

NPDES ANNUAL REPORT
Phase II MS4 Permit ID # FLR04E078

PHASE II MS4 ANNUAL REPORT for Permit Year: 1 2 3 4 5 Date: 4/1/2023 – 3/31/2024

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

A.	Name of the Phase II MS4 Operator: City of DeLand		
B.	Name of the Phase II MS4 Responsible Authority: Mr. Michael Pleus		
	Title: City Manager		
	Mailing Address: 120 South Florida Avenue		
	City: DeLand	Zip Code: 32720	County: Volusia
	Telephone Number: 386 626-7109		
	E-mail Address: pleusm@deland.org		
C.	Name of the Designated Phase II MS4 Stormwater Management Program Contact: James Dillon		
	Title: Environmental Compliance Coordinator		
	Department: Public Works		
	Mailing Address: 1102 South Garfield Avenue		
	City: DeLand	Zip Code: 32724	County: Volusia
	Telephone Number: 386-626-7184		
	E-mail Address: dillonj@deland.org		
D.	Location of the Phase II MS4 (if different than the mailing address in Section I.C. above):		
	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	C Schedule for Implementation/Completion	D Summary of Results
1a	01	Stormwater Pollution Web Pages Including: <ul style="list-style-type: none"> NPDES general information. NPDES information for developers. IDDE and Public Awareness tips on Stormwater impact. Maintain electronic version of main brochures on the City's Website.	1. Document and report the number of hits to the NPDES Webpage.	Permit Year 1 - 5	The City of DeLand maintains a Stormwater website at www.deland.org/394/environmental-compliance . The number of hits between 2023-2024 was 243. The number of brochures downloaded was 125.
1a	02	BMP workshops on Lawn Care practices for homeowners and landscaping businesses.	1. Document and report the number of events and participants.	Permit Year 1 - 5	The PW Department attended 4 events during the 2023-2024 year. 20 homeowners and 3 lawn care owners attended.
1a	03	School Arbor Day events – Elementary school The City will send a representative to present information on the MS4 System/Handouts: Kids Stormwater Stickers, Placemat: Take SW Challenge, Bookmarks on SW pollution, etc...	1. Document and report the number of events held and student attendees.	Permit Year 1 - 5	SW staff attended Starke Elementary event. 114 students attended. 700 trees and handouts were distributed to students during 2023-2024 permit year.
1a	04	Stormwater Pamphlets and Brochure - Businesses & City Buildings: After the Storm, Clean Water Brochures, Construction Site BMP, SW and Construction Industry Posters, etc...	1. Document and report the number of pamphlets and brochures distributed	Permit Year 1 - 5	405 brochures and pamphlets were distributed during 2023-2024 year.

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1a	05	Brochures – Storm Drains: Do you know where the rainwater goes?	1. Document and report the number of HOAs who receive brochures	Permit Year 1 - 5	The referenced pamphlets (260) were handed out at HOA meetings (Saddle Brook, Victoria Hills, Arlington Downs).
1a	06	Utility Bill Insert- Tree Give away flyer and Stormwater Brochures: <i>Storm Drains: Do you know where the rainwater goes? (PDF)</i>	1. Document and report the number of inserts distributed	Permit Year 1 - 5	The Utility Billing Division inserted the referenced brochure into utility bills throughout the 4 quadrants of the City, reaching 23,306 customers.
1a	07	Provide promotional materials to the public during City sponsored events.	1. Document the amount of promotional items provided to the public. 2. Document the number of events held.	Permit Year 1 - 5	During the 2023-2024 year 165 kids' activity books, 165 colored pencils, 105 magnets, 85 recycle clips were handed out at 3 City sponsored events.
2a	1	<u>Stormwater inlet marker program</u> The stormwater department will install inlet markers on city-maintained drains. The City will notify residents via the City's Facebook page.	1. Document and report the date the markers are installed. 2. Document and report how many markers are installed.	Permit Year 1 - 5	The Stormwater installed or replaced 12 damaged or missing inlet markers throughout the city. The work was done from 4/2023 through 3/2024.

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Element ID/BMP #		A BMP Description	B Measurable Goal	C Schedule for Implementation/ Completion	D Summary of Results
2a	2	<u>SWMP Public Meeting and Events:</u> The City will hold public meetings concerning the Stormwater issues, requirements, and educational opportunities	1. Document and report the number of SW related public meetings held. 2. Document and report the number of meeting attendees.	Permit Year 1 - 5 Permit Year 1 - 5	Events were held at the National Night Out - 225 Public Works Week - 85 Tree Giveaway – 1025 Backpack Giveaway - 940
2a	3	Participate in the annual "Clean Up DeLand" program sponsored by the City. Provide brochures described in Element 1 at the event. Advertise the event of the City's website.	1. Document the amount of trash collected as a result of this event. 2. Document the number of volunteers who participated	Permit Year 1 - 5 Permit Year 1 - 5	Clean Up DeLand program was completed in 2023. 10 tons of trash were collected by 6 volunteers and 10 employees.
3a	1	Create a map of the stormwater outfalls to surface waters of the State. On an annual basis, the City will update the map to show new outfalls to waters of the U.S. identified by the City. Provide the total number of outfalls mapped, and report the number added each year.	1. Document and report the number of new outfalls mapped.	Permit Year 1 - 5	There are 12 known outfalls in the City. No new outfalls were added this permit year.

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Element ID/BMP #		A BMP Description	B Measurable Goal	C Schedule for Implementation/Completion	D Summary of Results
3b	1	Section 15-5 and Section 16-29 provide the City the authority to prohibit illegal dumping. Section 15-5 prohibits the public from placing rubbish, sweepings, debris, trash or waste materials in streets, alleys, curbing, or sidewalks which might be considered a menace to traffic or endanger the proper operation of the City's sewer or drainage system. Section 16-29 states that any person dumping or permitting to be dumped anything, article, trash, paper, plastic, metal, wood, garbage, dead animals, waste material, air pollutants within the City limits, unless deposited in a container for that purpose, can be punished as prescribed in the article. Maintain these existing ordinances.	1. Document and report any changes to the ordinance or amendments, if applicable.	Permit Year 1 - 5	The City established a relevant ordinance in 2015. No revisions are necessary at this time.
3b	2	The City has developed an ordinance in the code of ordinance section 30- 66 to specifically define an illicit connection, reporting procedures, and responsibilities. The ordinance will also define non-stormwater discharges allowed in the storm sewer system consistent with Chapter 62-324 FAC. Includes public efforts to report any illicit connection or discharges to MS4 system.	1. Document and report any changes to the ordinance or amendments, if applicable	Permit Year 1 - 5	The City established a relevant ordinance Section 30-66. No revisions are necessary at this time.

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Element ID/BMP #		A BMP Description	B Measurable Goal	C Schedule for Implementation/ Completion	D Summary of Results
3c	1	The City will perform proactive inspections to specifically identify illicit discharges including illegal dumping. All illicit discharges are investigated and eliminated. The City will develop an S.O.P. for illicit discharge inspections.	<ol style="list-style-type: none"> 1. Document and report the number of proactive inspections. 2. Document and report the number of illicit discharges identified. 3. Document and report the number of illicit discharges eliminated. 	Permit Year 1 - 5	<p>572 proactive site inspections were conducted during the 2023-2024 year.</p> <p>2 illicit discharges pertaining to erosion and sediment control were identified.</p> <p>2 illicit discharges pertaining to erosion and sediment control were corrected.</p>
3c	2	The City Fire Department responds to spills that occur within the City limits. The Fire Department can call in the County HazMat response team if needed.	<ol style="list-style-type: none"> 1. Document the number of events that the HazMat response team was called to spills that occurred with the City. 	Permit Year 1 - 5	<p>The DeLand Fire Department responded to 11 potential spills during permit year 4.</p> <p>The DeLand Fire Department also responded to 384 motor vehicle accidents that could cause potential spills.</p> <p>The County HazMat response team was required to assist with 1 spill during 2023-2024.</p>

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Element ID/BMP #		A BMP Description	B Measurable Goal	C Schedule for Implementation/Completion	D Summary of Results
3d	1	The City will create and distribute industry specific brochures to educate the public and local businesses about the hazards in illegal dumping and improper disposal of waste. The City will hold an annual "Educate the Public Day."	<ol style="list-style-type: none"> 1. Document the date(s) the article(s) were available. 2. Document and report the number of public and businesses who received the news letter. 3. Document and report the number of attendees for "Wildflower Festival". 	Permit Year 1 - 5	<p>Newsletters were made available on 5/1/2023.</p> <p>400 newsletters made available quarterly on the City website.</p> <p>Approximately 7,000 people attended the Wildflower Festival.</p>
3d	4	The City has an illicit discharge detection and elimination training video that all new employees will be required to view. New and Existing employees who work in areas where illicit discharges may occur or field personnel will be required annually to attend an in-house training that discuss and inform employees how to identify an illicit discharge and proper ways of disposal.	<ol style="list-style-type: none"> 1. Document and report the number of new and existing employees trained. 	Permit Year 1 - 5	An NPDES Training video is shown alongside safety videos to new employees. 4 new hire and 2 existing employees have watched the video during the 2023-2024 year.

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Element ID/BMP #		A BMP Description	B Measurable Goal	C Schedule for Implementation/Completion	D Summary of Results
4a	1	The City's Land Development Regulations are as stringent as state regulations and provide for erosion and sediment controls to reduce pollutants in stormwater runoff from construction activities. Specifically, Section 33-64 Erosion Control states "the developer shall follow standard practices as specified in the Erosion Control Handbook" or "details specifically approved by the City to prevent erosion and depositing of soils off the construction site."	1. Document and report any changes to the ordinance or amendments, if applicable.	Permit Year 1 - 5	No changes have been made to the ordinances since 2015.
4b	1	The City will follow the State's program implementing the Generic Permit for Stormwater Discharge from Large and Small Construction Activities, Rule 62-621.300 (4)(a), notify developers that they are responsible for obtaining coverage under this generic permit through a NOI. The City will enforce its construction program on the local level. The City will maintain a copy of final development order or development permits.	1. Document and report the number of active construction sites operating under the sediment and erosion control requirements. 2. Document and report the number of compliance issues pertaining to sediment and erosion controls.	Permit Year 1 - 5	The number of active construction sites operating under the sediment and erosion control requirements during 2023-2024 was 13. The number of compliance issues pertaining to sediment and erosion controls during 2023-2024 was 18.

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Element ID/BMP #		A BMP Description	B Measurable Goal	C Schedule for Implementation/Completion	D Summary of Results
4c	1	The City will require and inspect all construction site for the implementation of effective waste controls practices in reference to Element ID 4b (1).	<p>1. Document and report the number of active construction sites operating under the waste control requirements.</p> <p>2 Document and report the number of compliance issues pertaining to waste controls.</p>	Permit Year 1 - 5	The number of active construction sites operating under the waste control requirements during 2023-2024 was 13. The number of waste control compliance issues was 0.
4d	1	Section 33-93.06 Stormwater Management Requirements and Section 33-93.07 Permit Application Procedures discuss the review procedures for obtaining a permit. This includes responsibilities of the applicant and City reviewers. For projects having potential to impact waters of the state, the City will use a comprehensive checklist to review site plans. This checklist will address State regulations and BMPs for protection of downstream waters. A companion checklist will also be used during construction to monitor that required controls are implemented and maintained. The City will maintain a copy of final development order or development permits.	1. Document and report the number of construction site plans reviewed and approved.	Permit Year 1 - 5	The City's engineering department reviewed 32 construction site plans during 2023-2024.

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4e	1	The City will add a contacts list on the City NPDES web page indicating who to call regarding concerns on construction activity. Initiate a work order system for handling issues and a tracking system for activities related to these procedures.	1. Document and report number of comments received from the public, number of investigative work orders, number of follow-ups inspections.	Permit Year 1 - 5	The City's Public Works department track work orders for compliance. There were 4 work orders created from calls and 1 enforcement required. All were corrected. Infractions were minor and did not require code enforcement.
4f	1	The City will identify staff to participate in the FDEP Erosion and Sediment Control Training Program and have staff NPDES Training. The City will keep a list of staff members who have completed the FDEP Erosion and Sediment Control Training Program.	1. Document and report all attendees of the staff NPDES training class.	Permit Year 1 - 5	NPDES Training Class was conducted. 2 new and existing employees were in attendance during 2023-2024.
4f	2	<u>Construction Site Inspections</u>	1. Document and report the number of inspections performed. 2. Document and report the violations found and the number of enforcements actions taken.	Permit Year 1 - 5	The Environmental Compliance Coordinator completed 600 construction site inspections during 2023-2024. There were 3 violation found and corrected. 0 required enforcement actions.

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Element ID/BMP #		A BMP Description	B Measurable Goal	C Schedule for Implementation/ Completion	D Summary of Results
6a	1	Litter removal consists of two separate programs. Through Public Works, all city parks without playground equipment are maintained, including litter removal. Public Works has a mowing crew to perform these job functions. Through Parks and Recreation, all city parks with playgrounds are maintained, including litter removal.	1. Document and report the approximate amount of litter removed from open spaces each permit year.	Permit Year 1 - 5	The City has 14 public parks. DeLand staff removed 590 cubic yards of litter from open space during 2023-2024.
6a	2	Airport Department contracts a company for quarterly herbicide application at the Airport. The City will report the area treated.	1. Document the number of applications of herbicide and pesticide every year.	Permit Year 1 - 5	The City contracts with a private contractor to perform herbicide treatments at the Airport. 23 miles of fence line sprayed with herbicide quarterly.
6a	3	Pond Maintenance is handled entirely by Public Works. The maintenance consists of mowing on a regular basis. Application of herbicide is minimized. Wet ponds are cleaned by crews from Public Works on an annual basis. The City will develop an S.O.P. on the inspection and maintenance of the MS4 System.	1. Document and report the number of significant pond cleaning events. 2. Document and report the total number of inspections and pond maintenance activities (# of ponds, # maintenance activities).	Permit Year 1 - 5	The Public Works Department has performed maintenance work in 13 out of the 54 retention ponds in the City during 2023-2024. There were 650 inspections conducted over the 2022-2023 year.

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6a	4	Storm Drain System Cleaning, the length of storm drainpipe inspected regularly. Tracking the amount of trash, sediment, and other pollutants removed during cleaning.	<ol style="list-style-type: none"> 1. Document and report the number of inlets/boxes cleaned, inspected or repaired. 2. Document and report the amount of debris removed. 	Permit Year 1 - 5	The City completed this program for 2023-2024. 96,576 feet of pipe cleaned. 1261 inlets/boxes were cleaned and 179 cubic yards of debris were removed.
6a	5	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.	<ol style="list-style-type: none"> 1. Document and report the number of installed inlets that are maintained. 2. Document and report the total number of catch basin tops inspected and maintained. 3. Document and report the amount of debris collected during maintenance. 	Permit 1 - 5	The City currently maintains 3799 storm inlets and 1267 catch basin tops. 1528 cubic yards of debris were collected between 2023 through 2024.
6a	6	The City has a street sweeping program. The City will continue with this program and develop a log showing street sweeping practices. Continue with existing street sweeping program and document lane miles swept in area which can affect runoff quality to waters of the State.	<ol style="list-style-type: none"> 1. Document and report the number of street/curb miles swept and the amount of debris collected and disposed of properly. 	Permit Year 1 - 5	The street sweeping program recorded 6880 miles of streets/curbs that were swept and 240 cubic yards of debris collected and disposed of properly.

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Element ID/BMP #		A BMP Description	B Measurable Goal	C Schedule for Implementation/ Completion	D Summary of Results
6b	1	The City will document training taken by municipal staff on an annual basis related to pollution prevention (if any).	Document and report the number of employees trained.	Permit Year 1 - 5	The City completed this measure for 2023-2024. 1 employees attended Stormwater and Erosion Control classes

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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.

Element ID	BMP Number (where applicable)	Proposed Change or New BMP Description and Justification

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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). <input checked="" type="checkbox"/> The MS4 did NOT 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>		
	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):

Michael Pleus

Title:

City Manager

Signature:

Michael Pleus

Date:

9 / 18 / 24