

"A Historic Past"



"A Bright Future"

CITY OF DELAWARE CITY
407 Clinton Street - P.O. Box 4159
Delaware City, Delaware 19706
302-834-4573

March 25, 2014

Department of Special Services, NCC
187-A Old Churchmans Road
New Castle, DE 19720

Attention: Ellie Mortazavi
Stormwater Program Coordinator

RE: Delaware City's Annual Report NPDES Permit DE 0051071

Dear Ms. Mortazavi:

Enclosed please find the Annual NPDES Permit DE 0051071 Report for the City of Delaware City. At the March 24, 2014 Mayor & Council meeting, the report was presented for Council's review and approved. I am sending you both the old form and the new form. Hopefully, this helps with your report.

If you need any further information regarding this matter, please contact me at 302-834-4573.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. C. Cathcart". The signature is stylized and written over a horizontal line.

Richard C. Cathcart
City Manager

Enclosures

Delaware Department of Natural Resources and Environmental Control National Pollutant Discharge Elimination System MS 4 Report Form (Phase I and II)

Information to be completed by permittees and other parties as identified in any existing memoranda of agreement as part of the most current permit.

MS4 Information

City of Delaware City
Name of MS4

Richard C.
Name of Contact Person (First)

Cathcart
(Last)

City Manager
(Title)

302-834-4573
Telephone (including area code)

rcathcart@ci.delaware-city.de.us
Email

407 Clinton Street, P.O. Box 4159
Mailing Address

Delaware City
City

Delaware
State

19706
ZIP Code

What size population does your MS4 serve? 1600

What is the reporting period for this report? (mm/dd/yyyy) From March 20, 2013 to March 25, 2014

Federal NPDES Permit Number: DE 0051071

State NPDES Permit Number: WPCC 3063A/96

1. Public Education and Public Participation

A. Is your public education program targeting specific pollutants and sources of those pollutants? Yes No

B. If yes, what are the specific sources and/or pollutants addressed by your public education program? Source was Del D.O.T. and New Castle County websites targeting: fertilizers, pesticides, herbicides, pet waste, vehicle fluids, yard waste, litter and debris, cigarette butts, and harmful chemicals. Articles are placed in our bi-monthly newsletter, The City News.

C. Note specific successful outcome(s) (e.g., quantified reduction in fertilizer use; NOT tasks, events, publications) fully or partially attributed to your public education program during this reporting period. Way of measuring is under development

D. Do you have an advisory committee or other body comprised of the public and other stakeholders that provides regular input on your stormwater program? Yes No

2. Illicit Discharge Detection and Elimination

A. Identify the number of outfalls in your storm sewer system. 10

B. Do you have documented procedures, including frequency for screening outfalls? Under Development Yes/No

C. How many outfalls were screened for dry weather discharges during this reporting period? Unknown

D. How many outfalls have been screened for dry weather discharges at any time since you obtained MS4 permit coverage? Unknown

E. What is your frequency for screening outfalls for illicit discharges? Describe any variation based on size/type. Under Development

F. Do you have an ordinance or other regulatory mechanism that effectively prohibits illicit discharges? Yes No

- G. Do you have an ordinance or other regulatory mechanism that provides authority for you to take enforcement action and/or recover costs for addressing illicit discharges? Yes ___ No
- H. During this reporting period, how many illicit discharges/illegal connections have you discovered? **None**

Small MS4 Annual Report Form (cont)

- I. Of those illicit discharges/illegal connections that have been discovered or reported, how many have been eliminated? **N/A**
- J. How often do municipal employees receive training on the illicit discharge program? Under **Development for Twice a year**

3. Stormwater Management During Construction

A. Other than the state Sediment and Stormwater Regulations, do you have an ordinance or other regulatory mechanism stipulating: **Sections 3 A & B are under development-NCC does our inspections and enforcement**

- Construction site stormwater requirements ___ Yes ___ No
- Other construction waste control requirements ___ Yes ___ No
- Requirement to submit construction plans (stormwater quality/quantity) for review ___ Yes ___ No
- Re-development ___ Yes ___ No
- Enforcement authority ___ Yes ___ No

B. Do you have written procedures for:

- Reviewing construction plans ___ Yes ___ No
- Performing inspections ___ Yes ___ No
- Responding to violations ___ Yes ___ No

C. Identify the number of active construction sites ≥ 1 acre in operation in your jurisdiction at any time during the reporting period. **None**

D. How many of the sites identified above did you inspect during this reporting period. **N/A**

E. Describe, on average, the frequency with which your program conducts construction site inspections on each site.

N/A have not had construction sites in recent years

F. Describe, on average, the frequency with which Certified Construction Reviewers (CCRs) conduct site inspections. **N/A have not had construction sites in recent years**

G. Do you prioritize certain construction sites for more frequent inspections? **N/A** ___ Yes ___ No
If Yes, based on what criteria? _____

H. Identify which of the following types of enforcement actions you used during the reporting period for construction activities, **N/A**

- | | | | |
|---------|-----------------------|---------|------------------|
| ___ Yes | Notice of violation | # _____ | No Authority ___ |
| ___ Yes | Administrative fines | # _____ | No Authority ___ |
| ___ Yes | Stop Work Orders | # _____ | No Authority ___ |
| ___ Yes | Civil penalties | # _____ | No Authority ___ |
| ___ Yes | Criminal actions | # _____ | No Authority ___ |
| ___ Yes | Administrative orders | # _____ | No Authority ___ |
| ___ Yes | Other _____ | # _____ | No Authority ___ |

I. Do you use an electronic tool (e.g., GIS, data base, spreadsheet) to teach the locations, inspection results, and enforcement actions of active construction sites in your jurisdiction? Yes No

J. What are the 3 most common types of violations documented during this reporting period?
NONE

K. What are your criteria for determining which new/re-development stormwater plans you will review (e.g., all projects, projects disturbing greater than one acre, etc.) Under Development

L. Do you require water quality or quantity design standards or performance standards, either directly or by reference to a state or other standard, be met for new development and re-development? Yes No

M. Do these performances or design standards require that pre-development hydrology be met for:
Flow volumes Yes No

Peak discharge rates Yes No

Discharge frequency Yes No

Flow duration Yes No

N. How many development and redevelopment plans were reviewed during the reporting period to assess impacts to water quality and receiving stream protection? N/A

O. How many of the plans identified were approved? N/A

P. How often do municipal employees receive training on the construction program? Under Development

4. Post Construction Stormwater Management-This Section is all under development. NCC and Conservation District does our inspections and Code Enforcement

A. Other than the Delaware Sediment and Stormwater Regulations, do you have an ordinance or other regulatory mechanism for long-term operation and maintenance of stormwater management controls? Yes No

B. Have you completed a GIS layer of all outfalls and receiving waters of your storm sewer system? Yes No

C. Have you completed a GIS layer of all storm drain pipes and other conveyances in the storm sewer system? Yes No

D. How many privately owned permanent stormwater practices/facilities exist within your jurisdiction? _____

E. How many privately owned permanent stormwater management practices/facilities were inspected during the reporting period? _____

F. What percentage of the practices/facilities identified in were found to have inadequate maintenance? _____

G. How long do you give operators to remedy any operation and maintenance deficiencies identified during inspections? _____

H. Do you have authority to take enforcement action for failure to properly operate and maintain stormwater practices/facilities? Yes No

5. Good Housekeeping

A. Please list facility types in which stormwater pollution prevention plans (or an equivalent plan) have been developed: This is under development for our Public Works yard

B. Are stormwater inspections conducted at these facilities? Under Development Yes No

C. If Yes, at what frequency are inspections conducted? _____

D. List activities for which operating procedures or management practices specific to stormwater management have been developed (e.g., road repairs, catch basin cleaning). A contractor for the City performs and records when

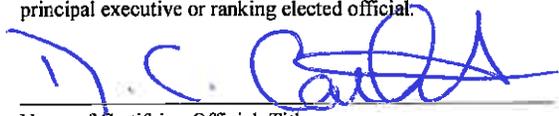
routine maintenance of existing catch basins takes place. Typical activities include regular visual inspection and debris removal once a month. The City maintains approximately eight (8) miles of streets. DelDOT has maintenance responsibility for SR 9 and Cox Neck Road within the city limits. The limited number of streets with curbs and gutters are cleaned by mechanical sweeper at least twice a year. In addition, sidewalks and gutters are cleaned from October 15th until 1st of the year by portable vacuum machine by our contractor or by store owners on a daily basis. The City's contractor has been keeping a log to document these inspections and maintenance activities. To minimize litter along roadways, trashcans and recycling receptacles are used downtown and are regularly emptied by the City. The City also monitors shoulders of roads for litter.

- E. Do you prioritize certain municipal activities and/or facilities for more frequent inspection? ___ Yes ___ No
- F. If Yes, which activities and/or facilities receive most frequent inspections? Under Development
- G. Do all municipal employees and contractors overseeing planning and implementation of stormwater-related activities receive comprehensive training on stormwater management? Under Development ___ Yes ___ No
- H. If Yes, do you also provide regular updates and refreshers? ___ Yes ___ No
- I. If so, how frequently and/or under what circumstances? _____

Certification Statement and Signature

I certify that all information provided in this report is, to the best of my knowledge and belief, true, accurate and complete. ___ Yes ___ No

Federal regulations require this application to be signed as follows: For a municipal, State, Federal, or other public facility: by either a principal executive or ranking elected official.



Name of Certifying Official, Title

Date (mm/dd/yy)

2014 ANNUAL REPORT
CHECKLIST/COVER LETTER
NPDES PERMIT 0051071, EFFECTIVE MAY 01, 2001

MUNICIPALITY NAME: City of Delaware City

	<u>See Attached</u>	<u>Not Applicable</u>
I. MS4 Structural Controls (Permit Page 5, Part II.A.1)	X	
II. New Development and Significant Redevelopment (Permit Page 7, Part II.A.2)	X	
III. Roadways (Permit Page 7, Part II.A.3)	X	
IV. Flood Management and Flood Control Projects (Permit Page 7, Part II.A.4)	X	
V. Pesticides, Herbicides and Fertilizers (Permit Page 7, Part II.A.5)	X	
VI. Illicit Discharge and Improper Disposal (Permit Page 7, Part II.A.6)	X	
VII. Spill Prevention and Response (Permit Page 9, Part II.A.7)		X
VIII. Industrial and High Risk Runoff (Permit Page 10, Part II.A.8)		X
IX. Construction Site Runoff (Permit Page 10, Part II.A.9)		X
X. Total Maximum Daily Load		X
XI. Public Education (Permit Page 11, Part II.A.10)	X	
XII. Training	X	
XIII. Monitoring (Permit Page 11, Part II.A.11)		X

I certify that this report has been reviewed by: Mayor and Council (Governing Body).

3/25/14
Date


Signature
Richard C. Cathcart
City Manager

City of Delaware City
2014 Annual Report
NPDES Permit DE 0051071

I. MS4 Structural Controls

In conjunction with New Castle County and the New Castle Conservation District, the City has replaced and upgraded the street drainage system serving approximately two-thirds of the town. This included new catch basins and piping.

A contractor for the City performs and records when routine maintenance of existing catch basins takes place. Typical activities include regular visual inspection and debris removal once a month.

The City's contractor will provide spill prevention training for their employees and is willing to send employees to any State training that is offered.

II. Development and Significant Redevelopment

The City has delegated E&S and Stormwater Management plan review to the New Castle Conservation District for all land disturbing activities subject to State regulation; however no significant development has occurred in recent years. The City primarily experiences single family, infill development.

The City keeps track of new development that will contribute to storm water runoff with a section on our building permit form and active development record.

III. Roadways

The City maintains approximately eight (8) miles of streets. DelDOT has maintenance responsibility for SR 9 and Cox Neck Road within the city limits. The limited number of streets with curbs and gutters are cleaned by mechanical sweeper at least twice a year. In addition, the downtown sidewalks and gutters are cleaned weekly from October 15th until 1st of the year by portable vacuum machine by our contractor or by store owners on a daily basis. The City's contractor has been keeping a log to document these inspections and maintenance activities.

To minimize litter along roadways, trashcans and recycling receptacles are used downtown and are regularly emptied by the City. The City also monitors shoulders of roads for litter.

IV. Flood Management and Flood Control Projects

Delaware City has a FEMA-approved Flood Plain Ordinance governing activities in the flood plain, which encompasses much of the town. The City has completed a significant flood barrier project funded by FEMA to better protect the entire downtown historic area. The project was matched by interior drainage projects including those mentioned in item I. above. The City is currently exploring funding opportunities for additional flood control projects. The City will assess and minimize the impacts on receiving water quality for all new projects. The City takes part in the National Flood Insurance Program's (NFIP) Community Ratings System (CRS).

V. Pesticides, Herbicides, and Fertilizers

The City's contractor does not use fertilizers or pesticides. They only use Round-Up (herbicide) for weed control on all public lands, and it is applied by a certified contractor. Delaware City will continue to publish ongoing articles in our City News to educate and encourage the reduction in discharge from application and distribution of pesticides, herbicides and fertilizers. The City News is delivered to all the residents of Delaware City. Letters, including the EPA web link, were also sent to various lawn care facilities advising them to minimize the use of pesticides, herbicides and fertilizers.

Delaware City participates in the DNREC's mosquito control program, which includes larval spraying in marsh areas and atomizer spraying for adult mosquitoes on an as-needed basis.

VI. Illicit Discharge and Improper Disposal

Monitoring of illicit discharge is conducted by New Castle County. No illicit discharges have been traced back to Delaware City for corrective action.

The City has adopted a Storm Water Ordinance to control illicit discharge and improper disposal.

XI. Public Education

The City has marked the storm water inlets with medallions reminding the public of the drainage system's connection with natural waterways and will continue. As stated in part V the City is providing continual public education materials regarding pesticide, herbicide and fertilizer applications and the protection of storm water in the City's newsletter. We have also added NPDES links, New Castle County, and Del D.O.T. links to our website www.delawarecity.delaware.gov. We also have added a Stormwater Management section to the Public Service page on our website.

XII. Training

Delaware City staff has been attending training sessions with other co-permittees, New Castle County and Del D.O.T. throughout the year.