

**NPDES ANNUAL REPORT**  
**Phase II MS4 Permit ID # FLR04E999**

**PHASE II MS4 ANNUAL REPORT for Permit Year:**  1  2  3  4  5 Other: \_\_\_\_\_

Instructions for completing this form:

- Complete Sections I through V and submit to the Department to fulfill the annual reporting requirement under the Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems, Rule 62-621.300(7)(a), F.A.C.
- The numbering and references to Best Management Practices (BMPs) on the Annual Report Form should reflect the information given in the MS4's Notice of Intent (NOI) form previously submitted to the Department. **PLEASE REFER TO ORIGINAL AND APPROVED PHASE II MS4 NOI SUBMITTAL WHILE COMPLETING SECTION II OF THIS FORM.** Proposed changes to the approved SWMP shall be indicated in Section III of this form.
- When complete, submit this Annual Report form to the following address:  
 NPDES Stormwater Section  
 Florida Department of Environmental Protection  
 2600 Blair Stone Road  
 M.S. 3585  
 Tallahassee, FL 32399-2400.
- Do **NOT** include any attachments **EXCEPT** for Monitoring Data in Section IV, if applicable.

**SECTION I. PHASE II MS4 OPERATOR INFORMATION**

<b>A.</b>	Name of the Phase II MS4 Operator: City of Stormwaterville		
<b>B.</b>	Name of the Phase II MS4 Responsible Authority: Joe Hill		
	Title: Public Works Director		
	Mailing Address: 10 Main Street		
	City: Stormwaterville	Zip Code: 32303	County: Addison
	Telephone Number: 850-555-1234		
	E-mail Address: joe.hill@stormwaterville.gov		
<b>C.</b>	Name of the Designated Phase II MS4 Stormwater Management Program Contact: Jane Downey		
	Title: Stormwater Utility Administrator		
	Department: Public Works		
	Mailing Address: 10 Main Street		
	City: Stormwaterville	City: Stormwaterville	City: Stormwaterville
	Telephone Number: 850-555-1235		
	E-mail Address: jane.downey@stormwaterville.gov		
<b>D.</b>	Location of the Phase II MS4 (if different than the mailing address in Section I.C. above): <b>N/A</b>		
	Street Address:		
	City:	Zip Code:	County:

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**SECTION II. SUMMARY OF STORMWATER MANAGEMENT PROGRAM ACTIVITIES**

Indicate the Phase II MS4 status of compliance in terms of progress toward each of the measurable goals described in the generic permit. Refer to the NOI for a list of the specific BMPs and Measurable Goals the Phase II MS4 committed to perform and track. Changes which will result in deviation from the NOI should be listed in Section III of this form. Include activities for all reporting periods (permit years) in this section. A summary of results is expected for the current reporting period but may be added to results from previous annual report periods. A summary of results is not expected for future reporting periods, but the anticipated BMPs, measurable goals and schedules for future reporting periods should be provided in this section.

Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/Completion	C Summary of Results
1a	01	Utility Bill Inserts. Stormwater fliers will be inserted into utility bill statements and distributed to all City residents.	1. Document and report the number of utility bill stormwater inserts distributed.	1. Year 1 – Year 5	1,546 inserts distributed
1a	02	Public Service Radio Stormwater Announcements. The City airs several public service announcements to make the public aware of stormwater pollution prevention strategies, the effects of stormwater pollution, and City stormwater contact information.	1. Document and report the number of stormwater-related PSAs aired.	1. Year 1 – Year 5	5 PSA aired. Topic included: illicit discharge, pollution prevention and proper fertilization
			2. Document and report the estimated number of listeners.	2. Year 1 – Year 5	15,000 cable subscribers
1a	03	Stormwater Information Kiosks. Stormwater brochures and pamphlets are distributed at various distribution points throughout the City such as City Hall, Public Works and the library.	1. Document and report the number of distribution points.	1. Year 1 – Year 5	4 Distribution Points: City Hall, Public Works Dept, Library, and City parks
			2. Document and report the number of educational materials distributed.	2. Year 1 – Year 5	264 distributed
1a	04	City NPDES Web Page. The City has a Web page devoted to stormwater and the City's SWMP. Downloaded educational materials (brochures, fact sheets, etc.) are available on the Web page. The Web page is updated regularly.	1. Document and report the number of Web page visitors.	1. Year 1 – Year 5	367 hits to webpage
			2. Document and report the number of downloads.	2. Year 1 – Year 5	54 downloads

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/Completion	C Summary of Results
2a	01	SWMP Public Meetings. The City holds public meetings concerning the SWMP. Meeting topics include annual overview of the SWMP and requirements, stormwater management issues	1. Document and report the number of stormwater-related public meetings held.	1. Year 1 – Year 5	4 public meetings
			2. Document and report the number of meeting attendees.	2. Year 1 – Year 5	45 attendees in total
2a	02	Stormdrain Marker Program. The City utilizes local volunteer groups to implement the stormwater marker program. City drains are marked with a decal that reads, "Only Rain Down the Drain." Volunteers mark both new drains and replace old, worn markers.	1. Document and report the number of markers installed.	1. Year 1- Year 5	15 markers installed
			2. Report as a percentage the total number of drains marked.	2. Year 1- Year 5	68% completed
2a	03	Clean-up Days. The City holds several volunteers based clean-up days throughout the reporting period. Volunteer pick up litter at open spaces, along roadways at local beaches.	1. Document and report the number of cleanup events.	1. Year 1 – Year 5	4 clean up events
			2. Document and report the number of volunteers	2. Year 1 – Year 5	321 volunteers in total
			3. Document and report the amount of litter collected.	3. Year 1 – Year 5	3,452 pounds of litter
2a	04	Adopt -A- Stream Program. The Adopt-a-Stream program is a volunteer based program that focuses on litter prevention and stream cleanup.	1. Document and report the number of volunteers.	1. Year 1 – Year 5	34 volunteers
			2. Document and report the amount of litter collected.	2. Year 1 – Year 5	157 pounds of litter

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/Completion	C Summary of Results
3a	01	Storm Sewer System Map. The City has a storm sewer system map showing all known outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls. This map is continually updated.	1. Document and report the number of outfalls mapped.	1. Year 1 – Year 5	147 total outfalls
			2. Document and report the number of new outfalls mapped	2. Year 1 – Year 5	2 new outfalls
3b	01	Illicit Discharge Ordinance. Ordinance 2006.07 effectively defines and prohibits non-stormwater discharges into the MS4 and provides the City enforcement authority.	1. Document and report any changes to the ordinance or amendments, if applicable.	1. Year 1 – Year 5	No changes in ordinances
3c	01	Illicit Discharge Detection and Elimination Inspection Program. The City performs proactive inspections to specifically identify illicit discharges including illegal dumping. All illicit discharges are investigated and eliminated if possible.	1. Document and report the number of proactive inspections.	1. Year 1 – Year 5	167 proactive inspections
			2. Document and report the number of reactive inspections	2. Year 1 – Year 5	15 reactive inspections
			3. Document and report the number of illicit discharges identified.	3. Year 1 – Year 5	4 illicit discharge identified, 3 proactive, 1 reactive
			4. Document and report the number of illicit discharges eliminated.	4. Year 1 – Year 5	4 were eliminated

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/Completion	C Summary of Results
3d	01	<p>Illicit Discharge Detection and Elimination Education Program – Public.</p> <p>The City stormwater web page has a section dedicated to hazards associated with illicit discharge and improper disposal of waste information. The Web page also has downloadable illicit discharge detection and elimination pamphlets.</p>	1. Document and report the number of Web page visitors.	1. Year 1 – Year 5	27 hits to the illicit discharge webpage
			2. Document and report the number of Web page downloads.	2. Year 1 – Year 5	4 downloads
3d	02	<p>Illicit Discharge Detection and Elimination Education Program – Employees.</p> <p>The City currently has an illicit discharge detection and elimination training video that all new employees are required to view. Existing employees are required to annually view a video, which contains information on how to identify an illicit discharge, proper waste disposal and the hazards associated with illicit discharge.</p>	1. Document and report the number of new employees trained.	1. Year 1 – Year 5	8 new employees trained
			2. Document and report the number of existing employees trained.	2. Year 1 – Year 5	27 existing employees trained
3d	03	<p>Illicit Discharge Detection and Elimination Education Program – Businesses.</p> <p>The City distributes illicit discharge related educational materials (brochures, pamphlets, etc.) in the business license application package and flyers are also mailed to local businesses.</p>	1. Document and report the number of businesses license application packages distributed.	1. Year 1 – Year 5	158 packages distributed
			2. Document and report the number of flyers mailed to businesses.	2. Year 1 – Year 5	54 flyers mailed

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/Completion	C Summary of Results
4a	01	Ordinance 2005.06 requires erosion and sedimentation controls on construction sites and includes sanctions to ensure compliance. The ordinance outlines minimum erosion and sediment controls and construction site waste controls.	1. Document and report any changes to the ordinance or amendments, if applicable.	1. Year 1 – Year 5	No changes
4b	01	Erosion and Sedimentation Control on Construction Sites. The City requires all construction sites to implement effective erosion and sedimentation controls per Ordinance 2005.06.	1. Document and report the number of active construction sites operating under the erosion and sedimentation control requirements outlined in 4a-01.	1. Year 1 – Year 5	64 active sites operating under the erosion and sedimentation control requirements
4c	01	Waste Control on Construction Sites. The City requires all construction sites to implement effective waste controls per Ordinance 2005.06.	1. Document and report the number of active construction sites operating under the waste control requirements outlined in 4a-01.	1. Year 1 – Year 5	64 active sites operating under the waste control requirements
4d	01	Site Plan Review. The City reviews all construction site plans for erosion and sedimentation controls and construction site waste control. The City uses a checklist to establish the procedure for, and documentation of, the reviews.	1. Document and report the number of site plans reviewed.	1. Year 1 – Year 5	72 reviewed
			2. Document and report the number of site plans approved.	2. Year 1 – Year 5	68 approved

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4e	01	Public Stormwater Hotline. A hotline number, which is the main number to the Stormwater Division office, has been established to receive and consider information submitted by the public concerning construction-related stormwater issues. The hotline is advertised on the City's NPDES Web page.	1. Document and report the number of hotline comments received.	1. Year 1 – Year 5	16 comments received
			2. Document and report the number of Web page (where the hotline is advertised) visitors.	2. Year 1 – Year 5	3 places where hotline advertised; 26 visitors in total
			3. Document and report number of follow up actions	3. Year 1 – 5	All 16 call were investigated and corrected immediately
4f	01	Construction Site Inspection Program: City Staff (certified Erosion and Sedimentation Control inspectors) inspect all construction projects and enforce Ordinance 2006.07.	1. Document and report the number of construction site inspections.	1. Year 1 – Year 5	167 inspections
			2. Document and report the number of enforcement actions	2. Year 1 – Year 5	5 enforcement actions
			3. Document and report the number of follow-up actions.	3. Year 1 – 5	19 follow up inspections

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/Completion	C Summary of Results
6a	01	Street Sweeping Program. The City has a street sweeping program that regularly cleans all streets and parking lots.	1. Document and report the miles of street swept.	1. Year 1 – Year 5	6091 miles
			2. Document and report the amount of debris collected.	2. Year 1 – Year 5	1,424 pounds
6a	02	Storm Sewer Vacuuming. The City's storm sewers are cleaned using the City's vacuum truck on a regular basis.	1. Document and report the linear feet of storm sewer pipe cleaned.	1. Year 1 – Year 5	236 linear feet
			2. Document and report the amount of debris collected.	2. Year 1 – Year 5	36 pounds
6a	03	Inlet and Catch Basin Maintenance. The City's inlets and catch basins are maintained on a regular basis and kept free and clear of debris.	1. Document and report the number of inlets maintained.	1. Year 1 – Year 5	268 inlets
			2. Document and report the number of catch basins maintained.	2. Year 1 – Year 5	178 catch basins
			3. Document and report the amount of debris collected during maintenance.	3. Year 1 – Year 5	548 pounds



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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/Completion	C Summary of Results
6a	04	Fleet Maintenance. The fleet maintenance facility is inspected on a regular basis. Waste fluids such as used oil and antifreeze are collected on site and recycled from a contract vendor.	1. Document and report the number of inspections and corrective actions taken.	1. Year 1 – Year 5	4 inspections – no corrective actions was needed
			2. Document and report the amount (in gallons) of used oil recycled.	2. Year 1 – Year 5	210 gallons
			3. Document and report the amount (in gallons) of antifreeze recycled.	3. Year 1 – 5	24 gallons
6a	05	Pet Waste Collection. The City has pet waste collection points at many of the open spaces and City parks. The debris is collected and properly disposed of.	1. Document and report the number of pet waste collection points.	1. Year 1 – Year 5	15 collection points
			2. Document and report the amount of pet waste collected and disposed.	2. Year 1 – Year 5	55 gallon bags
6b	01	Stormwater Pollution Prevention (P2) Training. All applicable employees are required to attend annual stormwater P2 training. This training educates employees on P2 techniques and the NPDES stormwater program.	1. Document and report the number training sessions.	1. Year 1 – Year 5	2 training sessions
			2. Document and report the number of employees trained.	2. Year 1 – Year 5	35 employees

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**SECTION III. CHANGES TO STORMWATER MANAGEMENT PROGRAM**

Assess the appropriateness of each BMP that has been implemented and provide a list of changes in the space below. Include proposed changes to BMPs, Measurable Goals, or Implementation Schedules, and justification for changes. Also report new BMPs that have been added to the Stormwater Management Program in this section. Add pages if more room is needed. Include the Element ID as it is listed on the submitted NOI. BMP Number should be indicated as listed on the NOI, unless a new BMP is being proposed. Include Element ID on all extra pages, include BMP number for all changes to BMPs previously listed on NOI.

<b>Element ID</b>	<b>BMP Number (where applicable)</b>	<b>Proposed Change or New BMP Description and Justification</b>

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**SECTION IV. INDEPENDENT MONITORING AND RELIANCE ON ANOTHER ENTITY**

A.	<p>Please indicate whether the Phase II MS4 performed independent monitoring. If yes, please attach monitoring data collected during reporting period.</p> <p><input type="checkbox"/> The MS4 performed independent monitoring during the reporting period, (Attach monitoring results to this Annual Report form).</p> <p><input checked="" type="checkbox"/> The MS4 did <b>NOT</b> perform independent monitoring during the reporting period.</p>							
B.	<p>Please indicate which elements of the Stormwater Management Plan the Phase II MS4 is relying on another entity to satisfy. Include New or revised BMP activities that met this criteria. NOTE: These elements should also be listed in Sections II or III of this form.</p>							
	<table border="1"> <thead> <tr> <th style="width: 15%;">Element #</th> <th style="width: 15%;">BMP #</th> <th style="width: 70%;">Name of Responsible Entity</th> </tr> </thead> <tbody> <tr> <td style="height: 300px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Element #	BMP #	Name of Responsible Entity				
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**SECTION V. CERTIFICATION STATEMENT AND SIGNATURE**

*The Responsible Authority listed in Section I.B. of the Annual Report form must sign the following certification statement:*

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 gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name of Phase II MS4 Responsible Authority (type or print):		Joe Hill	
Title:	Public Works Director		
Signature:		Date:	/ /

SAMPLE