

SAFE, CLEAN, GREEN AND SERVICE DRIVEN

# NPDES ANNUAL REPORT PERMIT CYCLE 3 YEAR 4

OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015



**Permit # FLS000015-003**

CITY OF WINTER HAVEN  
COMMUNITY SERVICES DEPARTMENT  
NATURAL RESOURCES DIVISION

COMPILED BY:  
MARY THORNHILL  
NATURAL RESOURCES SPECIALIST



# ANNUAL REPORT FORM FOR INDIVIDUAL NPDES PERMITS FOR MUNICIPAL SEPARATE STORM SEWER SYSTEMS (RULE 62-624.600(2), F.A.C.)

- This Annual Report Form must be completed and submitted to the Department to satisfy the annual reporting requirements established in Rule 62-621.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by mail to the address in the box at right.
- Refer to the Form Instructions for guidance on completing each section.
- **Please print or type information in the appropriate areas below.**

**Submit the form and attachments to:**  
 Florida Department of Environmental Protection  
 Mail Station 2500  
 2600 Blair Stone Road  
 Tallahassee, Florida 32399-2400

**SECTION I. BACKGROUND INFORMATION**

<b>A.</b>	Permittee Name: City of Winter Haven		
<b>B.</b>	Permit Name: Polk County Municipal Separate Storm Sewer System		
<b>C.</b>	Permit Number: FLS000015-003 (Cycle 3)		
<b>D.</b>	Annual Report Year: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input checked="" type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:		
<b>E.</b>	Reporting Time Period (month/year): October / 2014 through September / 2015		
<b>F.</b>	Name of the Responsible Authority: Deric Feacher		
	Title: City Manager		
	Mailing Address: P. O. Box 2277		
	City: Winter Haven	Zip Code: 33883-2277	County: Polk
	Telephone Number: (863) 291-5600 ex. 228	Fax Number: (863) 291-5623	
	E-mail Address: dfeacher@mywinterhaven.com		
<b>G.</b>	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Mary E. Thornhill		
	Title: Natural Resources Specialist		
	Department: Community Services		
	Mailing Address: P. O. Box 2277		
	City: Winter Haven	Zip Code: 33883-2277	County: Polk
	Telephone Number: (863) 291-5600 ex. 248	Fax Number: (863) 297-3090	
	E-mail Address: mthornhill@mywinterhaven.com		

**SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable In Year 1)**

<b>A.</b>	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable)
<b>B.</b>	Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable)
<b>C.</b>	Is the change in the total number of outfalls due to lands annexed or vacated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

### SECTION III. MONITORING PROGRAM

A.	<p>Provide a brief statement as to the status of monitoring plan implementation: <i>DEP Note: If monitoring is done for the co-permittee by Polk County you may refer to the Polk County AR here as follows: "The monitoring plan is carried out through an inter-local agreement with Polk County. Please see the Polk County Annual Report for the monitoring information."</i></p> <p><b>The monitoring plan is carried out through an inter-local agreement with Polk County. Polk County Natural Resources conducts quarterly monitoring.</b></p>
B.	<p>Provide a brief discussion of the monitoring results to date: • <i>If monitoring is done for the co-permittee by Polk County you may refer to the Polk County AR here as follows: "Please see the Polk County Annual Report for the monitoring information."</i></p> <p><b>Please see the Polk County Annual Report for the monitoring information.</b></p> <p><i>DEP Note: See Part V of the permit for the monitoring requirements.</i></p>
C.	Attach a monitoring data summary, as required by the permit. <b>See attachment 003</b>

### SECTION IV. FISCAL ANALYSIS

A.	Total expenditures for the NPDES stormwater management program for the current reporting year: \$1,744,521.58 <i>DEP Note: If program resources have decreased from the previous year, attach a discussion of the impacts on the implementation of the SWMP as per Part II.F of the permit. See attachment 001</i>
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$1,999,919.00

### SECTION V. MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM

Only the following materials are to be submitted to the Department along with this fully completed and signed Annual Report Form (check the appropriate box to indicate whether the item is attached or is not applicable):

Attached	N/A	<b>***DEP Note: Please complete Checklists A &amp; B at the end of the tailored form.***</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C. <b>See attachment 003</b>
<input type="checkbox"/>	<input type="checkbox"/>	Year 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.
<input type="checkbox"/>	<input type="checkbox"/>	Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Year 4 ONLY: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C.

**DO NOT SUBMIT ANY OTHER MATERIALS**  
(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

### SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

*The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C.:*

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 Responsible Authority (type or print): Deric C. Feacher

Title: City Manager

Signature:



Date: 03/25/2016

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.					C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity					Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
<b>Part III.A.1</b>	<b>Structural Controls and Stormwater Collection Systems Operation</b>								
	<p>Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee, including, at a minimum, all of the types of control structures listed in Table II.A.1.a of the permit. <b>Report the current known inventory.</b></p> <p><i>DEP Note: The permittee needs to “customize” this section by adding any structural controls to the list below that are part of the permittee’s MS4 currently or are planned for the future. The permittee may remove any structural controls listed that it does not have currently or will likely not have during this permit cycle. Please see the attached description of each type of structure. In addition, the permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></p> <p>Provide an inventory of all known major outfalls covered by the permit and a map depicting the location of the major outfalls (hard copy or CD-ROM). <b>Provide the outfall inventory and map with the Year 1 Annual Report.</b></p> <p><b>Report the number of inspection and maintenance activities conducted for each type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained.</b> If the minimum inspection frequencies set forth in Table II.A.1.a were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.</p> <p><i>DEP Note: If the minimum inspection frequencies set forth in Table II.A.1.a of the permit were not met for one or more type of structure, the permittee must provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met. Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i></p>								
	<b>Type of Structure</b>	<b>Number of Activities Performed</b>				<b>Documentation / Record</b>	<b>Entity Performing the Activity</b>	<b>Comments</b>	
	<p><b>Dry retention systems</b></p> <p>Lake Silver Pond Airport (hangar) Diamond Plex (2) CoL Complex (Ballfield) (2) Winterset Water Plant Fairfax Water Plant Winterset Fire Station Fire Station No. 1</p>	<p><b>Total Number of Structures</b></p> <p>18</p>	<p><b>Number of Inspections</b></p> <p>1424</p>	<p><b>Percentage Inspected</b></p> <p>100%</p>	<p><b>Number of Maintenance Activities</b></p> <p>633</p>	<p><b>Percentage Maintained</b></p> <p>100%</p>	<p>Quarterly Inspections Record</p> <p>Contractor Invoices and Payments Logos and Laserfische Files</p> <p>Parks and Grounds Daily Maintenance</p>	<p>Natural Resources Div., Natural Resources Specialist, Mary Thornhill</p> <p>Parks and Recreation Div., Parks and</p>	<p>Ponds inspected quarterly as part of inspection.</p> <p>Ponds inspected when herbicide and physical maintenance completed by contractors.</p>

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	WalMart SR544 Motor Pool Pond Avenue S Paving Trailhead – Lake Silver Dr Trailhead Park (2) Downtown Parking Garage Pond Airport (terminal)							Logs  Water Plant Daily Logs	Grounds  Utility Department, Water Plant Operator	Inspected during landscape maintenance activities.
	<b>Wet retention systems</b>  Rotary Park Pond South Lake Howard Wetland Ponds (2) South Lake Howard Wetland Ditch Lake Hartridge Wetland Pond Airport (Pansy Ponds) (2) W. G. Roe Ponds (2) Lake May Ditch Lake May 6 <sup>th</sup> St SE Ditch Lake Lulu Ditch Motorpool Ditch Lake Maude Stormwater Pond Lake May Bordens Ditch	15	476	100%	336	100%	Quarterly Inspections Reports  Contractor Invoices and Payments Logos and Laserfische Files  Parks and Grounds Daily Maintenance Logs	Natural Resources Div., Natural Resources Specialist, Mary Thornhill (NR)  Parks and Recreation Div., Parks and Grounds	Ponds inspected quarterly as part of inspection.  Ponds inspected when herbicide and physical maintenance completed by contractors.  Inspected during landscape maintenance activities.	
	<b>Exfiltration trench / French drains (linear feet)</b>	890 In ft	36	100%	0	0%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit  Quarterly Inspection	Streets/ Stormwater Division, Stormwater Crew  Natural Resources Div., Natural Resources Specialist, Mary Thornhill	Regular Inspections and maintenance as needed  Quarterly as part of inspection	
	<b>Grass treatment swales</b>  Lake Shipp Park Swales Legion Way (Chain O' Lakes Trail) Rolling Hills Cemetery Streets Division Roadway Swales	4	157	100%	156	100%	Quarterly Inspections Reports  Parks and Grounds Daily Maintenance	Natural Resources Div., Natural Resources Specialist, Mary Thornhill	Swales inspected quarterly as part of inspection.  Inspected during landscape	

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							Logs  Streets Work Log	Parks and Recreation Div., Parks and Grounds  Streets Division, Stormwater Crew	maintenance activities.  Inspected during maintenance activities	
	<b>Raingardens (acres of drainage basin)</b>	12.38 acres	261	100%	234	100%	Quarterly Inspections Reports  Parks and Grounds Daily Maintenance Logs  Streets Work Log	Natural Resources Div., Natural Resources Specialist, Mary Thornhill  Parks and Recreation Div., Parks and Grounds  Streets Division, Stormwater Crew	Raingardens inspected quarterly as part of inspection.  Inspected during landscape maintenance activities.  Built by Streets Division and contractors	
	<b>Dry detention systems</b>  Lucerne Park Fire Station Sportsman Park Q Block Improvements Kiwanis Park Pond Winter Haven Police Department Pond Senior Center W. G. Roe Ponds (2) Waste Water Treatment Plant II	9	589	100%	212	100%	Quarterly Inspections Reports  Contractor Invoices and Payments Logos and Laserfische Files  Parks and Grounds Daily Maintenance Logs	Natural Resources Div., Natural Resources Specialist, Mary Thornhill (NR)  Parks and Recreation Div., Parks and Grounds	Ponds inspected quarterly as part of inspection.  Ponds inspected when herbicide and physical maintenance completed by contractors.  Inspected during landscape maintenance activities.	
	<b>Alum injection systems</b>	3	124	100%	30	100%	Quarterly Inspections Reports	Natural Resources Div.,	Annual underground	

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	Lake Howard Alum Building Lake Lulu Alum Building Lake May Alum Building						Contractors (alum system maintenance, physical maintenance) Invoices and Payments Logos and Laserfische Files	Natural Resources Specialist, Mary Thornhill  Technical Solutions Inc.  Parks and Recreation Div., Parks and Grounds	storage tank inspection, monthly alum system inspections, quarterly alum building and catch basin inspections.
	<b>Pollution control boxes</b>  Lake Lulu Trash / Sediment Catch Lake May Trash / Sediment Catch (3) Lake Hartridge Trash / Sediment Catch	5	140	100%	106	100%	Quarterly Inspections Reports  Contractors Invoices and Payments Logos and Laserfische Files	Natural Resources Div., Natural Resources Specialist, Mary Thornhill	Bi-monthly trash/sediment catch basin inspections, quarterly alum building and catch basin inspections.
	<b>Major stormwater outfalls</b>	25	300	96% See Exception Report (002)	265	48%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit  Quarterly Inspections Reports	Streets Division, Stormwater Crew  Natural Resources Div., Natural Resources Specialist, Mary Thornhill (NR)	Regular Inspections and maintenance as needed  Bi-monthly trash/sediment catch basin inspections, quarterly alum building and catch basin inspections.
	<b>Weirs or other control structures</b>	14	94	100%	57	100%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Streets Division, Stormwater Crew  Parks and Recreation Div., Parks and Grounds  Natural	Regular Inspections and maintenance as needed



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								Resources Staff	
	<b>MS4 pipes / culverts (miles)</b>	92.95 mi	0.14	0.15% See Exception Report (002)	0.14	0.15%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Streets Division, Stormwater Crew	Regular Inspections and maintenance as needed
	<b>Inlets / catch basins / grates</b>	1780	99	0.06% See Exception Report (002)	18	0.01%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Streets Division, Stormwater Crew	Regular Inspections and maintenance as needed
	<b>Curbing (added to direct stormwater flow) (ft)</b>	718	258	36%	258	36%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Streets Division, Stormwater Crew	Regular Inspections and maintenance as needed
	<b>Asphalt Berms (added to direct stormwater flow) (ea)</b>	3	3	100%	3	100%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Streets Division, Stormwater Crew	Regular Inspections and maintenance as needed
	<b>Flumes (added to direct stormwater flow) (ea)</b>	6	0	0%	0	0%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Streets Division, Stormwater Crew	Regular Inspections and maintenance as needed
	<b>Ditches / conveyance swales (miles)</b>	5.1 mi	45	100%	30	100%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit  Parks and Grounds Daily Maintenance Logs  Regular Maintenance Logs  Quarterly Inspections Reports	Streets Division, Stormwater Crew  Parks and Recreation Div., Parks and Grounds  Contractor for Winter Haven Municipal Airport  Natural Resources Div., Natural Resources Specialist, Mary	Regular Inspections and maintenance as needed

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	<p><b>ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were <u>not</u> met</b>  <b>Year 1 ONLY: Attach a map of all known major outfalls</b></p>			Thornhill	
<b>Part III.A.2</b>	<b>Areas of New Development and Significant Redevelopment</b>				
	<p><b>Report the number of significant redevelopment projects reviewed by the permittee for post-development stormwater considerations.</b>  <i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i></p>				
	<b>Number of significant redevelopment projects reviewed</b>	134	Development Review Committee Tracking Logs	Planning Division (PL)	Reviews performed by the Community and Economic Development Department
	<p>Provide in the Year 2 Annual Report the summary report of the review of local codes activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation of modifying codes to allow low impact design BMPs.  <i>DEP Note: Refer to Part III.A.2 of the permit for details regarding what the review entails, and what must be included in the summary report and follow-up report. Please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.</i></p>				
	<p><b>Year 2 ONLY: Attach the summary report of the review activity</b>  <b>Year 4 ONLY: Attach the follow-up report on plan implementation</b></p>		See	Attachment	005
<b>Part III.A.3</b>	<b>Roadways</b>				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures for the litter control program(s) for public streets, roads, and highways, including rights-of-way, employed within the permittee's jurisdictional area and properly dispose of collected material. Implement the program on a monthly, or on an as needed, basis. <b>Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected.</b>  <i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. In addition, the permittee may choose its own units of measurement for the reporting items. Unit options for the amount of litter include: bags, cubic yards, pounds, tons. Unit options for the amount of area covered by the activity include: square feet, linear feet, yards, miles, acres. If all litter collection is performed by staff or by contractors, but not by both, please remove the non-applicable reporting items.</i></p>				
	<b>PERMITTEE Litter Control Program: Frequency of litter collection for City's Garbage Collection Services</b>	Residential garbage 4 x wk = 208/year  Commercial garbage 6 x wk = 312/year  Yard debris 5 x wk	Landfill tickets	Public Services Division, Solid Waste Staff, Weekend Warriors, Polk County Inmates	Public Services also utilize the weekend warrior program to assist with litter control.

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	<b>PERMITTEE Litter Control Program: Estimated amount of area maintained (acres &amp; miles)</b>	= 260/year Weekend Warriors 1 or 2 x wk =104/yr			
	<b>PERMITTEE Litter Control Program: Estimated amount of litter collected (tons &amp; bags)</b>	25,408 acres within Winter Haven's City Limits Weekend Warriors = 200 miles		Public Services Division, Solid Waste Staff, Weekend Warriors, Polk County Inmates	Public Services also utilize the weekend warrior program to assist with litter control.
	<b>PERMITTEE Litter Control Program: Frequency of litter collection for City's Parks and Grounds Division</b>	Residential garbage = 7,764 Tons Commercial garbage = 13,372 Tons Junk = 1,632 Tons Yard debris = 5,816 Tons C & D = 1,876 Tons Weekend Warriors = 2,041 bags	Landfill tickets	Public Services Division, Solid Waste Staff, Weekend Warriors, Polk County Inmates	Public Services also utilize the weekend warrior program to assist with litter control.
	<b>PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)</b>	3 x week = 156	Parks and Grounds Daily Maintenance Logs	Parks and Recreation Div., Parks and Grounds	Maintenance Mechanic Crew is dedicated to litter removal 3 days per week along downtown streets & trails. (M,W,F)
	<b>PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)</b>	158,400 In ft	Parks and Grounds Daily Maintenance	Parks and Recreation Div.,	Estimated distance of

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	<p><b>PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)</b></p>		<p>Logs</p>	<p>Parks and Grounds and Alternative Labor Crew</p>	<p>Roadway linear feet. (52,800' Alternative Labor Crew; 105,600' Parks and Grounds Crews)</p> <p>Crew's daily routines include litter removal along right of way.</p>
	<p><b>PERMITTEE Litter Control Program: Frequency of litter collection for City of Winter Haven's Airport</b></p>	<p>5,500 bags / year Est. 11,000 cu.yds</p>	<p>Parks and Grounds Daily Maintenance Logs for Alternative Labor Crew</p>	<p>Parks and Recreation Div., Parks and Grounds and Alternative Labor Crew</p>	<p>Alternative Labor Crew tracks bags used on routines. (55 gal. bags)</p> <p>Parks and Grounds staff performs litter removal at sites as part of their daily routines, record of amount not kept.</p>
	<p><b>PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet and acres)</b></p>	<p>260 times / year (Daily)</p>	<p>Airport Records</p>	<p>Airport Staff Airfield business partners</p>	<p>For airfield safety this is completed on a daily basis</p>
	<p><b>PERMITTEE Litter Control Program: Estimated amount of litter collected</b></p>	<p>Airport frontage on US Highway 92 West = 6,213 ft  Airport frontage on 21<sup>st</sup> Street NW = 5756 ft  Airport property = 450 acres</p>	<p>Airport Records</p>	<p>Airport Staff Airfield business partners</p>	<p>Done in accordance with FAA guidelines to keep any debris away from runways and air traffic.</p>
	<p><b>PERMITTEE Litter Control Program: Estimated amount of litter collected</b></p>	<p>Unk</p>		<p>Airport Staff</p>	<p>The amount of</p>

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	(cubic yards)			Airfield business partners	material is not tracked
	<b>PERMITTEE Litter Control Program (Recycled Materials): Frequency of litter collection</b>	1 – 2 times per week depending on volume	Public Services, Solid Waste Div. Schedules	Public Services, Solid Waste Staff	Drop off sites and commercial
	<b>PERMITTEE Litter Control Program: Estimated amount of Recycled Materials collected (tons)</b>	834 Tons	Recycle Fee Docs	Public Services, Solid Waste Staff	Drop off sites and commercial
	<b>CONTRACTOR Litter Control Program (Recycled Materials): Frequency of litter collection</b>	1 time per week / residence	Public Services, Solid Waste Div. Schedules	Florida Refuse	Tonnage Curbside pickup at residences
	<b>CONTRACTOR Litter Control Program (Recycled Materials): Estimated amount of area maintained (linear feet)</b>	25,408 acres within Winter Haven's City Limits			
	<b>CONTRACTOR Litter Control Program: Estimated amount of recycled materials collected (tons)</b>	1,896 Tons	Recycle Fee Docs	Florida Refuse	Tonnage Curbside pickup at residences
If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected.					
<i>DEP Note: The permittee may choose its own unit of measurement for the amount of litter collected. Unit options include: bags, cubic yards, pounds, tons. If an Adopt-A-Road or similar program is not implemented by the permittee, please note that in Column F but do not remove the Adopt-A-Road Program reporting items.</i>					
	<b>Trash Pick-up Events: Total miles cleaned</b>	153.71 Miles of roadway inside the City Limits  17 of the Chain of Lakes "Lakes"	Special Clean Ups Log	Public Services Division, Solid Waste Staff	
	<b>Trash Pick-up Events</b>	6	Special Events, Special Clean-Ups Log	Public Services Division, Solid Waste Staff, City Staff Volunteers, Residential Volunteers, Local Schools	Annual events and special events, scheduled by request.
	<b>Trash Pick-up Events: Estimated amount of litter collected (tons &amp; bags)</b>	Clean it Up Winter Haven (90 volunteers) = 180 bags  Project Eagle (Lakes Clean UP)	Special Events, Special Clean-Ups Log	Public Services Division, Solid Waste Staff, City Staff Volunteers, Residential Volunteers, Local Schools, Boy	Tonnage recorded by way of landfill invoices.

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		(400 volunteers)= 0.73 Tons + 25 tires  Nighttime Christmas Parade Cleanup = 50 collection boxes  Household Hazardous Waste Day w/ Polk County (222 people attended) = 5.23 tons  Xmas Recycling Drop Program = 90 cu yd ( 3,881 pounds)  Residential All Year "Clean It Up" (1 free pickup/yr) (300 participants) = 1,726 cu yd		Scouts, Fish and Wildlife Commission, Keep Winter Haven Clean and Beautiful, Lakes Education/Action Drive	
	<b>Trash Pick-up Events (Lakeshore Cleanup Participants)</b>	146	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lakes Appreciation Month
	<b>Trash Pick-up Events (Lakeshore Cleanups): Estimated amount of litter collected (pounds)</b>	1,000+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lakes Appreciation Month
<p>Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen (TN) and total phosphorus (TP) loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in the Year 1 Annual Report.</p> <p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. Also, the permittee may choose its own unit of measurement for the amount of sweeping material collected. Unit options include: cubic yards, pounds, tons.</i></p> <p><i>DEP Note: If the permittee has curbs and gutters but no street sweeping program is implemented, the permittee must provide an explanation of why not in the</i></p>					

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
<b>Year 1 Annual Report.</b> Refer to Part III.A.3 of the permit for the information that must be included in the explanation (including the alternate BMPs used or planned in lieu of street sweeping). Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.					
	<b>Frequency of street sweeping</b>	Weekly	Daily Maintenance Logs	Parks and Recreation Div., Parks and Grounds	Staff performs street sweeping 1 time per week on all surround streets around the downtown parks.
	<b>Total miles swept (per year)</b>	153	Street Sweeping Daily Work Log	Parks and Recreation Div., Parks and Grounds	Forwarded to Natural Resources Div. for calculations
	<b>Estimated quantity of sweeping material collected (cubic yards)</b>	75	Street Sweeping Daily Work Log	Parks and Recreation Div., Parks and Grounds	Forwarded to Natural Resources Div. for calculations
	<b>Frequency of street sweeping</b>	Monthly	Streets Work Log & Street Sweeping Spreadsheet	Stormwater Contractor	Contractor: USA Services
	<b>Total miles swept (per year)</b>	3192.73	Streets Work Log & Street Sweeping Spreadsheet	Stormwater Contractor	Contractor: USA Services
	<b>Estimated quantity of sweeping material collected (cubic yards)</b>	497.17	Streets Work Log & Street Sweeping Spreadsheet	Stormwater Contractor	Contractor: USA Services
	<b>Total miles swept (per year)</b>	3345.73		Natural Resources Div., Natural Resources Specialist, Mary Thornhill	Combining miles from both sources above for calculation
	<b>Estimated quantity of sweeping material collected (cubic yards)</b>	572.17 (15,448.50 cu ft)		Natural Resources Div., Natural Resources Specialist, Mary Thornhill	Combining yardage from both sources above for calculation
	<b>Total nitrogen loadings removed (pounds)</b>	739 lbs	NPDES/Cycle 3 Year 4 file	Natural Resources Div., Natural	MS4 Load Reduction Tool Version 1.2 used

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	Total phosphorus loadings removed (pounds)	474 lbs	NPDES/Cycle 3 Year 4 file	Resources Specialist, Mary Thornhill Natural Resources Div., Natural Resources Specialist, Mary Thornhill	MS4 Load Reduction Tool Version 1.2 used
	Year 1 ONLY: If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned		NA	NA	NA
<p>Annually review (and revise, as needed) and implement the permittee's written standard practices to reduce the pollutants in stormwater runoff from areas associated with road repair and maintenance, and from permittee-owned or operated equipment yards and maintenance shops that support road maintenance activities. <b>Report the number of applicable facilities and the number of inspections conducted for each facility.</b></p>					
<p style="background-color: #ffff00;"><i>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i></p>					
		<b>Number of Inspections</b>			
	Name of facility #1: Streets Facility Barn and Yard	<b>Total = 253</b>  248 SD Daily 3 NR Quarterly 1 ES Annual 1 HR Annual	Daily Work Logs  Quarterly Hazardous Materials Inspection logs  Annual Safety Committee Citywide Inspections  Annual MSDS or Right To Know	Streets Coordinator Karen Ball (SD)  Natural Resources, Division, Natural Resources Specialist, Mary Thornhill (NR)  Executive Services Director, Michele Stayner (ES)  Human	Monthly inspections consist of following guidelines established in BMPs



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			(Safety) Inspection Reports	Resources, Shawn Dykes (HR)	
Part III.A.4	<b>Flood Control Projects</b>				
	<p>Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not. Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.</p> <p><i>DEP Note: A "stormwater retrofit project" is one implemented primarily to provide stormwater treatment for areas currently without treatment.</i></p> <p><i>DEP Note: The status of the flood control and retrofit projects should be reported as of the last day of the applicable reporting period. Therefore, there should be no duplication for those reported as planned, for those reported as under construction and for those reported as completed.</i></p> <p><i>DEP Note: If applicable, please provide the title of the attached list of flood control projects that did not include stormwater treatment in Column D and the name of the entity who finalized the list in Column E.</i></p>				
	<p><b>Flood control projects completed during the reporting period</b></p> <p><b>Flood control projects completed during the reporting period that did not include stormwater treatment</b></p> <p><b>ATTACH a list of the flood control projects that did not include stormwater treatment and an explanation for each of why it was not</b></p> <p><b>Stormwater retrofit projects planned</b></p>	<p>2</p> <p>0</p> <p>None</p> <p>20</p> <p>2</p>	<p>Raingarden Projects Working File.xls</p> <p></p> <p>None</p> <p>Raingarden Projects Working File.xls</p> <p>Raingarden Projects Working File.xls</p>	<p>Natural Resources Div./ Natural Resources Specialist Mary Thornhill</p> <p></p> <p>None</p> <p>Natural Resources Div./ Natural Resources Specialist Mary Thornhill</p> <p>Natural Resources Div./ Natural Resources Specialist Mary Thornhill</p>	<p>Information received from various sources and compiled in spreadsheet</p> <p></p> <p>None</p> <p>Information received from various sources and compiled in spreadsheet</p> <p>Information received from various sources and compiled in spreadsheet</p>

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	Stormwater retrofit projects completed during the reporting period	2	Raingarden Projects Working File.xls	Natural Resources Div./ Natural Resources Specialist Mary Thornhill	Information received from various sources and compiled in spreadsheet
<b>Part III.A.5</b>	<b>Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit</b>				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit:</p> <ul style="list-style-type: none"> <li>• Operating municipal landfills;</li> <li>• Municipal waste transfer stations;</li> <li>• Municipal waste fleet maintenance facilities; and</li> <li>• Any other municipal waste treatment, waste storage, and waste disposal facilities.</li> </ul> <p><b>Report the number of applicable facilities and the number of the inspections conducted for each facility.</b></p> <p><i>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. An applicable facility under Part III.A.5 includes, but is not limited to, those facilities/yards where street sweeping material and/or yard waste are temporary stockpiled, and where solid waste collection vehicles are parked and/or maintained. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i></p>				
	<p><b>Name of facility #1:</b> Solid Waste Trucks and Heavy Equipment Maintenance and Storage Area</p>	<p><b>Number of Inspections</b></p> <p><b>Total = 254</b></p> <p>248 PS Daily 1 FL Annual 3 NR Quarterly 1 ES Annual 1 HR Annual</p>	<p>Daily Check Sheets filed by date and truck number</p> <p>Fleet/Facility Maintenance Daily Inspections with any issued filed with Work Orders</p> <p>Quarterly Inspection Logs</p>	<p>Solid Waste Staff Assistant, Betty Brown (PS)</p> <p>Fleet/Facility Maintenance Coordinator, Anna Mincey (FL)</p> <p>Natural Resources Division, Natural Resources Specialist, Mary Thornhill (NR)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>

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			Annual Safety Committee City-Wide Inspection  Annual MSDS or Right To Know (Safety) Inspection Report	Executive Services Director, Michele Stayner (ES)  Human Resources, Shawn Dykes (HR)	
	<b>Name of facility #2:</b> Utilities Wastewater Treatment Plant #2	<b>Total = 370</b>  365 WW Daily 3 NR Quarterly 1 ES Annual 1 HR Annual	WWTP#2 Daily Logs  Quarterly Inspection Report  Annual Safety Committee City-Wide Inspections  Annual MSDS or Right to Know (Safety) Inspection Report	Utilities Department, Chief Operator and Pretreatment Coordinator, Terry Carver (WW)  Natural Resources Division, Natural Resources Specialist, Mary Thornhill (NR)  Executive Services Director, Michele Stayner (ES)  Human Resources, Shawn Dykes (HR)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	<b>Name of facility #3:</b> Utilities Wastewater Treatment Plant #3	<b>Total = 370</b>  365 WW Daily 3 NR Quarterly 1 ES Annual	WWTP#3 Daily Logs	Utilities Department, Chief Operator and Pretreatment Coordinator, Terry	Inspected daily by crews, quarterly by Natural Resources' staff,

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		1 HR Annual	Quarterly Inspection Report  Annual Safety Committee City-Wide Inspections  Annual MSDS or Right to Know (Safety) Inspection Report	Carver (WW)  Natural Resources Division, Natural Resources Specialist, Mary Thornhill (NR)  Executive Services Director, Michele Stayner (ES)  Human Resources, Shawn Dykes (HR)	annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	<b>Name of facility #4:</b> Sage Road Landfill (closed)	<b>Total = 14</b>  7 NR Monthly 1 UT Annual 6 UT Bi-Monthly	Sage Road Inspection Logs  Bi-Annual Well (Water) Monitoring Reports and Annual Gas Monitoring Reports	Natural Resources Division, Natural Resources Specialist, Mary Thornhill (NR)  Utilities Services (UT)	Closed municipal yard debris landfill
<b>Part III.A.6</b>	<b>Pesticides, Herbicides, and Fertilizer Application</b>				
	Continue to require proper certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for all applicators contracted to apply pesticides, herbicides, or fertilizers on permittee-owned property, as well as any permittee personnel employed in the application of these products. <b>Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed. Report the number of permittee personnel and contractors who have been trained through the Green Industry BMP Program, and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.</b>  <i>DEP Note: If "0" is reported in Column C for any of the reporting items, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training / certification was previously provided / obtained, and the names of the personnel and contractors previously trained / certified.</i>				
	<b>PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides</b>	3	Copies of certificates /	Parks and Recreation Div.,	Steve Pruitt, Janet Thome,

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	<b>CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides</b>		licenses in personnel files	Parks and Grounds	Kris Neal
		<b>Total = 5</b> 1 (PS) 4 (NR)	City of Winter Haven Procurement Services Files (PS)  Natural Resources Division / Aquatic Herbicide Invoices	James Earl Wetzel – Apex Pest Control (PS)  Amphibious Aquatics, Ground Level, Inc., Applied Aquatics, Inc., Water & Air Research Inc. (NR)	Copies of valid and proper licensure are required prior to awarding contracts
	<b>PERSONNEL: Green Industry BMP Program training completed</b>	13	Parks and Grounds files	Parks and Recreation Div., Parks and Grounds	
	<b>CONTRACTORS: Green Industry BMP Program training completed</b>	4		Amphibious Aquatics, Ground Level, Inc., Applied Aquatics, Inc., Water & Air Research Inc. (NR)	
<p>Pursuant to SB 2080 (2009), all local governments are encouraged to adopt a Florida-friendly Landscaping Ordinance similar to the one set forth in the document "Florida-friendly Guidance Models for Ordinances, Covenants and Restrictions." If the broader Florida-friendly ordinance described above is not adopted, then <u>all local governments within the watershed of a nutrient-impaired water body</u> shall adopt the Department's Model Ordinance for Florida-Friendly Fertilizer Use on Urban Landscapes pursuant to SB 494 (2009) or an ordinance that includes all of the requirements set forth in the Model Ordinance. The ordinance shall be adopted within <u>24 months of the date of permit issuance</u>. <u>Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.</u></p> <p><i>DEP Note: If this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, then please indicate that in Column F, but do not remove this reporting item.</i></p> <p><i>DEP Note: Please provide the title and citation of the ordinance in Column D, and the name of the entity who finalized the ordinance in Column E.</i></p>					
<b>Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance</b>		None	None	None	None
<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers. <u>Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</u> <u>Activities performed under the Florida Yards and Neighborhoods (FYN) program should only be reported if the permittee is contributing funding towards the FYN staff and program within its jurisdiction.</u></p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their</i></p>					

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
<p><i>particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items please include in Column F an explanation for why no outreach was performed.</i></p> <p><b>DEP Note:</b> Polk County is to report the public education and outreach activities that it performed county-wide (and not just in the unincorporated areas of Polk County). The co-permittees are to report just the public education and outreach activities that they performed.</p> <p><b>DEP Note:</b> Indicate under Column E "Entity Performing the Activity" if FYN or IFAS is performing any of the reported public education and outreach activities. In addition, please complete the following line:</p> <p style="text-align: center;"><b>FYN PROGRAM FUNDING: Permittee Provides Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount of Funding = \$</b></p>					
<b>Estimated percentage of the population reached by the activities in total</b>		75%			
<b>Brochures/Flyers/Fact sheets distributed</b>		3270	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	Includes various materials
<b>Brochures/Flyers/Fact sheets distributed</b>		35,286	Utility Accounts Mailing Log	Utility Account Services	Materials sent as insert to utility bills  Annual Water Report
<b>Brochures/Flyers/Fact sheets distributed</b>		55	WWT Section Report	Utility Dept., Waste Water Treatment Div.	As part of routine inspections
<b>Brochures/Flyers/Fact sheets distributed</b>		1000+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Includes various materials
<b>FYN: Brochure/Flyers/Fact sheets distributed</b>		NA	NA	FYN	NA
<b>FYN: Neighborhood presentations: Number of participants</b>		NA	NA	FYN	NA
<b>FYN: Neighborhood presentations: Number conducted</b>		NA	NA	FYN	NA
<b>Neighborhood presentations: Number conducted</b>		8	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	
<b>Neighborhood presentations: Number of participants</b>		305	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	
<b>Neighborhood presentations: Number conducted</b>		14	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
<b>Neighborhood presentations: Number of participants</b>		1008	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
<b>Newsletter (Lakes LE/ADer): Number of articles published</b>		26 articles	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Quarterly Newsletter
<b>Newsletter (Lakes LE/ADer): Number of newsletters distributed</b>		2400 / annually	Lakes Education /	Lakes Education /	<a href="http://www.le-ad.org">www.le-ad.org</a> to

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			Action Drive Files	Action Drive	view pdf
	Newspaper (The Ledger): Number of notices published	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Ads run for litter clean up event
	Public displays (e.g., kiosks, storyboards, posters, etc.)	6	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	3 Nature parks, City Hall, Cash Collections City Hall Annex, Public Library
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	FYN: Public displays (e.g., kiosks, storyboards, posters, etc.)	NA	NA	FYN	NA
	Movie Theater Public Service Announcements (PSAs)	Numerous airings daily	City of Winter Haven / Natural Resources Div. Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
	Radio or television Public Service Announcements (PSAs)	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	FYN: Radio or television Public Service Announcements (PSAs)	NA	NA	FYN	NA
	School presentations: Number conducted	3	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	
	School presentations: Number of participants	75	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	
	School presentations: Number conducted	1	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	School presentations: Number of participants	245	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	FYN: School presentations: Number conducted	NA	NA	FYN	NA
	FYN: School presentations: Number of participants	NA	NA	FYN	NA
	Seminars/Workshops: Number conducted	92	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	
	Seminars/Workshops: Number of participants	1871	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	
	FYN: Seminars/Workshops: Number conducted	NA	NA	FYN	NA

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	FYN: Seminars/Workshops: Number of participants	NA	NA	FYN	NA
	Special events: Number conducted	20	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	
	Special events: Number of participants	883	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div.	
	Special events: Number conducted	11	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Special events: Number of participants	2106	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	FYN: Special events: Number conducted	NA	NA	FYN	NA
	FYN: Special events: Number of participants	NA	NA	FYN	NA
	Web Site: Number of hits / visitors to the stormwater-related pages	Unable to determine # of hits		City of Winter Haven / Natural Resources Div.	Website/Twitter/ Facebook
	Web Site: Number of hits / visitors to the stormwater-related pages	Unable to determine # of hits		USF Water Institute	www.polk.waterra.tlas.usf.edu
	Web Site: Number of hits / visitors to the stormwater-related pages	Estimated 400/annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	<a href="http://www.le-ad.org">www.le-ad.org</a>
<b>Part III.A.7.a</b>	<b>Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures</b>				
	Where applicable, strengthen the legal authority to conduct inspections, conduct monitoring, control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders. <b>Report amendments, as needed.</b>				
	<i>DEP Note: If applicable, please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.</i>				
	<b>ATTACH a report on any amendments to the applicable legal authority</b>	None	None	None	None
<b>Part III.A.7.c</b>	<b>Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal</b>				
	During Year 1 of the permit, develop and implement a written proactive inspection program plan for identifying and eliminating sources of illicit discharges, illicit connections, or dumping to the MS4. <b>Report on the proactive inspection program, including the number of inspections conducted, the number of illicit activities found, and the number and type of enforcement actions taken.</b>				
	<i>DEP Note: If “0” is reported in Column C for the first reporting item, please include an explanation in Column F for why no proactive inspections were performed. In addition, the permittee should re-word the “NOVs / warning letters / citations issued” reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i>				
	<i>DEP Note: Proactive inspections may include, for example, suspect areas (e.g., industrial areas), commercial businesses (e.g., restaurants, car washes, service stations, laundries / dry cleaners, auto body shops, mobile carpet cleaners) or temporary activities (e.g., special events / fairs / circuses) that would not otherwise be inspected during routine inspections and maintenance of the MS4, in association with high risk industrial facilities or construction sites, or in response to citizen or staff reports.</i>				



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<p><i>DEP Note: Polk County is to report the ONLY the proactive inspections it performed in the unincorporated areas of Polk County – any proactive inspections it performed in the co-permittees’ jurisdictions are to be reported by the co-permittees. Each co-permittee is to report the Polk County proactive inspections done in their jurisdiction separately from the proactive inspections that the co-permittee performed itself.</i></p>					
<p><i>DEP Note: Refer to Part III.A.7.c of the permit for what must be included in the written proactive inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i></p>					
	Proactive inspections performed by Polk County on behalf of a co-permittee for suspected illicit discharges / connections / dumping	51	Spreadsheet & pdf file	Polk County Waste Resource Management Division	Mike Ferguson
	Proactive inspections performed by the permittee (City of Winter Haven) for suspected illicit discharges / connections / dumping	7	Sage Road Monthly Inspection spreadsheet	Natural Resources Division, Natural Resources Specialist, Mary Thornhill	Sage Road Landfill Site Monthly Inspections
	Illicit discharges / connections / dumping found during a proactive inspection	0	Sage Road Monthly Inspection spreadsheet	Natural Resources Division, Natural Resources Specialist, Mary Thornhill	Sage Road Landfill Site Monthly Inspections
	Proactive inspections performed by the permittee (City of Winter Haven) for suspected illicit discharges / connections / dumping	3 (NR)  Periodically (MA)	Quarterly Inspection spreadsheet (NR)  Airport Documentation (MA)	Natural Resources Division, Natural Resources Specialist, Mary Thornhill (NR)  Airport Staff on routine basis (MA)	Waste Oil Tank at Airport
	Illicit discharges / connections / dumping found during a proactive inspection	0	Quarterly Inspection spreadsheet (NR)  Airport Documentation (MA)	Natural Resources Division, Natural Resources Specialist, Mary Thornhill (NR)  Airport Staff on routine basis (MA)	Waste Oil Tank at Airport
	Proactive inspections performed by the permittee (City of Winter Haven)		Fire Prevention	Winter Haven Fire	Inspections for

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	for suspected illicit discharges / connections / dumping	2215	Bureau Records	Dept., Fire Marshal, Judy Rivera	Fire Department are routine, performed daily.
	Illicit discharges / connections / dumping found during a proactive inspection	0	Fire Prevention Bureau Records	Winter Haven Fire Dept., Fire Marshal, Judy Rivera	Inspections for Fire Department are routine, performed daily.
	Proactive inspections performed by the permittee for suspected illicit discharges / connections / dumping	97	Fats, Oils and Grease (FOG) Program	Utility Department Grease Trap Inspector, Steve Rheiner	Inspections for Utility Department are routine, performed daily.
	Illicit discharges / connections / dumping found during a proactive inspection	4	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	Inspections for Utility Department are routine, performed daily
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	4	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	Inspections for Utility Department are routine, performed daily
	Fines issued for illicit discharges / connections / dumping found during a proactive inspection	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	Inspections for Utility Department are routine, performed daily
	<b>Year 1 ONLY: Attach the written proactive inspection program plan</b>				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures to conduct reactive investigations to identify and eliminate the source(s) of illicit discharges, illicit connections or improper disposal to the MS4, based on reports received from permittee personnel, contractors, citizens, or other entities regarding suspected illicit activity. Report on the reactive investigation program as it relates to responding to reports of suspected illicit discharges, including the number of reports received, the number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</p>				

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A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
<p><i>DEP Note: If the number of reports received differs from the number of reactive investigations, please provide an explanation for the discrepancy in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p>					
	<p><b>Reports received by Polk County of suspected illicit connections / discharges / dumping received</b></p>	<p>0</p>	<p>Spreadsheet &amp; pdf file</p>	<p>Polk County Waste Resource Management Division</p>	<p>Mike Ferguson</p>
	<p><b>Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received</b></p>	<p>9</p>	<p>Code Enforcement Program Cases</p>	<p>Community Development Department, Code Enforcement</p>	<p>Most Code Enforcement investigations are complaint driven.</p>
	<p><b>Reactive investigations of reports of suspected illicit discharges/ connections / dumping</b></p>	<p>9</p>	<p>Code Enforcement Program Cases</p>	<p>Community Development Department, Code Enforcement</p>	<p>Most Code Enforcement investigations are complaint driven.</p>
	<p><b>Illicit discharges / connections / dumping found during a reactive investigation</b></p>	<p>8</p>	<p>Code Enforcement Program Cases</p>	<p>Community Development Department, Code Enforcement</p>	<p>Most Code Enforcement investigations are complaint driven.</p>
	<p><b>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation</b></p>	<p>8</p>	<p>Code Enforcement Program Cases</p>	<p>Community Development Department, Code Enforcement</p>	<p>Most notices of violation are resolved within the allotted timeframe.</p>
	<p><b>Fines issued for illicit discharges / connections / dumping found during a reactive investigation</b></p>	<p>0</p>	<p>Code Enforcement Program Cases</p>	<p>Community Development Department, Code Enforcement</p>	<p>Fines are mostly issued for non-compliance, failure to correct and/or repeat offenders.</p>
	<p><b>Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received</b></p>	<p>0</p>	<p>Fats, Oils and Grease (FOG) Program</p>	<p>Utility Department, Grease Trap Inspector, Steve Rheiner</p>	

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Reactive investigations of reports of suspected illicit discharges/ connections / dumping	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Illicit discharges / connections / dumping found during a reactive investigation	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received	11	NPDES Activities Log	Natural Resources Division, Natural Resources Specialist, Mary Thornhill	Most Natural Resources investigations are complaint driven.
	Reactive investigations of reports of suspected illicit discharges/ connections / dumping	11	NPDES Activities Log	Natural Resources Division, Natural Resources Specialist, Mary Thornhill	Most Natural Resources investigations are complaint driven.
	Illicit discharges / connections / dumping found during a reactive investigation	4	NPDES Activities Log	Natural Resources Division, Natural Resources Specialist, Mary Thornhill	Most Natural Resources investigations are complaint driven.
	Reports received by the permittee (City of Winter Haven) of suspected	13	Winter Haven PD	Winter Haven	

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.		C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity		Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	illicit connections / discharges / dumping received			Records System	Police Department	
	Reactive investigations of reports of suspected illicit discharges/connections / dumping		13	Winter Haven PD Records System	Winter Haven Police Department	
	Illicit discharges / connections / dumping found during a reactive investigation		1	Winter Haven PD Records System	Winter Haven Police Department	
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation		0	Winter Haven PD Records System	Winter Haven Police Department	
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation		0	Winter Haven PD Records System	Winter Haven Police Department	
<p>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, fleet maintenance staff, and inspectors) and contractors to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. Refresher training shall be provided annually. Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p> <p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>						
		<b>Initial Training</b>	<b>Refresher Training</b>			
	<b>Personnel trained</b>		Total = 603 450 (HR) 68 (FD) 78 (PD) 7 (NR)	MSDS Training Response Sheets (HR)  Fire Records Mgmt. System (FD)  NPDES Activities Log (NR)	Human Resources, Shawn Dykes (HR)  WH Fire Dept. spill response training (FD)  Winter Haven Police Dept in house training (PD)  Natural Resources Division, Natural Resources Specialist, Mary Thornhill (NR)	All City staff are trained, annually, on proper handling and disposal at the time of MSDS or Right To Know (Safety) training. Storm Watch training is provided as requested. Special Hazardous Materials training is provided to emergency personnel.
	<b>Contractors trained</b>	0	17		Natural Resources Division, Natural Resources	Pre-construction meetings – materials given and discussed

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.			C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
						Specialist, Mary Thornhill  Technical Services Division, City Engineer and Planning	
<b>Part III.A.7.d</b>	<b>Illicit Discharges and Improper Disposal — Spill Prevention and Response</b>						
	<p>Annually review (and revise, as needed) and implement the permittee's written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed. If a permittee relies on the Polk County Fire Rescue or Fire Services Division to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County Fire Rescue/Fire Services Division shall make available) the necessary annual report information from the County.</p> <p><i>DEP Note: The permittee may report the number of hazardous material spills separately from the number of non-hazardous material spills, or report one combined number, to more accurately reflect its tracking of these spills.</i></p>						
	<b>Hazardous and non-hazardous material spills responded to</b>			Total = 24  10 (FD) 0 (PD) 5 (UT) 9 (NR)	Fire Records Management System (FD)  Police Dept. Vehicle Accident Reports (PD)  Utilities Division Abnormal Event Reports (UT)  NPDES Log (NR)	Winter Haven Fire Department (FD)  Winter Haven Police Department (PD)  Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver (UT)  Natural Resources Division (NR)	Complaint and observation driven responses.
	<p>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, firefighters, fleet maintenance staff and inspectors) and contractors on proper spill prevention, containment, and response techniques and procedures. Refresher training shall be provided annually. Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p> <p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>						
		<b>Initial Training</b>	<b>Refresher Training</b>				

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.			C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Personnel trained	8 (PD)	Total = 596 450 (HR) 68 (FD) 0 (NR) 78 (PD)		MSDS Training Response Sheets (HR)  Fire Records Mgmt. System (FD)  NPDES Activities Log (NR)	Human Resources, Shawn Dykes (HR)  WH Fire Dept. spill response training (FD)  Natural Resources Division, Natural Resources Specialist, Mary Thornhill (NR)	All City staff are trained, annually, on proper handling and disposal at the time of MSDS or Right To Know (Safety) training. Storm Watch training is provided as requested. Special Hazardous Materials training is provided to emergency personnel.
	Contractors trained	0	17			Natural Resources Division, Natural Resources Specialist, Mary Thornhill  Technical Services Division, City Engineer and Planning	Pre-construction meetings – materials given and discussed
Part III.A.7.e	<b>Illicit Discharges and Improper Disposal — Public Reporting</b>						
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee’s jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should “customize” the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of “Estimated percentage of the population reached by the activities in total” must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If “0” is reported in Column C for all the reporting items, please include in Column F an explanation for why no outreach was performed.</i></p>						

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
<p><i>DEP Note: Polk County is to report the public education and outreach activities that it performed county-wide (and not just in the unincorporated areas of Polk County). The co-permittees are to report just the public education and outreach activities that they performed.</i></p>					
<b>Estimated percentage of the population reached by the activities in total</b>		75%			
<b>Publicize the Polk County or local Pollution Complaint Hotline</b>		Numerous airings daily	City of Winter Haven / Natural Resources Div. Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
<b>Brochures/Flyers/Fact sheets distributed</b>		3270	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	Includes various materials
<b>Brochures/Flyers/Fact sheets distributed</b>		55	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	Inspections for Utility Dept. are routine, performed daily
<b>Brochures/Flyers/Fact sheets distributed</b>		35,286	Utility Accounts Mailing Log	Utility Account Services	Materials sent as insert to utility bills  Annual Water Report (35,000), Spring Clean Up (27,541)
<b>Brochures/Flyers/Fact sheets distributed</b>		600+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Includes various materials
<b>Neighborhood presentations: Number conducted</b>		8	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
<b>Neighborhood presentations: Number of participants</b>		305	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
<b>Neighborhood presentations: Number conducted</b>		0	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
<b>Neighborhood presentations: Number of participants</b>		0	Lakes Education / Action Drive Files	Lakes Education / Action Drive	



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A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Neighborhood presentations: Number conducted	0		Utilities Dept.	Rain Barrel Workshops
	Neighborhood presentations: Number of participants	0		Utilities Dept.	Rain Barrel Workshops
	Newsletter (Lakes LE/ADer): Number of articles published	26	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Quarterly newsletter
	Newsletter (Lakes LE/ADer): Number of newsletters distributed	2400 / annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	<a href="http://www.le-ad.org">www.le-ad.org</a> to view pdf(s)
	Newspaper (The Ledger): Number of notices published	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Ads run for litter clean up event
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	Utilities Accounts Payable Public Access area, WH Public Library display area, Walk-in Public Access at City Hall
	Public displays (e.g., kiosks, storyboards, posters, etc.)	14	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Movie Theater Public Service Announcements (PSAs)	Numerous airings daily	City of Winter Haven / Natural Resources Div. Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
	Radio or television Public Service Announcements (PSAs)	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	School presentations: Number conducted	3	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	School presentations: Number of participants	75	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	School presentations: Number conducted	1	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	School presentations: Number of participants	245	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Seminars/Workshops: Number conducted	92	NPDES Activities	City of Winter	

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Tracking Log.xlsx	Haven/Natural Resources Div.	
	<b>Seminars/Workshops: Number of participants</b>	1871	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	<b>Special events: Number conducted</b>	20	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	<b>Special events: Number of participants</b>	883	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	<b>Special events: Number conducted</b>	11	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	<b>Special events: Number of participants</b>	2106	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	<b>Web Site: Number of visitors to the stormwater-related pages</b>	Unable to determine number of hits received		City of Winter Haven/Natural Resources Div.	Website/Twitter/ Facebook
	<b>Web Site: Number of hits / visitors to the stormwater-related pages</b>	Unable to determine # of hits		USF Water Institute	www.polk.watertlas.usf.edu
	<b>Web Site: Number of visitors to the stormwater-related pages</b>	~400 annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org
<b>Part III.A.7.f</b>	<b>Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control</b>				
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting items of "Estimated percentage of the population reached by the activities in total" and "Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (tons)" must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: Polk County is to report the public education and outreach activities that it performed county-wide (and not just in the unincorporated areas of Polk County). The co-permittees are to report just the public education and outreach activities that they performed.</i></p>				
	<b>Estimated percentage of the population reached by the activities in total</b>	95%			
	<b>Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (tons)</b>	Total = 5.23 tons	NPDES/Cycle 3 Year 4/ Incoming	Public Services, Solid Waste Staff	

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			Data File	Joint event with Polk County Waste & Recycling Division	
	Household Chemical Collection Center Program: Events	1	NPDES/Cycle 3 Year 3/ Incoming Data File	Public Services, Solid Waste Staff Joint event with Polk County Waste & Recycling Division	Event sponsored by Polk County – advertised by them
	Household Hazardous Waste Materials Guides distributed	220	NPDES/Cycle 3 Year 3/ Incoming Data File	Public Services, Solid Waste Staff Joint event with Polk County Waste & Recycling Division	Distributed at event by Polk Co staff
	Brochures/Flyers/Fact sheets distributed	28,000	Special Clean Ups Documents	Utility Account Services and Public Services, Solid Waste Staff	Household Chemical Collection Center Program flyers sent out in water bill
	Brochures/Flyers/Fact sheets distributed	55	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	Inspections for Utility Dept. are routine, performed daily
	Brochures/Flyers/Fact sheets distributed	3,270	NPDES Activities Tracking Log.xlsx	Natural Resources Div.	Includes various materials
	Brochures/Flyers/Fact sheets distributed	500+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Includes various materials
	Neighborhood presentations: Number conducted	8	NPDES Activities Tracking Log.xlsx	Natural Resources Div.	
	Neighborhood presentations: Number of participants	305	NPDES Activities Tracking Log.xlsx	Natural Resources Div.	
	Neighborhood presentations: Number conducted	0	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Neighborhood presentations: Number of participants	0	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Newsletter (Lakes LE/ADer): Number of articles/notices published	26	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Quarterly newsletter

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A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	<b>Newsletters: Number of newsletters distributed</b>	2400 / annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	<a href="http://www.le-ad.org">www.le-ad.org</a> to view pdf(s)
	<b>Newspapers &amp; newsletters: Number of articles/notices published</b>	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Ads run for litter clean up event
	<b>Public displays (e.g., kiosks, storyboards, posters, etc.)</b>	4	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	Utilities Accounts Payable Public Access area, WH Public Library display area, Walk-in Public Access at City Hall, Lake Hartridge Nature Park message board
	<b>Public displays (e.g., kiosks, storyboards, posters, etc.)</b>	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	<b>Movie Theater Public Service Announcements (PSAs)</b>	Numerous airings daily	City of Winter Haven / Natural Resources Div Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
	<b>Radio or television Public Service Announcements (PSAs)</b>	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	<b>School presentations: Number conducted</b>	3	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	<b>School presentations: Number of participants</b>	75	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	<b>School presentations: Number conducted</b>	1	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	<b>School presentations: Number of participants</b>	245	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	<b>Seminars/Workshops: Number conducted</b>	92	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	<b>Seminars/Workshops: Number of participants</b>	1,871	NPDES Activities	City of Winter	

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A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Tracking Log.xlsx	Haven/Natural Resources Div.	
	Special events: Number conducted	20	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	Special events: Number of participants	883	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div.	
	Special events: Number conducted	11	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Special events: Number of participants	2106	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Storm sewer inlets newly marked/replaced	0	Streets Work Logs	Streets Division/ Stormwater Crew	
	Web Site: Number of visitors to the stormwater-related pages	Unable to determine # of hits to website		City of Winter Haven/Natural Resources Div.	Website/Twitter/ Facebook
	Web Site: Number of hits / visitors to the stormwater-related pages	Unable to determine # of hits		USF Water Institute	www.polk.watertlas.usf.edu
	Web Site: Number of visitors to the stormwater-related pages	~400 annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org
<b>Part III.A.7.g</b>	<b>Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage</b>				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures to reduce or eliminate sanitary wastewater contamination into the MS4, including discharges to the MS4 from sanitary sewer overflows (SSOs) and from inflow / infiltration from collection / transmission systems and/or septic tank systems. Advise the appropriate utility owner of a violation if constituents common to wastewater contamination are discovered in the MS4. Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/ infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction.</p> <p><i>DEP Note: The permittee needs to "customize" this section as it pertains to the type of activities undertaken to reduce or eliminate SSOs and inflow / infiltration into the MS4. The first five reporting items below are examples.</i></p> <p><i>DEP Note: The permittee should contact the appropriate authorities for accurate reporting information, such as the sanitary sewer system operator who is responsible for investigating and eliminating SSOs and the local health department who is responsible for permitting / overseeing septic tank systems.</i></p> <p><i>DEP Note: Report only the SSOs and inflow / infiltration incidents into the MS4.</i></p>				
	Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe inspected for infiltration (linear feet)	84,386	Daily Work Logs	Utility Services	James Blume
	Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe sealed, lined, and / or replaced (linear feet)	4,386	Daily Work Logs of Utility Services	Utility Services	Steve Rheiner
	Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer line breaks repaired	23	Work Orders	Utility Services	James Blume

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A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	0	Daily Work Logs	Utility Services	Steve Rheiner
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0	Daily Work Logs	Utility Services	Steve Rheiner
	SSO incidents discovered	5	Daily Work Logs	Utility Services	3 discharged to the MS4
	SSO incidents resolved	5	Daily Work Logs	Utility Services	
	Inflow / infiltration incidents discovered	0	Daily Work Logs	Utility Services	Steve Rheiner
	Inflow / infiltration incidents resolved	0	Daily Work Logs	Utility Services	Steve Rheiner
	Name of owner of the sanitary sewer system	City of Winter Haven			
Part III.A.8.a	<b>Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections</b>				
	<p>Continue to maintain an up-to-date inventory of all existing high risk facilities discharging into the permittee's MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. For the purposes of this permit, high risk facilities include:</p> <ul style="list-style-type: none"> <li>• Operating municipal landfills;</li> <li>• Hazardous waste treatment, storage, disposal and recovery facilities;</li> <li>• Facilities that are subject to EPCRA Title III, Section 313 (also known as the Toxics Release Inventory (TRI) maintained by the U.S. EPA); and</li> <li>• Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee's MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c of the permit.</li> </ul> <p><b>Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</b></p> <p><i>DEP Note: The TRI is updated every spring / summer by the U.S. EPA at <a href="http://www.epa.gov/triexplorer">www.epa.gov/triexplorer</a>. Select "Facility" on the left, chose your Geographic Location, and then select "Generate Report." Please indicate in Column F when (month / year) you last checked EPA's TRI for applicable facilities.</i></p> <p>During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. <b>Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</b></p> <p><i>DEP Note: If "0" is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p> <p><b>DEP Note: Polk County is to report ONLY the inventory of high risk facilities in the unincorporated areas of Polk County – the inventory of high risk facilities located in the co-permittees' jurisdictions are to be reported by the co-permittees. Likewise, the County is to report ONLY the high risk facility inspections it performed in the unincorporated areas of Polk County – any high risk facility inspections it performed in the co-permittees' jurisdictions are to be reported by the co-permittees. Each co-permittee is to obtain the necessary information from Polk County that pertains to its jurisdiction.</b></p>				

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity				C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
		Number of Facilities	Number of Inspections	For violations discovered during a high risk inspection				
				Fines issued	Notices of Violation (NOVs) / warning letters / citations issued			
	Total high risk facilities	4				Industrial Pretreatment Logs and Bi-Weekly Reports	Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver	Borden Dairy, Blue Lake Citrus, Indian River Transport, and Wal-Mart Distribution Center
	New high risk facilities added to the inventory during the current reporting period	0				Industrial Pretreatment Logs and Bi-Weekly Reports	Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver	
	Operating municipal landfills	0						
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0						
	EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	0						
	Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c	4	104	0	0	Industrial Pretreatment Logs and Bi-Weekly Reports	Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver	Borden Dairy, Blue Lake Citrus, Indian River Transport, and Wal-Mart Distribution Center
	Other facilities determined as high risk by the permittee (that are <u>not</u> facilities identified through the proactive inspections)	0						
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries							
	Sampling of the discharge to the stormwater system may be required on an as-needed basis in the event that inspections of high-risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(iv)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring. Report the number of high risk facilities sampled. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.							

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<p><i>DEP Note: Polk County is to report ONLY the number of high risk facilities in the unincorporated areas of Polk County that were sampled – the high risk facilities located in the co-permittees' jurisdictions that were sampled by the County are to be reported by the co-permittees.</i></p> <p><b>High risk facilities sampled</b></p> <p>Borden Dairy, Blue Lake Citrus, Indian River Transport, Wal-Mart Distribution Center</p>	4	Industrial Pretreatment Logs and Bi-Weekly Reports	Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver	Borden Dairy, Blue Lake Citrus, Indian River Transport, and Wal-Mart Distribution Center
Part III.A.9.a	<b>Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices</b>				
	<p>Continue to implement the local codes or land development regulations and the written pre-construction site plan review procedures that require the use and maintenance of appropriate structural and non-structural erosion and sedimentation controls during construction to reduce the discharge of pollutants to the MS4. <b>Report the number of permittee and private pre-construction site plans reviewed for stormwater, erosion, and sedimentation controls, and the number approved.</b></p> <p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i></p>				
	<b>PERMITTEE SITES: Construction site plans reviewed</b>	25 (EN)	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer (EN) and Planning (PL)	The Technical Services Division tracks private and municipal plans / permits tracked together.
	<b>PERMITTEE SITES: Construction site plans approved</b>	21 (EN)	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer (EN) and Planning (PL)	The Technical Services Division tracks private and municipal plans / permits tracked together.
	<b>PRIVATE SITES: Construction site plans reviewed</b>	21 (EN) 24 (PL)	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer (EN) and Planning (PL)	The Technical Services Division tracks private and municipal plans / permits tracked together.
	<b>PRIVATE SITES: Construction site plans approved</b>	21 (EN) 24 (PL)	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer (EN) and Planning (PL)	The Technical Services Division tracks private and municipal plans / permits tracked together.
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures to notify all new development / redevelopment permit applicants of the need to obtain all required stormwater permits. <b>Report the number of new development/redevelopment permit applicants notified of the ERP and CGP, and the number of</b></p>				



**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
<p>applicants who confirmed ERP and CGP coverage.</p>					
<p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. If the number of applicants notified of ERP or CGP coverage is less than the number of construction site plans reviewed, please provide an explanation for the discrepancy in Column F.</i></p>					
	<p><b>Notified of ERP stormwater permit requirements</b></p>	<p>7 (EN)</p>	<p>Technical Services, Building/Permitting Plan Review Logs and DRC List</p>	<p>Technical Services Division, City Engineer (EN) and Planning (PL)</p>	<p>The Technical Services Division tracks private and municipal plans / permits tracked together.</p>
	<p><b>Confirmed ERP coverage</b></p>	<p>7 (EN)</p>	<p>Technical Services, Building/Permitting Plan Review Logs and DRC List</p>	<p>Technical Services Division, City Engineer (EN) and Planning (PL)</p>	<p>The Technical Services Division tracks private and municipal plans / permits tracked together.</p>
	<p><b>Notified of CGP stormwater permit requirements</b></p>	<p>3 (EN)</p>	<p>Technical Services, Building/Permitting Plan Review Logs and DRC List</p>	<p>Technical Services Division, City Engineer (EN) and Planning (PL)</p>	<p>The Technical Services Division tracks private and municipal plans / permits tracked together.</p>
	<p><b>Confirmed CGP coverage</b></p>	<p>3 (EN)</p>	<p>Technical Services, Building/Permitting Plan Review Logs and DRC List</p>	<p>Technical Services Division, City Engineer (EN) and Planning (PL)</p>	<p>The Technical Services Division tracks private and municipal plans / permits tracked together.</p>
<p><b>Part III.A.9.b</b></p>	<p><b>Construction Site Runoff — Inspection and Enforcement</b></p>				
	<p>As an attachment to the Year 1 Annual Report, the permittee shall submit a written plan that details the standard operating procedures for implementation of the stormwater, erosion and sedimentation inspection program for construction sites discharging stormwater to the MS4. The permittee shall implement the plan for inspecting construction sites immediately upon written approval by the Department. Prior to Department approval, the permittee shall continue to perform inspections in accordance with its previously developed construction site inspection procedures. Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.</p>				
	<p><i>DEP Note: If "0" is reported in Column C for the number of inspections conducted, please provide an explanation in Column F of why no inspections were conducted. If the number of inspections reported is equal to or less than the number of active construction sites, or the percentage inspected is less than 100%, please provide an explanation in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p>				

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
<i>DEP Note: Refer to Part III.A.9.b of the permit for what must be included in the construction site inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i>					
	<b>PERMITTEE SITES: Active construction sites</b>	10	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division (EN), Senior Staff Assistant, Felicia Nouami	
	<b>PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs</b>	10	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division (EN), Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	<b>PERMITTEE SITES: Percentage of active construction sites inspected</b>	100%			
	<b>PRIVATE SITES: Active construction sites</b>	31	DRC Tracking Log	Technical Services Division (EN), Senior Staff Assistant, Felicia Nouami	
	<b>PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs</b>	31	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division (EN), Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	<b>PRIVATE SITES: Percentage of active construction sites inspected</b>	100%			
	<b>Red Tags issued</b>	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	<b>Notices of Violation (NOVs) issued</b>	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.			C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<b>Stop Work Orders issued</b>			0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	<b>Fines issued</b>			0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	<b>Year 1 ONLY: Attach the written construction site inspection program plan</b>						
<b>Part III.A.9.c</b>	<b>Construction Site Runoff — Site Operator Training</b>						
	<p>During Year 1 of the permit, develop and implement a written plan for stormwater training / outreach for construction site plan reviewers, site inspectors and site operators. Provide training for permittee personnel (employed by or under contract with the permittee) and private persons involved in the site plan review, inspection or construction of stormwater management, erosion, and sedimentation controls. All inspectors of construction sites shall be certified through the Florida Stormwater, Erosion and Sedimentation Control Inspector Training program, or an equivalent program approved by the Department. Refresher training shall be provided annually. Report the number and type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training), and the number of private persons trained by the permittee.</p> <p><i>DEP Note: If "0" is reported for any of these reporting items, please include in Column F an explanation of why training was not provided to / obtained by the permittee's staff and private persons during the applicable reporting year.</i></p> <p><i>DEP Note: The permittee should report only the number of staff and private persons (i.e., private construction site operators) trained / certified during the applicable reporting year, and then note in Column F the number of staff and private persons who were previously trained / certified. Private site operator training can include pre-construction meetings.</i></p>						
	<b>Inspector Certification Training</b>	<b>Non-Inspector Initial Training (non-certification)</b>	<b>Refresher Training</b>				
	<b>Permittee construction site inspectors</b>	0	0	24	Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course	Polk County Natural Resources Division	Countywide trainings scheduled periodically (1-me)
				City of Winter Haven, Technical	Natural Resources Division, Natural	Pre-Construction	

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.				C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity				Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
						Services Documentation System  City of Winter Haven, Natural Resources Documentation  City of Winter Haven, Technical Services Documentation System	Resources Specialist, Mary Thornhill  Technical Services Division, City Engineer and Planning	Meetings held by Tech Svcs. Div. (23)  6 existing: 4 existing (TS) 2 existing (NR)
	Permittee construction site plan reviewers	0	0	2		Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course  City of Winter Haven, Technical Services Documentation System	Polk County Natural Resources Division  Natural Resources Division, Natural Resources Specialist, Mary Thornhill  Technical Services Division, City Engineer and Planning	Countywide trainings scheduled periodically  Pre-Construction Meetings held by Tech Svcs. Div.
	Permittee construction site operators	3	0	0		Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course  City of Winter Haven, Natural Resources Documentation	Polk County Natural Resources Division  Natural Resources Division, Natural Resources Specialist, Mary Thornhill	Countywide trainings scheduled periodically held by Polk County (I help instruct these classes)[3 people from our Streets Div. were in the County held class]

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.				C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity				Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
								City of Winter Haven predominantly uses contractors for construction projects
	Private construction site operators	18	0	23		Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course  City of Winter Haven, Natural Resources Documentation  City of Winter Haven, Technical Services Documentation System	Polk County Natural Resources Division  Natural Resources Division, Natural Resources Specialist, Mary Thornhill  Technical Services Division, City Engineer and Planning	Countywide trainings scheduled periodically held by Polk County (I help instruct these classes)  23 Pre-Construction Meetings held by Tech Svcs. Div.

**SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)**

A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY.  <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>

**SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)**

B.	Permit Citation/ SWMP Element	<b>Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)</b> <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>

## CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

Below is a list of items required by the permit that may need to be attached to the annual report. Please check the appropriate box to indicate whether the item is attached or is not applicable for the current reporting period. Please provide the number and the title of the attachments in the blanks provided.

Attached	N/A	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part II.F	<b>EACH ANNUAL REPORT:</b> If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.	001	001 CoWH Program Resource Change Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.1	<b>EACH ANNUAL REPORT:</b> An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.	002	002 CoWH Minimum Inspection Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.4	<b>EACH ANNUAL REPORT:</b> A list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it did not, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.a	<b>EACH ANNUAL REPORT:</b> A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part V.B.9	<b>EACH ANNUAL REPORT:</b> Reporting and assessment of monitoring results. <b>[Also addressed in Section III of the Annual Report Form]</b>	003	003 CoWH Monitoring Data Summary Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VI.B.2	<b>EACH ANNUAL REPORT:</b> An evaluation of the effectiveness of the SWMP in reducing pollutant loads discharged from the MS4 that, <u>at a minimum</u> , must include responses to the questions listed in the permit.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part VIII.B.3.e	<b>EACH ANNUAL REPORT:</b> A status report on the implementation of the requirements in this section of the permit and on the estimated load reductions that have occurred for the pollutant(s) of concern.	004	004 CoWH Part 8B3e Annual Status Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.4.f	<b>EACH ANNUAL REPORT after approval of the BPCP:</b> The status of the implementation of the Bacterial Pollution Control Plan (BPCP).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	<b>YEAR 1:</b> An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	<b>YEAR 1:</b> If have curbs and gutters but no street sweeping program, an explanation of why no street sweeping program and the alternate BMPs used or planned.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.6	<b>YEAR 1 or YEAR 2:</b> A copy of the adopted Florida-friendly Ordinance, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.c	<b>YEAR 1:</b> A proactive illicit discharge / connection / dumping inspection program plan.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.9.b	<b>YEAR 1:</b> A construction site inspection program plan. <b>[For approval by DEP]</b>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	<b>YEAR 2:</b> A summary report of a review of codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.2	<b>YEAR 3:</b> Estimates of annual pollutant loadings and EMCs, and a table comparing the current calculated loadings with those from the previous two Year 3 ARs.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.2	<b>YEAR 4:</b> A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from new development / redevelopment.	005	005 CoWH Planning Report Narrative with Updates
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.3	<b>YEAR 4:</b> If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.3	<b>YEAR 4:</b> The monitoring plan (with revisions, if applicable).		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part VII.C	<b>YEAR 4:</b> An application to renew the permit.	N/A	Cover Letter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.d	<b>YEAR 4:</b> A TMDL Implementation Plan / Supplemental SWMP.		

## CHECKLIST B: THE REQUIRED ANNUAL REVIEWS OF WRITTEN STANDARD OPERATING PROCEDURES (SOPs) & PLANS

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (e.g., public education and outreach, training, inspections). Please indicate your review status below. **If you have made revisions that need DEP approval, you must complete Section VIII.A of the annual report.**

Did not complete review of existing SOP / Plan	Developed new written SOP / Plan	Reviewed & <u>no revision needed</u> to existing SOP / Plan	Reviewed & <u>revised</u> existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	SOP and/or schedule of inspections and maintenance activities of the structural controls and roadway stormwater collection system.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.2	SOP for development project review and permitting procedures and/or local codes and regulations for new development / areas of significant development.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the litter control program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	SOP for the street sweeping program.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.5	SOP for inspections of waste treatment, storage, and disposal facilities not covered by an NPDES stormwater permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	Plan for public education and outreach on reducing the use of pesticides, herbicides and fertilizer.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	SOP for reducing the use of pesticides, herbicides and fertilizer, and for the proper application, storage and mixing of these products.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Part III.A.7.c</b>	<b>Plan for proactive illicit discharge / connections / dumping inspections.*</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for illicit discharge training.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	SOP for spill prevention and response efforts.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	Plan for spill prevention and response training.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.e	Plan for public education and outreach on how to identify and report the illicit discharges and improper disposal to the MS4.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.f	Plan for public education and outreach on the proper use and disposal of oils, toxics and household hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.8	SOP for inspections of high risk industrial facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Part III.A.9.b</b>	<b>Plan for inspections of construction sites.*</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.c	Plan for stormwater, erosion and sedimentation BMPs training.

\* Revisions to these plans require DEP approval – please complete Section VIII.A of the annual report.



**REMINDER LIST OF THE TMDL / BMAP REPORTS TO BE SUBMITTED SEPARATELY FROM AN ANNUAL REPORT**

<b>Rule / Permit Citation</b>	<b>Report Title</b>	<b>Due Date</b>
Part VIII.B.3.a	<b>6 MONTHS from effective date of permit:</b> TMDL Prioritization Report.	TBD
Part VIII.B.3.b	<b>12 MONTHS from effective date of permit:</b> TMDL Monitoring and Assessment Plan.	TBD
Part VIII.B.3.c	<b>6 MONTHS from receiving analyses from the lab:</b> TMDL Monitoring Report.	TBD
Part VIII.B.4	<b>36 MONTHS from effective date of permit:</b> A Bacterial Pollution Control Plan (BPCP).	TBD

**END OF REVISED TAILORED MS4 AR FORM  
CYCLE 3 PERMIT**

**NPDES Permit # FLS000015-003**

**Cycle 3 Year 4**

**Annual Report**

**City of Winter Haven**

**Attachment Packet**

**Attachments**

**001**

**Through**

**005**

# **Attachment 001**

**City of Winter Haven**  
**NPDES Permit # FLS000015-003 Annual Report**  
**Cycle 3 Year 4 → October 01, 2014 through September 30, 2015**  
**Program Resource Change Report**

**Section IV. Fiscal Analysis**

Winter Haven's revenues for NPDES stormwater management fluctuates on a yearly basis due to changes in numbers of commercial and residential utilities accounts that exist during the given time frame. Winter Haven's expenditures for NPDES stormwater management fluctuate in response to projects that come to completion, are adapted or changed; and also in response to needed repairs, replacements or new areas of services during the given time frame. Implementation of the SWMP continues to move forward.

Cycle 3 Year 3 Stormwater expenditures → \$1,912,619.26

Cycle 3 Year 4 Stormwater expenditures → \$1,744,521.58

# **Attachment 002**

**City of Winter Haven**  
**NPDES Permit # FLS000015-003 Annual Report**  
**Cycle 3 Year 4 → October 01, 2014 through September 30, 2015**  
**Minimum Inspection Frequency Shortfall Report**

**Section VII. Stormwater Management Program (SWMP) Summary Table**

**Part III.A.1 Structural Controls and Stormwater Collection Systems Operation**

**Major Stormwater Outfalls**

The NPDES Permit requires 100% of all major stormwater outfalls to be inspected within each reporting period. During this reporting period 96% were inspected. The deficiency in inspections is a result of water in the Southern Chain of Lakes being above what has become expected during our dry season. The single outfall that was not inspected is located in Lake Spring at Spring Lake Towers Condominium. It is completely underground until it empties into the lake. The headwall and normally visible outfall has been completely covered by water this entire year. Water has not stopped draining from the watershed for this stormwater outfall and nothing has been observed coming from the outfall that has given either the condo residents or City staff cause for concern. A scheduling system was created during Cycle 3 Year 3 that helped insure all inspections are up to date. This system has been put into action and functioned well.

**MS4 Pipes / Culverts**

The NPDES Permit requires 10% of all MS4 pipes and culverts to be inspected within each reporting period. During this reporting period 0.15% of the MS4 pipes were inspected within the City of Winter Haven. The pipes inspected were done in response to issues that were discovered. The deficiency in inspections is a result of personnel changes that led to a loss of historic knowledge and leadership within the Division. The Streets Division was extremely short staffed during the time period covered by this annual report. They were in a reactionary response mode in an attempt to handle necessary repairs and still manage as much maintenance as possible all of which is part of the multi-faceted responsibilities of the City of Winter Haven Streets Division. A scheduling system has been created that will help insure all inspections are up to date. This system has been put into action and should result in more of the required inspections being completed. Money has been allocated in the budget in fiscal year 2017 for a remote camera to be purchased that will allow inspection of the MS4 pipes to be done in a much more timely manner.

**Inlets**

The NPDES Permit requires 10% of all inlets to be inspected within each reporting period. During this reporting period 0.06% of the City's inlets were inspected. With personnel shortages and other circumstances coming to bear the City's Street Division has been handling necessary repairs in a reactionary response mode. Funding has been applied for from the legislature to conduct a thorough on

the ground survey of the entire stormwater system that will allow a more accurate GIS model to be created that will be of great assistance in tracking inspection details as well as planning maintenance projects. With a up to date inventory of the entire stormwater system it will be possible to then keep the inspections up to date and allow for more pro-active inspections and maintenance rather than reactionary maintenance. The funding is expected to be received in time to allow the inventory process to begin during the Cycle 3 Year 5 of the permit.

# **Attachment 003**



**City of Winter Haven**  
**NPDES Permit # FLS000015-003 Annual Report**  
**Cycle 3 Year 2 → October 01, 2014 through September 30, 2015**  
**Additional Information and Non-Standard Answer Explanation Report**

**Section III.C. Monitoring Data Summary**

Data from FDEP's Storet database for water samples taken 4 times a year on average from Winter Haven lakes was downloaded and a pivot table used to analyze the data for trends over a 5 year period from 2011 to 2015. Chlorophyll a, total nitrogen, total phosphorus, total suspended solids, trophic state index, and turbidity continue trending downward. Dissolved oxygen is trending down but this trend has a strong relationship to increasing average annual water temperature ( $R^2$  0.977). Visibility (Secchi disk measurements) and color are trending upward. It is worthwhile to note that the lake elevations have been higher and more stable in this timeframe. Submerged aquatic vegetation surveys demonstrate that many of our lakes contain healthy diverse populations of aquatic vegetation. During the reporting period 2 new raingardens were installed, street sweeping in the downtown area is conducted weekly while City wide street sweeping is conducted on a semiannual basis. Lakeshore cleanup as well as maintenance projects and programs are conducted routinely and are enhanced by special events whenever possible. Public education is approached from many different avenues and more interaction is constantly being sought to improve community knowledge gains. Compliance and active participation of both businesses and citizens in the Winter Haven area concerning pollutant sources, pollution prevention, and reporting is an overarching goal of many programs and projects that are underway. Favorable trends shown by data analysis lend credence to the belief that programs being conducted are having a positive effect on the water quality in area lakes. Current programs will be continued and enhanced at every opportunity to continue the favorable trend that has been observed.

# **Attachment 004**

**City of Winter Haven**  
**NPDES Permit # FLS000015-003 Annual Report**  
**Cycle 3 Year 4 → October 01, 2014 through September 30, 2015**  
**Part VIII.B.3.e Status Report Requirement**

**Part VIII.B.3.a. TMDL Prioritization Report** – originally completed and accepted by DEP on March 20, 2012. However due to further data collection and research it has been determined that a re-prioritization needs to be completed. A letter of explanation is included as part of this attachment explaining the situation and time frame for re-prioritizing TMDLs and moving forward through the monitoring and assessment program.

**Part VIII.B.3.b. TMDL Monitoring and Assessment Plan** – originally completed and submitted to DEP on May 3, 2013; acceptance of plan received December, 2014. Plan established the best location for major stormwater outfall (interconnect) monitoring to be done on Lake Lulu. Equipment was purchased to do required sampling. Installation was planned to take place during April, 2015. Due to right-of-way and access issues installation was delayed. Meanwhile more research and data collection continued to further understanding the interconnectedness of the lakes as well as local hydrology. Due to knowledge gained both scientifically and practically it has become necessary to request allowance of a re-assessment of previous prioritization objectives and methods. A letter of explanation is included as part of this attachment explaining the situation.



# FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

BOB MARTINEZ CENTER  
2600 BLAIRSTONE ROAD  
TALLAHASSEE, FLORIDA 32399-2400

Rick Scott  
Governor

Carlos Lopez-Cantera  
Lt. Governor

Jonathan P. Steverson  
Secretary

Sent via ePost

March 24, 2016

M.J. Carnevale  
Natural Resources Director  
P.O. Box 2277  
Winter Haven, FL 33883-2277

Subject: Polk County Municipal Separate Storm Sewer System (MS4)  
NPDES Permit No. FLS000015 (Cycle 3) – City of Winter Haven  
Approval to Defer Part VIII TMDL Requirements in Current Permit Cycle

Dear Mr. Carnevale:

Thank you for working with the Department in the last year to evaluate methods to identify TMDL waterbodies for restoration which are consistent with the MS4 permit, and that also provide opportunities for the most efficient and beneficial removal of pollutants. The Department agrees with the City's improved approach for selecting a waterbody and the associated outfall for storm-event monitoring. Consequences of the City's recent efforts and improved methods are likely to include higher levels of restoration, enhanced protection of water resources, and tangible benefits to its citizens.

Since submittal of the City's first TMDL Prioritization Plan (Plan) in 2012 and Monitoring and Assessment Plan (MAP) in 2013, the City has discovered better tools and methods to evaluate competing watershed restoration options with emphasis on the efficient reduction of pollutants, available land for restoration, and cost/benefit considerations.

The City believes the waterbody and outfalls originally targeted for storm-event monitoring during the current permit cycle were not based on the best information. Since development of improved methods has taken additional time, the City is unable to conduct storm-event monitoring prior to expiration of the current permit. Consequently, the City has requested deferral of the MS4 TMDL requirements until the next permit cycle.

The Department agrees that the recent modeling efforts by the City have provided more viable restoration options for the City. The Department has determined that the delay in initiating restoration activities for 1-2 years may be offset by selecting better projects for restoration. Therefore, the Department approves the City's request to defer additional requirements of Part VIII TMDLs of the referenced permit for the remainder of the Cycle 3 permit, expiring September 30, 2016. The City will be required to address requirements of Part VIII TMDLs

Polk County NPDES Permit No. FLS000015-003  
Approval of Request to Defer TMDL Requirements for Cycle 3  
March 24, 2016

pursuant to the newly issued Cycle 4 permit later this year. These requirements will include prioritizing TMDL waterbodies and selecting outfalls for storm-event monitoring.

If you have any questions, please contact me at [Kenneth.kuhl@dep.state.fl.us](mailto:Kenneth.kuhl@dep.state.fl.us) , or at (850)-245-8667.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kenneth A. Kuhl".

Kenneth A. Kuhl  
NPDES Stormwater Program  
Environmental Consultant

Cc: Mary Thornhill, City of Winter Haven  
Hans Zarbock, Polk County

# WINTER HAVEN

## *The Chain of Lakes City*

March 9, 2016

Mr. Ken Kuhl Regional NPDES Coordinator FDEP,

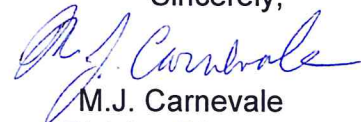
The City of Winter Haven is closing out its Cycle 3 permit and preparing to transition into Cycle 4. During the initial identification of Major Outfalls as a part of the Cycle 3 permit TMDL Prioritization Plan, the City worked to identify outfalls based solely on the size of the watershed as was the understanding of the permit requirement at the time. The City completed that prioritization submitting it to FDEP March 8, 2013 and received approval from FDEP on March 20, 2013.

Upon approval of the prioritization plan the City began developing a Monitoring and Assessment Plan and submitted a proposal to the FDEP on May 13, 2013. Approval for the Monitoring and Assessment plan was received on September 26, 2014. Delay in the approval by the department has made compliance with the TMDL components of the permit challenging, but has allowed the City to better analyze the feasibility of competing restoration opportunities.

After a conversation with the regional coordinator and reviewing the goals of the TMDL Prioritization Plan the City conducted an investigation to determine the appropriateness of the original prioritization. It was determined that the previously prioritized water bodies were not ranked appropriately to meet the desired outcome of the program. The EMC modeling conducted as part of Cycle 3 provides a clearer picture of watersheds that could be major contributors in terms of pollutant loading and may provide a more attractive cost/benefit ratio.

Conducting this sampling, refining the modeling, designing pollutant load reduction projects, and ultimately improving lake water quality is of the utmost importance to this community and something the City is working to address above and beyond the permit requirements. That being said the City is not in a position currently to conduct the necessary monitoring to determine baseline loads prior to the end of Cycle 3. Consequently, the City is requesting deferral of additional requirements under Part VIII TMDLs during this permit cycle to the subsequent permit cycle (Cycle 4). The City is working to apply its refined knowledge to the development of a more aptly developed TMDL Prioritization Plan in accordance with the new permit.

Sincerely,



M.J. Carnevale

Natural Resources Division Director

P.O. Box 2277 ♦ 451 Third Street NW ♦ Winter Haven, Florida 33883-2277  
Telephone: 863.291.5600 ♦ Fax: 863.297.3090 ♦ [www.mywinterhaven.com](http://www.mywinterhaven.com)

# **Attachment 005**

# WINTER HAVEN

## *The Chain of Lakes City*

NPDES 2012/2013 Report Year 2  
Report Narrative Section III.A.2

In the reporting year 2012/2013, City staff reviewed the City's Unified Land Development Code (ULDC) as it relates to water resources. As a general note, the City currently has two contracts with consultants to assist in the revisions to current Code sections for landscaping and for implementation of the *Sustainable Water Resource Management Plan*, both of which include revisions to the ULDC. In addition, Planning staff is in the process of making recommendations to changes in the zoning districts to encourage transit, reduce parking where appropriate, and encourage rain gardens for stormwater treatment and retention. Many of these changes will be reflected in the 2013/2014 reporting year and will be included on the table of Code review and revisions. The following table summarizes the components of the current Code, including any innovative stormwater management techniques, the staff reviewing the Code in the current reporting year, and the recommendations for any revisions in the upcoming reporting years.

Winter Haven Code Sections	Name of Provision	Components	Staff review	Recommendation	Comments
Section 21-103	Accessory Structures	The relevant portion of this Section is (b) as it relates to boat slips, ramps, docks, boat houses and fishing piers. Regulations include development standards for docks, limitations on docks on stressed lakes, and location of docks in proximity to canals.	Planning, Building, and Natural Resources Staff	The stipulations in this Section are adequate to protect lakes, but may be reviewed to allow shared docks.	This section may be reviewed during the 2017/2018 reporting year.
21-107	First Street Corridor	LEED encouraged, credit for impervious surfaces for parking, FI-friendly landscaping, mixed-use parking	City Commission approved in 2012	None at this time	This applies to an infill area within the Core of the City and all development is considered redevelopment of grey-field sites. As more redevelopment occurs, this section will be reviewed and revised as necessary to encourage improved water quality and quantity outcomes.
21-111 (2)	Development Design and Improvements	General provisions language includes "Development design shall first take into account the protection of natural resources ... All development shall be designed to avoid unnecessary impervious surface cover ... and to avoid adverse effects of drainage ... on surrounding properties."	Planning Staff	Language is in place for protection of natural resources, including water resources; so in revisions, an emphasis will be placed on providing incentives for development to use to protect natural resources.	This section of Code includes parking provisions, which are slated for revision in the 2017/2018 reporting year.
21-144	Parking lots	Parking areas are required to be buffered and pervious surfaces are allowed for some intermittent uses. Administrative determination	Planning & Natural Resources Staff	Language is in place for buffering parking lots and some allowance for pervious surfaces. In upcoming revisions, staff	This section of Code is slated for revision in the 2017/2018 reporting year, to include revisions to the landscaping Code as it



		allows for additional pervious surfaces for parking		will consider potential changes to include provisions for incentives to protect natural resources.	relates to buffering and canopy coverage.
21-146	Parking for residential districts	Parking on hard surfaces is required, but administrative determination provides for some parking on gravel surfaces.	Planning Staff	While some parking is allowed on pervious surfaces, revisions to the Code may include codifying the administrative determination and providing incentives for some pervious surfaces.	This section of Code is slated for revision in the 2016/2017 reporting year. Potential revisions may include additional language for pervious surfaces.
21-151	Requirements for all developments	All new development is required to connect to reuse or to dryline reuse lines for irrigation.	Planning & Utilities Staff	Currently, this requirement is adequate to have new development use reclaimed water for irrigation.	When development increases and if a need arises to change this section of the Code, revisions will be re-reviewed.
21-161	Stormwater management	Stormwater is recognized as a resource and requires consideration of development and redevelopment sites with specific language to address the treatment level required.	Planning, Natural Resources, and Engineering Staff	While this provision is reviewed during every site plan submittal, a closer examination may reveal potential to provide incentives to accomplish the goals of this section.	This section of the Code will be reviewed during the 2017/2018 reporting year for potential revisions, in keeping with the City's <i>Sustainable Water Resources Plan</i> .
21-172	Performance Standards	Provisions for the proper disposal of commercial and industrial waste include prevention of discharge of waste into water bodies or any disposal of waste " ... which would contaminate any water supply or otherwise cause the emission of dangerous or objectionable elements or conditions."	Planning Staff	This provision of the Code is further clarified in Chapter 2-210 offering a citation system for Code Compliance.	The provisions of this section of the Code are currently adequate.
Section 21-181-109	Compatibility, Landscaping and Buffering Standards	This section of the Code addresses landscaping requirements for all new developments and currently includes provisions for tree canopy coverage for impervious surfaces, buffering, and incentives for existing trees.	Planning, Natural Resources, and Utilities Staff	This portion of the Code has been instrumental in ensuring the installation of trees and landscaping on all new development sites since the late 1980s, with a landscaping plan required as part of the site plan since the late 1990s. Revisions are needed within the Code to reflect concepts of Florida-friendly landscaping, tree preservation, as well as canopy coverage calculations and rain gardens.	This section of the Code is scheduled for revision in the 2017/2018 reporting year.
Section 21-192	Engineering Standards	The provisions in this section of the Code address engineering regulations for subdivisions and include the requirement that all new development shall be connected to City water and sewer.	Planning Staff	The connection of all new single-family houses within subdivisions to water and sewer assists the City in improving water quality standards.	Provisions in this section apply to new subdivisions and may be revised during the 2017/2018 reporting year.
Section 21-201	Cluster/Zero Lot Line Development	General provisions encourage developers to cluster development to benefit from cost savings from reduced infrastructure and requiring recreation and	Planning Staff	Provisions in this section allow more creativity in subdivision design and provide the opportunity to preserve additional areas for open space and	This section may be revised during the 2017/2018 reporting year.

		open space, as well as allowing common recreation and parking areas.		resource protection. Upon review of this section of Code, developers have not taken advantage of this provision and it may require closer scrutiny to identify needed incentives to encourage development.	
Section 21-253-283	Floodplain Management	Provisions in this section of the Code address life safety and property protection to meet State floodplain standards which include "Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards ...", mitigation of potential damage at the time of construction, and controlling the alteration of natural floodplains to provide for flooding attenuation.	Planning, Building, Engineering Staff	The provisions within this section will be reviewed for consistency with the City's <i>Sustainable Water Resource Management Plan</i> as well as new State requirements.	This section may be revised during the 2017/2018 reporting year.
Section 21-284-290	Potable Water Wellhead Protection	This section's intent is to provide regulations for development near wellheads to protect "both the quantity and quality of the groundwater supply". Several uses which would harm groundwater are prohibited within wellhead protection areas.	Planning Staff	These provisions are adequate to protect existing wellhead areas but may be revised in the future to reflect any changes in best management practices.	This section may be reviewed during the 2017/2018 reporting year.
Section 21-291-298	Lakeshore Protection	Provisions within this section address lakeshore protection such as limits on clearing, development standards, provisions for permitting limited clearing, and enforcement provisions.	Planning Staff	Sections of this portion of the Code protect the lakeshores on private property and violations of the provisions are included as having the toughest penalties allowed by State statute.	This section may be reviewed during the 2017/2018 reporting year.
Section 21-299-307	Wetlands Protection	General stipulations include "...City Commission has determined that wetlands ... serve important functions in the hydrologic cycle and ecological system and therefore require protection." Specific provisions include permitting, protection zones, maintenance, mitigation, and development standards.	Planning Staff	Sections of this portion of the Code protect the wetlands on private property and violations of the provisions are included as having the toughest penalties allowed by State statute.	This section may be reviewed during the 2017/2018 reporting year.
Section 21-308-309	Erosion Control	Provisions for soil erosion extend to single-family infill development as well as new commercial and residential development. Regulations guide pre- and post-construction activities and address vegetation to prevent both on- and off-site erosion or windblown loss of soil.	Planning Staff	Sections of this portion of the Code protect the wetlands on private property and violations of the provisions are included as having the toughest penalties allowed by State statute.	This section may be reviewed during the 2017/2018 reporting year.
Section 21-310	Conservation Easements	Stipulations guide the dedication of conservation easements to prohibit activities including those "detrimental to stormwater	Planning Staff	The provisions of this section are adequate as they allow property owners to dedicate easements for preservation activities to	This section may be reviewed during the 2017/2018 reporting year.

		management, flood control, water conservation, erosion control, or fish and wildlife habitat preservation.”		protect water resources.	
Section 21-372	Planned Unit Development	This particular type of zoning category allows for conditional zoning for innovative design, including natural resource/lakefront preservation.	Planning Staff	Planned Unit Development (PUD) is used throughout the City to encourage a variety of design and to encourage developers to protect natural resources and lakefronts.	This section will be reviewed during the <a href="#">2017/2018</a> reporting year.