

City of Madeira Beach

Public Works Department

POLICIES AND PROCEDURES MANUAL

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Section One: Public Works Department Purpose

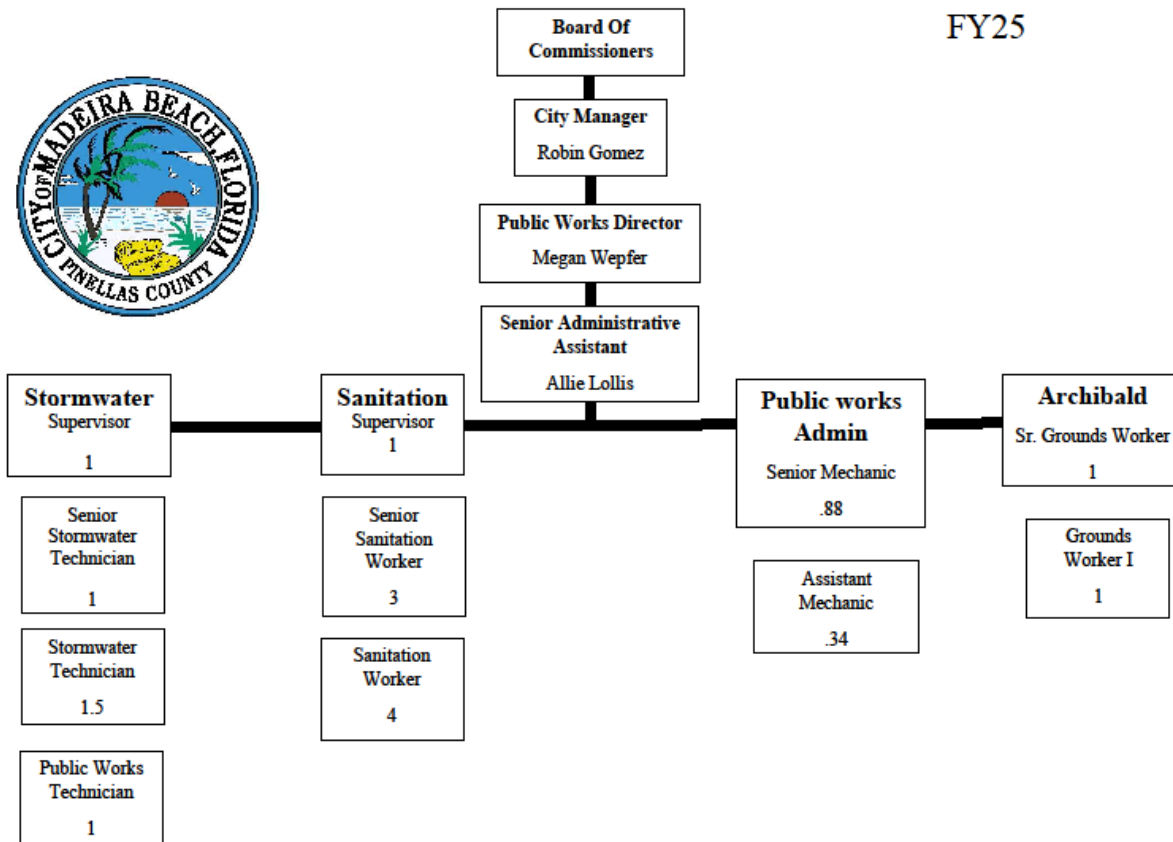
The City of Madeira beach Public Works Department is responsible for the management and maintenance of all city facilities, parks, fleet, roads, stormwater, and sanitation.

This Manual contains policies and procedures relating to these departments, emphasizing safety practices for the benefit of all Madeira Beach Public Works employees and serves as a reference guide.

This Public Works Department Manual covers all employees within the Madeira Beach Public Works Department. The elements contained in this manual must be followed in all situations except when doing so would expose the employee to a greater hazard.

Section Two: Public Works Organizational Chart

FY25



Section Three: Safety

It is the policy of the Madeira Beach Public Works Department to perform work in the safest possible manner consistent with the federal safety regulations for all daily work activities. Every reasonable effort shall be made to provide such an environment.

Madeira Beach Public Works considers the safety of its employees, contractors, and other related individuals to be of prime importance. We are committed to providing a workplace free of accidents, injuries, or fatalities.

Use Personal Protective Equipment

Employees shall use personal protective equipment (PPE) as appropriate for the type of task being performed.

The city will provide Steel toe or composite safety-toe boots, work jeans / shorts, waders (if necessary), and all required PPE. These items will be replaced as necessary per the department manager's discretion. Employees are responsible for providing such other PPE (i.e. prescription safety glasses) that the city does not consider to be necessary, but they wish to use, at their own cost.

Types of Personal Protective Equipment

- **Occupational Foot Protection:** Safety-toe footwear for employees shall meet the requirements and specifications in *OSHA Foot Protection 1910.136*
- **Head Protection:** Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns shall be protected using appropriate head protection, which should meet the requirements of and specifications in *OSHA 1926.100 - Head protection*.
- **Hearing Protection:** Wherever it is not feasible to reduce the noise levels or duration of exposures during working hours requirements and specifications in *OSHA 1926.101 Hearing Protection* shall be followed.
- **Eye & Face Protection:** Employees shall be provided with eye and face protection equipment when machines or operations present potential eye or face injury from physical or chemical agents. Face and eye protection equipment should be kept clean and in good repair. The use of this type of equipment with structural or optical defects shall be prohibited. *OSHA 1910.133 Eye and Face Protection* shall be followed.

High Visibility Clothing

Each employee shall wear reflective warning vests, or other high visibility garments always.

Use of Tools and Equipment

Employees are expected to use tools and equipment in a responsible manner and in accordance with manufacturer recommendations. This includes ensuring the safety of such equipment and properly storing it when not in use. Employees shall not modify machines to remove or disable safety devices.

Vehicle Safety - Standard Operating Procedures

Special recognition is given to vehicle safety since many employees are required to operate motor vehicles as part of their work. For their safety and welfare, employees shall comply with the following:

Operators must have a valid driver's license in his/her possession.

- a. All employees and passengers in government vehicles must use seat belts is mandatory in all vehicles.
- b. All city vehicles and equipment shall have a city logo for proper identification while in the field.
- c. Tools shall be secured to prevent movement.
- d. Employees shall immediately report any safety problems or mechanical defects with their vehicles to the supervisor.
- e. All motor vehicle operators must drive defensively, be courteous, and obey all traffic rules and regulations.
- f. All motor vehicle operators shall not pick up hitchhikers except when rendering assistance to disabled motorists in emergency situations (call supervisor prior to).
- g. Under no circumstances shall an employee operate a vehicle while under the influence of intoxicating beverages, drugs, or substances.
- h. Smoking is not allowed in city vehicles.
- i. In case of inclement weather, heavy traffic, or other road hazards, the vehicle operates at a safe speed.
- j. Vehicles should be locked when left unattended.
- k. Vehicles shall not be left unattended while in operation. The motor shall be off.
- l. Vehicles used in the performance of job tasks within roadway rights-of-way, at project construction sites, or any situation requiring increased visibility to protect occupant safety shall display an approved vehicle warning light.
- m. Operators shall not engage in text messaging while driving,
- n. Operators shall not engage in phone calls unless there is an emergency or to call a supervisor or coworker while driving.

Safety Items for Public Works Vehicles

Each Public Works vehicle shall have the following safety items carried in it:

- First Aid Kit
- latex gloves
- Vehicle Warning Light
- Emergency Spill Kit

Weather Safety

Public Works employees are sometimes exposed to extreme conditions in the completion of day-to-day duties. To keep our employees safe the following guidelines have been developed to recognize, prevent and monitor body temperature management.

Heat Stress Prevention and Monitoring

Workers must learn to recognize and treat the various forms of heat stress. The best approach is preventative heat stress management.

Symptoms and Treatment of Heat Exposure

The following is a discussion of specific results of heat stress.

Heat Stroke

- Symptoms - Red, hot, dry skin, although a person may have been sweating earlier; nausea; dizziness; confusion; extremely high body temperature; rapid respiratory and pulse rate; unconsciousness or coma.
- Treatment – Seek medical attention.

Heat Exhaustion

- Symptoms - Pale, clammy, moist skin; profuse perspiration and extreme weakness. Body temperature is normal, pulse is weak and rapid and breathing is shallow. The person may have a headache, may vomit and may be dizzy.
- Treatment – Seek medical attention.

Fall Prevention Procedures

The following list shows methods that can be used to eliminate, minimize, and protect against fall hazards and the risks associated with falls.

1. Eliminate the hazard.
2. Fall Restraint. When a hazard exists where traditional fall protection cannot be implemented, the employee should wear an approved harness.
3. Using the “buddy system”. There shall be two Madeira Beach Public Works trained employees on site. The two employees must be always in contact with each other when an employee is exposed to a fall hazard to check the use and operation of the safety equipment and be available to implement rescue procedures.

Evaluation of Excavation Hazards

Prior to working near an excavation, employees shall perform a self-evaluation and assess the potential hazards associated with the following:

- Surface Conditions
- Underground installations (existing utilities, etc.)
- Traffic near the site
- Water accumulation
- Unstable adjacent structures or improper sloping/shoring
- Loose rock or soil
- Lack of inspections
- Falls

Temporary Traffic Control Policy

As feasibly possible, Madeira Beach Public Works employees shall reduce their risks to roadway hazards by minimizing and/or eliminating the time spent in and/or along roadways during the completion of work. When Madeira Beach employees are involved in work that suspends the normal function of a roadway, provisions for temporary traffic control, complying with the FDOT Manual for Uniform Traffic Control Devices, shall be made.

Worker Considerations and Training Requirements

Madeira Beach Public Works employees who work on or along roadways shall:

- (1) Be trained in how to work around motor vehicle traffic in a way that minimizes their vulnerability.
- (2) Wear a bright, highly visible vest, shirt, or jacket that is orange, yellow, yellow green, or a fluorescent version of these colors.
- (3) Ensure all flashing vehicular lights are in operation while on the roadway.

Motorist Assistance

The Public Works employees may use work time and/or city equipment to assist motorists with the following types of services:

- Inflating of flat tires
- Jump start car
- Fill radiator with water
- Removing debris from the road at the scene of an accident

City employees are prohibited from accepting payment or a gratuity for providing motorist assistance.

Section Four: Facility Maintenance

Purpose

Facility maintenance covers the day-to-day and long-term running of the designated buildings. These tasks are carried out by the employed staff and outsourced only in certain situations (i.e. roof replacement, HVAC repair/ Maintenance, etc.).

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum.

Maintenance, Repair and Minor Alterations

Maintenance can be divided into the following categories:

- **Scheduled Maintenance:** Done when convenient or on a scheduled basis.
- **Preventative Maintenance:** This is the foundation of every successful maintenance program. It is the maintenance performed on a regularly scheduled basis to prevent major breakdowns.
- **Emergency Repair:** Unscheduled repairs required because of equipment failure.

Work Order System

The Work Order Form is located on Aclarian Portal website under task Management, Forms & work order request. The form is completed electronically and assigned to the proper department. Within reasonable time and resource availability completed work orders are handed to the Public Works Director, and associated costs are noted in the work order request by the designated employee. All assignments will be completed by Department heads or their designated staff and assigned properly. Once work orders are completed staff will notify the director and or administrative assistant who will then go in and mark the task as completed.

City Facility Cleaning Contract services:

The City Facility cleaning services contract is managed by the Public Works Department. Staff are to ensure that all duties are being performed as written in accordance with the RFP. If staff notice areas are missed, they are to immediately report to the Director and Administrative Assistant. For a list of all duties please contact the Director.

City HVAC Contracted services:

The City HVAC services are contracted with a licensed contractor. The preventative maintenance services are scheduled quarterly with the contractor which covers equipment checks of levels, filter changes, and overall workings of each system.

Section five: Grounds & Parks Maintenance

Purpose

Designated grounds and parks maintenance covers the day-to-day and long-term care of the city owned properties. These tasks are carried out by the employees and outsourced only in certain situations. Staff shall maintain all locations listed on the PW / Parks Department inventory.

It is the role of designated grounds staff to ensure these areas are kept safe, clear, clean and respected in every manner possible. The regular maintenance duties include mowing, edging, blowing, trimming, raking, trash / debris removal and repairs.

Quarterly staff will complete the City Parks inspection form for each location listed on the checklist. The intention of this form is to ensure all city parks are clean and safe for all visitors. The Checklist will be provided as needed.

Section six: City Vehicle Use and Maintenance

Purpose

The city fleet consists of a large number of city-owned vehicles as well as light and heavy equipment including tractors, forklifts, backhoe, trailers, UTV Vehicles, and landscaping equipment. This equipment is provided for official business use by designated drivers and skilled operators employed by the City of Madeira Beach.

Vehicles and equipment are maintained and repaired by the City Mechanic. Vehicles are assigned to a department and/or a specific employee for the completion of work-related duties.

Section seven: Vehicle & Equipment Purchasing

Overview

All new purchases for vehicles and equipment are part of the budget cycle and will be based on the recommendation of the City Mechanic. The availability of funding will determine finalization of approved vehicle and equipment purchases. Please use the most recent vehicle and equipment list for the fleet.

Acquisition

All purchases of vehicles and equipment will follow the applicable purchasing policies of the city. Annually, before the preparation of the Operating and Capital Budgets, the City Mechanic, Public Works Director, and fellow department directors will meet and review the department's vehicle replacement schedule and make recommendations and plan for the acquisition of replacement vehicles and equipment.

Vehicle and Equipment Replacement Program

Each Department is responsible for their replacement program based on their needs and level of service.

Development of Guidelines/Procedures

The guidelines for vehicles considered for replacement are based on vehicles meeting predetermined age and/hour/or mileage criteria. Additional consideration is given to the functionality and overall condition of the vehicle.

The Public Works Director will review and approve all specifications for purchases of city public works fleet vehicles and motorized equipment. Each department is responsible for their vehicle and equipment replacements purchasing and budgeting.

Section eight: Roads Maintenance

Purpose

Roads Maintenance covers the day-to-day of the city's public road system. These tasks are carried out by the employed staff and outsourced in certain situations (i.e. road construction, stormwater reconstruction, etc.).

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum. It is the role of roads management to ensure through regulatory compliance and proper operations that all applicable federal, state and local laws are followed in creating a safe and cost-effective environment for the users of our public roadways.

Safety

As much as feasibly possible, Madeira Beach employees shall reduce their risks to roadway hazards by minimizing and/or eliminating the time spent in and/or along roadways during the completion of work. When Madeira Beach employees are involved in work that suspends the normal function of a roadway, provisions for temporary traffic control, complying with the FDOT Manual for Uniform Traffic Control Devices, shall be made.

Section nine: Utilities Maintenance

Utilities Maintenance covers the day-to-day of the city's stormwater utilities. These tasks are carried out by the employed staff and outsourced only in certain situations (i.e. major repairs)

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum. It is the role of utilities to ensure through regulatory compliance and proper operations that all applicable federal and tribal laws are followed in providing clean discharge of stormwater in a manner that does not have negative impacts on the environment.

Enforcement

Section 98-36, 70-197 and 70-198, State the control requirements for stormwater runoff, illicit discharges and spills and dumping. These ordinances protect the intracoastal and keep Madeira Beach compliant with our MS4 Permit with Pinellas County as a co permitted.

Inspection Frequencies

At a minimum, inspections shall adhere to the below-stated frequencies. Bold text represents the current inspection frequency used by the city at the time of SOP preparation (where applicable).

Structural Control	Condition/Status	Inspection Frequency						
		Monthly	Quarterly	Bi-Yearly	Yearly	Once Every 18 Months	Once Every Three Years	Other
Dry Retention Systems	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			
Underdrain Filter Systems	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			
Exfiltration Trench / French Drain	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			
Grass Treatment Swales (Dry)	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			

Dry Detention Systems	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			
Wet Detention Systems	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			
Detention with Filtration Systems	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			
Pollution Control Boxes	New Systems		X					Quarterly Frequency can be Revised if Prior Inspections Allow
	Existing Systems w/out Chronic Problems				X			
	Existing Systems w/ Chronic Problems		X*					
Stormwater Pump Stations	New Systems			X				
	Existing Systems w/out Chronic Problems **			X				
	Existing Systems w/ Chronic Problems		X *					
Major Stormwater Outfalls	New Systems				X			
	Existing Systems w/out Chronic Problems				X			
	Existing Systems w/ Chronic Problems		X*					
Stormwater Pond & Channel Control Structures	N/A							To Match Associated Stormwater Feature's Inspection Frequency
Pipes / Culverts	N/A				Minimum of 10% of overall system to be inspected on yearly basis			At least once every 10 years
Stormwater Collection Structures	N/A				Minimum of 10% of overall system to be inspected on yearly basis			At least once every 10 years
Other Stormwater Conveyance Facilities	N/A				Minimum of 10% of overall system to be inspected on yearly basis			At least once every 10 years

* Continue Frequency Until Chronic Problems are Resolved

** The City's current inspection frequency exceeds NPDES minimum thresholds. Inspections are performed on a monthly basis, at a minimum and supplemental inspections are performed after rain events.

Inspection Types & Procedures

The below is presented to document general inspection procedures for the City's stormwater infrastructure. All City and OSHA safety guidelines published elsewhere shall be adhered to at time of inspection.

Functionality Inspection

Perform *Functionality Inspection* immediately after a quantifiable rain event. Inspections shall be City-wide unless prohibited by time or staff constraints. Where these constraints are present, identify focus area for partial inspection and incorporate the below processes into the abbreviated effort.

For below-grade structures (Stormwater Collection Structures)

1. Observe structure and document noticeable performance issues.
2. Remove debris if found within vicinity of structure.
3. Record extent of debris removed when found.
4. If functional limitations are suspected, perform *Advanced Inspection*.

For closed conveyances (Major Outfalls)

1. Observe outfall and confirm no blockages are immediately visible. Check for signs of recent flow activity.
2. Remove debris if found within vicinity of outfall.
3. Record extent of debris removed when found.
4. If functional limitations or contaminant discharge are suspected, perform *Advanced Inspection*.

** Major outfall inspection not needed for each functionality inspection but done at least annually. Consider seasonal and tide limitations.*

Advanced Inspection

Perform *Advanced Inspection* on a yearly basis or when feasible. This SOP recognizes that *Advanced Inspection* frequency may be altered should labor shortages limit the number of staff available to perform daily maintenance activities.

For below-grade structures (Stormwater Collection Structures, Control Structures & Pollution Control Boxes)

1. Document Asset ID where available
2. Remove access lid.
3. Observe conditions of wall and floor for structural damage.
4. Document condition of pipe penetrations at structure wall. Look for staining or active leaks.
5. Note accumulated sediment if present.
6. Report on condition of internal appurtenances (booms, grates, weirs, skimmers, etc.).
7. Special conditions for stormwater pump stations:
 - a. Ensure confined space entry requirements have been fulfilled.
 - b. All maintenance to the pumps and panel shall be performed by a licensed electrician.
 - c. Record pump run times

For closed conveyances (Pipes / Culverts & Major Outfalls)

1. At each structure inspection, view inner diameter of piping from structure. It is assumed that visibility will extend approx. 7-1/2' into the pipe.
2. Note accumulated sediment if present.
3. Televiser line if opportunity is available.
4. Lamp / mirror line to determine ovality and/or presence of dropped joints.
5. Walk pipe's alignment and observe for depressions. These may be indicative of a failed joint and / or wall segment.
6. At termination points, observe condition of pipe end treatment (open discharges).
7. Document presence of scour / undercutting at open discharges.

For open conveyances (Ditches / Swales & Detention Facilities)

1. Perform inspection during all vegetation management activities (i.e. mowing).
2. Comment on uniformity of top of bank and toe of slope (elevation and alignment).
3. Document locations of bank failure (washout, sloughing, erosion, etc.)
4. Where present, confirm condition of bank stabilizing measures (walls, gabions, concrete pavement, matting, special vegetation, etc.).

For pump stations

1. Ensure electrical safety protocol is followed.

2. Document inspection of hydrodynamic separator on the City's standard form.
3. Open wet well access and note presence of trash and/or accumulated sediment.
4. Observe upstream diversion and downstream connection structure.
5. Confirm pumps are properly seated to the quick disconnect fitting.
6. Confirm outfall is free from blockage.
7. Record pump run hours and corresponding rainfall.

Inspection/Maintenance Reporting Procedures

All Inspections and Maintenance are recorded on the City's Stormwater System Inspection & Maintenance Log.

Maintenance Procedures

Dry Detention / Retention Systems

- Mow grass
- Remove trash and debris from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Eliminate mosquito breeding habitats
- Repair undercutting around inflow structure.
- Repair areas where erosion is observed
- Scrape, disc or aerate the bottom if infiltration improvement is needed to adhere to permitted conditions
- Restore surface (sod, seed, etc.) when restoration is performed

Exfiltration Trench

- Remove sediment in pipes and/or inspection ports if needed (properly dispose)
- Remove trash and debris from system (properly dispose)
- Total rehabilitation may be needed if system fails to function properly

Grass Treatment Swales (Dry)

- Mow grass
- Remove trash and debris from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Eliminate mosquito breeding habitats
- Repair undercutting around inflow structure.
- Repair areas where erosion is observed
- Scrape, disc or aerate the bottom if infiltration improvement is needed to adhere to permitted conditions
- Restore surface (sod, seed, etc.) when restoration is performed

Wet Detention Systems

- Maintain and re-establish any eroded areas on side slopes
- Repair undercutting around inflow structure.
- Remove trash and debris from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Remove any trees or shrubs that have become established near the discharge structure/pipe
- Remove excessive exotic vegetation from littoral zone (if applicable) and replant (if needed)
- Remove accumulated sediment from basin to restore design storage volume

Pollution Control Boxes

- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Replace absorbent materials as required
- Repair damage to structure

Major Stormwater Outfalls

- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Maintain earthen bank adjacent to outfall (if applicable)
- Maintain headwall (if applicable)
- Maintain rip rap if needed to stabilize at discharge

Pipe / Culverts & Stormwater Collection Structures

- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Remove barnacles / marine life / other life (if applicable)
- Maintain access/cover if source of sediment accumulation
- Visually Inspect or Televisive pipe if significant pipe deficiencies are thought to exist

Control Structures

- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Remove barnacles / marine life / other life (if applicable)
- Replace damaged/missing mechanical parts

Pump Stations

- See “Pollution Control Structures” above for maintenance operations associated with the hydrodynamic separator.
- See “Control Structures” above for maintenance operations associated with the diversion structure.
- Remove trash and debris from wet well and surrounding site (properly dispose)
- Remove accumulated sediment from inflow pipe where visually evident (properly dispose)
- Address blockages that may be present at outfall
- Replace damaged/missing mechanical parts

Other Stormwater Conveyance Facilities

- Mow grass / Cut Vegetation when needed
- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment (properly dispose)

Development Project Review Procedures – Stormwater Treatment – Private Sites

1. All plan review services for Private Sites provided by Community Development Department.
2. Ensure that all codes, ordinances and regulations pertaining to stormwater treatment are adhered to. This requirement is met if the city is provided with suitable documentation from the Southwest Florida Water Management District (SWFWMD).
3. When required, utilize consultant services to confirm adherence to water quality / stormwater treatment requirements.

Development Project Review Procedures – Stormwater Treatment – Permittee Sites

1. All plan review services for Permittee Sites provided by Public Works Department.
2. Ensure that all codes, ordinances and regulations pertaining to stormwater treatment are adhered to. This requirement is met if the city is provided with suitable documentation from the Southwest Florida Water Management District (SWFWMD).

3. Ensure heightened stormwater quality commitments are met in accordance with funding requirements when outside project funding is received.
4. When required, utilize consultant services to confirm adherence to water quality / stormwater treatment requirements.

Inspection Procedures

1. Observe impervious surfaces directly connected to storm drain collection structures. Confirm all debris, grit and solids are removed from impervious surfaces to the best extent possible.
2. Observe impervious surfaces directly connected to storm drain structures and determine the presence of vehicle/equipment fluids. If fluids are seen, clean these spills in accordance with typical protocol. Protect stormwater collection structures during cleaning activities.
3. Inspect equipment to determine source of fluid leaks. Repair equipment as needed.
4. Determine presence of open storage containers. Properly cover containers. Properly dispose of all containers that house non-usable fluids.
5. Observe pervious areas within the yard and/or shop. Stabilize unstabilized areas.
6. Continue with previously-established inspection procedures.
7. The inspector shall ensure that all cleanup materials are readily accessible.

Eligible Facilities

Public Works

503 150th Avenue, Madeira Beach, FL 33708

Activities: Storage of roadway repair materials, infrastructure repair materials, debris and brush

Sanitation Yard

5000 94th St, Seminole, FL

Activities: Storage of sanitation vehicles

MUNICIPAL YARD INSPECTION CHECKLIST

NPDES MS4 Permit Stormwater Site Inspection Part

III.A.3 & Part III.A.5

Facility Name:

Facility Address:

Drainage Basin: Standard Industrial Code (SIC):

YES	NO	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Discharge point to the Municipal Separate Storm Sewer System (MS4) . If yes, indicate: (1) Latitude/Longitude of discharge point: _____ (2) Receiving water: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Industrial ONLY: MSGP Notice of Intent (NOI) (FDEP Form 62-621.300(5)(b)) was submitted to DEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Industrial ONLY: The Stormwater Pollution Prevention Plan (SWPPP) is on site and is being adhered to, as per the MSGP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Industrial ONLY: The required SWPPP inspection and maintenance report forms are always completed, as per the MSGP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Materials/chemicals are stored, handled, or discarded in a manner to reduce the potential risk of spills entering the MS4. Is a spill kit on site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Outfalls, inlets and outlets of stormwater treatment systems are free of debris/pollutants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Chemical storage tanks (new and used fluids) are clearly marked, properly contained (i.e., tightly closed, no potential to leak pollutants), and protected from potential accidental damage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Loading, unloading, and transfer areas are neat and free of spills/debris/pollutants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Vehicle maintenance areas are properly maintained and draining to the treatment system or sanitary sewer line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Outdoor manufacturing areas are properly maintained and free of spills/debris/pollutants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Outdoor stockpile/material handling areas are properly maintained and the materials are properly contained (i.e., no potential to leak or leach pollutants).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Trash and debris areas are conspicuous and properly protected from stormwater runoff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Fueling stations are free of petroleum product spills/leaks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Vehicle wash and rinse areas are draining to the treatment system or sanitary sewer line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Visual observation of potential illicit connection/illicit discharge to the MS4. (Note where observed.) Odor <input type="checkbox"/> Color <input type="checkbox"/> Foam <input type="checkbox"/> Sheen <input type="checkbox"/> Surface Scum <input type="checkbox"/> Solids <input type="checkbox"/> Turbidity <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

0 1 2 3 4 5

Comments:

Verbal/written Notification Given To: Name/title:

Phone/e-mail:

Inspector Name: Date:

The City's Litter Control Program consists of the following elements:

1. Removing trash from rights-of-way during routine operations when observed.
2. Daily removal of trash from City-owned parks.
3. Daily removal of trash from City-maintained beaches.
4. Supporting Keep Pinellas Beautiful's beach cleanup efforts.
5. Ensuring proper disposal of litter by Contractor's working within the city.
6. Coordinating with residents/business owners in the event litter accumulation within or adjacent to their parcel is a frequent occurrence.
7. When financially feasible, consider Adopt-A-Road and/or other roadway litter management programs.

Litter Control Plan Implementation Procedure (Element 1)

Remove litter when encountered during daily and / or routine procedures. Ensure appropriate containment vehicle (i.e. bag) is present to prevent litter from leaving bed of truck.

Encourage all staff to pick up and properly dispose of litter encountered during typical work

activities. Litter Control Plan Implementation Procedure (Element 2)

Perform litter removal from parks on a daily basis. Dispose of collected litter within dumpster associated with park facility (where present). Dumpster collection frequencies shall be as follows:

- For compacting dumpsters, collect on daily basis or as needed based upon usage.
- For conventional dumpsters, collect five (5) days a week or as needed based upon usage.

Litter Control Plan Implementation Procedure (Element 3)

Perform litter removal from City-maintained beaches on a daily basis. Dispose of collected litter within dumpster associated with nearest park facility. If collecting litter within a vehicle, ensure appropriate containment vehicle (i.e. bag) is present to prevent litter from leaving bed of vehicle.

Litter Control Plan Implementation Procedure (Element 4)

Maintain established lines of communication with Keep Pinellas Beautiful and allow for the use of City parks as meeting spots. Ensure associated dumpster is emptied if space is low prior to a sponsored cleanup event.

Litter Control Plan Implementation Procedure (Element 5)

When performing an inspection or visiting a construction site, confirm presence of a dumpster. Confirm trash accumulation rate aligns with dumpster size and collection frequency. Direct Contractor to remove trash and debris from site when observed.

Litter Control Plan Implementation Procedure (Element 6)

See Chapter 54 (Solid Waste) of the City's codes for guidance on addressing issues associated with litter accumulation on specific parcels.

[Chapter 54 - Solid Waste](#)

Litter Control Plan Implementation Procedure (Element 7)

Consider implementing an Adopt-A-Road or other litter management programs.

Frequency Determination Factors

The type of roadway driveway surface shall serve as the basis of determining street sweeping frequencies. For purposes of this SOP, regenerative air sweeping will also be classified as street sweeping.

Impervious roadway surfaces (i.e. asphalt) shall be swept on a monthly basis.

Pervious roadway surfaces, where debris can impact the ability of the surface to drain, shall be swept on a bimonthly basis (twice per month). Pervious roadway surfaces within the City of Madeira Beach are pervious concrete.

All publicly owned roadways within the City shall be

subject to sweeping. Disposal Requirements

Material collected shall be disposed of in accordance with the FDEP guidance document covering the management of street sweepings (and other sediment). This document can be accessed via the below link:

[FDEP Guidance for the Management of Street Sweepings, Catch Basin Sediments and Stormwater System Sediments](#)

Decanting shall be done to dry out the solids should a suitable area be present.

Street sweepings shall be disposed of as quickly as possible. It is recommended that, if storing swept material, that disposal occurs no more than one (1) week after collection.

All street sweepings shall be considered Class I waste and dispose of accordingly. For Madeira Beach, this will require that material be disposed of at the Pinellas County landfill.

Recording Requirements

Sweeping efforts shall be recorded on the Stormwater System Inspection and Maintenance Log. To streamline reporting efforts, pervious areas shall be noted as 137th / Church by the Sea and Bogie. Partial sweeping of impervious areas shall be noted by designating the start and stopping location of that day's work. This will be used to determine sweeping mileage.

The cubic yardage shall be estimated and recorded on the same form once the material is removed from the hopper for decanting. It is recognized that multiple runs may be comingled in the decanting pile. Maintain disposal tickets when received from the Pinellas County landfill.

Reduction of Use

1. In an effort to reduce the use of pesticides, herbicides and fertilizer, all municipal projects and improvements shall attempt to utilize Florida friendly landscaping to the greatest extent possible when considering site constraints, available budget and overall appearance intent.
2. Spraying programs deemed ineffective (in the opinion of the Municipality), shall be terminated.
3. To facilitate maximum effectiveness and minimize usage, the application of the above chemicals shall be properly timed with weather conditions and growing cycles.
4. When possible, manual and/or mechanical weed and pest control shall performed in lieu of chemical application.
5. If possible, preemptive applications shall be minimized.
6. Due to the lower application losses, use granular versions of the above chemicals when possible.

Mixing

1. Mixing shall not occur near storm drains. When possible, mix these chemicals indoors.
2. Always mix the minimum amount of chemicals required for the job and not excess amounts.

Application

1. All applicants shall be trained and certified.
2. Application shall always be in accordance with the manufacturer's recommendations.
3. Techniques should be employed to minimize off-target application.
4. When possible, spot spray chemicals on infected areas rather than treating a larger area.
5. When applying chemicals in the vicinity of water bodies, State and/or County approved chemicals shall be used.

Storage

1. To the best possible, the Municipality shall maintain an inventory of on-hand fertilizer, herbicides and pesticides.
2. Where possible, all chemicals shall be stored in the appropriate containers.
3. Unused chemical disposal shall be done in a suitable manner.

Training

1. Employees involved in chemical applications shall be trained in general stormwater pollution prevention techniques.
2. Training for proper chemical applications shall be provided to applicable employees in accordance with NPDES criteria.
3. Records of trained personnel should be maintained by the Municipality.

Program Goals & Objectives

To encourage citizens to reduce their use of pesticides, herbicides and

fertilizers Topics to be Addressed

- Proper application of pesticides, herbicides and fertilizers
- Suitable alternatives to the application of pesticides, herbicides and fertilizers
- Regulations, codes and ordinances governing the composition and application of pesticides, herbicides and fertilizers
- Impacts of improper pesticide, herbicide and

fertilizer application Target Audience

- Residents
- Business Owners
- Contractors

Identification of Notification Techniques

Notification Technique	Topics to be Addressed	Target Audience	Percentage of Target Audiences Reached (Assumed)	Annual Schedule	Method of Outreach Documentation	Description of Resources	Method for Assessing Changes in Public Awareness
Static Displays / Brochures	All Topics Referenced Above	Residents, Business Owners & Contractors	50%	Year Round	Number of Brochures Printed Per Year	Municipal Funds	Target Audience Feedback, Increase in Target Audience

							Inquiries & Reduced Occurrences of improper application
Verbal Communication with Municipal Staff	All Topics Referenced Above	Residents, Business Owners & Contractors	10%	Year Round	N/A; Outreach task not reported on.	N/A	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of improper application
Municipal Website	All Topics Referenced Above	Residents, Business Owners & Contractors	70%	Year Round	Website Hits	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of improper application
Social Media Posts	All Topics Referenced Above	Residents, Visitors & Business Owners	50%	Yearly (prior to Fert. Ord. start date)	Interactions (Likes, Shares, etc.)	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of improper application
Statements at Government Meetings (via the City Manager's Report)	All Topics Referenced Above	Residents, Business Owners & Contractors	30%	Yearly	Quantify the number of meetings statements related to A.6 topics were made.	N/A	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of improper application

Responsible Authority

The Public Works Director shall oversee all public outreach efforts. Assistance will be needed for the following activities:

- Access to Google Analytics to determine website hits. Assistance has historically been provided by Jay Hatch.
- Social media posting to be done through the City's Public Information Officer (PIO).

The goal of the Proactive Illicit Discharge Program is to identify and eliminate sources of illicit discharges. Uncovering illicit connections to the MS4 and occurrences of illegal dumping are also elements of this program. The City defines an illicit discharge as anything other than stormwater entering the stormwater system.

Sites Covered by a Multi-Sector Generic Permit (MSGP)

There are two (2) sites in the City covered by a MSGP. These are as follows:

City of Madeira Beach Municipal Marina (503 150th Ave) (Stormwater No Exposure Certification) Fishbusterz Madeira Beach Boat Yard (13625 Gulf Blvd.)

At the beginning of each reporting year, the City shall review available records to determine if new facilities have entered the City. Review the below-linked database for MSGP permit issuance and confirm that additional facilities are present.

<https://floridadep.gov/water/stormwater/content/stormwater-facility-information>

During proactive inspections and other maintenance activities, the City shall record any sites believed to be performing regulated industrial activities. These activities may include, but not be limited to, the following:

- Any activity subject to federal effluent limitations
- Heavy manufacturing (ship building and/or repair, chemical manufacturing, etc.)
- Mining / oil & gas exploration
- Hazardous waste facilities
- Landfills / open dumps
- Recycling facilities (salvage yards, auto junk yards, battery reclaimers)
- Steam electric power generation facilities
- Transportation facilities (trucking, airports, marinas)
 - o Note the City marina does not have the facilities to be classified under this category
- Domestic wastewater treatment plants
- Large construction activity (> 5 acres)
- Light industry (printing, warehousing)

If a site is performing the above (or similar) industrial activities and does not have a MSGP, contact the FDEP NPDES Stormwater Program at 866-336-6312.

Inspection Schedule & Prioritization

Proactive inspections can be performed using two (2) different approaches:

Approach 1 ☐ The City's Public Works Department field service staff are required to implement standard investigative procedures during regularly scheduled work activities, perform and record proactive inspections, investigate

suspected and reported potential occurrences of illicit discharge, and prepare written documentation of activities associated with illicit discharge and clean-up.

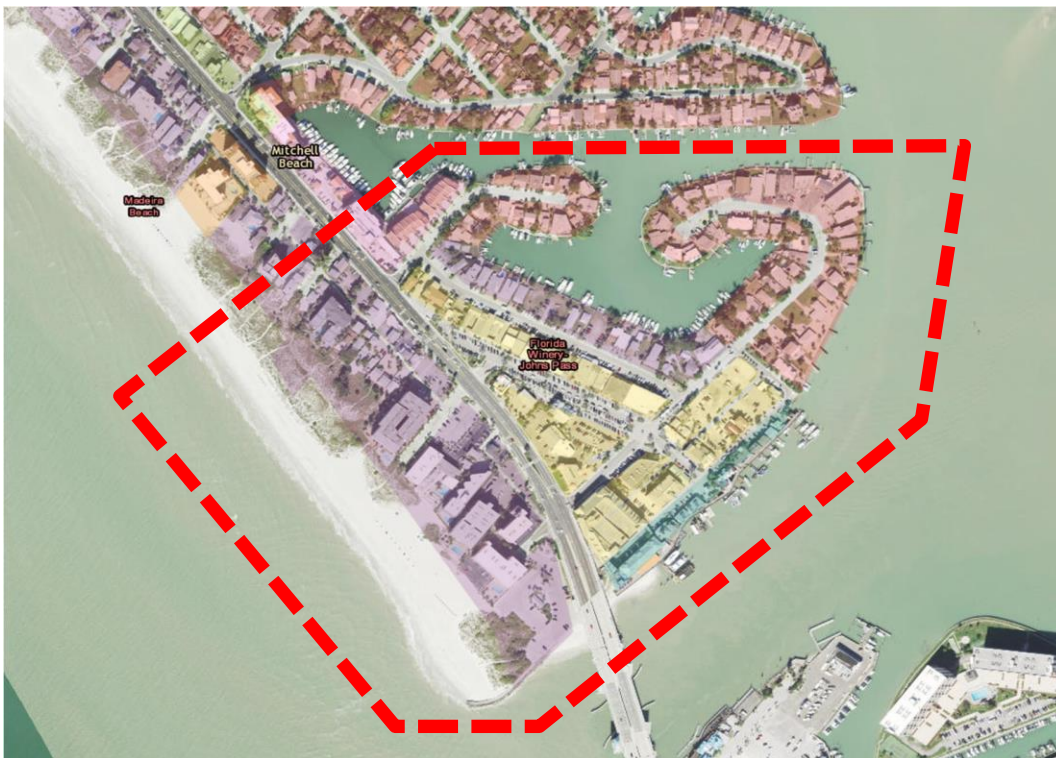
Conduct proactive inspections in conjunction with stormwater structural controls. Multiple staff members may perform these inspections.

Approach 2 ☐ Perform zone-based inspections for swaths of the City.

Approach 1 is currently utilized by the City. However, field services staff has been instructed to be on the lookout for signs of illicit discharge during the course of daily activities.

Zones, if used, are identified below:

Section 1 – John’s Pass



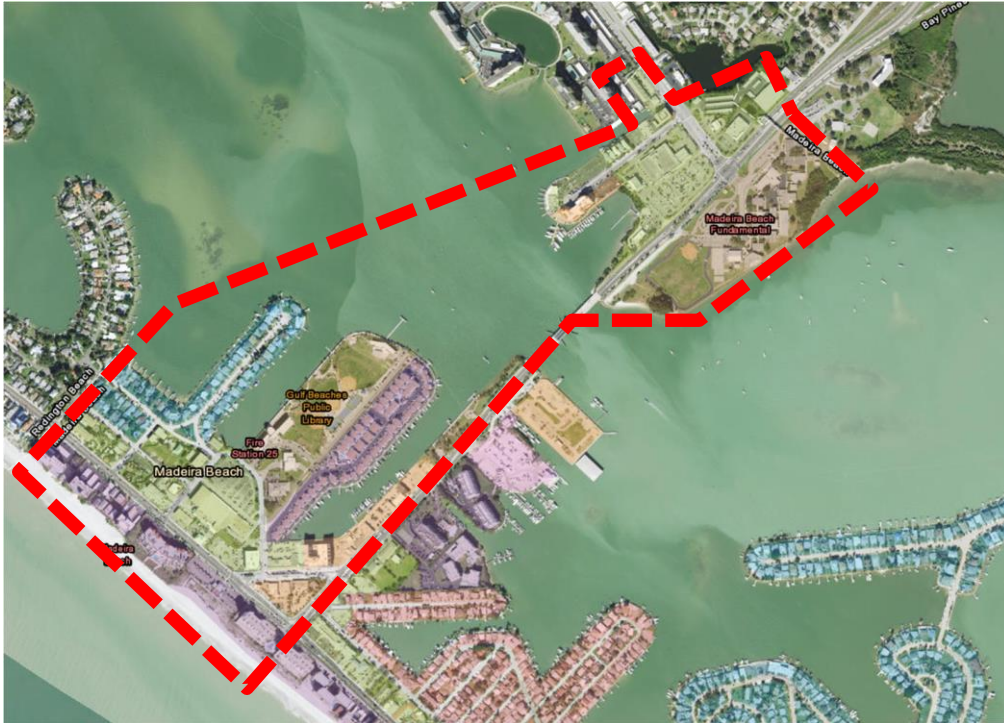
Section 2 – Central



Section 3 – Crystal Island



Section 4 – City Center (South)



Section 5- City Central (North)



Scheduling proactive inspections shall be done as follows:

Approach 1 ☐ Follow inspection cycle of stormwater structural controls.

Approach 2 □ Inspect one “zone” per year.

Where possible, prioritize sites covered by a MSGP, commercial properties and locations where illicit discharges and/or illegal dumping has been known to occur.

Preparation

1. Determine inspection schedule based upon the inspection approach being used.
2. The City shall identify an inspector. The inspector shall have a camera, map, inspection form and notepad to perform the zone-based proactive inspection (Approach 2). Follow typical operating procedures when utilizing Approach 1.
3. Management shall select a time and date for zone-based inspections depending upon weather conditions, staff availability and other determining factors. Approach 1 inspections to follow the typical schedule.

Inspection

1. The inspector shall document the conditions observed.
2. Where signs of illicit discharge are present:
 - a. Stop and investigate
 - b. Record property addresses
 - c. Determine source, if possible, and contain non-hazardous illicit discharge
 - d. Determine clean up method. Inform immediate supervisor and initiate cleanup with supervisor approval.
 - e. Record inspection per below guidance
3. If an illicit discharge is suspected or found, follow administrative / enforcement procedures outlined within the City’s ordinances
(https://library.municode.com/fl/madeira_beach/codes/code_of_ordinances?nodeId=PTIICOOR_CH70U_T_ARTIVST_DIV2ADEN)
4. If tracing activities extend into the right-of-way of Gulf Blvd., contact Pinellas County (Joseph Thames, 727-464-3946, jthames@pinellascounty.org).

Follow-Up & Documentation

1. Inform immediate supervisor when illicit discharge is suspected.
2. If needed, perform a follow-up inspection to ensure concerns have been suitably addressed.
3. Inspection Report Requirements (Approach 1):
 - a. Although performed, proactive inspections performed during the course of daily activities and outside of stormwater structure controls inspection efforts will not be quantified on the Annual Report.
 - b. Proactive inspections performed outside of stormwater structure control inspections that identify a possible illicit discharge shall be documented utilizing the attached *Illicit Discharge Field Report*.
 - c. Similarly, proactive inspections performed during stormwater structure control inspections that identify a possible illicit discharge shall be documented utilizing the attached *Illicit Discharge Field Report*.
 - d. Utilize *Stormwater System Inspection & Maintenance Log* as means of documentation for proactive inspections that do not result in suspected illicit discharge.
 - e. Utilize the attached *Illicit Discharge Field Report* when performing site-specific proactive inspections.

Inspection Report Requirements (Approach 2):

- a. Proactive inspections performed using a zone-based approach shall be recorded utilizing the attached *Illicit Discharge Field Report*. Identify zone inspected under the “Name of Business / Name of Event / Location” heading.

Reactive inspections shall be performed when an illicit discharge is suspected or reported by employees, residents or other stakeholders.

Applicable staff shall receive regular verbal reminders to be alert for illicit discharges, connections or dumping during normal work activities.

Preparation

1. Staff shall record the method of illicit discharge notification (resident phone call, employee report, etc.).
2. As soon as reasonably possible after receiving notification of a suspected illicit discharge, an inspection shall be performed

Inspection

1. The Authorized Official, designated by the City Manager, shall perform all reactive inspections.
2. Encroachment within the right-of-way of Gulf Blvd., Tom Stuart Causeway or Duhme Road shall warrant outreach to Pinellas County (Joseph Thames, 727-464-3946, jthames@pinellascounty.org).
3. If warranted, a Public Works representative will accompany the Authorized Official during the formal investigation.
4. Follow inspection and enforcement procedures outlined within IDID ordinance.

Follow-Up & Documentation

1. If needed, perform a follow-up inspection to ensure concerns have been suitably addressed.
2. The inspection report shall be filed with the City’s NPDES permit records.

Illicit discharge training shall occur as follows. Said training shall be provided at a minimum frequency of one (1) time per reporting year.

Topics to be Covered

1. Negative environmental impacts resulting from illicit discharges.
2. Common examples of illicit discharges / connections / dumping in industrial, commercial and residential settings.
3. Detection methods for illicit discharges / connections / dumping.
4. Reporting protocol for illicit discharges / connections / dumping.

Personnel and Contractors Identified for Training

1. Public Works Personnel (management & field personnel)
2. Contractors performing infrastructure construction on the municipality’s behalf. *
* *Contractor’s who can document successful completion of an acceptable training program within the past two (2) years may be exempt. This determination will be made at the sole discretion of the municipality.*

Training Materials

The City shall provide staff and Contractors with a website link for remote video training. The following videos have been identified as suitable for use:

Tier 1 Illicit Discharge Detection & Elimination Training (created by the Florida Department of Transportation)
<http://wbt.dot.state.fl.us/ois/IllicitDischarge/index.htm>

NPDES Refresher Training: Illicit Discharge Detection & Elimination (created by Orange County, FL).
<https://www.youtube.com/watch?v=prvMamQyYqA>

Training of New Employees

Upon hiring new public works staff members, management shall provide a verbal briefing of the core training concepts.

Spill Prevention Efforts

1. Where possible, all hazardous liquid chemicals shall be handled, used, stored and mixed in an indoor setting.
2. Deliveries of bulk liquids and/or chemicals shall always be supervised. If applicable, down gradient stormwater facilities shall be protected during deliveries to the greatest extent possible.
3. Liquid and chemical containers shall be covered at all times unless in use.

Cleanup of Spills

1. Staff shall be aware of the location of all spill cleanup kits.
2. The following steps shall be taken when cleaning up minor spills:
 - a. Down-gradient stormwater structures shall immediately be protected.
 - b. Spread absorbents on the spill. Dry cleanup methods shall be used. Hosing down spills or leaks shall never be performed.
 - c. Sweep up absorbed material. Dispose of sweepings properly.
3. Minor spills use the following rule of thumb; *if you can jump over the spill, you can clean it.* Minor spills are addressed by the Public Works Department.
4. Spills of a significant volume and/or of a hazardous material shall be cleaned up by the local Fire Department. The Fire Department shall be notified of such spills immediately upon observation. However, Public Works shall still be responsible for protecting down-gradient stormwater collection structures.

Reporting

1. Spills addressed by the Fire Department shall be recorded within the County's call response framework.
2. Spills cleaned by Public Work staff shall be reported to the Public Works Superintendent. Email notification will be sufficient. Provide the following:
 - a. Date, Time, Location of Spill
 - b. Material(s) involved
 - c. Cleanup method used
 - d. Stormwater inlets impacted (if any)
 - e. Need for restocking of cleaning material

Spill prevention and response training shall occur as follows. Said training shall be provided at a minimum frequency of one (1) time per reporting year.

Topics to be Covered

1. Spill prevention methods and techniques.
2. Spill recognition and assessment.
3. Spill containment.
4. Notification procedures for large spills and/or hazardous material spills.

Personnel to be Trained

All Public Works employees shall be trained at a minimum frequency of one (1) time per year.

Contractor's performing infrastructure improvements on the City's behalf shall be verbally briefed about the core concepts discussed in the training. Contractors will be encouraged to submit documentation confirming that similar training has been provided within the past two (2) years.

Training of New Employees

Upon hiring new public works staff members, management shall provide a verbal briefing of the core training concepts.

Training Materials

Public Works staff shall receive training by watching an informational video. The City shall provide Contractors with these same videos for remote video training. The following videos have been identified as suitable for use:

NPDES Spill Prevention, Containment and Response Training (created by the Florida Department of Transportation)

<http://wbt.dot.state.fl.us/ois/SpillPrevention/index.htm>

NPDES Refresher Training: Spill Prevention & Response (created by Orange County, FL).

https://www.youtube.com/watch?v=NSXT_OGueIw

Spill Response Training | 7 Steps to Spill Cleanup (created by New Pig)

<https://www.youtube.com/watch?v=cTfWT93pC1A>

Documentation

For public works personnel training, a sign-in sheet may be used to document training activities.

For Contractors, email confirmation that videos were viewed will be considered suitable documentation.

Program Goals & Objectives

To inform citizens on how to identify illegal discharge and disposal into the stormwater system while instructing the citizenry on suitable methods for material disposal.

Topics to be Addressed

- Adverse environmental impacts associated with illicit discharge and disposal.
- Techniques to identify illicit discharges
- Illicit discharge and dumping reporting procedures.
- Proper use and disposal of motor vehicle fluid, batteries, cleaning formulas, etc.
- Notification of hazardous materials collection facilities and dates of mobile

collection drives Target Audience

- Residents
- Business Owners
- Contractors

Identification of Notification Techniques

Notification Technique	Topics to be Addressed	Target Audience	Percentage of Target Audiences Reached (Assumed)	Annual Schedule	Method of Outreach Documentation	Description of Resources	Method for Assessing Changes in Public Awareness
Static Displays / Brochures	All Topics Referenced Above	Residents, Business Owners & Contractors	50%	Year Round	Number of Brochures Printed Per Year	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of illicit discharges
Verbal Communications with Municipal Staff	All Topics Referenced Above	Residents, Business Owners & Contractors	10%	Year Round	N/A; Outreach task not reported on.	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of illicit discharges
Municipal Website	All Topics Referenced Above	Residents, Business Owners & Contractors	70%	Year Round	Website Hits	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences
							of illicit discharges
Statements at Government Meetings (via the City Manager's Report)	All Topics Referenced Above	Residents, Business Owners & Contractors	30%	Yearly	Quantify the number of meetings statements related to A.6 topics were made.	N/A	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of illicit discharges
Social Media	All Topics	Residents,	50%	Yearly	Interactions	Municipal	Target

Posts	Referenced Above	Visitors & Business Owners		(prior to rainy season)	(Likes, Shares, etc.)	Funds	Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of illicit discharges
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Responsible Authority

The Public Works Director shall oversee all public outreach efforts. Assistance will be needed for the following activities:

- Access to Google Analytics to determine website hits. Assistance has historically been provided by City managers office.
- Social media posting to be done through the City's Public Information Officer (PIO).

With the sanitary sewer system not owned by the Municipality, the Municipality is unable to take specific preemptive steps to limit the extent of sanitary sewer seepage into the MS4 system. However, sanitary sewer overflows shall be immediately reported to the utility owner. Such occurrences shall be treated and recorded as an illicit discharge.

The Municipality does not have any high risk facilities within its jurisdictional limits. While facilities covered by a MSGP are present within the City, these facilities are not considered high risk due to their size and the fact that they are not believed to contribute a substantial pollutant load.

Public works staff shall, at the beginning of each reporting year, review new developments and/or business licenses to determine if high risk facilities have recently relocated to their area.

This Standard Operating Procedure (SOP) governs site plan review and notification / confirmation of ERP & CGP coverage.

Site Plan Review

1. Follow established procedures for plan review elements such as Building, Electrical, Plumbing, Mechanical, Gas & Demolition (Private Sites). Follow established protocol for right-of-way usage, utility clearances, construction impacts and maintenance of traffic requirements (Permittee Sites).
2. This SOP is not valid for non-earth disturbing permits.
3. For earth-disturbing projects, identify the site's need for independent stormwater management facilities.
 - a. The following projects will typically not require independent stormwater management facilities:
 - i. Driveways
 - ii. Sidewalks
 - iii. Seawalls
 - iv. Single Family, Duplex, Triplex & Quadplex Dwellings
 - v. Utilities
 - vi. Fences
 - b. The following projects typically require independent stormwater management facilities:
 - i. Subdivisions

- ii. Multi-family developments
 - iii. Commercial Developments (including Expansions)
 - iv. Redevelopments
- 4. If the reviewer is of the opinion that independent stormwater management facilities are required and none have been provided, request documentation from governing agencies that the project is exempt from these requirements.
- 5. When independent stormwater management facilities are required, review the submitted plans and calculations for the following:
 - a. Pre-Improvement Stormwater Discharge \geq Post-Improvement Stormwater Discharge
 - i. 100-Year / 24-Hour Storm Event
 - ii. 25-Year / 24-Hour Storm Event
 - b. Adherence to SWFWMD Water Quality Requirements
 - i. Note heightened requirements if site is within impaired water body watershed
 - ii. Pinellas County requirements may govern for locations where a driveway connection to a County roadway is proposed.
 - iii. Ensure facilities fully recover within the allowable duration
 - c. Presence of Site-Specific Geotechnical Investigation
 - d. Suitability of Stormwater Management Facility Geometry
 - i. Side Bank Slopes
 - ii. Recommended seasonal high water table / facility bottom clearances
 - e. Ample control structure detailing
 - i. Presence of skimmer
 - f. Additional items specific to the site
- 6. For all earth-disturbing projects, confirm the submitted plans contain assurances that erosion and sediment control measures will be implemented. This may include, but not be limited to, the following:
 - a. Perimeter silt fencing
 - i. Confirm presence of installation details that require embedment of bottom sections.
 - b. Inlet protection measures
 - i. Onsite
 - ii. Offsite immediately down-gradient if needed
 - c. Soil tracking measures for construction equipment
 - d. Additional requirements
 - i. Removal of sediment daily from vehicle use areas (VUA)
 - ii. Dust control stipulations
 - iii. BMP maintenance requirements

For private sites, the Department's "file" and "job" copy of the permitted plans will be labeled with a silt fence requirement "sticker" so the permittee is aware of stormwater runoff management requirements.

- 7. It shall be noted projects that disturb one acre of land (or larger) will require the preparation of a Stormwater Pollution Prevention Plan (SWPPP).
- 8. This SOP recognizes that Permittee Sites improved under a "piggyback" agreement, maintenance contract or emergency contract are often times not accompanied with a formal plan set. In these instances, the City shall assign a Qualified Stormwater Management Inspector to the job.

Construction General Permit (CGP)

As a rule of thumb, projects that disturb one or more acres of land will require the acquisition of a CGP through the Florida Department of Environmental Protection (FDEP). Additional information on this process can be found at the below link.

<https://floridadep.gov/water/stormwater/content/construction-activity-cgp>

The City shall provide individualized applicant notification when project size is equal to or greater than one acre.

Upon receiving the permittee's Notice of Commencement, confirm that a CGP has been obtained. Access the below link to view location where database of Statewide NPDES construction facilities can be reviewed.

[Stormwater Facility Information | Florida Department of Environmental Protection](#)

Note that these files are updated monthly. Should the reviewer be of the opinion that a CGP is required and the database does not show one has been obtained, contact the permittee. The FDEP NPDES Stormwater Program may also be contacted at 866-336-6312.

For Permittee Sites, request CGP documentation at Pre-Construction Meeting. Review the above-linked database if information is not received prior to the initial site construction inspection.

Environmental Resource Permit (ERP)

Typically, projects that appear to require independent stormwater facilities will require an ERP from the Southwest Florida Water Management District (SWFWMD). The City shall provide individualized notification when project scope warrants.

Upon receiving the permittee's Notice of Commencement, confirm that an ERP has been obtained. Access the below link to determine if permit coverage is provided for the project.

https://www31.swfwmd.state.fl.us/maps/pages/viewer_erp.html

If there is no record of permit coverage and the permittee reports that no permit is required, request that permittee provide written documentation from SWFWMD confirming a "no permit required" determination has been made. Contact SWFWMD if information is not received.

For Permittee Sites, do not commence improvements until the above requirements are met. The Public Works Department may waive ERP coverage confirmation based upon prior experience in constructing these projects.

This Standard Operating Procedure (SOP) governs construction site inspections for private and permittee sites. Timing of Construction Site Inspections

At a minimum site inspections shall occur at the following construction phases:

1. Prior to groundbreaking. The inspector shall confirm that all erosion and sediment control measures are properly in place.

*Due to the scope and scale of disturbance for permittee projects, inspections prior to groundbreaking will be required for **all** projects. This includes projects performed under a "piggyback" or maintenance contract.*

This SOP recognizes that private sites can drastically vary in size and scope. It is strongly recommended that Community Development perform a pre-land disturbance

inspection for all earth disturbing projects (regardless of size). However, the following projects may be exempt from this inspection under certain circumstances:

- i. Driveways*
- ii. Sidewalks*
- iii. Seawalls*
- iv. Single Family Dwellings*
- v. Duplex Dwellings*
- vi. Triplex Dwellings*
- vii. Quadraplex Dwellings*
- viii. Utilities*
- ix. Fences*

2. During Construction. The inspector shall confirm that all of the erosion and sediment control measures are still in place and not damaged by construction activities.

Private sites often require inspections for non-earth disturbing elements (for example, electrical inspections are required for a new single family residence). Community Development shall ensure that erosion and sediment control measures are being correctly implemented during each inspection regardless of scope of inspection.

3. After Construction. The inspector shall confirm that all areas are stabilized prior to de- assembling the erosion and sediment controls.

Prioritization & Frequency of Inspections

The above-referenced frequencies shall be applicable for sites smaller than five (5) acres (which includes residential structures).

For sites larger than five (5) acres, the inspector shall perform inspections during construction on a monthly basis.

Due to the size of the Municipality, the above-stated frequencies can be achieved without setting a specific prioritization list. However, at all times sites larger than five (5) acres shall take priority.

Inspection Methods, Techniques, Tracking & Recording

The intent of all inspections is to ensure suitable erection of sediment and erosion control measures and confirmation of sediment retention onsite.

Inspection methods and techniques shall focus on the following elements:

1. Presence of approved Erosion & Sediment Control Plan on site.
2. Confirmation that plan-depicted erosion & sediment control measures are installed (according to governing details).
3. The limits of erosion & sediment control measures encumber all disturbed areas even when not specifically depicted on the plans. This includes the construction site entrance / exit.
4. Site observation shall confirm that there is no visual evidence of sediment migration, spills or other impacts outside of the immediate project area.
5. Newly installed stormwater collection facilities shall be adequately protected if located adjacent to (or receive runoff from) unstabilized areas.
6. Discharges from dewatering activities shall be in compliance with FDEP dewatering permit

7. When applicable, non-compliance issues have been resolved.

The Community Development shall utilize their tracking and inspection recording process currently in place. Provide Public Works copies of records on a monthly basis when possible.

Public Works shall utilize their tracking and inspection process

currently in-place. Enforcement Measures

The Municipality understands that enforcement measures are often necessary to ensure that Contractors adhere to ERP & CGP requirements. The following enforcement measures will be taken:

1. Verbal Notification of Deficiency
Upon receipt of a verbal notification, the Contractor shall make the necessary revisions within four (4) hours.
2. Notice of Violation (NOV) If adequate response is not provided to the verbal notification, a NOV shall be issued.
3. Stop Work Order: A Stop Work Order shall be placed if work continues before all issues brought forth during the NOV process aren't addressed.
4. Issuance of Fines: If the Stop Work Order does not result in the desired outcome, the Municipality will have the authority to levy fines against the Contractor.

The Southwest Florida Water Management District (1-800-836-0797, Enforcement Division) & Pinellas County (727-464-4425) shall be contacted if fines are to be levied.

Construction site operator training shall occur as follows. Said training shall be provided at a minimum frequency of one (1) time per reporting year.

Topics to be Covered

1. Negative environmental impacts resulting improper site operations and protection.
2. Common examples of BMPs / sediment and erosion control measures.
3. Detection methods for inadequate BMP operation.
4. Reporting protocol

Personnel and Contractors Identified for Training

1. Public Works Personnel (management & field personnel)
2. Contractors performing infrastructure construction on the municipality's behalf. *

** Contractor's who can document successful completion of an acceptable training program within the past two (2) years may be exempt. This determination will be made at the sole discretion of the municipality.*

Training Materials

The below video shall be used as the basis of training (Staff & Contractors).

<https://www.youtube.com/watch?v=J1Sb9h4JOTM>

Training of New Employees

Upon hiring new public works staff members, management shall provide a verbal briefing of the core

training concepts.

Documentation

For public works personnel training, a sign-in sheet may be used to document training activities.

For Contractors, email confirmation that the video was viewed will be considered suitable documentation.

Section ten: Emergency Plan for the Utility Systems

Emergency Contacts

<u>Water/Sewer/Reclaimed Water</u>	<u>Phone Number</u>
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1) Pinellas County Utilities	727-464-400
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Public Works Department Contact Information

The Madeira Beach Community water and sewer systems are currently operated by the Madeira Beach Public Works Department.

Public Works Director:	Megan Wepfer	Cell: 727-543-8154
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PW Supervisor:	Craig Johnson	Cell: 727-933-1017
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City Mechanic	Leroy Walker	Cell: 727-409-6062
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Sanitation Supervisor	Steve Pierucci	Cell: 727-600-2362
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Emergency Call Out Procedure

Regular office hours:

In the event of an emergency during normal working hours (Monday-Friday, 8:00 a.m. to 4:30 p.m.) the Public Works Department can be reached by telephone at 727-543-8154

After hours:

For emergencies occurring after hours and on weekends and holidays, the Public Works Department can be reached by cellular phone or at home:

On Call Phone: Cell: 727-409-0431

Megan Wepfer, Director: Cell: 727-543-8154

If police assistance may be necessary, the Police Department should be contacted by calling anytime:

Pinellas County Deputies non-emergency: 727-582-6200

Life-threatening emergency: 9-1-1

Emergency Procedures

A. Pinellas County Utilities 727-464-4000 – Water, Sewer, or Reclaimed Water

- B.** Electrical Contractor – **USA Voltage 248-343-5079**
- C.** Toxic Hazardous Materials Spill – **Madeira Beach Fire Department- 727-391-3400**
- D.** Rec Center Lift Station – **Seminole Septic – 727-294-7685**

Section eleven: Sanitation

1. Purpose

To ensure the safe, efficient, and environmentally responsible collection and disposal of residential and commercial solid waste, yard debris, and recyclables within the City of Madeira Beach.

2. Scope

This SOP applies to all 8 full-time employees within the Sanitation Division, including drivers, collectors, and supervisory staff.

The Sanitation Supervisor oversees daily operations, routes, and performance. Drivers and workers work in designated teams to execute daily routes safely and effectively.

3. Daily Operations

- **Start Time:** 5:30AM unless otherwise changed per day light savings time at the Sanitation Yard
- **Pre-trip Inspections:** All trucks must be inspected for fluid levels, brakes, lights, tires, and safety features.
- **Route Execution:** Routes are followed in the assigned order unless otherwise directed.
- **End-of-Day Tasks:** Dump trucks, perform post-trip inspections, clean equipment, and report issues.

4. Collection Procedures

Residential Garbage:

- Collected Monday/Thursday or Tuesday/Friday
- Cart must be curbside by 7:00 AM
- Lids must be closed; no overflow allowed
- Bulk Items and Brush Pickup on Wednesday. Staff must report all bulk items on the tablet to ensure fees are added to accounts.

Recycling:

- Wednesday collected by Waste Pro or designated Contractor

Yard Debris and Bulk Waste:

- Picked up Wednesday, must be out by 7:00 AM
- Brush must be placed in a pile at the curb no larger than 8 feet long by 4 feet high
- Bulk pickups must be out by 7:00 AM and will be assessed fees associated with fee schedule. Staff must report with a picture on the tablet

Missed Pickups:

- Residents must call within 24 hours
- Missed pickups are to be logged and resolved same or next day

5. Use of Equipment and Maintenance

- **All garbage truck drivers must have a valid CDL (if applicable)**
- **Pre- and post-trip inspections are mandatory**
- **Log all maintenance needs immediately**
- Vehicles must be cleaned weekly or as scheduled by the supervisor

6. Safety and PPE

- **Mandatory PPE:** Safety vests, gloves, steel-toe boots, eye and ear protection

- Stay clear of moving parts during compaction
- Use proper lifting techniques
- NEVER use a cell phone while on the back of the truck or while driving
- Report injuries immediately
- Participate in monthly safety meetings

7. Emergency Response

- Report accidents or spills to the Supervisor immediately
- Call 911 in case of serious injury or public hazard
- Use spill kits located in each vehicle as needed
- Document all incidents per City policy

8. Customer Service and Public Interaction

- Be courteous, professional, and respectful
- Do not engage in arguments with residents
- Referring disputes or complaints to the Supervisor
- Report hazards (e.g., blocked bins, unsafe conditions) via software

9. Recordkeeping and Reporting

- Daily route logs must be submitted by end of shift via software
- Note any special pickups, customer complaints, or issues encountered
- Complete truck maintenance needs via software during pre or post trip inspections
- Track all tonnage and report via software daily

10. Training and Certification

- CDL holders must keep licenses current
- Attend safety meetings as scheduled
- New employees must complete onboarding and ride-along training period

11. Review and Updates

- This SOP will be reviewed annually
- Employees may suggest changes via the Supervisor
- Updated versions will be distributed and discussed at team meetings



City of Madeira Beach PW / Parks Department Inventory

- 1- Marina 503 150th Ave:** Mow, edge, weed whack, blow, and weed control all areas including dry storage and remove debris - trash and palm fronds.
- 1- Public Works 505 150th Ave. (Includes side of bridge (SW corner)):** Mow, edge, weed whack, blow debris, weed control, remove debris - trash and palm fronds.
- 1- 150th Avenue- (west side of bridge [5]):** Trim all Indian hawthorn and Arborical hedges at 24 inches, Trim pygmy date palms at 3 and 9 on a clock. Trim suckers from Perotis Palm. Remove debris, palm fronds, trash and dead shrubs.
- 2- 150th Avenue-(East side of bridge) Publix median and 113th St. median:** Trim and maintain Indian hawthorn and Arborical at 24 inches, green buttonwood at 36 inches. Remove debris, palm fronds, trash and dead shrubs and control weeds.
- 3- Bicentennial Park and McDonalds 150th Ave East of bridge:** Mow, edge, weed whack, blow, weed control around school fence. Remove debris, palm fronds and trash. Workers on school property must be registered with the School Board.
- 4- Water Station on 150th Ave. (next to Madeira Beach Garage):** Trim and maintain Indian hawthorn at 24 inches, trim pygmy dates. Weed control all mulched areas and rock area behind station. Remove debris, palm fronds, trash and dead shrubs.
- 5- Madeira Way and Triangle:** Trim and maintain hedges at 24", remove debris - trash palm fronds, weed control.
- 6- Gulf Beaches Library Municipal Dr.:** Mow, edge, weed whack, blow, weed control all gardens. Trim and maintain hedges at 36 inches. Remove debris - trash and palm fronds.

7- Harbor Drive: Mow, edge, weed whack, blow all grass areas, weed control all gardens and remove debris- trash and palm fronds. Trim and maintain hedges to desired height.

8- Bogie Neighborhood Parks (7) located at 132nd St, 131st St, 132nd Ave, 133rd Ave, 134th Ave, 135th Ave, 136th Ave: Mow, edge seawalls, weed whack, blow grass areas. Remove debris- trash and palm fronds. Weed control in mulched areas.

9- Parakeet Park (Sunset Cove): Mow, edge, blow. Weed control in mulched area. Remove debris- trash and palm fronds

10- Lillian Drive: Mow, edge, weed whack, blow grass area. Remove debris- trash and palm fronds.

11- Flamingo Drive: Mow, edge, weed whack, blow grass area. Remove debris.

11- Flamingo Drive South: Weed Control and trim hedges to 36".

12- Causeway Park 150th Ave: Mow, edge, weed whack, blow, weed control all mulched areas. Remove debris - trash and palm fronds.

13- 140th Ave (Gulf Blvd to Pruitt Dr) and Island Drive (140th to Crystal Island Bridge) including Crystal Island Medians on East and West End: Mow, edge, weed whack, blow all grass areas. Trim and maintain buttonwood hedges at 36 inches. Indian Hawthorn at 24 inches. Alley behind Lift station- mow, weed whack. Remove debris- trash and palm fronds.

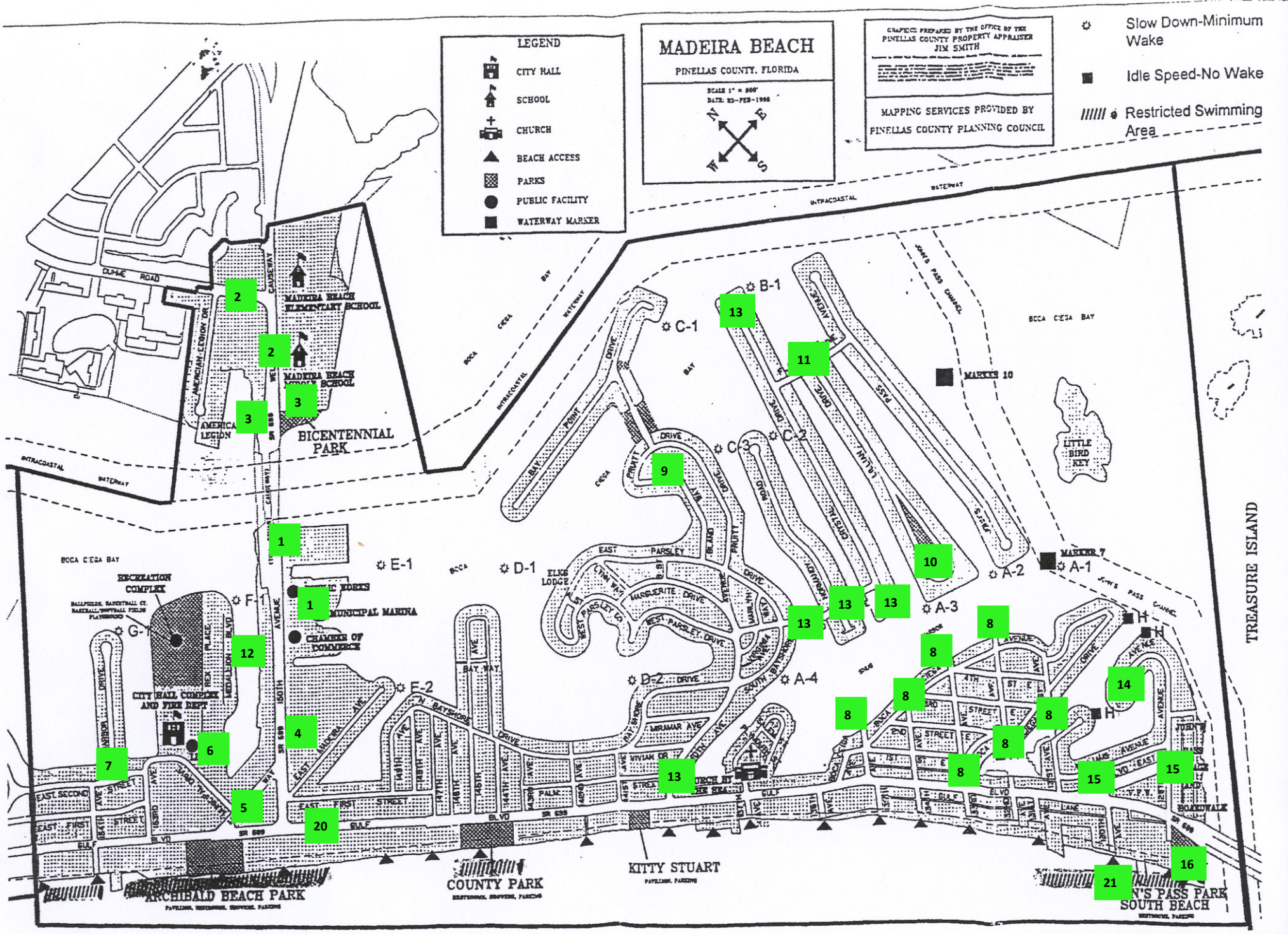
14- 129th Ave easement: Mow, edge, weed whack, blow. Remove debris- trash and palm fronds.

15- John's Pass Village: Blow parking areas, pick up trash, pickup palm fronds, pull dead shrubs. Weed control and trim hedges as needed.

16- Johns Pass Park: Blow under pavilion, weed control and mow next to bridge. Mow grass between sidewalk and street from 128th ave to 131st ave. Trim buttonwood and necklace pod to 5 – 6 feet.

17- Gulf Blvd Medians: Remove trash, palm fronds and dead shrubs. Control weeds and trim plants to inside curb.

18- 130th Ave Parking lot: Trim Sea grapes to 36"



- Slow Down-Minimum Wake
- Idle Speed-No Wake
- Restricted Swimming Area

MADEIRA BEACH
PINELLAS COUNTY, FLORIDA

SCALE 1" = 800'
DATE: 02-FEB-1988

MAPING SERVICES PROVIDED BY
PINELLAS COUNTY PLANNING COUNCIL

- LEGEND**
- CITY HALL
 - SCHOOL
 - CHURCH
 - BEACH ACCESS
 - PARKS
 - PUBLIC FACILITY
 - WATERWAY MARKER

GRAPHICS PREPARED BY THE OFFICE OF THE
PINELLAS COUNTY PROPERTY APPRAISER
JIM SMITH



General Site Inspection:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

Date: _____ Time: _____

BUILDING INSPECTION FORM

Location: _____

<u>Area of Inspection</u>	<u>Good Condition</u>	<u>Needs Attention</u>
<u>Ceiling, Lighting & Door</u>		
All lights working		
Ceiling Tiles Missing / Stained		
Exterior Doors, closers & Locks		
<u>Flooring</u>		
Carpet Stained or damaged		
Tiles Stained or Damaged		
Floor Service/Cleaning Needed		
Flooring Replacement Needed		
<u>Heating & Cooling</u>		
HVAC Check		
<u>Exterior</u>		
Exterior condition		
Window Condition		
Asphalt / Concrete Condition		
Sidewalk Conditions		
<u>Fixtures & Dispensers</u>		
Toilets & Toilet Seats		
Faucets		
Partitions		
Dispensers & Hand Dryers		

Inspector Name: _____ Date: _____

**City of Madeira Beach
14195 141st Ave Stormwater Pump Station Log Sheet**

Month of _____, 20____

Date	Hours Pump 1	Run Time	Hours Pump 2	Run Time	Comments	Rain Amount	Time	Staff
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
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15								
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25								
26								
27								
28								
29								
30								
31								

Record additional comments on backside of log

All entries will be made in blue or black ink only



CITY OF MADEIRA BEACH
Public Works Department
PROCEDURES FOR TRACKING ILLICIT DISCHARGES

While you're in the field conducting your normal daily routine and recognize a potential illicit discharge, complete the attached "Illicit Discharge Field Report" and immediately report the situation to the Public Work Department's Director. He will notify the **Code Enforcement Department or Building Inspector** if the situation warrants it. It's important to let those specifically trained to handle illicit discharges take over from there. Do not try to collect samples. Do not breathe any of the fumes.

What is an illicit discharge? An illicit discharge can be runoff from a contaminated site or container, or it can be deliberate dumping of paint, concrete or other chemicals into the stormwater system. It is chlorinated water being pumped out of a swimming pool going directly into the storm sewer instead of into a garden or on the grass. You might see bags of fertilizer sitting outside exposed to the elements. Anything other than stormwater going into our stormwater system is an illicit discharge. For more details, refer to your Illicit Discharge Training materials.

The City's Public Work Department staff is required to implement standard investigative procedures as well as to perform and record pro-active inspections of suspected illicit connections, discharges and/or dumping during their regularly scheduled work activities.

Pro-active inspections may include driving by/visiting areas that you suspect might be a potential source of an illicit discharge, commercial businesses, or temporary activities (such as special events/fairs) that would not otherwise be inspected during routine maintenance of the stormwater system. For example, if you stop to look at a commercial car wash or a used car dealership with car washing onsite, are they using their water recycler or is the dirty water being discharged to the sanitary system or... is it running directly into the stormwater system?

The Public Works Department staff is to use the checklist on the attached "Illicit Discharge Field Report" that includes the items of concern to look for, the inspection findings and any resulting enforcement activity. Sign and date the form and submit it to your supervisor.

Since the City is required to report illicit discharge information in specific categories to the Florida Department of Environmental Protection on an annual basis, be sure to **check the appropriate box** at the top right side of the form to designate whether this illicit discharge was a **pro-active inspection** or **investigation** of a suspected illicit discharge.

Include the location of the potential illicit discharge, what you observed, and any identifying marks. If you can take photographs, make a sketch of the area showing where the photographs were taken and from which direction.

Illicit discharges are a violation of the City's codes. Assisting in locating illicit discharges will help the City to eliminate the sources that are adding pollutants to our waters. We appreciate your cooperation in helping us keep our water a clean, valuable resource that we can enjoy.



ILLICIT DISCHARGE FIELD REPORT

- ☐ *Pro-active* inspection for suspected illicit discharge
☐ *Investigation* of suspected illicit discharge

NAME OF BUSINESS / NAME OF EVENT / LOCATION:

EVIDENCE OBSERVED:

CONDITION OF WATER:

Odor: ☐ None ☐ Rotten egg ☐ Musty ☐ Sewage

☐ Other (describe) _____

Color: (describe) _____

Clarity: ☐ Clear ☐ Cloudy ☐ Opaque

Floatables: ☐ Oily sheen ☐ Trash ☐ Sewage ☐ Other _____

Deposits/Stains: ☐ Sediments ☐ Oily ☐ Structures stained (describe)

☐ Other _____

Vegetation condition: ☐ None ☐ Dead ☐ Discolored ☐ Normal

☐ Other _____

Biological: ☐ Algae/green scum ☐ Dead fish

☐ Other _____

Flow: ☐ Low/none ☐ Unusually high

☐ Has rained recently ☐ Has not rained recently

Physical evidence: ☐ Drums ☐ Other containers (describe)

☐ Other _____

OTHER OBSERVATIONS:

Is a discharge occurring now? ☐ Yes ☐ No

Do you see the source? ☐ Yes ☐ No

SUMMARY OF COMPLAINT OR ADDITIONAL INFORMATION:

RESULTING ENFORCEMENT ACTIVITY:

NAME/SIGNATURE: _____

DATE: _____

Year: _____



Stormwater System Inspection and Maintenance

[illegible]

**CITY OF MADEIRA BEACH STORMWATER UTILITY
SEDIMENT AND EROSION CONTROL VIOLATION NOTICE**

Date: _____ Time: _____

Project Name: _____

Project Location: _____

Contractor: _____

TYPE OF BARRIER	Present	Not Present	Non-Functional
Hay Bale			
Silt Screen Fencing			
Floating Turbidity Barriers			
Other:			

THIS SITE HAS BEEN INSPECTED AND THE CONTROL DEVICES FOR THE FOLLOWING ARE IN VIOLATION:

_____ Storm Inlet on/off Site _____ Ditch/Swales _____ Slope Stability
_____ Adjacent waters _____ Streets _____ Dewatering Flow
_____ Site Entrance Other _____

Notes: _____

Inspector Signature: _____ Date: _____

I understand that this serves as a formal notice from the City of Madeira Beach, that the above mentioned violations must be addressed immediately. No construction on or around the violation area may be allowed and no additional pollutants may enter the municipal separate storm sewer system. If action is not taken within 24 hours, the construction site will be issued a STOP WORK ORDER to cease and desist **ALL CONSTRUCTION**.

Failure to comply with these regulations shall constitute a violation of City of Madeira Beach Ordinance Section No.98-36 and shall upon conviction be punished by a fine not to EXCEED Five Hundred (\$500) per day or by imprisonment in the County Jail not to EXCEED sixty (60) days or by both fine and imprisonment pursuant to the provision of Chapter 166, Florida Statutes. If a violation be continued, each day of such violation shall constitute a separate offense.

Supervisor Signature: _____ Date: _____

COMPLIANCE STATEMENT TO RESUME CONSTRUCTION

Inspector Signature: _____ Date: _____