdf</a>	We continued to use the Ohio Rainwater and Land Development Manual as general standards implemented BMP's into our Storm Water Program to help enforce compliance with respect to the City's Ordinances and NPDES MS4 permit.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)
Complaint Process	To follow up on all resident concerns and drainage questionnaires as related to Storm Water.	Yes	Received	Followed-Up On		
Dan Driscoll, Construction Manager Matthew Hartzell, Assistant to City Engineer			21	21	We have continued to follow up on the storm water related complaints using the drainage questionnaire and resident concern forms. These methods have made it easier to find and resolve any issues as related to Storm Water Quality. During 2009 we received 21 complaints and resolved every one.	Yes

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL 2009

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)
<b>Site Plan Review Procedures</b>	Review all new site plans submitted for commercial, residential, industrial and subdivisions to the City for compliance with City Ordinances, NPDES Permits, etc.	Yes	15	15 plans reviewed 8 topo and 7 commercial/industrial	We have continued to review all the site plans submitted to the City for commercial, residential, industrial and subdivisions. We reviewed 15 site plans and the SWPPP's for compliance with city Ordinances, NPDES Permit etc.	Yes
Soil and Water Conservation District Joan Milhoan PE, Assistant City Engineer Matthew Hartzell, Assistant to City Engineer						
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		
<b>Site Inspection Procedures</b>	To make sure the City Inspectors, Cuyahoga Soil and Water Conservation District, Private Inspection firms, contractors and builders are continuing to perform and document inspections of active building sites as frequent as possible for compliance with the City's NPDES MS4 permit.	Yes	19 Sites/ 78 Performed	Monthly and after 1/2" rain events.	City Inspectors, Cuyahoga Soil and Water Conservation District, Private Inspection, Contractors and Builders continued to perform and document inspections and enforce compliance with the City's NPDES MS4 permit.	Yes
Matthew Hartzell, Assistant to City Engineer City Inspectors Cuyahoga Soil and Water Conservation District						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violations	# of Enforcement Actions		
<b>Enforcement Procedures</b>	Making sure compliance is kept with all the City ordinances	Yes	40	1	The current process of notifying the contractors, builders, etc. seems to be working with only having to move to the next step of enforcement once in 2009	Yes
John Busch PE, City Engineer						

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

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL 2010

- ◆ 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>	Revise Ordinance 1254 if necessary to meet all general requirements of the Ohio EPA NPDES General Storm Water Permit for Construction Activities	Review the existing City Ordinance 1254 "Erosion and Sediment Control" and make any necessary changes. Continue to enforce as necessary.	40787
John J. Busch PE, City Engineer			
<b>Sediment and Erosion Control Requirements</b>	Make sure all the Sediment and Control requirements per the City Ordinance 1254 are adhered to.	Continue to make sure all plans are reviewed, sites are inspected and enforcement actions are taken.	2010
John J. Busch PE, City Engineer			
<b>Complaint Process</b>	Add a section to the Drainage Problem Questionnaire solely pertaining to storm water quality.	Review the Drainage Questionnaire and add the storm water quality section. Then make the new Drainage Questionnaire available in the Engineering Department and online.	2010
Matthew Hartzell, Assistant to City Engineer			
<b>Site Plan Review Procedures</b>	Review appropriate site plans that are submitted to the City for compliance with City Ordinances, NPDES Permits, etc. and the approved plans given to the proper inspector for routine site inspections.	Follow up with all site plans submitted making sure we have a copy of the SWCD approved SWPPP in the corresponding file and with the proper site inspector.	2010
Soil and Water Conservation District			
<b>Site Plan Review Procedures</b>	Continue to review all the new site plans for commercial, industrial and subdivisions. Make sure the correct inspectors have an approved copy.	Follow up with all the approved SWPPP's making sure we have the approved SWPPP with the correct inspector in the field at all times.	2010
Joan Milhoan PE, Assistant City Engineer			
<b>Site Plan Review Procedures</b>	Continue to review all the new individual residential construction site plans and examine the approved permit attachments for up to date storm water information.	Review all the site plans as submitted and assess the approved permit attachments. Attach any new pertinent information needed.	2010
Matthew Hartzell, Assistant to City Engineer			

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL 2010

- ◆ 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</b> 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 conservation of all projects within the City. Follow up with CSWCD on the inspection reports with deficiencies for enforcement.	2010
<b>Site Inspection Procedures</b> Matthew Hartzell, Assistant to City Engineer	To inspect all the new individual residential sites on a monthly 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 CSWD field reports show deficiencies at a site.	2010
<b>Site Inspection Procedures</b> Dan Driscoll, Construction Manager	To inspect the city projects weekly for compliance with the approved SWPPP.	Have the city inspectors perform weekly site inspections for compliance with the SWPPP.	2010
<b>Enforcement Procedures</b> 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.	Continue to inspect all active and inactive construction sites to make sure that the builders, contractors, residents, etc. 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 and after notification is not being resolved issue a immediate stop work order on the project until it becomes compliant.	2010

**SMALL MS4 ANNUAL REPORT FORM**

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

**2009**

<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Cite Local Code(s) Being Used (If available, web link for code(s))</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
<b>Ordinance or Other Regulatory Mechanism</b>				Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management"		
John J. Busch PE, City Engineer						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Structural and/or Non-Structural Standards Being Used</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
<b>Post-Construction Requirements</b>	Annual detention/retention basin inspection and maintenance reports received from property owners.	Yes	Structural: Maintaining Your Detention Basin guidebook including inspection and maintenance report form.	Non Structural: Codified Ordinance Chapter 1257, "Comprehensive Storm Water Management"	Received eight reports in 2009 from home owner associate and completed eight reports with individual lot owners.	Yes
Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b># of Applicable Sites Requiring Post-Const. BMPs</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 all plans submitted for compliance with the Ohio Rainwater and land Development Manual and Solon standards.	Yes	6 including Southwood subdivision	5 commercial/industrial 1 residential	Wrote and sent out 9 comment letters for SWPP plan revisions.	Yes
Joan Milhoan PE, Assistant City Engineer						

## SMALL MS4 ANNUAL REPORT FORM

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

2009

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> Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary	Inspect, inform HOA & ILO of their inspection and maintenance responsibilities.	Yes	8 - Individual Lot Owners 3 - Home Owner Associations 4 City Properties	Yearly	Met with individual lot owners and home owner associate representatives to educate and inform them of their responsibilities and annual reporting procedures.	Yes
<b>Site Inspection Procedures (newly constructed structures)</b> Joan Milhoan PE, Assistant City Engineer Matthew Hartzell Assistant to City Engineer	Inspect newly constructed BMP's for compliance with the approved SWPPP.	Yes	5 basins were inspected and verified by formal surveys.	At completion of project	All new basins were verified by a registered engineer.	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		
<b>Enforcement Procedures</b> Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary	Require owners to correct deficiencies found in their storm water control structures.	Yes	4 HOA did not file their inspection forms in 2009	A letter was sent to HOA requiring them to submit their inspection report by June. Followed up with a phone call.	We are in the process of increasing enforcement measures.	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)
<b>Long-Term O&amp;M Plans/City Projects</b> Joan Milhoan PE, Assistant City Engineer	Review plans to verify that maintenance plans are included on the construction plans.	Yes	3 Commercial/Industrial 2 Residential	2 Commercial/Industrial 2 - Residential	Revise the procedure so that long term O & M instructions are a "stand alone" document that can be easily filed and submitted to the owner or responsible party of the BMP.	Yes



## SMALL MS4 ANNUAL REPORT FORM

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

- ♦ 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	Review ordinance and bring recommended changes to council.	Review ordinance and bring recommended changes to council including any language that will help various parts of our program work together more effectively. Continue to collect O&M inspection reports and review in the Sewer Division each June.	2010
<b>Post-Construction Requirements</b>  Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary	Receive and review annual inspection and maintenance reports.	Contact five individual lot owners and four home owner association representatives of storm water run off control structures, inform them of their responsibilities for the inspection, maintenance and annual reporting.	Reports are due
<b>Plan Review Procedures</b>  Joan Milhoan PE, Assistant City Engineer	Review all plans submitted for compliance with the Ohio Rainwater and Land Development Manual and other Solon standards.	Continue the plan review process and record comments in letter form. Follow through with the new policy for long term O&M plans as described below.	2010 (as plans are submitted)
<b>Site Inspection Procedures (of structures)</b>  Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary	Home Owner Association representatives and individual lot owners are responsible to inspect their own structures and the City will inspect existing locations with owners.	Continue site inspections of retention/detention basins which will result in informing and educating other property owners of their responsibilities.	Five new locations in 2010
<b>Site Inspection Procedures (of newly constructed structures)</b>  Joan Milhoan PE, Assistant City Engineer Matthew Hartzell Assistant to the City Engineer	Inspect newly constructed BMP's for compliance with the approved SWPPP.	Continue the inspection process including the requirement of submitting an as-built plan performed by a licensed surveyor.	2010 (as projects are completed)

**SMALL MS4 ANNUAL REPORT FORM**

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

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<p align="center"><b>Enforcement Procedures</b></p> <p align="center">Matthew Hartzell Assistant to the City Engineer Bill Drsek, Sewer Division Manager Marcia Rizzo, Sewer Division Secretary</p>	<p>Continue to perform site inspections and notify owners of any deficiencies. Review the report and follow up as needed.</p>	<p>Send reminder letter to owners who do not meet the reporting deadline. Continue to assist owners with restoration of existing basins around the city.</p>	<p align="center">June 2010 receive report</p>
<p align="center"><b>Long-Term O&amp;M City Projects</b></p> <p align="center">Joan Milhoan PE, Assistant City Engineer</p>	<p>2010: All new SWPPP's will have O&amp;M plans. Contact owners who have constructed storm water BMP's in previous years and begin working toward O&amp;M plans with them.</p>	<p>Review new or modified construction plans and verify the SWPPP is acceptable and that an O&amp;M plan is included for both temporary and permanent BMP's. We will look back one year at a time to make sure the long term O&amp;M plan exist.</p>	<p align="center">2010</p>

**SMALL MS4 ANNUAL REPORT FORM**

**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2009**

<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Topic(s)</b>	<b>Targeted Audience</b>	<b># of Employees Attended</b>	<b>Summary of Activity</b>
<b>Employee Training Program</b>	Attend as many practical storm water related education seminars or workshops.	Yes	Storm Water		12 Employees attended the WEF webcast 4 Employees attended "Your New Municipal Storm Water Permit" 2 Employees attended the annual Ohio Storm Water Conference 3 employees attended the Storm Water System Design and Performance 2 employees attended 2009 Collection System Conference	
Bill Drsek Sewer Division Manager Marcia Rizzo Sewer Division Secretary						
<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					Ongoing	Service Department is regularly trained to follow responsible procedures.
Solon Police Department - impound lot					Ongoing	
Grantwood Golf Course - service facility					Ongoing	
<b>Rain Gauge Program</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>		
Jim Stephancin Glen DiBacco	Rain gauges were previously installed at 5 locations throughout the City. Two are read daily- Water Reclamation Department and City Hall. Others are uploaded when reading the monitors weekly.			We installed and read flow monitors in sanitary sewers throughout the City to asset with the Sanitary Sewer Master Plan.		
<b>Storm Sewer &amp; Catch Basin Cleaning and Inspection Program</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>		
Dennis Varga - 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 - 10 streets Catch Basin Cleaning - 631 total TV Inspection of Storm Mains - 25 streets House Storm Lateral cleaning - 2 locations TV Inspection of House Storm Laterals - 24 total		

## SMALL MS4 ANNUAL REPORT FORM

**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS    2009**

<b>BMP &amp; Responsible Party</b>		
<b>Sewer Repairs</b>	<b>Summarize Maintenance Activities and Schedules</b>	<b>Summarize Activities Performed</b>
Bill Drsek , Sewer Division Manager - in house repairs Dan Driscoll, Construction Manager - contracted repairs	Storm Sewer Main Repairs, culvert pipe repaired or replaced, Sanitary and 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.	Storm Sewer Main Repair or Installation - 9 total Four completed by the Sewer Division and 5 by the Sanitary and Storm Channel Rehabilitation Contractor Culvert pipe Repaired or Replaced - 7 total. Two completed by our Storm Channel Rehabilitation Contractor Storm Sewer Lateral Connections - 7 total Test Tee Installed or Repaired - 9 total
<b>Sewer Repairs/Catch Basins</b>	<b>Summarize Maintenance Activities and Schedules</b>	<b>Summarize Activities Performed</b>
Bill Drsek , Sewer Division Manager - in house repairs Dennis Geiger - Laborer	Catch Basins reconstructed by our catch basin/manhole brick crew.	The Sewer Division reconstructed 42 catch basins and installed catch basins on Briardale Lane, Crofton Ave., Bainbridge Road, two on Cannon Rd., two on Aurora Road and two on Glenwood Ave. They adjusted or repaired 11 catch basins and replaced 9 new concrete precast basins.
Dan Driscoll, Construction Manager - contracted repairs	Catch Basins repairs/reconstructed by an outside contractor.	24 Removed and replaced
<b>TV Inspection of Sanitary Mains</b>	<b>Summarize Maintenance Activities and Schedules</b>	<b>Summarize Activities Performed</b>
Jim Stephancin Glen DiBacco Bob Tomko Rich McNamara	TV inspection of sanitary mains performed by our TV crew.	TV Inspection of Sanitary Mains - 31 streets

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2009

BMP & Responsible Party		
<b>Sanitary Mains, Manholes, Laterals and Test Tee Repairs or Replacements</b>	<b>Summarize Maintenance Activities and Schedules</b>	<b>Summarize Activities Performed</b>
Bill Drsek , Sewer Division Manager - in house repairs Dan Driscoll, Construction Manager - 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.	Sanitary manholes repaired - 3 total Sanitary Sewer Mains Repaired - 1 total Sanitary Lateral Repairs - 2 total Sanitary Test Tee Repairs or Replaced - 7 total Our Sanitary and Storm Channel Rehabilitation Contractor repaired or replaced 17 sanitary test tees. An outside manhole contractor repaired 7 sanitary manholes through out the City.
<b>Cleaning of Creeks, Streams and Ditches</b>	<b>Summarize Maintenance Activities and Schedules</b>	<b>Summarize Activities Performed</b>
Bill Drsek , Sewer Division Manager - in house repairs Dan Driscoll, Construction Manager - contracted repairs	Cleaned creeks, streams and ditches by our excavating crew or outside Storm Channel Rehabilitation Contractor.	Cleaned creeks, streams and ditches at 17 total locations. Our Sewer Division crew completed 16 and our Storm Channel Rehabilitation Contractor cleaned 1 stream on Wedgewood.
<b>Flood Control</b>	<b>Summarize Maintenance Activities and Schedules</b>	<b>Summarize Activities Performed</b>
Bill 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.

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2009

Disposal of Wastes	Procedures Developed (Yes or No)	Document Amounts of Wastes Properly Disposed	
Bill Drsek, Sewer Division Manager	Yes	215.1 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	12,700 Tons	Added 10 automated salt trucks to city fleet which have the capability to reduce salt usage per lane mile. Calibration of manual and auto salting equipment prior to winter.
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	70	Continually plan and stick to a scheduled mowing and way to reduce usage of pesticides and herbicides.
Dave Peck, Grantwood Golf Course Superintendent	Yes	Growth Regulators - 10.5 gal & 5 lbs. Fungicides - 29 gal & 980 lbs. Insecticides - 1.5 gal & 315 lbs. Herbicides - 43 gal & 13,5050 lbs.	All applications are sprayed at the applied specific time periods based on packaging label rates, weather and temperature, on a as needed basis.
Russ Schneider, Assistant Director of Recreation	Contract this procedure out to an outside company.		

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2009

BMP & Responsible Party			
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	16350 lbs.	Follow the instruction on the product. Broadleaf and insect infestations.
Dave Peck, Grantwood Golf Course Superintendent	Yes	32,858 lbs.	All areas of the golf course, greens, tees, fairways, rough, and driving range have been measured and are fertilized on specific time intervals based on label rates and soil tests.
Russ Schneider, Assistant Director of Recreation	Yes	5155 lbs	Follow the instruction on the product. Measured all athletic fields and the common ground area.
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 street sweeper follows the solid waste residential routes, continues on the Industrial area and the center of town	Our street sweeper dumped 156 yards of debris into our new vacor & sweeper receiving station.	



## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2010

- 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 Plan and of their responsibilities.	Hold a meeting with Service Department employees to educate and inform them of our Storm Water Pollution Prevention Plan and of their responsibilities. Attend a seminar through the Ohio EPA and WEF.	Spring of 2010 - general Phase II training for Service Department Fall 2010- follow up storm water pollution training
Dan Driscoll, Construction Mgr Bill Drsek, Sewer Division Mgr Marcia Rizzo, Sewer Division Secretary			
<b>Storm Water Pollution Prevention Plan</b>		Develop site specific Storm Water Pollution Prevention Plan for the Service Department.	Spring and Fall of 2010
Tom Bandiera Director of City Services			
Police Department - impound lot			
Grantwood Golf Course - service facility			
<b>Rain Gauge Program</b>	Set up an effective way to inform responsible persons of 1/2" or more of rain in 24 hours for construction site inspections.	Using the city's Read WeatherLink file, we will send a reminder email to city inspectors, construction division manager and sewer division manager when rainfall is 1/2" or more in a 24 hour period for construction site inspections.	Set up spring 2010 and use regularly
Jim Stephancin Glen DiBacco			
<b>Storm Sewer &amp; Catch Basin Cleaning and Inspection Program</b>	To clean catch basin in subdivision throughout the city in a 10 year cycle.	In house - perform catch basin cleaning in five subdivisions. Contracted out - 1 subdivision	Start in the spring of 2010
Dennis Varga - Cleaning Bob Tomko and Rich McNamara - Inspections			
<b>Sewer Repairs</b>	Storm sewer main repairs, culvert pipe repairs/replaced, storm sewer lateral connections, test tee installed or repair and manholes adjusted to grade.	The Sewer Division will make repairs as they become aware through directives, televising and preventative maintenance.	2010 and distribute flyers to surrounding residents.
Bill Drsek, Sewer Division Manager Dan Driscoll, Construction Division Manager			

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2010

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

BMP & Responsible Party			
TV Inspection of Sanitary Mains	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Bob Tomko and Rich McNamara Sewer Division crew	Smoke test an industrial area in the city. Continue private property dye testing in the ABC area and Chagrin Valley Estates	Rescheduled canceled or properties not completed due to weather and send a mailing requesting residents in the Chagrin Valley Estates to contract the Sewer Division to set up	Start rescheduling in the spring of 2010 until the end of the year, weather permitting
<b>Sanitary Mains, Laterals, Test Tee Repairs or Replacements and Manholes</b>	Repair when problems arise.	Sewer Division Crew as identified or Sanitary and Storm Rehabilitation Contractor will make repairs	2010
Bill Drsek , Sewer Division Manager in house repairs Dan Driscoll, Construction Manager contracted repairs			
<b>Cleaning of Creeks, Streams and Ditches</b>	Prioritize as issues are identified	Repair by the Sewer Division or the Sanitary and Storm Rehabilitation Contractor	2010
Bill Drsek , Sewer Division Manager in house repairs Dan Driscoll, Construction Manager contracted repairs			
<b>Flood Control</b>	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 2010
Bill Drsek, Sewer Division Manager Marci Rizzo, Sewer Division Secretary			
<b>Disposal of Wastes</b>	Properly dispose of all waste	Waste collected through our catch basin cleaning program and street sweeping program will be properly disposed in our vacor receiving station.	2010
Bill Drsek, Sewer Division Manager			
<b>Road Salt</b>	Calibration/storm record log sheets	Continue to calibrate all equipment and introduce additional automated salting equipment as budget permits	2010/2011
Tom Bandiera, Service Department Director			

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 2010

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Pesticide &amp; Herbicide Usage</b>	Compare actual gallons (usage) to estimated application.	4 planned applications properly applied	Spring, Summer, Midsummer and Fall
Joe Markiewicz, City Streets Manager Mark Hawley ,City Streets Crew			
Dave Peck, Superintendent	To use the minimum pesticide necessary to maintain a properly condition course.	Use pesticides as needed according to the specified label rates.	Spring and Fall 2010
Russ Schneider, Assistant Recreation Director	Contract out to an outside contractor		
<b>Fertilizer Usage</b>	Compare actual pounds (usage) to estimated application	4 planned applications properly applied	Spring, Summer, Midsummer and Fall
Joe Markiewicz, City Streets Manager Mark Hawley, City Streets Crew			
Russ Schneider, Assistant Recreation Director	Compare actual pounds (usage) to estimated application	Fertilize the athletic fields and common grounds at the Community Park, once in the spring, summer and fall using the recommended guidelines on the product used.	Make three applications during 2010 and record the amount used.
Dave Peck, Superintendent	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.	2010
<b>Street Sweeping</b>	We intend to have the street sweeper out to sweep all residential streets three times in 2010, 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 and then continue with the solid waste routes.	Weather permitting starting in March of 2010 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			

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## SMALL MS4 ANNUAL REPORT FORM

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

- ◆ Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

n/a

### VARIANCES GRANTED (IF ANY)

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

n/a

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