



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 email to the NPDES Stormwater Program Administrator or to the MS4 coordinator (<http://www.dep.state.fl.us/water/stormwater/npdes/contacts.htm>). Files larger than 10MB may be placed on the FTP site at: ftp://ftp.dep.state.fl.us/pub/NPDES_Stormwater/. After uploading files, email the MS4 coordinator or NPDES Program Administrator to notify them the report is ready for downloading; or 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 3585
 2600 Blair Stone Road
 Tallahassee, Florida 32399-2400

SECTION I. BACKGROUND INFORMATION	
A.	Permittee Name: Village of Royal Palm Beach
B.	Permit Name: Palm Beach County MS4
C.	Permit Number: FLS000018-004
D.	Annual Report Year: <input type="checkbox"/> Year 1 <input checked="" type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:
E.	Reporting Time Period (month/year): October / 2017 through September / 2018
F.	Name of the Responsible Authority: Paul L. Webster, P.E., C.S.M.
	Title: Public Works Director
	Mailing Address: 10996 Okeechobee Boulevard
	City: Royal Palm Beach Zip Code: 33411 County: Palm Beach
	Telephone Number: 561-790-5122 Fax Number: 561-791-7075
	E-mail Address: pwebster@royalpalmbeach.com
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Same as Above
	Title:
	Department:
	Mailing Address:
	City: Zip Code: County:
	Telephone Number: Fax Number:
E-mail Address:	

SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable in Year 1)	
A.	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 type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
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 type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
C.	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. PART V.B. ASSESSMENT PROGRAM

A.	<p>Provide a brief statement as to the status of water quality monitoring plan implementation. Status may include sampling frequency changes, monitoring location changes, or sampling waiver conditions. <u>DEP Note:</u> <i>If permittee participates in a collaborative monitoring plan, permittee may refer to a joint response as defined by the interlocal agreement.</i></p> <p>Name and date of the approved plan:</p> <p>Current approval of the Group Monitoring Plan is September 8, 2016 (with issuance of the Cycle 4 permit.) Individual Assessment Plan was submitted on September 5, 2017.</p> <p>Status:</p> <p>The Group Monitoring Report is included in the Cycle 4 Joint Annual Report. Our individual Assessment plan is awaiting approval by FDEP.</p>
B.	<p>Provide a brief discussion of the monitoring and loading results to date which includes a summary of the water quality monitoring data and / or stormwater pollutant loading changes from the reporting year. <u>DEP Note:</u> <i>Results must be specific to the permittee's SWMP.</i></p> <p>Once the Assessment Program is approved by FDEP, the Village of Royal Palm Beach will extract sampling information from the selected SFWMD site from prior joint annual reports, and additional collected data from SFWMD for our use moving forward. The first annual report on the Assessment Program will be concurrent with the Year 3 Annual Report Form (March 2020).</p> <p>The pollutant loading estimates developed during Year 3 of the permit cycle will be reviewed, and if possible, compared with previous permit cycles, with respect to our MS4. Receiving water trending reports/graphs for various parameters, as presented in the Joint Annual Report, will be reviewed, and a discussion will be included in the Village of Royal Palm Beach's Annual Assessment Report.</p> <p>Based on the data from the water quality monitoring and the pollutant loading estimates, an effort will be made to determine if one portion of the MS4 should be targeted for additional loading reduction efforts, or additional pollutant control measures.</p>
C.	<p>Attach a monitoring data summary as required by the permit. An analysis of the data discussing changes in water quality and/or stormwater pollutant loading from previous reporting years. <u>DEP Note:</u> <i>Analysis must be specific to the permittee's SWMP.</i></p> <p>Refer to above response - Section B.</p>

SECTION IV. FISCAL ANALYSIS

A.	Total expenditures for the NPDES stormwater management program for the current reporting year: \$955,140
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$2,310,186
C.	<p>Did the current reporting year resources decrease from the previous year? Y <input type="checkbox"/> / N <input checked="" type="checkbox"/></p> <p>If program resources decreased, provide a discussion of the impacts on the implementation of the SWMP.</p> <p>N/A</p>

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	Required Attachments	Permit Citation	Attachment Number/Title
<input type="checkbox"/>	<input checked="" 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.	Part III.A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	An explanation of why the minimum inspection frequency in Table II.A.1.a. was not met, if applicable.	Part II.A.1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A list of the flood control projects that did not include stormwater treatment and an explanation for each of why it did not (if applicable).	Part III.A.4	
<input type="checkbox"/>	<input checked="" 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.	Part V.B.3	Refer to PBC Joint Annual Report
<input type="checkbox"/>	<input checked="" 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.	Part III.A.1	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YEAR 2: A summary review of codes and regulations to reduce the stormwater impact from development.	Part III.A.2	The summary review of codes and regulations is underway and will be submitted under separate cover by April 12, 2019.
<input type="checkbox"/>	<input checked="" 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.	Part V.A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 3: Summary of TMDL Monitoring Results (if applicable).	Part VIII.B.2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 3: Bacteria Pollution Control Plan (if applicable).	Part VIII.B.3	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from development.	Part III.A.2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: A report on any amendments to the applicable legal authority (if applicable).	Part III.A.7.a	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C. <ul style="list-style-type: none"> • The monitoring plan (with revisions, if applicable). • If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate. 	Part V.B.3 Part V.A.3	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: TMDL Supplemental SWMP (if applicable).	Part VIII.B.3	

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): Paul L. Webster, P.E., C.S.M.

Title: Public Works Director

Signature:  Date: 7 / 15 / 2019

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	Documentatio n / Record	Entity Performing the Activity	Comments
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation								
Report the current known inventory.									
Report the number of inspection and maintenance activities conducted for each applicable 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.									
<i>Note: Delete structures that are not in your MS4's inventory. 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>									
Type of Structure		Number of Structures	Number of Inspections	Percent Inspected	Number of Maintenance Activities	Percent Maintained			
Dry retention systems		0	0	0	0	0			
Underdrain filter systems		0	0	0	0	0			
Exfiltration trench / French drains (lf)		0	0	0	0	0			
Grass treatment swales (miles)		0	0	0	0	0			
Dry detention systems (actual #)		8	8	100%	12	100%	none	Public Works	PW staff inspects, mows and clears monthly. monthly. We have modified our operation and documentati on will be done in future reports.
Wet detention systems (actual #)		25	25	100%	No maintena nce required	100%	none	Public Works	PW staff inspects monthly. We have modified our operation and

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								documentati on will be done in future reports.
	Detention with filtration systems	0	0	0	0	0		
	Alum Injection systems	0	0	0	0	0		
	Pollution control boxes	0	0	0	0	0		
	pump stations	0	0	0	0	0		
	Major outfalls							
		1	4	100%	0	0	GIS and DPW file: Stormwater Infrastructure Organized by Subdivision	No maintenance required.
	Weirs or other control structures							
		8	5	62.5%	0	0	GIS and DPW file: Stormwater Infrastructure Organized by Subdivision	No maintenance required.
	pipes / culverts (miles)							
		71.38	15.83	22.2%	0	0	GIS and DPW file: Stormwater Infrastructure Organized by Subdivision	No maintenance required.
	Canals (centerline miles)							
		14.8	12	100%	34	100%	GIS and DPW file: Canal Hurricane Debris Removal Work Tracking Form	Aquatic Environment s Southeast PW staff inspects monthly. We have modified our operation and documentati on will be done in future reports.
	Inlets / catch basins / grates							
		1,543	579	37.5%	0	0	GIS and DPW file: Stormwater	Public Works No maintenance required.

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity				Number of Activities Performed			Documentatio n / Record	Entity Performing the Activity	Comments		
	Ditches / conveyance swales (actual ditch miles)									Infrastructure Organized by Subdivision		
					0.82	2	100%	0				The ditch conveyance structural controls in the VRPB system were associated with a property that has been sold to a developer. As part of the site planning for the property the ditch elements have been eliminated. FY18 is the last year that DPW will report on ditch inspection & maintenance .
	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.				N/A			<input type="checkbox"/>				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE						
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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentatio n / Record	Entity Performing the Activity	Comments	
Part III.A.1 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.					
	Strengths: The strength of the SWMP is the comprehensive approach and the significant inspections performed to identify issues in system.					
	Limitations: None					
	SWMP revisions implemented to address limitations: None					
Part III.A.2	Areas of New Development and Significant Redevelopment					
	Report the number of significant development projects, including new and redevelopment, reviewed and approved by the permittee for post-development stormwater considerations.					
	Number of significant development projects reviewed		0			
	Number of significant development projects approved		0			
	Provide in the Year 2 Annual Report the summary report of the review activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation.					
	Year 2 ONLY: Attach the summary report of the review activity		<input checked="" type="checkbox"/>			attached
Year 4 ONLY: Attach the follow-up report on plan implementation		<input type="checkbox"/>				
Part III.A.2 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.					
	Strengths: The strength of the program is the Villages coordinated approach to development review and approval.					
	Limitations: None					
	SWMP revisions implemented to address limitations: None					
Part III.A.3	Roadways					
	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.					
	<i>Note: If the permittee does not contract activities, delete CONTRACTOR activities.</i>					
	PERMITTEE Litter Control: Frequency of litter collection		Weekly	Manhours	Public Works	
	PERMITTEE Litter Control: Estimated amount of area maintained (miles)		80	GIS	Engineering Dept.	Includes canals
	PERMITTEE Litter Control: Estimated amount of litter collected (cf)		4,592	Trash Pickup	Public Works	Public Works Trash Pickup Log
	CONTRACTOR Litter Control: Frequency of litter collection		0			Not contracted
	CONTRACTOR Litter Control: Estimated amount of area maintained (lf)		0			
	CONTRACTOR Litter Control: Estimated amount of litter collected (cf)		0			
	OPTIONAL: 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. If you do not participate in an Adopt-A-Road program, report "0".					
	Trash Pick-up Events: Total miles cleaned		11	GAC site report form	Public Works	

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentatio n / Record	Entity Performing the Activity	Comments
	Trash Pick-up Events: Estimated amount of litter collected (lbs)	150	GAC site report form	Public Works	
	Adopt-A-Road: Total miles cleaned	0			Village does not have an active Adopt-a- Road Program.
	Adopt-A-Road: Estimated amount of litter collected (cy)	0			Village does not have an active Adopt-a- Road Program.
	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 and total phosphorus loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in column F.				
	Frequency of street sweeping	Monthly/Annual	Street Sweeping Reports	Contractor	
	Total miles swept	175.7	18_0830_Stre et_Sweeping_ Calcs.xlsx	Public Works/GIS	Curb miles. 63.9 miles swept monthly. Remaining 111.8 swept annually.
	Estimated quantity of sweeping material collected (cy / tons)	227.5	Street Sweeping Reports	Contractor	
	Total phosphorous loadings removed (pounds)	188.3	FY2018 Street Sweeping Nutrient Removal	Public Works	
	Total nitrogen loadings removed (pounds)	293.6	FY2018 Street Sweeping Nutrient Removal	Public Works	
	Report the equipment yards and maintenances shops that support road maintenance activities, and the number of inspections conducted for each facility.				
	Name of Facility	Number of Inspections			

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentatio n / Record	Entity Performing the Activity	Comments
	Field Operations Center, Parks Operations Center	7	High Risk Facility Checklist	Public Works	
Part III.A.3 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: The limited number of facilities to inspect give the Village more opportunities to inspect on a more aggressive schedule.				
	Limitations: None				
	SWMP revisions implemented to address limitations: None				
Part III.A.4	Flood Control Projects				
	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.				
	Flood control projects completed during the reporting period	0	Capital Improvement Files	Engineering Dept.	
	Flood control projects completed that did <u>not</u> include stormwater treatment	0			
	Stormwater retrofit projects planned/under construction	0			
	Stormwater retrofit projects completed	0			
	If there were projects that did not include stormwater treatment, provide as an attachment a list of the projects and an explanation for each of why it did not.	<input type="checkbox"/>			
Part III.A.4 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: Village Engineering Department provides design and construction management of flood control projects.				
	Limitations: None				
	SWMP revisions implemented to address limitations: None				

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentatio n / Record	Entity Performing the Activity	Comments
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
	Report the applicable facilities and the number of the inspections conducted for each facility.				
	Name of Facility	Number of Inspections			
	None	0			
Part III.A.5 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: No facilities to inspect.				
	Limitations: None				
	SWMP revisions implemented to address limitations: None				
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	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 who have been trained through the Green Industry BMP Program and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.				
	PERSONNEL: FDACS public applicators of pesticides/herbicides	4	Human Resources Training File	Florida Department of Agriculture & Consumer Services	Michael Cheatham, Paul Sawyer, Richard Wishart, Armando Puentes
	CONTRACTORS: FDACS commercial applicators of pesticides/ herbicides	3	Vendor Files	Florida Department of Agriculture & Consumer Services	Grounds Maintenance & Aquatic Maintenance Contractors
	PERSONNEL: Green Industry BMP Program training completed	7	HR Training File	FL DEP	
	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	0			Not Contracted Out
	Provide a copy of the adopted ordinance with the Year 2 Annual Report. If this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, indicate that in Column F.				
	Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance	<input checked="" type="checkbox"/>			Attached is VRPB Ordinance No. 860

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentatio n / Record	Entity Performing the Activity	Comments
	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, and the number of Web site visits (if applicable).				
	Public Education and Outreach Program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
	Brochures/Flyers/Fact sheets distributed	100	Brochures – VPRB Lobby	Public Works	
	Public displays (e.g., kiosks, storyboards, posters, etc.)	2	Posters-FOC Lobby	Public Works	
	Number of visitors to stormwater-related pages	171	I.S. Department	I.S. Department	
Part III.A.6 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: The public outreach program for the PBC Group is comprehensive.				
	Limitations: The Village needs to find more avenues to present the PBC Group programs to the public.				
	SWMP revisions implemented to address limitations: none				
Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures				
	Report amendments in Year 4.				
	Year 4 ONLY: Attach a report on amendments to applicable legal authority	<input type="checkbox"/>			
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
	Report on the proactive inspection program, including the number of inspections conducted by the permittee, the number of illicit activities found, and the number and type of enforcement actions taken.				
	Proactive inspections for suspected illicit discharges	46	DPW Quarterly Inspection Reports	Public Works	
	Illicit discharges found during a proactive inspection	0			
	NOV/WL/citation/fines issued for illicit discharges found during proactive inspection	0			
	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.				
	Reports of suspected illicit discharges received	2	Illicit Discharge Report	Public Works	
	Reactive investigations of reports of suspected illicit discharges etc.	2	Illicit Discharge Report	Public Works	
Illicit discharges etc. found during reactive investigation	2	Illicit Discharge Report	Public Works		

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	NOV/WL/citation/fines issued for illicit discharges etc. found during reactive investigation	0	Illicit Discharge Report	Public Works	
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	2	HR Training File	FL DEP	Richard Simmons, Arthur Falk
	Contractors trained	0			
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response				
	Report on the spill prevention and response activities, including the number of spills addressed.				
	Hazardous and non-hazardous material spills responded to	2	Illicit Discharge Report	Public Works	
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	2	HR Training File	FL DEP	Richard Simmons, Arthur Falk.
	Contractors trained	0			PBCFR provides hazardous response within VRPB.
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting				
	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, and the number of Web site visits (if applicable).				
	Public Education and Outreach Program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
	Brochures/Flyers/Fact sheets distributed	100	Brochures – VPRB Lobby	Public Works	
	Neighborhood presentations: Number conducted	0			
	Neighborhood presentations: Number of participants	0			
	Newspapers & newsletters: Number of articles/notices published	4	VRPB Newsletter	Village Clerk	
	Newsletters: Number of newsletters distributed	57,450	VRPB Newsletter	Village Clerk	
	Public displays (e.g., kiosks, storyboards, posters, etc.)	1	FOC Lobby	Public	

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	Number of visitors to stormwater-related pages	171	I.S. Department	Works I.S. Department	
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	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, and the number of Web site visits (if applicable).				
	Public Education and Outreach Program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
	Brochures/Flyers/Fact sheets distributed	100	Village Hall Lobby	Public Works	
	Neighborhood presentations: Number conducted	0			
	Neighborhood presentations: Number of participants	0			
	Newspapers & newsletters: Number of articles/notices published	4	VRPB Newsletter	Village Clerk	
	Newsletters: Number of newsletters distributed	57,450	VRPB Newsletter	Village Clerk	
	Public displays (e.g., kiosks, storyboards, posters, etc.)	4	FOC Lobby	Public Works	
	Special events: Number conducted	1	Great American Cleanup	Public Works	
	Special events: Number of participants	35	GAC Site Form	Public Works	
	Storm sewer inlets newly marked/replaced	0			
	Number of visitors to stormwater-related pages	171	I.S. Department	I.S. Department	
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
	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. Report only the SSOs and inflow / infiltration incidents into the MS4.				
	Owner of the sanitary sewer system	Palm Beach County Water Utilities			
	Activity to reduce/eliminate SSOs and I&I: (description)	0		No information to provide as PBCWU is	PBCWU does not respond to inquiry.
	Activity to reduce/eliminate SSOs and I&I: (description)	0			

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				non-responsive. VRPB is fulfilling its responsibility	
	SSO incidents discovered	0		No information to provide as PBCWU is non-responsive. VRPB is fulfilling its responsibility	PBCWU does not respond to inquiry.
	SSO incidents resolved	0		No information to provide as PBCWU is non-responsive. VRPB is fulfilling its responsibility	PBCWU does not respond to inquiry.
	Inflow / infiltration incidents discovered	0		No information to provide as PBCWU is non-responsive. VRPB is fulfilling its responsibility	PBCWU does not respond to inquiry.
	Inflow / infiltration incidents resolved	0		No information to provide as PBCWU is non-responsive. VRPB is fulfilling its responsibility	PBCWU does not respond to inquiry.

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	Documentatio n / Record	Entity Performing the Activity	Comments	
Part III.A.7 Summary	For activities required by Part III.A.7: Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.					
	Strengths: PBCWU has a very proactive program to clean sanitary sewers.					
	Limitations: The Village does not control the documentation for any sanitary sewer overflows. DPW makes effort each year to get the documentation.					
	SWMP Revisions implemented to address limitations: none					
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections					
	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.					
	Report on the high-risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.					
	Type of Facility	Number of Facilities	Number of Inspections	Enforcement Actions		
	Operating municipal landfills	0	0			
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0	0			
	EPCRA Title III, Section 313 facilities (TRI) Facilities determined as high risk by the permittee	0 0	0 0			
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries					
	Report the number of high risk facilities sampled.					
	High risk facilities sampled	0				
Part III.A.8 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.					
	Strengths: No high risk facilities within the Village of Royal Palm Beach.					
	Limitations: None					
	SWMP revisions implemented to address limitations: N/A					
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices					
	Report the number of permittee and private pre-construction site plans reviewed for stormwater, erosion, and sedimentation controls, and the number approved.					
	PERMITTEE SITES: Construction site plans reviewed	6		Notice to Proceed/Pre-Construction Requirements Letter – Engineering Dept.	Engineering Dept.	
	PERMITTEE SITES: Construction site plans approved	6		Notice to	Engineering	

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	Documentatio n / Record	Entity Performing the Activity	Comments
			Proceed/Pre- Construction Requirements Letter – Engineering Dept.	Dept.	
	PRIVATE SITES: Construction site plans reviewed	11	Approval Letter from Engineering Dept.	Engineering Dept.	
	PRIVATE SITES: Construction site plans approved	11	Approval Letter from Engineering Dept.	Engineering Dept.	
	Report the number of development permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.				
	Notified of ERP stormwater permit requirements	11	Engineering Files	Engineering Dept.	
	Confirmed ERP coverage	3	Engineering Files	Engineering Dept.	
	Notified of CGP stormwater permit requirements	11	Engineering Files	Engineering Dept.	
	Confirmed CGP coverage	5	Engineering Files	Engineering Dept.	
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
	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.				
	PERMITTEE SITES: Active construction sites	6	Engineering Files	Engineering Dept.	
	PERMITTEE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	139	Engineering Files	Engineering Dept.	
	PERMITTEE SITES: Percentage of active construction sites inspected	67%	Engineering Files	Engineering Dept.	
	PRIVATE SITES: Active construction sites	11	Engineering Files	Engineering Dept.	
	PRIVATE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	0	Engineering Files	Engineering Dept.	Revised SOP to include
	PRIVATE SITES: Percentage of active construction sites inspected	0	Engineering	Engineering	inspections

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	Documentatio n / Record	Entity Performing the Activity	Comments
	Enforcement Action	0	Files	Dept.	by Village Staff
Part III.A.9.c	Construction Site Runoff — Site Operator Training				
	Report the type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training).				
		DEP Certification	Annual Training		
	Permittee construction site inspectors	2	0		No annual Yr 2 training.
	Permittee construction site plan reviewers		0		In Yr 3 attended Group
	Permittee construction site operators		0		Annual Training meeting.
Part III.A.9 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: The Village of Royal Palm Beach coordinates and requires all contractors to meet NPDES requirements				
	Limitations: None				
	SWMP revisions implemented to address limitations: N/A				

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.
	N/A	
B.	Permit Citation/ SWMP Element	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)
	N/A	

SECTION IX. TMDL Status Report

A.	YEAR 1 Provide a table summarizing the status of the TMDL process. Include a list of prioritized TMDLs and their monitoring and implementation schedule; and include the Identification number of the outfall prioritized for TMDL monitoring.								
	WBID Number	Segment/ Waterbody/ Basin	Pollutant of Concern	TMDL DEP / EPA	Percent Reduction (WLA)	Priority Rank	Priority Outfall	Monitoring Summary / BPCP Due Date	Supplemental SWMP Due Date
	N/A			<input type="checkbox"/> / <input type="checkbox"/>		1		(Year 3 AR)	(Year 4 AR; N/A) if BPCP)
				<input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/>					
B.	YEAR 3 and annually thereafter, provide a summary of the estimated load reductions that have occurred for the pollutant(s) of concern being discharged from the MS4 to the TMDL water body during the reporting period and cumulatively since the date the Supplemental SWMP was implemented. Year 3: Submit a Monitoring data summary or BPCP (if applicable). Year 4: Submit a Supplemental SWMP (if applicable).								
	WBID Number	Pollutant of Concern	Monitoring Summary / BPCP Submitted	Supplemental SWMP Submitted	Projected load reductions OR Actual load reductions to date				
			(Year 3 AR)	(Year 4 AR; N/A if BPCP)					
C.	Provide a brief statement as to the status of TMDL implementation according to Part VIII.B of the permit (e.g. status of monitoring to validate WLA): No discharge to a TMDL WBID at the time of permit issuance.								

<u>Code Section</u>	<u>Title</u>	<u>Description</u>	<u>Reviewed</u>	<u>Recommended Improvements</u>
Chapter 6	Buildings and Building Regulations	Chapter heading.	X	No revisions to code recommended at this time.
Sec. 6-195.(b)(5)	Additional minimum standards for commercial, industrial and institutional structures.	Requires structures to be maintained with adequate runoff drains for stormwater.	X	No revisions to code recommended at this time.
Article III.	Waterfront Development	Article heading.	X	No revisions to code recommended at this time.
Sec. 7-36.	Definitions.	Provides definitions for terms used in the code including drainage easements.	X	No revisions to code recommended at this time.
Sec. 7-37.	Compliance.	Outlines requirements for designs of subdivisions with waterfront property.	X	No revisions to code recommended at this time.
Sec. 7-39.	Design and excavation.	Outlines excavation requirements for adjacent, existing or proposed waterways.	X	No revisions to code recommended at this time.
Sec. 7-40.	Maintenance.	Outlines property owner's responsibility to maintain banks and side slopes of all waterbodies down to the water's edge.	X	No revisions to code recommended at this time.
Sec. 7-41.	Controlling of obnoxious aquatic vegetation.	Outlines the requirements and responsibilities for controlling obnoxious aquatic vegetation.	X	No revisions to code recommended at this time.
Sec. 7-42.	Exceptions.	States that the article does not apply to drainage easements containing subsurface drainage systems or drainage ditches permitted.	X	No revisions to code recommended at this time.
Sec. 7-43.	Permits required; procedure.	Outlines the permits required and the procedure for obtaining for work adjacent to existing or proposed waterfront property.	X	No revisions to code recommended at this time.
Sec. 7-44.	Bulkheads, canal banks and retaining walls.	Requires a construction permit be obtained prior to work.	X	No revisions to code recommended at this time.
Sec. 7-45.	Permits required for certain installations.	Requires permits to be issued by building department and approved by engineering department for installation of waterways, bulkheads and banks.	X	No revisions to code recommended at this time.
Sec. 7-46.	Dedication and maintenance.	Requires dedication and maintenance responsibilities to be defined on the development plan or plat.	X	No revisions to code recommended at this time.
Sec. 7-49.	Construction standards for waterways, bulkheads and banks.	Outlines the construction standards for waterways,	X	No revisions to code recommended at this time.

		bulkheads and banks.		
Sec. 7-51.	Maintenance required.	Outlines Village enforcement options if maintenance is not performed.	X	No revisions to code recommended at this time.
Chapter 11.5	Floodplain Management	Chapter heading.	X	No revisions to code recommended at this time.
Article I.	Administration	Article heading.	X	No revisions to code recommended at this time.
Sec. 11.5-1.	General	Defines the title of the ordinance as Floodplain Management; outlines the scope and intent; requires coordination with Florida Building Code; notes that the degree of flood protection required is the minimum reasonable for regulatory purposes and gives a disclaimer of liability; and requires development projects to minimize the impact of the development on the natural and beneficial functions of the floodplain.	X	No revisions to code recommended at this time.
Sec. 11.5-2.	Applicability.	Outlines the applicability of the code.	X	No revisions to code recommended at this time.
Sec. 11.5-3.	Duties and powers of the floodplain administrator.	Designates the Village Engineer as the Floodplain Administrator and outlines the positions duties and powers.	X	No revisions to code recommended at this time.
Sec. 11.5-4.	Permits.	Outlines permit and approval process for construction of buildings, structures and facilities.	X	No revisions to code recommended at this time.
Sec. 11.5-5.	Site plans and construction documents.	Outlines the information required on site plans or construction documents for development in flood hazard areas.	X	No revisions to code recommended at this time.
Sec. 11.5-6.	Inspections.	Outlines the inspection requirements for developments that have a floodplain development permit or that require approval under the code.	X	No revisions to code recommended at this time.
Sec. 11.5-7.	Variances and appeals.	Outlines the process and limitations on variances and appeals.	X	No revisions to code recommended at this time.
Sec. 11.5-8.	Violations.	Outlines the process for violations of the code.	X	No revisions to code recommended at this time.
Article II.	Definitions	Article heading.	X	No revisions to code recommended at this time.
Sec. 11.5-20.	Definitions.	Provides the definitions for terms used in the code.	X	No revisions to code recommended at this time.
Article III.	Flood Resistant	This article consists of	X	No revisions to code

	Development	Secs. 11.5-30 through 11.5-37. And outlines the minimum design, construction and permitting requirements for construction of buildings and structures; subdivisions; site improvements and utilities; manufactured homes; recreational vehicles and park trailers; tanks; and other development. Also outlines amendments made to the Florida Building Code.		recommended at this time.
Sec. 15-73.(b)(3)	Vegetation Removal Permits for Specimen Tress - Exemptions	No removal permit is necessary when specimen tree is located in stormwater management tract or facility.	X	No revisions to code recommended at this time.
Sec. 15-133.(f)(5)	Vehicle use areas; parking lot divider strips and islands; Curbing	Requires weep holes or breaks in curbs to allow stormwater runoff to be absorbed by landscape areas.	X	No revisions to code recommended at this time.
Sec. 15-133.(f)(6)	Vehicle use areas; parking lot divider strips and islands; Curbing	Encourages catch basins to be located in grassy areas.	X	No revisions to code recommended at this time.
DIVISION 2	FERTILIZER-FRIENDLY USE ORDINANCE	Florida friendly best management practices for protection of water resources by green industries	X	No revisions to code recommended at this time.
Sec. 15-147.	Definitions	Defines all terms used in Fertilizer-Friendly Use Ordinance sections	X	No revisions to code recommended at this time.
Sec. 15-148.	Findings	As a result of the Florida Department of Environmental Protection's determination that certain water bodies within Palm Beach County are impaired for excessive nutrient levels, the Village Council of the Village of Royal Palm Beach finds that the best management practices contained in the most recent edition of the "Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries," are required in this division.	X	No revisions to code recommended at this time.
Sec. 15-149.	Purpose and intent	This division regulates the proper use of fertilizers by any	X	No revisions to code recommended at this time.

		applicator; requires proper training of commercial and institutional fertilizer applicators; establishes training and licensing requirements; establishes a prohibited application period; and specifies allowable fertilizer application rates and methods, fertilizer-free zones, and exemptions. This division requires the use of best management practices to minimize negative environmental effects associated with excessive nutrients in our water bodies.		
Sec. 15-150.	Applicability	This division shall be applicable to and shall regulate any and all applicators of fertilizer and areas of application of fertilizer to urban landscapes within the area of the Village of Royal Palm Beach unless such application is specifically exempted by <u>section 15-156</u> of this division. This division shall be prospective only, and shall not impair any existing contracts.	X	No revisions to code recommended at this time.
Sec. 15-151.	Timing of fertilizer applications	Limits timing of fertilizer application.	X	No revisions to code recommended at this time.
Sec. 15-152.	Fertilizer free zones	Establishes restrictions for fertilizing adjacent to any pond, stream, water body, lake, canal or wetland.	X	No revisions to code recommended at this time.
Sec. 15-153.	Fertilizer content and application rates	Requires fertilizers to be applied to turf within the Village of Royal Palm Beach in accordance with requirements and directions provided by Rule 5E-1.003(2), Florida Administrative Code, Labeling Requirements For Urban Turf Fertilizers.	X	No revisions to code recommended at this time.
Sec. 15-154.	Fertilizer application practices	Outlines practices that shall be used when applying fertilizers.	X	No revisions to code recommended at this time.
Sec. 15-155.	Management of grass clippings and vegetative matter.	In no case shall grass clippings, vegetative material, and/or vegetative debris intentionally be washed, swept, or blown on to or into	X	No revisions to code recommended at this time.

		stormwater drains, ditches, conveyances, water bodies, wetlands, sidewalks or roadways. Vegetative material may be placed within the roadway right-of-way, but not over the storm drains, for pickup by the municipality's vegetative waste hauler.		
Sec. 15-156.	Exemptions	Provides exemptions to code for agriculture operations and scientific research on the effects of fertilizer application.	X	No revisions to code recommended at this time.
Sec. 15-157.	Training	Requires that all commercial and institutional applicators of fertilizer within Palm Beach County shall abide by and successfully complete the six-hour training program in the "Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries" offered by the Florida Department of Environmental Protection through the University of Florida/Palm Beach County Cooperative Extension Service "Florida-Friendly Landscapes" program or an approved equivalent program.	X	No revisions to code recommended at this time.
Sec. 15-158.	Licensing of commercial applicators	Requires all businesses that apply fertilizer to turf or landscape plants to hold the appropriate "Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries" training certificate prior to the business owner obtaining a local business tax certificate. Requires all commercial applicators to carry evidence of certification when applying fertilizer.	X	No revisions to code recommended at this time.
Sec. 15-159.	Enforcement; penalties; appeals	Outlines enforcement authority, penalties and appeals.	X	No revisions to code recommended at this time.
Sec. 18-44.(b)(3)	Proposed land Alteration – Review procedures; Project	Requires stormwater management systems to be included in the	X	No revisions to code recommended at this time.

	Design	conceptual footprint of site development.		
Chapter 21.5	Stormwater Management and Drainage	Chapter heading.	X	No revisions to code recommended at this time.
Sec. 21.5-1.	Title.	Defines the Ordinance title to be VRPB Stormwater Control Ordinance.	X	No revisions to code recommended at this time.
Sec. 21.5-2.	Purpose and intent.	Defines purpose to promote health, safety and general welfare of community. The chapter is intended to comply with federal and state law regarding water quality.	X	No revisions to code recommended at this time.
Sec. 21.5-3.	Definitions.	Outlines definitions of terms used in the chapter.	X	No revisions to code recommended at this time.
Sec. 21.5-4.	Industrial activity – General prohibitions.	Prohibits any discharge into the stormwater system that is in violation of any federal, state, county, municipal or other law, rule, regulation or permit.	X	No revisions to code recommended at this time.
Sec. 21.5-5.	Same – Specific prohibitions.	Allows the Village to impose reasonable limitations as to the quality of stormwater discharged into the stormwater system from sites of industrial activity.	X	No revisions to code recommended at this time.
Sec. 21.5-6.	Administrative orders.	Allows Village Manager to issue administrative orders.	X	No revisions to code recommended at this time.
Sec. 21.5-7.	NPDES permits.	Requires any person that holds an NPDES permit to submit the permit within specified time frame.	X	No revisions to code recommended at this time.
Sec. 21.5-8.	Illicit discharges – General prohibitions.	Prohibits any discharge into the stormwater system that is not entirely composed of stormwater unless it is exempted by code or is in accordance with a valid NPDES permit.	X	No revisions to code recommended at this time.
Sec. 21.5-9.	Same – Specific prohibitions.	Prohibits any discharge to the stormwater system containing sewage, industrial waste or other waste materials, or containing any materials in violation of federal, state, county, municipal, or other laws, rules, regulations, orders, or permits.	X	No revisions to code recommended at this time.
Sec. 21.5-10.	Authorized exceptions.	List exceptions that are authorized unless the Village Manager determines that it is not properly managed or is otherwise not acceptable.	X	No revisions to code recommended at this time.
Sec. 21.5-11.	Illicit connections.	Prohibits any direct or	X	No revisions to code

		indirect connection to the stormwater system that results in any discharge in violation of this chapter.		recommended at this time.
Sec. 21.5-12.	Administrative order.	Authorizes the Village Manager to issue order to immediately cease any discharge or connection to the stormwater system that is determined to be in violation.	X	No revisions to code recommended at this time.
Sec. 21.5-13.	Spills and dumping – General prohibitions.	Prohibits any discharge to the stormwater system that is not composed entirely of stormwater unless it is a listed exception or is in accordance with a valid NPDES permit.	X	No revisions to code recommended at this time.
Sec. 21.5-14.	Same – Specific prohibitions.	Prohibits any discharge to the stormwater system containing sewage, industrial waste or other waste materials, or containing any materials in violation of federal, state, county, municipal, or other laws, rules, regulations, orders, or permits.	X	No revisions to code recommended at this time.
Sec. 21.5-15.	Notification of spills.	Outlines the notification requirements for anyone that has knowledge of any discharge to the stormwater system.	X	No revisions to code recommended at this time.
Sec. 21.5-16.	Administrative order.	Authorizes the Village Manager to issue order to immediately cease any discharge or connection to the stormwater system that is determined to be in violation.	X	No revisions to code recommended at this time.
Sec. 21.5-17.	Enforcement; injunctive relief.	Provides for injunctive relief of any violation to the chapter.	X	No revisions to code recommended at this time.
Sec. 21.5-18.	Continuing violation.	Provides for a separate violation for every day during any continuing violation of any provision of this chapter.	X	No revisions to code recommended at this time.
Sec. 21.5-19.	Enforcement actions.	Outlines the actions that the Village Manager may take to enforce compliance with this chapter.	X	No revisions to code recommended at this time.
Sec. 21.5-20.	Authority for inspections.	Outlines the authority for making inspections to enforce any provision of this chapter.	X	No revisions to code recommended at this time.
Sec. 21.5-21.	Authority for monitoring and sampling.	Outlines the authority for monitoring and sampling.	X	No revisions to code recommended at this time.
Sec. 21.5-22.	Requirements for monitoring.	Outlines the authority and requirements for monitoring discharges	X	No revisions to code recommended at this time.

		to the stormwater system.		
Chapter 22	Subdivision of Land	This chapter outlines the requirements of land subdivision including the requirements for stormwater management, drainage, and flood protection.	X	No revisions to code recommended at this time.
Sec. 24-21.	Stormwater Management Utility (SWU) - Intent	Outlines the intent of Village to establish a Stormwater Management Utility (SWU).	X	No revisions to code recommended at this time.
Sec. 24-22.	Findings	Outlines findings of the Village that uncontrolled drainage and development of land has a significant impact on the health, safety, and welfare of the community.	X	No revisions to code recommended at this time.
Sec. 24-23.	Definitions	Defines terms used in the SWU ordinance.	X	No revisions to code recommended at this time.
Sec. 24-24.	Stormwater management utility - Established	Establishes the Village's Stormwater Management Utility.	X	No revisions to code recommended at this time.
Sec. 24-25.	Director	Appoints the Village Manager to be the manager of the Village SWU.	X	No revisions to code recommended at this time.
Sec. 24-26.	Duties and powers	Outlines the duties and powers of the SWU.	X	No revisions to code recommended at this time.
Sec. 24-27.	Authority for service charges.	Authorizes and outlines the charges and rates to be charged for the SWU. Outlines that the billing shall be included in the Palm Beach County water utility (PBCWUD) bills.	X	No revisions to code recommended at this time.
Sec. 24-28.	Combined billing.	Outlines the combined billing with PBCWUD.	X	No revisions to code recommended at this time.
Sec. 24-29.	Enterprise fund.	Establishes an enterprise fund for revenues and expenses associated with the SWU.	X	No revisions to code recommended at this time.
Sec. 24-30.	Appeals; adjustments; exemptions.	Provides for appeals, adjustments and exemptions to be included in the Uniform Policy and Procedures Manual for SWU.	X	No revisions to code recommended at this time.
Sec. 24-31.	Stormwater fee credit.	Outlines the eligible credits and credit policy for the SWU.	X	No revisions to code recommended at this time.
Sec. 24-32 to 24-40.	Reserved.	Reserved.	X	No revisions to code recommended at this time.
Chapter 26	Zoning	This chapter outlines the requirements for planning and zoning including the requirements for stormwater management, drainage,	X	No revisions to code recommended at this time.

<p>Sec. 26-32.(f)(3)e.</p>	<p>Application and review procedure for all petitions; Rezoning.</p>	<p>and flood protection. Requires applications for rezoning to meet the adopted level of service standard for stormwater management.</p>	<p>X</p>	<p>No revisions to code recommended at this time.</p>
<p>Sec. 26-4.(a)</p>	<p>Effect of the comprehensive plan; school concurrency management system; exceptions. – Effect and intent.</p>	<p>The intent of the chapter is to ensure that adequate public services and utilities, including stormwater management, are available to accommodate development and are consistent with the Village’s comprehensive plan.</p>	<p>X</p>	<p>No revisions to code recommended at this time.</p>
<p>Sec. 26-69.</p>	<p>Recycling and solid waste transfer stations.</p>	<p>Outlines the requirement to provide recycling drop-off at site plan and/or platting approval for multifamily dwelling units, public schools and other institutional facilities, commercial or industrial developments. Requires drainage facilities for solid waste collection, transport and transfer facilities to be approved by the Village Engineer.</p>	<p>X</p>	<p>No revisions to code recommended at this time.</p>

Site / Engineering Plan Review Procedures

Site Plan / Engineering Plan reviews are required for all projects within the Village of Royal Palm Beach.

Site plan / Engineering permit review includes a requirement for the contractor to submit Stormwater Pollution Prevention Plans. The applicant shall obtain (when applicable) *Environmental Resource Permit (ERP)* and/or coverage under the *NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)*, and submit copies of permits prior to beginning construction.

Site Plan Reviews are conducted during the Technical Staff Review process and during the Engineering Permit approval process. Personnel in the Engineering Department conduct the reviews. Current Village of Royal Palm beach, State, and Federal criteria are used as the guideline for review of the temporary and permanent stormwater treatment practices that are being proposed by the Site / Engineering plan.

Applicants for an Engineering Permit are required to obtain coverage under the Construction Generic Permit when applicable. Applicants are also required to obtain a SFWMD or FDEP Permit and/or coverage under the CGP, when applicable.

The following checklist is used when performing site plan reviews:

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed work requires coverage under CGP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed work appears to require an ERP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed temporary stormwater sedimentation & erosion control BMPs appear to be appropriate for the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed permanent stormwater BMPs meet Village of Royal Palm beach, State, and Federal requirements.

Construction Site Inspection Plan and Inspection Form

Construction site inspections are conducted for land-disturbing projects which have the potential to discharge stormwater runoff into our MS4.

Timing

Construction site inspections are conducted:

- Before the start of construction, after the placement of temporary BMPs
- During construction (one or more inspections, based on the project's potential for discharge to our MS4)
- At the end of the construction

Site Priority

All construction sites are considered priority if they have the potential to discharge into water bodies or our MS4. Sites will be inspected with a frequency deemed appropriate during the site plan review process and with consideration to rainfall events. In addition, any sites where compliance is a concern, will be inspected more frequently.

Inspection Procedure

Inspections of private sites are the responsibility of the Engineering department. A minimum of three inspections are conducted (pre, during and post) using the attached construction site inspection form. Inspection of Village projects are the responsibility of the Village contractor with Engineering Department monitoring and receiving copies of the required applicable inspection per Florida Department of Environmental Protection Construction Generic Permit. The intent of the inspection is to verify that BMPs are performing and to document the inspections. All completed inspection results are logged in the inspection database.

Enforcement

Instances of non-compliance will be handled with successively more rigorous enforcement measures.

1. Notice of Violation
2. Stop work order

The construction site inspector will issue notices of violation or stop work orders as deemed necessary.

Construction Site Inspection Form

Site: _____

Date of Inspection: _____

Address / PCN: _____

Lat/Long of discharge point: _____ Receiving water body: _____

Project owner: Private City of _____

YES NO N/A

Erosion & Sedimentation Controls are installed as shown on plan.

Erosion is being controlled on site.

Sedimentation is being contained on site.

No indication of sedimentation leaving the site.

Coverage under the GCP has been obtained.

Prior non-compliance issues have been addressed.

All other sources of pollution are being controlled.

Comments:

VILLAGE OF ROYAL PALM BEACH PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Field Operations - Grounds

PROCEDURE #: FOG-004

SUBJECT: R.O.W. Maintenance – Fertilization

DATE: December 15, 2011

REVISION #: 1

PREPARED BY: Paul L. Webster, P.E., Director of Public Works

APPROVED BY: Paul L. Webster, P.E., Director of Public Works

POLICY: Grounds Maintenance Crews shall fertilize all turf, shrubs, and trees on all R.O.W. and building grounds that the Public Works Department is responsible to maintain in accordance with the following procedures and level of service:

PROCEDURE:

All turf areas shall be fertilized twice per year. Complete fertilizers shall be granular in composition and contain 30% to 50% of the nitrogen in a slow or controlled release form. The ratio of nitrogen to potash will be 1:1 or 2:1 for complete fertilizer formulations. Phosphorus shall be no more than ¼ of the nitrogen level. They shall also contain magnesium and micro-nutrients (i.e. manganese, iron, copper, etc...) Fertilizer will be swept off of walks, and drives onto lawns or beds. After fertilization, personnel shall ensure a minimum of ¼" of water is applied to fertilized areas.

Shrubs, trees, and ground covers shall be fertilized twice per year. Application shall be made during the month of March. Rate will be one pound of nitrogen per 1,000 sq. ft. per application.

Mature palms in the landscape shall be fertilized twice time per year at a rate of ½ pounds per 2' of height, up to 15 pounds. Palms under 8' tall will receive 2-5 pounds per application.

All fertilizers should contain equal amounts of nitrogen and potassium and at least 30% of both elements should be available in slow release form. The fertilizer should also contain magnesium and a complete micro-nutrient amendment. The fertilizer analysis shall be similar to 8-2-8, 1-5-10, and 12-4-12.

Established shrubs and trees in lawn areas exposed to lawn fertilizations will not be supplementally fertilized. Fertilizer should be punched into the soil on beams and slopes where runoff is likely.

Nutrient deficiencies shall be treated with supplemental applications of the specific lacking nutrient according to University of Florida Cooperative Extension recommendations.

The Village of Royal Palm Beach has a Fertilizer Ordinance No. 860 that requires certification and training in the Green Industry BMP Program. All DPW employees that apply fertilizer on R.O.W. and building grounds shall comply with the VRPB Fertilizer Ordinance including the requirement for certification and training in the Green Industry BMP Program.

The same procedures outlined above shall be used for outsourcing grounds maintenance work.

VILLAGE OF ROYAL PALM BEACH PUBLIC WORKS OPERATING PROCEDURE

DIVISION: **Field Operations - Grounds**

PROCEDURE #: **FOG-005**

SUBJECT: **R.O.W. Maintenance – Pest Control**

DATE: **July 8, 2009** **REVISION #: 1**

PREPARED BY: **Paul L. Webster, P.E., Director of Public Works**

APPROVED BY: **Paul L. Webster, P.E., Director of Public Works**

POLICY: Grounds Maintenance Crews shall practice Integrated Pest Management of all turf areas on all R.O.W. and building grounds that the Public Works Department is responsible to maintain in accordance with the following procedures and level of service:

PROCEDURE:

The Grounds Maintenance Crews will inspect lawn areas each visit for indications of pest problems and advise the Public Works Superintendent of such problems.

Upon confirmation of a specific problem requiring treatment, pesticides will be applied as needed on a spot treatment basis, whenever possible, using the least toxic, effective pesticide. All applications of pesticides and fertilizers must be approved by the Public Works Director or designee before use on every occasion. This includes weed and feed formulations, also. All spraying of pesticides and fertilizations will be performed when temperatures are below 90 degrees F and wind draft negligible. Records will be kept on pests identified and treatments rendered for control. Grounds Maintenance Crews shall coordinate irrigation with pest control applications.

Pesticide applications shall be done under the direction of a licensed pest control applicator and will be made in accordance with the rules and regulations governing use of pesticides in Florida. Posting and notification of pesticides sensitive persons will be done.

Grounds personnel shall practice Integrated Pest Management (IPM) to control insects, diseases, and weeds on and around perennials, groundcover, shrubs vines and trees. This will include frequent monitoring and spot treatment as necessary using least toxic methods. All spraying will be performed when temperatures are below 90 degrees F and when wind drift is negligible. First choice will be insecticidal soaps, horticultural oil and biological controls such as *Bacillus thuringiensis* (Bt) formulations. Weeds in beds or mulched areas will usually be removed

mechanically or by hand. Upon Public Works Director (or designee) approval, herbicides may be employed for heavy weed infestation.

When approved for use, only personnel and contractors who have proof of certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for the application of pesticides and herbicides, are allowed to apply these products.

The same procedures outlined above shall be used for outsourcing grounds maintenance work.

VILLAGE OF ROYAL PALM BEACH PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Field Operations - Grounds

PROCEDURE #: FOG-006

SUBJECT: R.O.W. Maintenance – Weed Control

DATE: July 8, 2019 **REVISION #:** 1

PREPARED BY: Paul L. Webster, P.E., Director of Public Works

APPROVED BY: Paul L. Webster, P.E., Director of Public Works

POLICY: Grounds Maintenance Crews shall control weeds in all plant beds on all R.O.W. and building grounds that the Public Works Department is responsible to maintain in accordance with the following procedures and level of service:

PROCEDURE:

Grounds Maintenance Crews shall be responsible for weed control in all plant beds. Frequency and date of weeding shall be the same as the mowing, once every 7 days from April thru September and once every 14 days from October thru March. Pest control will follow (IPM) principals. Weeds in beds or mulched areas shall be removed mechanically or by hand. String trimmers will not be used in mulched areas for weed control.

No herbicides shall be used without the approval of the Public Works Director or designee. When approved for use, only personnel and contractors who have proof of certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for the application of pesticides and herbicides, are allowed to apply these products.

The same procedures outlined above shall be used for outsourcing grounds maintenance work.

VILLAGE OF ROYAL PALM BEACH PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Field Operations – Storm Water Utility

PROCEDURE #: SWS-001

SUBJECT: Pipes and Inlets/Basins/Manholes - Maintenance & Inspection

DATE: May 18, 2018

REVISION #: 2

PREPARED BY: Paul L. Webster, P.E., Director of Public Works

APPROVED BY: Paul L. Webster, P.E., Director of Public Works

POLICY: The Department of Public Works (DPW) is responsible for the operation and maintenance of the Village stormwater system and for compliance with the Village Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit. The Village MS4 NPDES permit requires that at least 10% of all pipes and associated inlets/basins/manholes within the Village maintained system are inspected and maintained each year. The following procedure will insure that the permit conditions are met and that the system is operating as designed.

PROCEDURE:

There are 71.38 miles of pipe (excluding exfiltration trenches) and 1,543 inlets/catch basins/manholes that are part of the Village MS4. The locations are shown on the Drainage Atlas. The location and size of each pipe is stored in the Village geographic information system (GIS) and each pipe segment (between two structures or between a structure and an outfall) has a unique identification. The location and type of each inlet/catch basin/manhole are also stored in the GIS and each structure has a unique identification.

Inspections:

At least 10% of the total number of linear feet of pipe is inspected each year. The inlets, catch basins, and manholes associated with a pipe system are inspected concurrently. Visual inspections of pipe are conducted in accordance with the checklist/procedure that follows. Inspection forms are not used. The GIS maps are coded to identify the last inspection date for each facility. If warranted, as a result of the visual inspection, a work order for maintenance, repair, or a more detailed pipe or structure investigation is generated. A more detailed investigation may include televising the pipe, or using mirrors or other devices, as appropriate, to determine the condition of the pipe/culvert. As a result of the more detailed investigation, a work order for maintenance or repair may be generated.

The maintenance of the inlets, catch basins, and manholes will be documented on the Inspection Form for Structural Controls – Basin/Inlet/Manhole.

Maintenance:

The following maintenance activities will be performed during the inspection and maintenance of stormwater pipe and associated structures:

1. Complete visual inspection of pipes as shown on attached checklist.
2. Remove trash and debris from pipes and structures and dispose of properly.
3. Remove accumulated vegetative matter from structures and dispose of properly.
4. Remove accumulated sediment from pipes and structures with vacuum equipment and dispose of properly.
5. Scrape and wash down walls of structures to remove barnacles and/or other marine life and dispose of properly.
6. Inspect and note any repair and maintenance needs for the headwall at the end of the pipe. Take photos of headwall if repairs to the headwall are needed. Repair and maintenance of the headwall will be schedule separately from maintenance and inspection activities.
7. Inspect and note any repair and maintenance needs for the pipe or structures. Take photos of the pipe or structures if repairs are needed. Repair and maintenance of the pipe or structures will be schedule separately from maintenance and inspection activities.

Scheduling:

Upon completion of the weekly maintenance, the Field Operations Superintendent or Roads & Bridges Foreman will prepare the schedule for the following weeks work. They will prepare and distribute notifications to property owners if access to their property will be required to complete the following weeks work.

Documentation:

Upon completion of the weekly maintenance, the Field Operations Superintendent will insure that the GIS is updated with the maintenance and inspection date for the facilities (pipes, inlets, basins, manholes, etc.) maintained. The Field Operations Superintendent will insure that the related inspection form documentation is filed into the appropriate laserfiche file and that any photos taken are filed in the DPW electronic files.

Village of Royal Palm Beach
Inspection Form for Structural Controls
Basin/Inlet/Manhole



ID:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
Location:	<input style="width: 100%;" type="text"/>		
Receiving Body:	<input style="width: 100%;" type="text"/>		
Description:	<input style="width: 100%;" type="text"/>		
Weather:	<input style="width: 100%;" type="text"/>		
Corrosion:	<input style="width: 100%;" type="text"/>		
Erosion:	<input style="width: 100%;" type="text"/>		
Vegetation:	<input style="width: 100%;" type="text"/>		
Debris:	<input style="width: 100%;" type="text"/>		
Sediments:	<input style="width: 100%;" type="text"/>		
Litter:	<input style="width: 100%;" type="text"/>		
Oil/Grease:	<input style="width: 100%;" type="text"/>		
Other:	<input style="width: 100%;" type="text"/>		
Condition:	<input style="width: 100%;" type="text"/>		
Comments:	<input style="width: 100%;" type="text"/>		
Recommendations:	<input style="width: 100%;" type="text"/>		
Inspected By:	<input style="width: 200px; height: 25px;" type="text"/>		
Department:	<input style="width: 200px; height: 25px;" type="text"/>		
Vicinity inspected for indication of illicit discharges: <input style="width: 50px;" type="text"/>			

Pipes – Structural Control Inspection

VISUAL INSPECTION:	
Evidence of settling above the pipe alignment?	YES NO
Sediment accumulation in pipe (viewed from inlets, manhole)	YES NO
Barnacle accumulation in pipe (viewed from inlets, manhole)	YES NO
If YES, schedule for maintenance and report to supervisor for further investigation.	

VILLAGE OF ROYAL PALM BEACH PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Field Operations – Stormwater Utility

PROCEDURE #: SWS-002

SUBJECT: Dry Detention and/or Retention System – Structural Control Inspection

DATE: July 10, 2019

REVISION #: 2

PREPARED BY: Paul L. Webster, P.E., Director of Public Works

APPROVED BY: Paul L. Webster, P.E., Director of Public Works

POLICY: The Department of Public Works (DPW) is responsible for the operation and maintenance of the Village stormwater system and for compliance with the Village Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit. The Village MS4 NPDES permit requires that all dry detention and/or retention ponds are to be inspected every three (3) years and observed for problems that may impact their functionality whenever they are mowed. The following procedure will insure that the permit conditions are met and that the system is operating as designed.

PROCEDURE:

There are 8 dry detention/retention systems that are part of our MS4; they are located as shown on the following map.

Inspections:

Existing dry detention/retention systems are to be inspected once every three years, using the following Structural Control Inspection Form. New dry detention/retention systems are to be inspected annually for the first two years of operation.

If chronic problems are identified with a dry detention/retention system, it will be inspected annually until the problem is resolved (two consecutive annual inspections without an issue). Inspections are conducted close to the storage recovery time of the dry detention/retention system (generally 72 hours after a significant rainfall event) to verify that the system still functions as intended.

The dry detention/retention ponds are located within the FPL easement. The Field Operations Superintendent will inspect one (1) pond each quarter and will document the inspection on the attached form. The anticipated inspection schedule will be reviewed and modified, if needed, when additional ponds are added to the system.

Maintenance:

The following maintenance activities will be performed as indicated:

1. Mow grass every two (2) weeks from April 1 to September 30 of each year. Mow grass every four (4) weeks from October 1 to March 30 of each year.
2. Remove trash and debris from system and dispose of properly each time the pond is mowed.
3. Inspect inflow pipe for accumulated sediment on a quarterly basis when the pond is mowed. If needed, schedule maintenance to remove accumulated sediment from the inflow pipe and dispose of properly.
4. Report any mosquito breeding habitats to the Field Operations Superintendent. The Field Operations Superintendent will schedule the abatement of any mosquito breeding habitats.
5. Inspect inflow pipe for any undercutting or piping around inflow structure on a quarterly basis when the pond is mowed. If needed, schedule maintenance to repair any undercutting or piping around the inflow structure.
6. Report any eroded areas on the bottom, side slopes, and/or near inflow structure to the Field Operations Superintendent. The Field Operations Superintendent will schedule any necessary repairs to the pond.
7. If the retention area does not recover within 72 hours after a significant rainfall event, the Field Operations Superintendent will have the following maintenance schedule: Scrape, disc, or otherwise aerate the bottom of the detention/retention area to restore the infiltration capacity. Include soil testing, as needed, to verify that the infiltration capacity has been restored. Re-established the surface to its final condition (seed, sod, etc...)

Documentation:

Upon completion of inspection and maintenance activities, the Field Operations Superintendent will insure that the GIS is updated with the maintenance and inspection date for the dry detention/retention systems maintained. The Field Operations Superintendent will insure that the related inspection form documentation is filed into the appropriate laserfiche file and that any photos taken are filed in the DPW electronic files.

Dry Detention/Retention System – Structural Control Inspection

Facility ID: _____

Date: _____

Inspection conducted _____ days/hours after significant rainfall event.

FUNCTION:

Wet bottom? *YES NO*

Dead or dying vegetation on bottom? *YES NO*

Any signs of accumulated sediment? *YES NO*

If *YES*, report to supervisor for further investigation or schedule for maintenance.

EROSION:

Vegetation on bottom and side slopes failing? *YES NO*

Any signs of erosion? *YES NO*

If *YES*, describe and schedule for maintenance:

INFLOW STRUCTURE:

Any signs of erosion? *YES NO*

Any signs of structure settling? *YES NO*

Any signs of physical damage? *YES NO*

Any signs of accumulated sediment? *YES NO*

If *YES* to any of the above, schedule the structure for maintenance.

Any debris present? *YES NO*

If *YES*, remove debris or schedule for maintenance.

OUTFLOW STRUCTURE (for Dry Detention systems only):

Any signs of erosion? *YES NO*

Any signs of structure settling? *YES NO*

Any signs of physical damage? *YES NO*

Any signs of accumulated sediment? *YES NO*

If *YES* to any of the above, schedule the structure for maintenance.

Any debris present? *YES NO*

If *YES*, remove debris or schedule for maintenance.

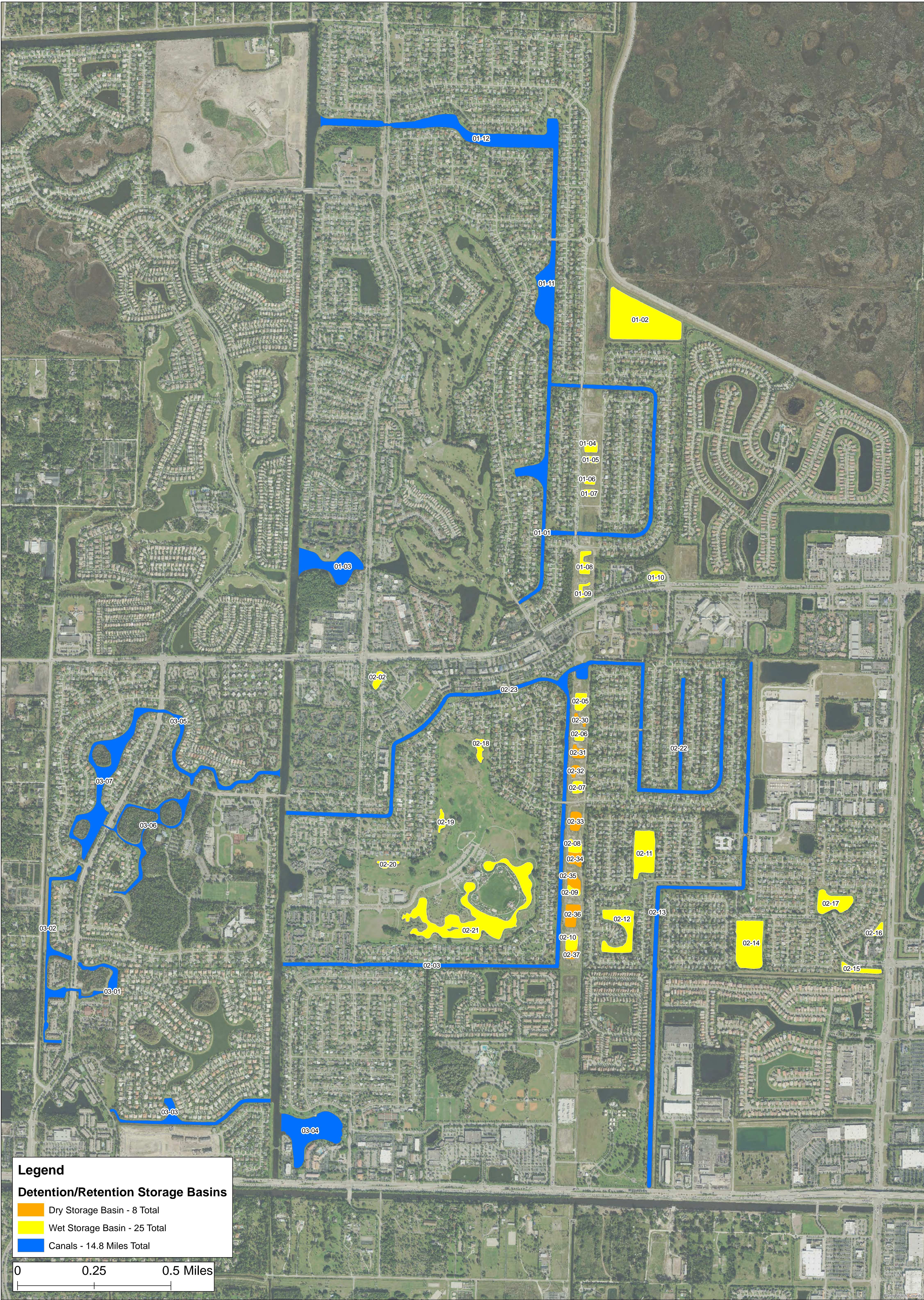
GENERAL:

Any signs of “excessive petroleum hydrocarbon contamination”? *YES NO*

Any indications of illicit discharge or illegal dumping? *YES NO*

If *YES*, address issue as required.

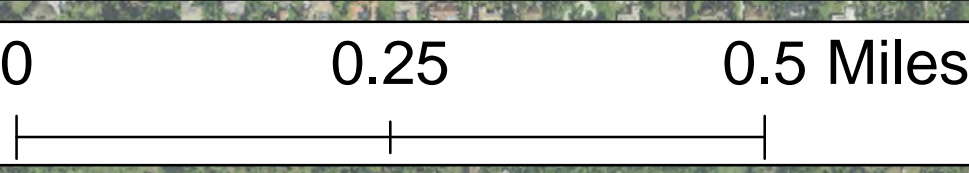
THE VILLAGE OF ROYAL PALM BEACH, FLORIDA



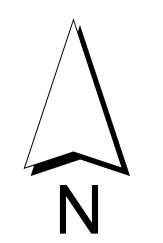
Legend

Detention/Retention Storage Basins

- Dry Storage Basin - 8 Total
- Wet Storage Basin - 25 Total
- Canals - 14.8 Miles Total



NPDES MAINTENANCE AREAS



VILLAGE OF ROYAL PALM BEACH PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Field Operations – Stormwater Utility

PROCEDURE #: SWS-004

SUBJECT: Wet Detention and/or Retention System – Structural Control Inspection

DATE: July 10, 2019

REVISION #: 1

PREPARED BY: Paul L. Webster, P.E., Director of Public Works

APPROVED BY: Paul L. Webster, P.E., Director of Public Works

POLICY: The Department of Public Works (DPW) is responsible for the operation and maintenance of the Village stormwater system and for compliance with the Village Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit. The Village MS4 NPDES permit requires that all wet detention and/or retention ponds are to be inspected every three (3) years and observed for problems that may impact their functionality. The following procedure will insure that the permit conditions are met and that the system is operating as designed.

PROCEDURE:

There are 25 wet detention/retention systems that are part of our MS4; they are located as shown on the following map.

Inspections:

Established wet detention systems are inspected once every three years, using the following Structural Control Inspection Form. In addition, they are observed for problems that may impact their functionality whenever the side slopes are maintained (mowed, trimmed, etc.)

New wet detention systems are inspected annually for the first two years of operation.

If chronic problems are identified with a wet detention system, it is inspected annually until the problem is resolved (two consecutive annual inspections without an issue).

Inspections are conducted close to the storage recovery time of that wet detention system (generally 72 hours after a significant rainfall event) to verify that the system still functions as intended.

The DPW will inspect the wet detention/retention systems during the rainy season, April through September. The anticipated inspection order is as follows:

- A. FPL Easement – North of Okeechobee
 - a. Sections 01-02, 01-04, 01-05, 01-06, 01-07, 01-08, 01-09, & 01-10
- B. FPL Easement – South of Okeechobee
 - a. Sections 02-05, 02-06, 02-07, 02-08, 02-09, & 02-10
- C. Counterpointe Estates
 - a. Sections 02-11, 02-12, 02-14, 02-15, 02-16, & 02-17
- D. Village Hall / Commons Park
 - a. Sections 02-02, 02-18, 02-19, 02-20, & 02-21

Maintenance:

There are several maintenance activities that may be associated with a wet detention system. The appropriate activity will be chosen to correspond to the reported condition. The following activities may be required:

1. Maintain and re-establish any eroded areas on side slopes.
2. Repair any undercutting or piping around inflow and/or outflow structure(s).
3. Remove trash and debris from system and dispose of properly.
4. Remove accumulated sediment from the inflow and/or outflow pipe and dispose of properly.
5. Remove any trees or shrubs that may have become established near the discharge structure/pipe.
6. Remove exotic vegetation from the littoral zone (if applicable) and replant as needed.
7. Remove accumulated sediment from basin to restore design storage volume.

Documentation:

Upon completion of inspection and maintenance activities, the Field Operations Superintendent will insure that the GIS is updated with the maintenance and inspection date for the wet detention/retention systems maintained. The Field Operations Superintendent will insure that the related inspection form documentation is filed into the appropriate laserfiche file and that any photos taken are filed in the DPW electronic files.

Wet Detention/Retention System – Structural Control Inspection

Facility ID: _____

Date: _____

Inspection conducted _____ days/hours after significant rainfall event.

FUNCTION:

Pond/Lake level above control elevation longer than recovery time (see facility inventory)? *YES NO*

If *YES*, report to supervisor for further investigation or schedule for maintenance.

EROSION:

Vegetation on side slopes failing? *YES NO*

Any signs of erosion? *YES NO*

If *YES*, describe and schedule for maintenance:

INFLOW STRUCTURE:

Any signs of erosion? *YES NO*

Any signs of structure settling? *YES NO*

Any signs of physical damage? *YES NO*

Any signs of accumulated sediment? *YES NO*

If *YES* to any of the above, schedule the structure for maintenance.

Any debris present? *YES NO*

If *YES*, remove debris or schedule for maintenance.

OUTFLOW STRUCTURE:

Any signs of erosion? *YES NO*

Any signs of structure settling? *YES NO*

Any signs of physical damage? *YES NO*

Any signs of accumulated sediment? *YES NO*

If *YES* to any of the above, schedule the structure for maintenance.

Any debris present? *YES NO*

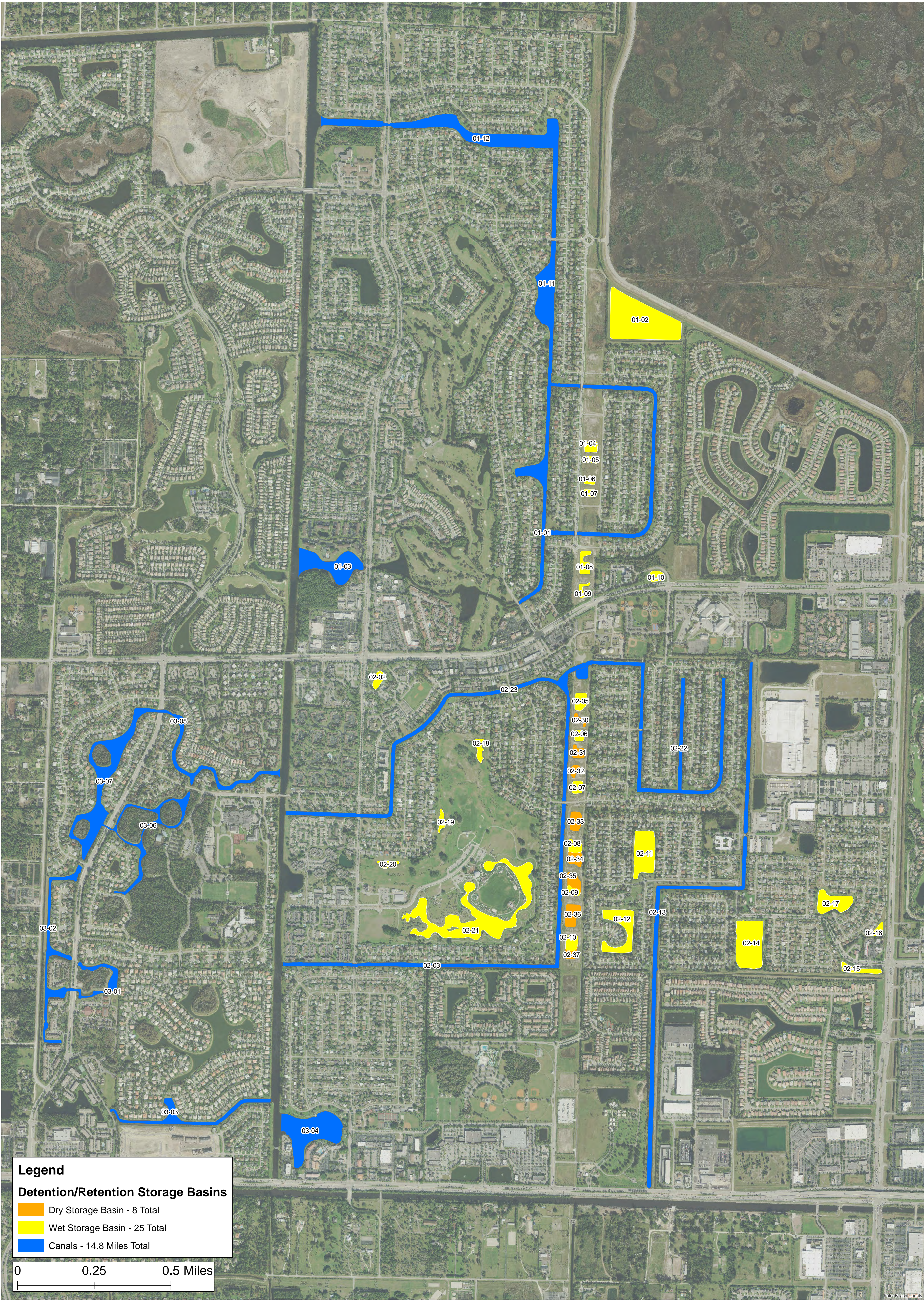
If *YES*, remove debris or schedule for maintenance.

GENERAL:

Any indications of illicit discharge or illegal dumping? *YES NO*

If *YES*, describe and report to supervisor for proper response:

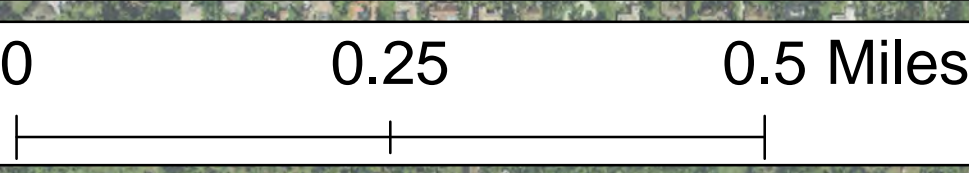
THE VILLAGE OF ROYAL PALM BEACH, FLORIDA



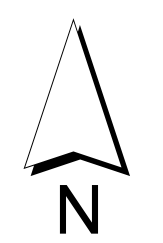
Legend

Detention/Retention Storage Basins

- Dry Storage Basin - 8 Total
- Wet Storage Basin - 25 Total
- Canals - 14.8 Miles Total



NPDES MAINTENANCE AREAS



VILLAGE OF ROYAL PALM BEACH PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Field Operations – Stormwater Utility

PROCEDURE #: SWS-005

SUBJECT: Canal Conveyance System – Structural Control Inspection

DATE: July 10, 2019

REVISION #:

PREPARED BY: Paul L. Webster, P.E., Director of Public Works

APPROVED BY: Paul L. Webster, P.E., Director of Public Works

POLICY: The Department of Public Works (DPW) is responsible for the operation and maintenance of the Village stormwater system and for compliance with the Village Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit. The Village MS4 NPDES permit requires that the canal conveyance systems are to be inspected and maintained.

In accordance with Section 7-40. Maintenance. of the Village Code of Ordinances, “[I]t is the responsibility of the adjacent upland property owner, property owner’s association or title holder, beneficial or otherwise, to maintain the banks or side slopes of all waterbodies within the Village, down to the waters edge..” This maintenance responsibility addresses the grass, shrubs, and trees lying within the easement maintenance area created pursuant to Sec.7-38. of the Village Code of Ordinances.

The following procedure will insure that the permit conditions are met and that the system is functional.

PROCEDURE:

There are 14.8 miles of canals that are part of our MS4; the segments are located as shown on the following map.

Inspections:

At least 10% of the total length of the canal conveyance system is inspected each year, using the following Structural Control Inspection Form. In addition, they are observed for problems that may impact their functionality whenever the banks are maintained.

The anticipated inspection order is as follows:

<u>Maintenance Year</u>	<u>Sections</u>	<u>Canal Lengths</u>	<u>% Maintained</u>
1	01-01, 01-03	1.7 miles	11.40%
2	01-11, 01-12	2.3 miles	15.62%
3	02-13	2.0 miles	13.46%
4	02-03, 02-22	2.7 miles	18.10%
5	02-23	2.6 miles	17.24%
6	03-03, 03-04, 03-06	1.9 miles	13.12%
7	03-05, 03-07	<u>1.6 miles</u>	<u>11.06%</u>
Total:		14.8 miles	100.00%

Maintenance:

There are several maintenance activities that may be associated with ditches and canals. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Mow/cut vegetative cover above normal water line on all Village owned properties. If maintenance is required on canal banks on properties not owned by the Village, DPW will notify Code Enforcement who will work with the property owners to conduct the required maintenance.
 - a. The disposition of trees along the canal rights-of-way is addressed in DPW Procedure ADM-006.
2. Remove trash and debris from system and dispose of properly.
3. Remove accumulated sediment from the bottom to restore design conveyance capacity and storage volume.
 - a. The Village has established a long term CIP for the removal of sediment from the canals.
4. Repair and re-establish any eroded areas on the bottom, side slopes, and/or top of bank.
 - a. DPW will maintain and repair any eroded areas around stormwater pipes discharging into the canal and side slopes and top of bank for all Village owned properties.
 - b. For areas adjacent to other property owners, DPW will notify Code Enforcement who will work with the property owners to conduct the required maintenance and repairs.

Documentation:

Upon completion of inspection and maintenance activities, the Field Operations Superintendent will insure that the GIS is updated with the maintenance and inspection date for the section(s) of canal conveyance systems maintained. The Field Operations Superintendent will insure that the related inspection form documentation is filed into the appropriate laserfiche file and that any photos taken are filed in the DPW electronic files.

Canal Conveyance System – Structural Control Inspection

Facility/Segment ID: _____

Date: _____

FUNCTION:

Debris or trash present? *YES* *NO*

Sediment accumulation? *YES* *NO*

Grading issue? *YES* *NO*

If *YES*, report to supervisor for further investigation or schedule for maintenance.

EROSION:

Vegetation on top or side slopes failing? *YES* *NO*

Any signs of erosion? *YES* *NO*

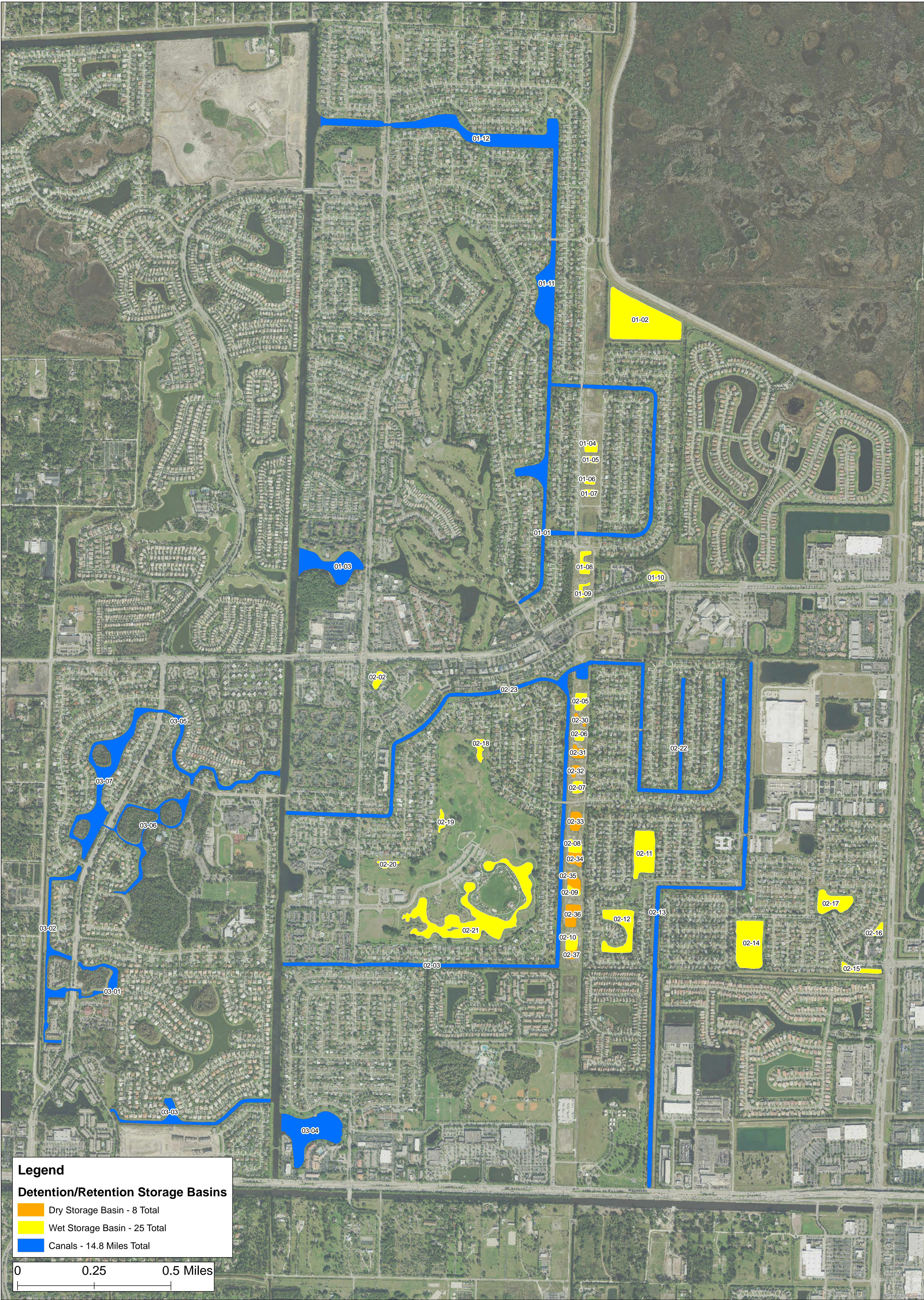
If *YES*, describe and schedule for maintenance:

GENERAL:

Any indications of illicit discharge or illegal dumping? *YES* *NO*

If *YES*, describe and report to supervisor for proper response:

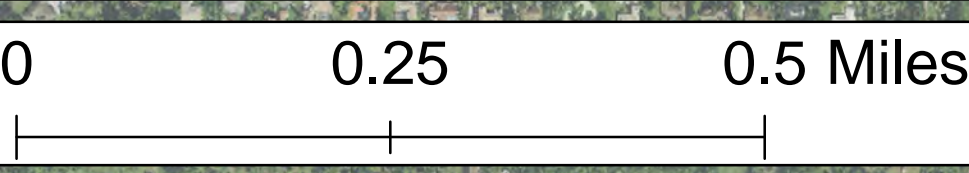
THE VILLAGE OF ROYAL PALM BEACH, FLORIDA



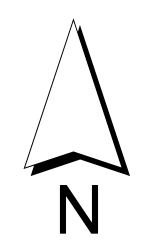
Legend

Detention/Retention Storage Basins

- Dry Storage Basin - 8 Total
- Wet Storage Basin - 25 Total
- Canals - 14.8 Miles Total



NPDES MAINTENANCE AREAS



VILLAGE OF ROYAL PALM BEACH PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Field Operations – Storm Water Utility

PROCEDURE #: SWS-006

SUBJECT: Control Structures - Not Stand-Alone - Maintenance & Inspection

DATE: July 12, 2019

REVISION #:

PREPARED BY: Paul L. Webster, P.E., Director of Public Works

APPROVED BY: Paul L. Webster, P.E., Director of Public Works

POLICY: The Department of Public Works (DPW) is responsible for the operation and maintenance of the Village stormwater system and for compliance with the Village Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit. The Village MS4 NPDES permit requires that at least 10% of all control structures that are not stand-alone within the Village maintained system are inspected and maintained each year. The following procedure will insure that the permit conditions are met and that the system is operating as designed.

PROCEDURE:

There are 8 control structures, that are associated with other structural controls, that are part of the Village MS4. The locations are shown on the Drainage Atlas. The location and type of each control structure are stored in the GIS and each structure has a unique identification.

Inspections:

At least 10% of the control structures are inspected each year concurrently with the other structural controls that they are associated with. The maintenance of the control structures will be documented on the Inspection Form for Structural Controls – Control Structure.

Maintenance:

The following maintenance activities will be performed during the inspection and maintenance of control structures:

1. Complete visual inspection of pipes as shown on attached checklist.
2. Remove trash and debris from pipes and structures and dispose of properly.

3. Remove accumulated vegetative matter from structures and dispose of properly.
4. Remove accumulated sediment from pipes and structures with vacuum equipment and dispose of properly.
5. Scrape and wash down walls of structures to remove barnacles and/or other marine life and dispose of properly.
6. Inspect and note any repair and maintenance needs for the headwall at the end of the pipe. Take photos of headwall if repairs to the headwall are needed. Repair and maintenance of the headwall will be schedule separately from maintenance and inspection activities.
7. Inspect and note any repair and maintenance needs for the pipe or structures. Take photos of the pipe or structures if repairs are needed. Repair and maintenance of the pipe or structures will be schedule separately from maintenance and inspection activities.

Scheduling:

Upon completion of the weekly maintenance, the Field Operations Superintendent or Roads & Bridges Foreman will prepare the schedule for the following weeks work. They will prepare and distribute notifications to property owners if access to their property will be required to complete the following weeks work.

Documentation:

Upon completion of the weekly maintenance, the Field Operations Superintendent will insure that the GIS is updated with the maintenance and inspection date for the facilities (pipes, inlets, basins, manholes, control structures, etc.) maintained. The Field Operations Superintendent will insure that the related inspection form documentation is filed into the appropriate laserfiche file and that any photos taken are filed in the DPW electronic files.

Village of Royal Palm Beach
Inspection Form for Structural Controls
Control Structure



ID:	<input type="text"/>	Date:	<input type="text"/>
Location:	<input type="text"/>		
Receiving Body:	<input type="text"/>		
Description:	<input type="text"/>		
Weather:	<input type="text"/>		
Corrosion:	<input type="text"/>		
Erosion:	<input type="text"/>		
Debris:	<input type="text"/>		
Sediments:	<input type="text"/>		
Condition:	<input type="text"/>		
Other:	<input type="text"/>		
Comments:	<input type="text"/>		
Recommendations:	<input type="text"/>		
Inspected By:	<input type="text"/>	<input type="text"/>	
Department:	<input type="text"/>		
Vicinity inspected for indication of illicit discharges: <input type="text"/>			

VILLAGE OF ROYAL PALM BEACH PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Field Operations – Storm Water Utility

PROCEDURE #: SWS-007

SUBJECT: Major Stormwater Outfall - Maintenance & Inspection

DATE: July 12, 2019

REVISION #:

PREPARED BY: Paul L. Webster, P.E., Director of Public Works

APPROVED BY: Paul L. Webster, P.E., Director of Public Works

POLICY: The Department of Public Works (DPW) is responsible for the operation and maintenance of the Village stormwater system and for compliance with the Village Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit. The Village MS4 NPDES permit requires that major stormwater outfalls within the Village maintained system are inspected and maintained each year. The following procedure will insure that the permit conditions are met and that the system is operating as designed.

PROCEDURE:

There is 1 major outfall that is part of the Village MS4. It is the weir structure on SR 80 that controls the discharge from the Old NPBID canal into the SFWMD C-51 canal. The location of the structure is shown on the Drainage Atlas is stored in the GIS with a unique identification.

Inspections:

The major outfall is inspected each year. The maintenance of the control structures will be documented on the Inspection Form for Structural Controls – Major Stormwater Outfall.

Maintenance:

The following maintenance activities will be performed during the inspection and maintenance of control structures:

1. Remove trash and debris from structure and dispose of properly.
2. Remove accumulated vegetative matter from structure and dispose of properly.

3. Remove accumulated sediment from structure with vacuum equipment and dispose of properly.
4. Maintain the rip-rap on the up-stream slopes adjacent to the structure.
5. The earthen bank adjacent to the headwall is the maintenance responsibility of FDOT. If maintenance is required the Field Operations Superintendent will notify FDOT so that the maintenance/repair can be scheduled.
6. The headwall is the maintenance responsibility of FDOT. The Field Operations Superintendent will inspect the headwall and will notify FDOT of any repair and maintenance needs for the headwall at the end of the pipe. Take photos of headwall if repairs to the headwall are needed and forward the photo documentation to FDOT.
7. The discharge pipes are the maintenance responsibility of FDOT. The Field Operations Superintendent will inspect and notify FDOT of any repair and maintenance needs for the pipes. Take photos of the pipe or structures if repairs are needed and forward the photo documentation to FDOT.

Scheduling:

Upon completion of the annual inspection, the Field Operations Superintendent will schedule any repair or maintenance items found during the inspection.

Documentation:

Upon completion of the annual inspection, the Field Operations Superintendent will insure that the GIS is updated with the maintenance and inspection date for the major stormwater outfall. The Field Operations Superintendent will insure that the related inspection form documentation is filed into the appropriate laserfiche file and that any photos taken are filed in the DPW electronic files.

Major Stormwater Outfalls – Structural Control Inspection

Facility ID: _____

Date: _____

FUNCTION:

Debris or sediment accumulation in pipe? *YES* *NO*

Barnacle accumulation in pipe? *YES* *NO*

Sediment accumulation in receiving water? *YES* *NO*

Pipe in need of repair/replacement ? *YES* *NO*

If *YES*, report to supervisor for further investigation or schedule for maintenance.

GENERAL:

Any indications of illicit discharge or illegal dumping? *YES* *NO*

If *YES*, describe and report to supervisor for proper response:

Signs of erosion on bank near outfall? *YES* *NO*

Rip-rap in need of maintenance? *YES* *NO*

Headwall in need of repair/replacement? *YES* *NO*

If *YES*, schedule for maintenance.
