



Public Involvement and Participation Program STANDARD OPERATING PROCEDURES

Minimum Control Measures:

- Public Participation/Involvement: Comply with State and local public notice requirements when implementing a public/involvement participation program.

Main departments in charge of the Public Involvement and Participation Program:

- CRA / Code Enforcement Officer (BMP 2a-01, 2a-02)
- City Engineer (BMP 2a-01, 2a-02).
- IT Department. (BMP 2a-01, 2a-02)

Each department is responsible for various outreach topics. Some topics may have more than one responsible department; if so, the departments will coordinate with each other prior to the outreach activity taking place.

Public Notification: The City will comply with State and local public notice requirements when implementing a public involvement and participation program. Public involvement and participation programs will include steps to foster and include public input in developing, implementing, and reviewing stormwater management programs.

Soliciting Public Participation: The City will seek opportunities to solicit public participation in stormwater activities through public meetings, Cleanup days, and volunteering opportunities.

Public Meetings: The City Engineer will schedule and host one (1) annual meeting to discuss stormwater-related topics such as improvements projects related to stormwater, stormwater pollution prevention education and stormwater retrofits. The advertisement for the meeting will be coordinated by the City Engineer office, the CRA / Code Enforcement Officer and the IT Department. As a tracking mechanism, once the advertisements are done the Departments involved will send a confirmation email to the City Engineer. The public invitation to the meeting will be posted in the city of Florida City website (<https://www.floridacityfl.gov/>) Instagram, City Commission agendas and the City Newsletter. The invitations will be posted in the first week of July and the meeting will take place on the last Tuesday in July. The meetings will be held in the Conference Room of the City Hall. The City Engineer will be responsible for the preparation of a report including a list of attendees, the meeting minutes, the topics discussed in the meeting and the comments of the attendees (Attachment B).

Cleanup Days: Volunteers are needed to clean all trash near storm drain inlets to prevent debris or hazardous waste from getting into the ground, and consequently the aquifer and the public water wells. The CRA/ Code Enforcement Officer and the City Engineer will coordinate the

advertisement for the Cleanup Days. The public invitation to the Cleanup Days will be posted in the city of Florida City website (<https://www.floridacityfl.gov/>), Instagram, City Commission agendas and the City Newsletter. The invitations will be posted in the first week of the following months: January, April, July and October. The locations where the Cleanup will be hosted will be determined by the Code Enforcement Officer prior to the advertisement and it will be included in the public invitation. The Cleanup Days will be hosted quarterly at 4 pm on the last Thursday of the following months: January, April, July and October. The volunteers will be able to sign up via a direct email to the Code Enforcement Officer (the email will be included in the public invitation) or in the location site where the Code Enforcement Officer will keep track of the checked in volunteers using the attendance sheet (Attachment C). The Cleanup will be conducted in the location, time and date stated in the public invitation, once all cleanup activities are done the Code Enforcement Officer will be in charge of register the number of dumpsters filled with debris/trash using the “Cleanup Activities” sheet (Attachment C). The Code Enforcement Officer will coordinate the posterior disposal of the accumulated debris/trash in the location provided by the city of Florida City.

Methodology for Documenting and Tracking Public Involvement and Participation:

Departments & Employees’ Duties:

Department	Position	Duties
CRA/ Code Enforcement	CRA Director, CE Inspectors, Code Enforcement Officer	Coordinate and conduct (once per year) public meetings about stormwater-related information. Coordinate and conduct the Cleanup Days. Keep the tracking of the Public Meetings and Cleanup Days.
City Engineer (CE)	City Engineer	
IT Department	IT Director	Maintain the City Storm Water Website as requested and assist with the advertisement for the Cleanup days and Public Meetings on the City Webpage.

Procedure:

1. The Code Enforcement Officer has the following tasks:
 - a) Once a year: Schedule, advertise, and coordinate public meetings about storm water related information. These meetings will be publicly noticed via News Paper, City Website, Instagram, and City Commission agendas. The public

meetings will be held in the Conference room of the City Hall. The public will have the opportunity to assist and provide comments during these meetings, the comments will be collected by the Code Enforcement Officer in a report (Attachment B) and in coordination with the IT Department will be uploaded to the city website (<https://www.floridacityfl.gov/stormwater/>).

- b) Document and report the number of attendees and meeting minutes. The report will be sent to the City Engineer to keep track (Attachment B).
 - c) Document and report the media used to publish each event. The report will be sent to the City Engineer to keep track.
 - d) Quarterly (every 3 months): Schedule, advertise, and coordinate Cleanup Days. These days will be publicly noticed via News Paper, City Website, Instagram, and City Commission agendas. Volunteers are needed to clean all trash near storm drain inlets to prevent debris or hazardous waste from getting into the ground, and consequently the aquifer and the public water wells.
 - e) Record the activities and findings of each volunteer. The Code Enforcement Officer in coordination with the office of the City Engineer will collect the information from the volunteers and prepare a report of the Cleanup Days. This report will include the amount of debris collected and will serve as a tracking of this task (Attachment C).
- 2. The required information will be tracked annually within each department. The information that is required per department is listed in Attachment A-Email Templates and will be updated as needed.
 - 3. In January each year the City Engineer will email each employee listed above with their applicable template.
 - 4. Information will be emailed directly back to the City Engineer from each department employee listed above.
 - 5. The City Engineer will compile all the information received to properly create the required report to send it to the Florida Department of Environmental Protection.
 - 6. After report is accepted by the FDEP, if any changes were made or added to the tracking elements, the City Engineer will update the email templates, notify the appropriate department of the change and discuss tracking procedures if needed.

7. If duties are reassigned or a new employee takes over a position, the City Engineer will be notified so they can review the procedures with the new employee and their his/her.

Standard Operating Procedure Ownership: This SOP will be administered, reviewed and maintained at the City Engineer's office. The attachments in the SOP will need to be updated when the permit update is conducted.

Attachment A

NPDES Tracking SOP Email Templates

Email Subject: NPDES Tracking Public Outreach Access

Sent to: CRA Director / Public Access Outreach Officer / Utility & Finance Department

Please fill out the following for the time period of _____ — _____

Number of outreach materials mailed	
Number of handouts distributed at events and presentations	
Number of presentations made to local schools	
Number of attendees at presentations made to local schools	
Number of community presentations made	
Number of attendees at community presentations	
Number of presentations to City Commission relating to water conservation	

Attachment B

NPDES Tracking SOP Public Meeting Report

Public Meeting

Date and Time:

Location: Conference Room at 404 W Palm Drive, Florida City

Attendance

Name	Phone	Email

Meeting Agenda:

Attendees Comments:

Name	Comment

Attachment C

NPDES Tracking SOP Cleanup Day Report

Cleanup Day

Date and Time:

Location:

Attendance

Name	Phone	Email

Cleanup Activities:

Date	Cleanup Activities Locations	Number of Dumpster filled	Notes

PROTECT STORMWATER QUALITY

You can help to prevent pollution of our stormwater by following these tips:

- Do not dump hazardous substances such as used oil, household chemicals, yard fertilizer, sanitary waste, or other wastes onto pavement, patios or into storm drains.
- Do not change your car oil on your driveway, parking areas, or on the streets. Repair your vehicle in authorized Auto Repair facilities.
- Conserve and recycle resources such as paper, plastic, glass, metals, oils, and household hazardous materials to prevent contamination.
- Practice street sweeping by picking up litter and disposing of leaves and yard waste. Do not dump grass, leaves, branches or other yard waste into storm drains.
- Do not dispose of construction debris, discarded building material, concrete washout, onto pavement, green areas or into storm drains.
- Maintain your private storm drainage system.
- Pick up after your pet and dispose in a nearby trash can.



WHAT IS STORMWATER?

Stormwater is water from precipitation that flows across the ground and pavement due to rain. The water may seep into the ground, flow into ditches or streams, or enter the storm drain system. The storm drains are the openings along the streets and curbs which allow water on the street to be collected below ground. The storm drains lead to a discharge point directly into the groundwater or into one of the canals within Florida City, and eventually to larger bodies of water and the Biscayne Aquifer.



POLLUTANTS IN STORMWATER

- Sediments: Eroding rock, soil, or organic material from building sites, streets, and lawns.
- Nutrients: Nitrogen and phosphorous from landscape runoff, atmospheric deposition, and faulty septic tanks.
- Heavy Metals: Lead, cadmium, chromium, copper, mercury, and zinc from vehicles, highway materials, atmospheric deposition, and industry.
- Oxygen Demanding Substances: Decaying organic matter.
- Petroleum Hydrocarbons: Oil, grease, and various hydrocarbons from roads, parking lots, leaking storage tanks, and improper oil disposal.
- Pathogens: Coliform bacteria and viruses from animal waste, septic systems, sewer cross-connections, and boats and marinas.
- Toxics: Pesticides, solvents, and chemicals from lawns, gardens, and commercial and household activities.
- Other: Changes in the temperature or physical properties of water.

Appendix 12

Florida City

UTILITIES DEPARTMENT AND

WATER & SEWER DEPARTMENT

POLLUTANTS IN STORMWATER INFORMATIONAL BROCHURE



Join us on Instagram and follow the
City Cleanup Day and other Educational Talks



@cityoffloridacity

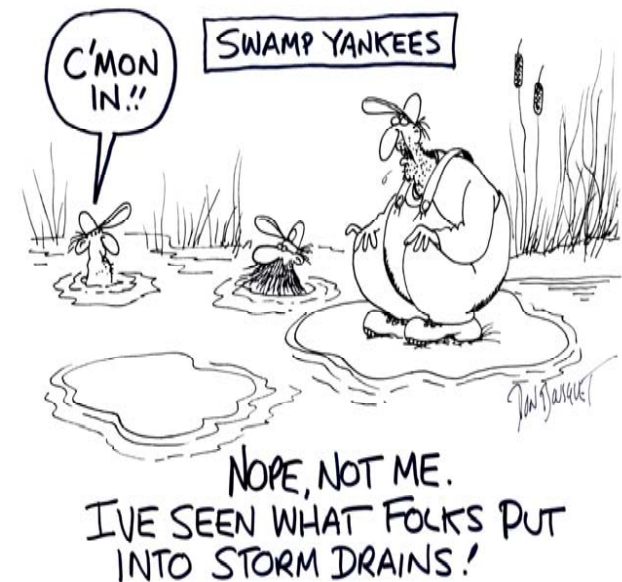
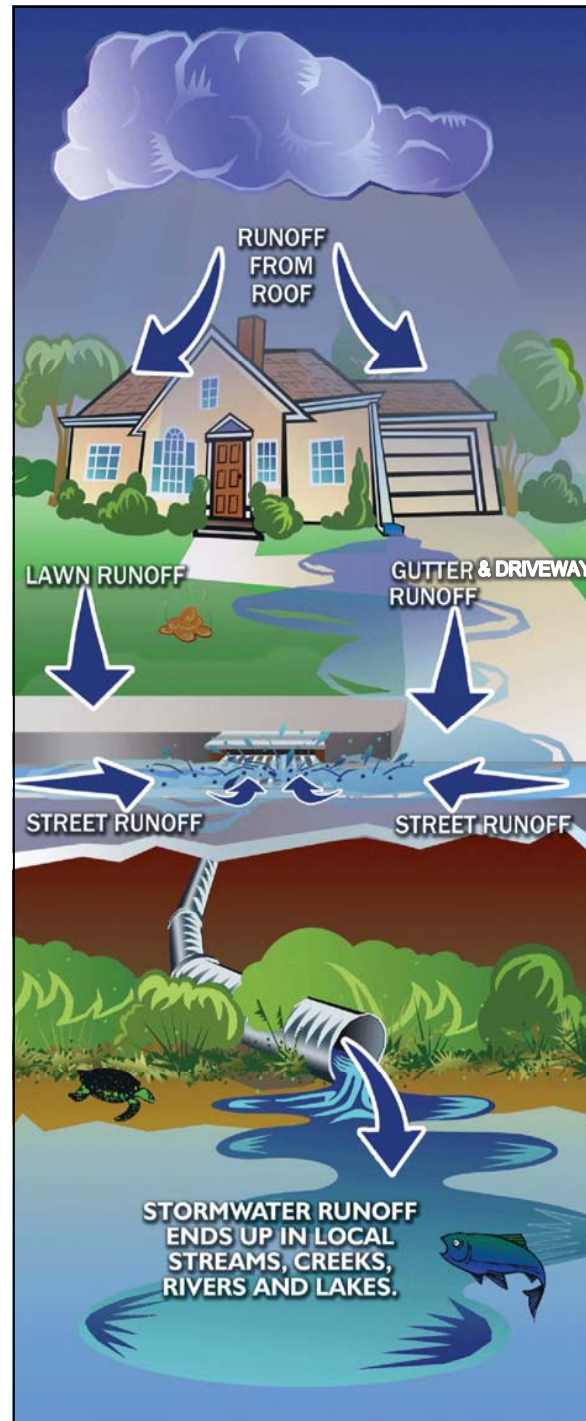
Impacts to Water Body

The impacts of the pollutants to water bodies are

- **Sediments:** Clogged waterways, increased turbidity, and reduction of bottom living organisms.
- **Nutrients:** Unwanted growth of algae and undesirable aquatic weeds, scum, and water discoloration.
- **Heavy Metal:** Disruption of fish reproduction, fish toxicity, and potential for ground water contamination.
- **Oxygen Demanding Substances:** Death of fish and aquatic life forms.
- **Petroleum Hydrocarbons:** Toxicity to aquatic life and adverse impacts on benthic communities.
- **Pathogens:** Contamination of swimming, fishing areas, or drinking water.
- **Toxics:** Interference with respiration of fish and aquatic life forms.
- **Others:** Increased oxygen demand by fish and aquatic life forms and increased availability of toxic elements that harm organisms.



Stormwater Runoff Cycle



Appendix 13

CITY OF FLORIDA CITY

Stormwater is the excess water from rain that doesn't absorb into the ground and becomes surface runoff.

It's important to prevent the pollution of the Stormwater as it may carry garbage into the drainage systems conducting to flooding of the streets. Also the viruses, and bacteria could get into our water systems such as ponds, canals, and aquifers an affect the health of not only the residents of Florida City, but all the local wildlife and vegetation.

You can help to prevent the pollution of our stormwater by following these tips:

- * Never dump anything into the storm-drains, canals, and ponds.
- * Repair fluid leaks in your vehicles
- * Do not change your car oil on your driveway or lawn
- * Pick up after your pet

If you have any concerns please contact us at:

codeenforcement@floridacityfl.gov
+1(305)247-8222 ext. 6

CITY OF FLORIDA CITY UTILITIES DEPARTMENT



View and pay bills online!

- Review & pay account online at www.floridacityfl.gov.
- Pay via Mail.
- Pay via Drop Box, located outside the western gate on the left wall of the Commission Chambers, near the Police Department.
- Pay in Person via Cash, Money Order, Check, or Credit Card (VISA, Mastercard, or Discover).

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Account Number	071576-001
Service Address	33190 S DIXIE HWY(REFUSE)
Service Period	
Past Balance Due	\$ -0.01
Current Charges	\$ 975.57
Garbage Services	\$ 975.57
Total Amount Due	\$ 975.56

UTILITIES DEPARTMENT
404 WEST PALM DRIVE
FLORIDA CITY, 33034
(305) 247-8221
WATER EMERGENCY
(305) 248-6855

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
MIAMI, FLORIDA
PERMIT NO. 1518

RETURN SERVICE REQUESTED

Account Number	071576-001
Billing Date	01/22/2024
Current Bill Due Date	02/01/2024
Past Due Balance	\$ -0.01
Current Amount Due	\$ 975.57
Total Amount Due	\$ 975.56
Amount Due After Due Date	\$ 1073.12

WAFFLE HOUSE #2321
P O BOX 42924
PHILADELPHIA, PA, 19101

Account Number	071568-001
Service Address	33290 S DIXIE HWY
Previous Reading	5893
Usage	10
Current Reading	5903
Service Period	10/16/2023 - 12/19/2023
Past Balance Due	\$ 0.00
Current Charges	\$ 1029.28
Water Usage	\$ 27.42
Sewer Usage	\$ 70.75
Garbage Services	\$ 786.61
Stormwater Usage	\$ 138.6
County Sales Tax - Water	\$ 1.65
County Sales Tax - Sewer	\$ 4.25
Total Amount Due	\$ 1029.28

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MIAMI, FLORIDA
PERMIT NO. 1518

RETURN SERVICE REQUESTED

Account Number	071568-001
Billing Date	01/22/2024
Current Bill Due Date	02/01/2024
Past Due Balance	\$ 0.00
Current Amount Due	\$ 1029.28
Total Amount Due	\$ 1029.28
Amount Due After Due Date	\$ 1053.42

ALDI INC #61
c/o SIEMENS INDUSTRY
220 STONERIDGE DR #201
COLUMBIA, SC, 29210-8018

Account Number	071571-000
Service Address	33290 S DIXIE HWY
Previous Reading	8568
Usage	63
Current Reading	8631
Service Period	10/16/2023 - 12/19/2023
Past Balance Due	\$ 0.00
Current Charges	\$ 141.43
Water Usage	\$ 133.42
County Sales Tax - Water	\$ 8.01
Total Amount Due	\$ 141.43

UTILITIES DEPARTMENT
404 WEST PALM DRIVE
FLORIDA CITY, 33034
(305) 247-8221
WATER EMERGENCY
(305) 248-6855

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
MIAMI, FLORIDA
PERMIT NO. 1518

RETURN SERVICE REQUESTED

Account Number	071571-000
Billing Date	01/22/2024
Current Bill Due Date	02/01/2024
Past Due Balance	\$ 0.00
Current Amount Due	\$ 141.43
Total Amount Due	\$ 141.43
Amount Due After Due Date	\$ 154.77

ALDI INC #61
c/o SIEMENS INDUSTRY
220 STONERIDGE DR #201
COLUMBIA, SC, 29210-8018

Account Number	051061-002
Service Address	1450 NE 1ST AVE
Previous Reading	6317
Usage	30
Current Reading	6347
Service Period	10/16/2023 - 12/19/2023
Past Balance Due	\$ 0.00
Current Charges	\$ 875.46
Water Usage	\$ 67.42
Sewer Usage	\$ 186.75
Garbage Services	\$ 549.63
Stormwater Usage	\$ 56.4
County Sales Tax - Water	\$ 4.05
County Sales Tax - Sewer	\$ 11.21
Total Amount Due	\$ 875.46

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WATER EMERGENCY
(305) 248-6855

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U.S. POSTAGE PAID
MIAMI, FLORIDA
PERMIT NO. 1518

RETURN SERVICE REQUESTED

Account Number	051061-002
Billing Date	01/22/2024
Current Bill Due Date	02/01/2024
Past Due Balance	\$ 0.00
Current Amount Due	\$ 875.46
Total Amount Due	\$ 875.46
Amount Due After Due Date	\$ 900.66

SUNBELT RENTAL
c/o SIEMENS INDUSTRY
220 STONERIDGE DR #201
COLUMBIA, SC, 29210-8018