



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

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

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

SECTION I. BACKGROUND INFORMATION

A.	Permittee Name: City of Winter Haven		
B.	Permit Name: Polk County Municipal Separate Storm Sewer System		
C.	Permit Number: FLS000015-003 (Cycle 3)		
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 1, 2012 through September 30, 2013		
F.	Name of the Responsible Authority: Deric Feacher		
	Title: City Manager		
	Mailing Address: P. O. Box 2277		
	City: Winter Haven	Zip Code: 33883-2277	County: Polk
	Telephone Number: (863) 291-5600 ex. 228	Fax Number: (863) 291-5623	
	E-mail Address: dfeacher@mywinterhaven.com		
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Mary E. Thornhill		
	Title: Natural Resources Coordinator		
	Department: Community Services		
	Mailing Address: P. O. Box 2277		
	City: Winter Haven	Zip Code: 33883-2277	County: Polk
	Telephone Number: (863) 291-5600 ex. 247	Fax Number: (863) 297-3090	
	E-mail Address: mthornhill@mywinterhaven.com		

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. MONITORING PROGRAM

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

SECTION IV. FISCAL ANALYSIS

A.	<p>Total expenditures for the NPDES stormwater management program for the current reporting year: \$1,990,990.06 <i>DEP Note: If program resources have decreased from the previous year, attach a discussion of the impacts on the implementation of the SWMP as per Part II.F of the permit.</i></p>
B.	<p>Total budget for the NPDES stormwater management program for the subsequent reporting year: \$1,549,200.00</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):

<u>Attached</u>	<u>N/A</u>	***DEP Note: Please complete Checklists A & B at the end of the tailored form.***
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.
<input 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.
<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.
<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.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 4 ONLY: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C.

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

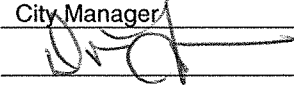
SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

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

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

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

Title: City Manager

Signature:  Date: 09/14/14

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.					C.	D.	E.	F.	
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity					Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation									
<p>Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee, including, at a minimum, all of the types of control structures listed in Table II.A.1.a of the permit. Report the current known inventory.</p> <p><i>DEP Note: The permittee needs to "customize" this section by adding any structural controls to the list below that are part of the permittee's MS4 currently or are planned for the future. The permittee may remove any structural controls listed that it does not have currently or will likely not have during this permit cycle. Please see the attached description of each type of structure. In addition, the permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></p> <p>Provide an inventory of all known major outfalls covered by the permit and a map depicting the location of the major outfalls (hard copy or CD-ROM). Provide the outfall inventory and map with the Year 1 Annual Report.</p> <p>Report the number of inspection and maintenance activities conducted for each type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained. If the minimum inspection frequencies set forth in Table II.A.1.a were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.</p> <p><i>DEP Note: If the minimum inspection frequencies set forth in Table II.A.1.a of the permit were not met for one or more type of structure, the permittee must provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met. Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i></p>										
Type of Structure			Number of Activities Performed				Documentation / Record	Entity Performing the Activity	Comments	
			Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities	Percentage Maintained			
Dry retention systems			12	1888	100%	351	100%	Quarterly Inspections Contractor Invoices and Payments Logos and Laserfische Files Landscape Services' Daily Maintenance	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR) Leisure Services Div, Landscape Services (LS)	Systems inspected quarterly as part of inspection. (NR) Ponds inspected as required by SWFWMD permitting. (NR)
Lake Silver Pond Airport (hangar) Diamond Plex SW Complex (Ballfield) Winterset Water Plant WalMart SR544 Motor Pool Pond Fairfax Water Plant										

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	Winterset Fire Station Fire Station Number 1 Avenue S Paving Airport (terminal)							Logs Water Plant Daily Logs	Utility Department, Water Plant Operator (DW)	Inspected during landscape maintenance activities. (LS)	
	Wet retention systems Rotary Park Pond South Lake Howard Wetland Ponds (2) South Lake Howard Wetland Ditch Lake Hartridge Wetland Pond Airport (Pansy Ponds) (2) W. G. Roe Ponds (2) Lake May Ditch Lake May 6 th St SE Ditch Lake May / Bordens Ditch Lake Lulu Ditch Motorpool Ditch Lake Maude Stormwater Pond						15 1216 100% 378 100%	Quarterly Inspections Contractor Invoices and Payments Logos and Laserfische Files Landscape Services' Daily Maintenance Logs	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR) Leisure Services Div, Landscape Services (LS)	Systems inspected quarterly as part of inspection. (NR) Ponds inspected on 5yr rotation required by SWFWMD permitting. (NR) Inspected during landscape maintenance activities. (LS)	
	Exfiltration trench / French drains (linear feet)						890 ln ft	28 100% 6 50%	Quarterly Inspections Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR) Streets/ Stormwater Division, Stormwater Crew(SD)	Regular Inspections and maintenance as needed
	Grass treatment swales Lake Shipp Park Swales Legion Way (Chain O' Lakes Trail) Rolling Hills Cemetery						3	78 100% 78 100%	Quarterly Inspections Landscape Services' Daily Maintenance Logs	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR) Leisure Services Div, Landscape	Swales inspected quarterly as part of inspection. Inspected during landscape

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							Streets Work Log	Services Staff (LS) Streets Division, Stormwater Crew (SD)	maintenance activities. Inspected during maintenance activities (maintained 700' of swales,)	
	Raingardens (acres of drainage basin)	0.9 acre	252	100%	234	100%	Quarterly Inspections Landscape Services' Daily Maintenance Logs Streets Work Log	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR) Leisure Services Div, Landscape Services Staff (LS) Streets Division, Stormwater Crew (SD)	Raingardens inspected quarterly as part of inspection. Inspected during landscape maintenance activities. Built by Streets Division	
	Dry detention systems Lucerne Park Fire Station Sportsman Park Q Block Improvements Kiwanis Park Ponds (2) Winter Haven Police Department Pond Senior Center Downtown Parking Lot W. G. Roe Ponds (2) Waste Water Treatment Plant #2 Pond	10	621	100%	261	100%	Quarterly Inspections Contractor Invoices and Payments Logos and Laserfische Files Landscape Services' Daily Maintenance Logs	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR) Leisure Services Div, Landscape Services Staff (LS) Utilities Div, Waste Water Treatment, Chief	Ponds inspected quarterly as part of inspection. Ponds inspected when herbicide and physical maintenance completed by contractors. Inspected during landscape maintenance activities.	

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	Permit Requirement/Quantifiable SWMP Activity						Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
									Operator & Pretreatment Coordinator, Terry Carver (WW)	
	<p>Alum injection systems</p> <p>Lake Howard Alum Building Lake Lulu Alum Building Lake May Alum Building</p>						<p>3</p> <p>61</p> <p>100%</p> <p>43</p> <p>100%</p>	<p>Quarterly Inspections</p> <p>Contractors (alum system maintenance, herbicide maintenance, physical maintenance, pesticide maintenance) Invoices and Payments Logos and Laserfische Files</p>	<p>Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Technical Solutions Inc.</p> <p>Aquagenix Inc.</p> <p>Florida Vegetation Management Inc.</p> <p>Pete's Professional Pest Control</p> <p>Leisure Services Div, Landscape Services Staff (LS)</p>	<p>Annual underground storage tank inspection, monthly alum system inspections, quarterly herbicide control treatments, quarterly pest control treatments and quarterly alum building and catch basin inspections.</p>
	<p>Pollution control structures</p> <p>Lake Lulu Trash / Sediment Catch Lake May Trash / Sediment Catch (3) Lake Hartridge Trash / Sediment Catch</p>						<p>5</p> <p>153</p> <p>100%</p> <p>125</p> <p>100%</p>	<p>Quarterly Inspections</p> <p>Contractors (herbicide maintenance, physical maintenance) Invoices and Payments Logos and Laserfische Files</p>	<p>Natural Resources Div, Natural Resources Coordinator, Mary Thornhill</p> <p>Aquagenix Inc.</p> <p>Florida Vegetation Management Inc.</p>	<p>Bi-monthly trash/sediment catch basin inspections, quarterly herbicide control treatments, and quarterly alum building and catch basin inspections.</p>

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	Major stormwater outfalls	25	46	64%	1	4%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit (SD) Quarterly Inspections (NR)	Streets Division, Stormwater Crew (SD) Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR)	Regular Inspections and maintenance as needed (SD) Bi-monthly trash/sediment catch basin inspections, quarterly herbicide control treatments, and quarterly alum building and catch basin inspections. (NR)
	Weirs or other control structures	15	40	100%	40	100%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit Monthly Inspections / Maintenance (WB)	Streets Division, Stormwater Crew (SD) Golf Course Staff (WB)	Regular Inspections and maintenance as needed (1 inspec & 1 maint) WB = 1 structure (12 inspec & 12 maint)
	MS4 pipes / culverts (miles)	92.95 mi	110	75%	12	2 %	Daily Activity Sheets, Stormwater Maintenance / Streets Unit Monthly Inspections / Maintenance (WB)	Streets Division, Stormwater Crew (SD) Golf Course Staff (WB)	Regular Inspections and maintenance as needed WB = 2 mi (12 inspec & 12 maint)
	Inlets / catch basins / grates	1780	332	19%	63	4%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Streets Division, Stormwater Crew (SD)	Regular Inspections and maintenance as needed
	Ditches / swales (miles)	5.1 mi	31	100%	31	100%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit (SD)	Streets Division, Stormwater Crew (SD)	Regular Inspections and maintenance as needed

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity				Number of Activities Performed		Documentation / Record	Entity Performing the Activity	Comments
							Regular Maintenance (WB) Landscape Services' Daily Maintenance Logs (LS) Regular Maintenance Logs (AS) Quarterly Inspections (NR)	Willowbrook Golf Course Staff (WB) Leisure Services Div, Landscape Services Staff (LS) Contractor for Winter Haven Municipal Airport (AS) Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR)	
	ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were not met Year 1 ONLY: Attach a map of all known major outfalls						See Attachment		
Part III.A.2	Areas of New Development and Significant Redevelopment								
	Report the number of significant redevelopment projects reviewed by the permittee for post-development stormwater considerations.								
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i>								
	Number of significant redevelopment projects reviewed				24		Development Review Committee Tracking Logs	Planning Division	Reviews performed by the Community and Economic Development Department
	Provide in the Year 2 Annual Report the summary report of the review of local codes activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation of modifying codes to allow low impact design BMPs.								
	<i>DEP Note: Refer to Part III.A.2 of the permit for details regarding what the review entails, and what must be included in the summary report and follow-up report. Please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.</i>								
	Year 2 ONLY: Attach the summary report of the review activity						See Attachment		
	Year 4 ONLY: Attach the follow-up report on plan implementation								

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
Part III.A.3	Roadways				
<p>Annually review (and revise, as needed) and implement the permittee's written procedures for the litter control program(s) for public streets, roads, and highways, including rights-of-way, employed within the permittee's jurisdictional area and properly dispose of collected material. Implement the program on a monthly, or on an as needed, basis. 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.</p> <p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. In addition, the permittee may choose its own units of measurement for the reporting items. Unit options for the amount of litter include: bags, cubic yards, pounds, tons. Unit options for the amount of area covered by the activity include: square feet, linear feet, yards, miles, acres. If all litter collection is performed by staff or by contractors, but not by both, please remove the non-applicable reporting items.</i></p>					
PERMITTEE Litter Control Program: Frequency of litter collection for City's Garbage Collection Services		Residential garbage 4 x wk = 208/year	Landfill tickets	Public Services Division, Solid Waste Staff, Weekend Warriors, Polk County Inmates	Public Services also utilize the weekend warrior program to assist with litter control.
		Commercial garbage 6 x wk = 312/year			
		Yard debris 5 x wk = 260/year			
PERMITTEE Litter Control Program: Estimated amount of area maintained (acres & miles)		25,700 acres within Winter Haven's City Limits		Public Services Division, Solid Waste Staff, Weekend Warriors, Polk County Inmates	Public Services also utilize the weekend warrior program to assist with litter control.
		Weekend Warriors = 264 miles			
PERMITTEE Litter Control Program: Estimated amount of litter collected (tons & bags)		Residential garbage = 7,122 Tons	Landfill tickets	Public Services Division, Solid Waste Staff, Weekend Warriors, Polk County Inmates	Public Services also utilize the weekend warrior program to assist with litter control.
		Commercial garbage = 12,569 Tons			
		Junk = 3,231 Tons			
		Yard debris = 3,505 Tons			

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	PERMITTEE Litter Control Program: Frequency of litter collection for City's landscape services operations	C & D = 1,492 Tons Weekend Warriors = 2,389 bags			
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	3 x week = 156	Landscape Services' Daily Maintenance Logs	Leisure Services Division, Landscape Services Unit	Maintenance Mechanic Crew is dedicated to litter removal 3 days per week along downtown streets & trails. (M,W,F)
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	5,500 bags / year Est. 11,000 cu.yds	Landscape Services' Daily Maintenance Logs for Alternative Labor Crew	Leisure Services Division, Landscape Maintenance Crews and Alternative Labor Crew	Estimated distance of Roadway linear feet. (52,800' Alternative Labor Crew; 105,600' Landscape Services Crews) Crew's daily routines include litter removal along right of way. Alternative Labor Crew tracks bags used on routines. (55 gal. bags) Landscape Maintenance staff performs litter removal at sites as part of their daily routines, record

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					of amount not kept.
	PERMITTEE Litter Control Program: Frequency of litter collection for City of Winter Haven's Golf Course	52 (Weekly)		Golf Course Staff	Along property roadway
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	1,000		Golf Course Staff	Along property roadway
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	10		Golf Course Staff	Along property roadway
	PERMITTEE Litter Control Program: Frequency of litter collection for City of Winter Haven's Airport	362 times / year (Daily)	Airport Records	Airport Staff Airfield business partners	For airfield safety this is completed on a daily basis
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet and acres)	Airport frontage on US Highway 92 West = 6,213 ft Airport frontage on 21 st Street NW = 5756 ft Airport property = 450 acres	Airport Records	Airport Staff Airfield business partners	Done in accordance with FAA guidelines to keep any debris away from runways and air traffic.
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	Unk		Airport Staff Airfield business partners	The amount of material is not tracked
	PERMITTEE Litter Control Program (Recycled Materials): Frequency of litter collection	1 – 2 times per week depending on volume	Public Services, Solid Waste Div Schedules	Public Services, Solid Waste Staff	Drop off sites and commercial
	PERMITTEE: Litter Control Program: Recycled materials (tons)	846 Tons	Recycle Fee Docs	Public Services, Solid Waste Staff	Drop off sites and commercial
	CONTRACTOR Litter Control Program (Recycled Materials): Frequency of litter collection	1 time per week / residence	Public Services, Solid Waste Div Schedules	Florida Refuse	Tonnage Curbside pickup at residences
	CONTRACTOR Litter Control Program (Recycled Materials): Estimated amount of area maintained (linear feet)	25,700 acres within Winter Haven's City Limits			
	CONTRACTOR: Litter Control Program: Recycled materials (tons)	1,903 Tons	Recycle Fee Docs	Florida Refuse	Tonnage Curbside pickup at residences
If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected.					

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<p><i>DEP Note: The permittee may choose its own unit of measurement for the amount of litter collected. Unit options include: bags, cubic yards, pounds, tons. If an Adopt-A-Road or similar program is not implemented by the permittee, please note that in Column F but do not remove the Adopt-A-Road Program reporting items.</i></p>					
	<p>Trash Pick-up Events: Total miles cleaned</p>	<p>153.71 Miles of roadway inside the City Limits 17 of the Chain of Lakes "Lakes"</p>	<p>Special Clean Ups Log</p>	<p>Public Services Division, Solid Waste Staff</p>	
	<p>Trash Pick-up Events Clean It Up! Winter Haven Project EAGLE – Lakes Clean-up Spring Clean-up SE Section Clean UP Day (PSCO & KWHCB) Lake Gem – Polk State College Clean Up (PSC & KWHCB)</p>	<p>5</p>	<p>Special Events, Special Clean-Ups Log</p>	<p>Public Services Division, Solid Waste Staff, City Staff Volunteers, Residential Volunteers, Local Schools</p>	<p>Annual events and special events, scheduled by request. KWHCB = Keep Winter Haven Clean & Beautiful PSC = Polk State College PCSO = Polk County Sheriff's Office</p>
	<p>Trash Pick-up Events: Estimated amount of litter collected (tons & bags)</p>	<p>Clean it Up Winter Haven = 130 bags Project Eagle (Lakes Clean UP) = 1.27 Tons Spring Clean Up = 354 Tons W.G. Roe & 7th St Clean Up = 10 bags Q Block Community Clean Up = 50 bags</p>	<p>Special Events, Special Clean-Ups Log</p>	<p>Public Services Division, Solid Waste Staff, City Staff Volunteers, Residential Volunteers, Local Schools</p>	<p>Tonnage recorded by way of landfill invoices.</p>

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	Trash Pick-up Events (Lakeshore Cleanups)	Lake Gem Clean Up = 20 Bags			
	Trash Pick-up Events (Lakeshore Cleanups): Estimated amount of litter collected (pounds)	4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lakes Appreciation Month
	Trash Pick-up Events (Lakeshore Cleanups): Estimated amount of litter collected (pounds)	155	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lakes Appreciation Month
<p>Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen (TN) and total phosphorus (TP) loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in the Year 1 Annual Report.</p> <p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. Also, the permittee may choose its own unit of measurement for the amount of sweeping material collected. Unit options include: cubic yards, pounds, tons.</i></p> <p><i>DEP Note: If the permittee has curbs and gutters but no street sweeping program is implemented, the permittee must provide an explanation of why not in the Year 1 Annual Report. Refer to Part III.A.3 of the permit for the information that must be included in the explanation (including the alternate BMPs used or planned in lieu of street sweeping). Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i></p>					
	Frequency of street sweeping	Weekly	Daily Maintenance Logs	Landscape Maintenance Crew	Staff performs street sweeping 1 time per week on all surround streets around the downtown parks.
	Total miles swept (per year)	164.5	Street Sweeping Daily Work Log	Landscape Maintenance Staff	Forwarded to Natural Resources Div. for calculations
	Estimated quantity of sweeping material collected (cubic yards)	79.5	Street Sweeping Daily Work Log	Landscape Maintenance Staff	Forwarded to Natural Resources Div. for calculations
	Frequency of street sweeping	4 days / week, 10 hours / day (2 sweepers)	Streets Work Log & Natural Resources Div Street Sweeping Spreadsheet	Streets Div	
	Total miles swept (per year)	3082	Streets Work Log & Natural Resources Div Street Sweeping Spreadsheet	Streets Div	

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	Estimated quantity of sweeping material collected (cubic yards)	2413.07	Streets Work Log & Natural Resources Div Street Sweeping Spreadsheet	Streets Div	
	Total nitrogen loadings removed (pounds)	3,217 lbs	NPDES/Cycle 3 Year 2 file	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill	MS4 Load Reduction Tool Version 1.2 used
	Total phosphorus loadings removed (pounds)	2,063 lbs	NPDES/Cycle 3 Year 2 file	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill	MS4 Load Reduction Tool Version 1.2 used
	Year 1 ONLY: If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned		NA	NA	NA
<p>Annually review (and revise, as needed) and implement the permittee's written standard practices to reduce the pollutants in stormwater runoff from areas associated with road repair and maintenance, and from permittee-owned or operated equipment yards and maintenance shops that support road maintenance activities. Report the number of applicable facilities and the number of inspections conducted for each facility.</p> <p>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</p>					
		Number of Inspections			
	Name of facility #1: Leisure Services Service Barn (Landscape)	359	Annual Work Area-Facility Safety Inspection Report and Daily Maintenance Logs, Landscape Services Quarterly Hazardous Materials Inspection Reports	Leisure Services Division, Landscape Services' Superintendent, Steve Pruitt (LS) Natural Resources' Division, Natural	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Annual Safety Committee City-Wide Inspections	Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #2: Leisure Services Stadium Crew's Equipment Storage	162	Annual Work Area-Facility Safety Inspection Report and Daily Maintenance Logs, Landscape Services Quarterly Hazardous Materials Inspection Reports Annual Safety Committee City-Wide Inspections	Leisure Services Division, Landscape Services' Superintendent, Steve Pruitt (LS) Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #3: Leisure Services Willowbrook Golf Course Chemical Storage and Repair Facilities	370	Annual Work Area-Facility Safety Inspection Report and Daily Willowbrook Maintenance Log Quarterly Hazardous Materials Inspection Reports	Leisure Services Division, Willowbrook Grounds Maintenance Supervisor, Kris Neal (LS) Natural Resources' Division, Natural Resources Coordinator, Mary	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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			Annual Safety Committee City-Wide Inspections	Thornhill (NR) Executive Services Director, Michele Stayner (ES)	to Know (Safety)
	Name of facility #4: Leisure Services DiamondPlex Storage and Repair Facilities	366	Annual Work Area-Facility Safety Inspection Report and Daily Maintenance Logs, Landscape Services Quarterly Hazardous Materials Inspection Reports Annual Safety Committee City-Wide Inspections	Leisure Services Division, Landscape Services' Superintendent, Steve Pruitt (LS) Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #5: Leisure Services Chain o Lakes Complex Pool Chemical Storage and Maintenance Area	359	Annual Work Area-Facility Safety Inspection Report and Daily Pool Maintenance Logs Quarterly Hazardous Materials Inspection Reports Annual Safety Committee City-Wide Inspections	Leisure Services Division, Aquatics' Head Lifeguard, David Nugent (LS) Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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				(ES)	
	<p>Name of facility #6: Leisure Services Winter Haven Recreation and Cultural Center Pool Chemical Storage and Maintenance Area</p>	<p>359</p>	<p>Annual Work Area-Facility Safety Inspection Report and Daily Pool Maintenance Logs</p> <p>Quarterly Hazardous Materials Inspection Reports</p> <p>Annual Safety Committee City-Wide Inspections</p>	<p>Leisure Services Division, Aquatics' Head Lifeguard, David Nugent (LS)</p> <p>Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (ES)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>
	<p>Name of facility #7: Solid Waste Trucks and Heavy Equipment Maintenance and Storage Area</p>	<p>359</p>	<p>Daily Check Sheets filed by date and truck number</p> <p>Fleet/Facility Maintenance Daily Inspections with any issued filed with Work Orders</p> <p>Quarterly Hazardous Materials Inspection Logs</p> <p>Annual Safety Committee City-Wide Inspection</p>	<p>Solid Waste Staff Assistant, Betty Brown (SW)</p> <p>Fleet/Facility Maintenance Coordinator, Anna Mincey (FM)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (ES)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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	<p>Name of facility #8: Utilities Service Barn / Storage Yard</p>	<p>359</p>	<p>Daily Inspection</p> <p>Quarterly Hazardous Materials Inspection Report</p> <p>Annual Safety Committee City-Wide Inspections</p>	<p>Utilities Solid Waste Staff (UT)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (ES)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>
	<p>Name of facility #9: Utilities Wastewater Treatment Plant #2</p>	<p>371</p>	<p>WWTP#2 Daily Logs</p> <p>Quarterly Hazardous Materials Inspection Report</p> <p>Annual Safety Committee City-Wide Inspections</p>	<p>Utilities Department, Chief Operator and Pretreatment Coordinator, Terry Carver (WW)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (ES)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>
	<p>Name of facility #10: Utilities Wastewater Treatment Plant #3</p>	<p>371</p>	<p>WWTP#3 Daily Logs</p>	<p>Utilities Department, Chief Operator and Pretreatment Coordinator, Carlos Britto (WW)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (HR) Executive Services Director, Michele Stayner (ES)	Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #11: Utilities Fairfax Water Plant	423	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #12: Utilities Garden Grove Water	423	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Annual Safety Committee City-Wide Inspections	Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #13: Utilities 3 rd Street Water	423	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #14: Utilities Inwood Water	423	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
				(ES)	
	Name of facility #15: Utilities Ridge Water	422	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #16: Utilities Winterset Water	423 365 WP Daily 52 WP Weekly 1 SC Annual 1 HR Annual	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #17: Utilities Winterset Gardens Water	423	Water Plant Daily Logs	Utilities Department, Water Plant Chief Operator, Steven	Inspected daily by crews, quarterly by Natural

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	Documentation / Record	Entity Performing the Activity	Comments
			Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Warder (DW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #18: Utilities Callen Water	423	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #19: Utilities Eloisewood Water	423	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human

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	Documentation / Record	Entity Performing the Activity	Comments
			Annual Safety Committee City-Wide Inspections	Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #20: Utilities Cypresswood Water	423	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #21: Utilities Summerhaven Water	423	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Water Plant Chief Operator, Steven Warder (DW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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				(ES)	
	Name of facility #22: Fleet/Facilities Maintenance Yard and Barn	358	Daily Inspections, Work Orders and Monthly Inspection Logs Quarterly Hazardous Materials Inspection logs Annual Safety Committee Citywide Inspections	Fleet/Facility Maintenance Coordinator, Anna Mincey (FM) Natural Resources, Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Monthly inspections consist of following guidelines established in BMPs
	Name of facility #23: Streets Facility Barn and Yard	359	Daily Work Logs Quarterly Hazardous Materials Inspection logs Annual Safety Committee Citywide Inspections	Streets Division, Karen Ball (SD) Natural Resources, Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Monthly inspections consist of following guidelines established in BMPs
	Name of facility #24: Rolling Hills Cemetery Storage Barn and Yard	359	Daily Work Logs	Cemetery Coordinator, Suzanne Mills (CS)	Monthly inspections consist of following

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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			Quarterly Hazardous Materials Inspection logs Annual Safety Committee Citywide Inspections	Natural Resources, Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	guidelines established in BMPs
	Name of facility #25: Lakeside Cemetery Storage Barn	359	Daily Work Logs Quarterly Hazardous Materials Inspection logs Annual Safety Committee Citywide Inspections	Cemetery Coordinator, Suzanne Mills (CS) Natural Resources, Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Monthly inspections consist of following guidelines established in BMPs
	Name of facility #26: Oaklawn Cemetery Storage Barn	359	Daily Work Logs Quarterly Hazardous Materials Inspection logs	Cemetery Coordinator, Suzanne Mills (CS) Natural Resources,	Monthly inspections consist of following guidelines established in BMPs

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Annual Safety Committee Citywide Inspections	Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	
Part III.A.4	Flood Control Projects				
	<p>Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not. Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.</p> <p><i>DEP Note: A "stormwater retrofit project" is one implemented primarily to provide stormwater treatment for areas currently without treatment.</i></p> <p><i>DEP Note: The status of the flood control and retrofit projects should be reported as of the last day of the applicable reporting period. Therefore, there should be no duplication for those reported as planned, for those reported as under construction and for those reported as completed.</i></p> <p><i>DEP Note: If applicable, please provide the title of the attached list of flood control projects that did not include stormwater treatment in Column D and the name of the entity who finalized the list in Column E.</i></p>				
	<p>Flood control projects completed during the reporting period</p> <p>Flood control projects completed during the reporting period that did <u>not</u> include stormwater treatment</p> <p>ATTACH a list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it was not</p> <p>Stormwater retrofit projects planned</p>	6	Raingarden Projects Working File.xls	Natural Resources/ Natural Resources Coordinator Mary Thornhill	Information received from various sources and compiled in spreadsheet
		0			
		None	None	None	None
		45	Raingarden Projects Working File.xls	Natural Resources/ Natural Resources Coordinator Mary Thornhill	Information received from various sources and compiled in spreadsheet

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Stormwater retrofit projects under construction during the reporting period	6	Raingarden Projects Working File.xls	Natural Resources/ Natural Resources Coordinator Mary Thornhill	Information received from various sources and compiled in spreadsheet
	Stormwater retrofit projects completed during the reporting period	6	Raingarden Projects Working File.xls	Natural Resources/ Natural Resources Coordinator Mary Thornhill	Information received from various sources and compiled in spreadsheet
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit:</p> <ul style="list-style-type: none"> • Operating municipal landfills; • Municipal waste transfer stations; • Municipal waste fleet maintenance facilities; and • Any other municipal waste treatment, waste storage, and waste disposal facilities. <p>Report the number of applicable facilities and the number of the inspections conducted for each facility.</p> <p><i>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. An applicable facility under Part III.A.5 includes, but is not limited to, those facilities/yards where street sweeping material and/or yard waste are temporary stockpiled, and where solid waste collection vehicles are parked and/or maintained. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i></p>				
	Name of facility #1: Solid Waste Trucks and Heavy Equipment Maintenance and Storage Area	359	Daily Check Sheets filed by date and truck number Fleet/Facility Maintenance Daily Inspections with any issued filed with Work Orders	Solid Waste Staff Assistant, Betty Brown (SW) Fleet/Facility Maintenance Coordinator, Anna Mincey (FM)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Quarterly Hazardous Materials Inspection Logs Annual Safety Committee City-Wide Inspection	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Human Resources (Designee) for MSDS or Right to Know (Safety)
	<p>Name of facility #2: Utilities Wastewater Treatment Plant #2</p>	<p>371</p>	WWTP#2 Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Chief Operator and Pretreatment Coordinator, Terry Carver (WW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	<p>Name of facility #3: Utilities Wastewater Treatment Plant #3</p>	<p>371</p>	WWTP#3 Daily Logs Quarterly Hazardous Materials	Utilities Department, Chief Operator and Pretreatment Coordinator, Terry Carver (WW) Natural Resources	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human

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	Documentation / Record	Entity Performing the Activity	Comments
			Inspection Report Annual Safety Committee City-Wide Inspections	Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (ES)	Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #4: Sage Road Landfill (closed)	19	Monthly Inspection Logs Bi-Monthly Well (Water) Monitoring Reports and Annual Gas Monitoring Reports	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Utilities Director, Kim Hansell (US)	Closed municipal yard debris landfill
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	<p>Continue to require proper certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for all applicators contracted to apply pesticides, herbicides, or fertilizers on permittee-owned property, as well as any permittee personnel employed in the application of these products. Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed. Report the number of permittee personnel and contractors who have been trained through the Green Industry BMP Program, and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.</p> <p><i>DEP Note: If "0" is reported in Column C for any of the reporting items, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training / certification was previously provided / obtained, and the names of the personnel and contractors previously trained / certified.</i></p>				
	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides	3	Copies of certificates / licenses in personnel files	Leisure Services Division	Steve Pruitt, Janet Thome and Kris Neal
	CONTRACTORS: FDACS certified / licensed applicators of pesticides and		City of Winter Haven	James Earl	Copies of valid

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
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	<p style="text-align: center;">herbicides</p> <p style="text-align: center;">PERSONNEL: Green Industry BMP Program training completed</p> <p style="text-align: center;">CONTRACTORS: Green Industry BMP Program training completed</p>	5	<p>Procurement Services Files (PS)</p> <p>Natural Resources Division / Aquatic Herbicide Invoices and Alum Building Pest Service Invoices (NR)</p> <p>Willowbrook Golf Course, Leisure Services Division Director, Travis Edwards(WB)</p>	<p>Wetzel – Apex Pest Control (PS)</p> <p>Aquagenix, Amphibious Aquatics, and Pete’s Pest Control (NR)</p> <p>Amphibious Aquatics (WB)</p>	<p>and proper licensure are required prior to awarding contracts</p>
		2	Landscape Services	Landscape Services	
		1	Golf Course Files	Applied Aquatics	
<p>Pursuant to SB 2080 (2009), all local governments are encouraged to adopt a Florida-friendly Landscaping Ordinance similar to the one set forth in the document “Florida-friendly Guidance Models for Ordinances, Covenants and Restrictions.” If the broader Florida-friendly ordinance described above is not adopted, then <u>all local governments within the watershed of a nutrient-impaired water body shall adopt the Department’s Model Ordinance for Florida-Friendly Fertilizer Use on Urban Landscapes pursuant to SB 494 (2009) or an ordinance that includes all of the requirements set forth in the Model Ordinance. The ordinance shall be adopted within 24 months of the date of permit issuance. Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.</u></p> <p><i>DEP Note: If this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, then please indicate that in Column F, but do not remove this reporting item.</i></p> <p><i>DEP Note: Please provide the title and citation of the ordinance in Column D, and the name of the entity who finalized the ordinance in Column E.</i></p> <p>Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance</p> <p>See attachment</p> <p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee’s jurisdiction to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable). Activities performed under the Florida Yards and Neighborhoods (FYN) program should only be reported if the permittee is contributing funding towards the FYN staff and program within its jurisdiction.</p> <p><i>DEP Note: The permittee should “customize” the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of “Estimated percentage of the population reached by the activities in total” must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If “0” is reported in Column C for all the reporting items please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: Polk County is to report the public education and outreach activities that it performed county-wide (and not just in the unincorporated areas of Polk County). The co-permittees are to report just the public education and outreach activities that they performed.</i></p>					

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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<p><i>DEP Note: Indicate under Column E "Entity Performing the Activity" if FYN or IFAS is performing any of the reported public education and outreach activities. In addition, please complete the following line:</i></p> <p style="text-align: center;">FYN PROGRAM FUNDING: Permittee Provides Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount of Funding = \$0.00</p>					
<p>Estimated percentage of the population reached by the activities in total Brochures/Flyers/Fact sheets distributed</p>		75%			
<p>Brochures/Flyers/Fact sheets distributed</p>		3320	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	Includes various materials
<p>Brochures/Flyers/Fact sheets distributed</p>		82,919	Utility Accounts Mailing Log	Utility Account Services	Materials sent as insert to utility bills
<p>Brochures/Flyers/Fact sheets distributed</p>		500+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Includes various materials
<p>FYN: Brochure/Flyers/Fact sheets distributed</p>		NA	NA	FYN	NA
<p>FYN: Neighborhood presentations: Number conducted</p>		NA	NA	FYN	NA
<p>FYN: Neighborhood presentations: Number of participants</p>		NA	NA	FYN	NA
<p>Neighborhood presentations: Number of participants</p>		8	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
<p>Neighborhood presentations: Number conducted</p>		593	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
<p>Neighborhood presentations: Number of participants</p>		2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
<p>Neighborhood presentations: Number of participants</p>		35	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
<p>Newsletter (Lakes LE/ADer): Number of articles published</p>		28 articles	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Quarterly Newsletter
<p>Newsletter (Lakes LE/ADer): Number of newsletters distributed</p>		2400 / annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org to view pdf
<p>Newspaper (The Ledger): Number of notices published</p>		4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Ads run for litter clean up event
<p>Public displays (e.g., kiosks, storyboards, posters, etc.)</p>		3	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	Utilities Accounts Payable Public Access area, WH Public Library display area, Walk-in Public Access at City

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Hall 2 schools, Project EAGLE
	FYN: Public displays (e.g., kiosks, storyboards, posters, etc.)	NA	NA	FYN	NA
	Movie Theater Public Service Announcements (PSAs)	Numerous airings daily	City of Winter Haven / Natural Resources Div Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
	Television Public Service Announcements (PSAs)	1	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Facebook Public Service Announcements (PSAs)	5	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	FYN: Radio or television Public Service Announcements (PSAs)	NA	NA	FYN	NA
	School presentations: Number conducted	8	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	School presentations: Number of participants	213	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	School presentations: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	School presentations: Number of participants	100	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lk Elbert Elem (20); Lena Vista Elem (80)
	FYN: School presentations: Number conducted	NA	NA	FYN	NA
	FYN: School presentations: Number of participants	NA	NA	FYN	NA
	Seminars/Workshops/Meetings: Number conducted	41	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	Seminars/Workshops/Meetings: Number of participants	707	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	Seminars/Workshops: Number conducted	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	3 Living at the Lake workshops
	Seminars/Workshops: Number of participants	35	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	FYN: Seminars/Workshops: Number conducted	NA	NA	FYN	NA

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	FYN: Seminars/Workshops: Number of participants	NA	NA	FYN	NA
	Special events: Number conducted	52	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	Special events: Number of participants	3534	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	Special events: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Polk Regional Science Fair, Project EAGLE-Chain of Lakes Clean Up Event
	Special events: Number of participants	500	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	FYN: Special events: Number conducted	NA	NA	FYN	NA
	FYN: Special events: Number of participants	NA	NA	FYN	NA
	Web Site: Number of hits / visitors to the stormwater-related pages	Estimated 400/annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org
Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures				
	Where applicable, strengthen the legal authority to conduct inspections, conduct monitoring, control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders. Report amendments, as needed.				
	<i>DEP Note: If applicable, please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.</i>				
	ATTACH a report on any amendments to the applicable legal authority	None	None	None	None
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
	During Year 1 of the permit, develop and implement a written proactive inspection program plan for identifying and eliminating sources of illicit discharges, illicit connections, or dumping to the MS4. Report on the proactive inspection program, including the number of inspections conducted, the number of illicit activities found, and the number and type of enforcement actions taken.				
	<i>DEP Note: If “0” is reported in Column C for the first reporting item, please include an explanation in Column F for why no proactive inspections were performed. In addition, the permittee should re-word the “NOVs / warning letters / citations issued” reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i>				
	<i>DEP Note: Proactive inspections may include, for example, suspect areas (e.g., industrial areas), commercial businesses (e.g., restaurants, car washes, service stations, laundries / dry cleaners, auto body shops, mobile carpet cleaners) or temporary activities (e.g., special events / fairs / circus) that would not otherwise be inspected during routine inspections and maintenance of the MS4, in association with high risk industrial facilities or construction sites, or in response to citizen or staff reports.</i>				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
<p><i>DEP Note: Polk County is to report the ONLY the proactive inspections it performed in the unincorporated areas of Polk County – any proactive inspections it performed in the co-permittees' jurisdictions are to be reported by the co-permittees. Each co-permittee is to report the Polk County proactive inspections done in their jurisdiction separately from the proactive inspections that the co-permittee performed itself.</i></p>					
<p><i>DEP Note: Refer to Part III.A.7.c of the permit for what must be included in the written proactive inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i></p>					
	<p>Proactive inspections performed by Polk County on behalf of a co-permittee for suspected illicit discharges / connections / dumping</p>	74	Spreadsheet & pdf file	Polk County Waste Resource Management Division	Andrea Stermer
	<p>Proactive inspections performed by the permittee (City of Winter Haven) for suspected illicit discharges / connections / dumping</p>	12	Sage Road Monthly Inspection spreadsheet	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill	Sage Road Landfill Site Monthly Inspections
	<p>Illicit discharges / connections / dumping found during a proactive inspection</p>	0	Sage Road Monthly Inspection spreadsheet	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill	Sage Road Landfill Site Monthly Inspections
	<p>Proactive inspections performed by the permittee (City of Winter Haven) for suspected illicit discharges / connections / dumping</p>	1905	Fire Prevention Bureau Records	Winter Haven Fire Dept., Fire Marshal, Judy Rivera	Inspections for Fire Department are routine, performed daily.
	<p>Illicit discharges / connections / dumping found during a proactive inspection</p>	0	Fire Prevention Bureau Records	Winter Haven Fire Dept., Fire Marshal, Judy Rivera	Inspections for Fire Department are routine, performed daily.
	<p>Proactive inspections performed by the permittee (City of Winter Haven) for suspected illicit discharges / connections / dumping</p>	268	Fats, Oils and Grease (FOG) Program	Utility Department Grease Trap Inspector, Steve Rheiner	Inspections for Utility Department are routine, performed daily.
	<p>Illicit discharges / connections / dumping found during a proactive</p>	5	Fats, Oils and	Utility Department,	Inspections for

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<p style="text-align: right;">inspection</p> <p>Notices of Violation (NOVs) issued for illicit discharges / connections / dumping found during a proactive inspection</p> <p>Fines issued for illicit discharges / connections / dumping found during a proactive inspection</p> <p>Year 1 ONLY: Attach the written proactive inspection program plan</p>	<p></p> <p style="text-align: center;">1</p> <p style="text-align: center;">0</p> <p style="text-align: center;">None</p>	<p>Grease (FOG) Program</p> <p>Fats, Oils and Grease (FOG) Program</p> <p>Fats, Oils and Grease (FOG) Program</p> <p>None</p>	<p>Grease Trap Inspector, Steve Rheiner</p> <p>Utility Department, Grease Trap Inspector, Steve Rheiner</p> <p>Utility Department, Grease Trap Inspector, Steve Rheiner</p> <p>None</p>	<p>Utility Department are routine, performed daily</p> <p>Inspections for Utility Department are routine, performed daily</p> <p>Inspections for Utility Department are routine, performed daily</p> <p>None</p>
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures to conduct reactive investigations to identify and eliminate the source(s) of illicit discharges, illicit connections or improper disposal to the MS4, based on reports received from permittee personnel, contractors, citizens, or other entities regarding suspected illicit activity. Report on the reactive investigation program as it relates to responding to reports of suspected illicit discharges, including the number of reports received, the number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</p> <p><i>DEP Note: If the number of reports received differs from the number of reactive investigations, please provide an explanation for the discrepancy in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p>				
	<p>Reports received by Polk County of suspected illicit connections / discharges / dumping received</p> <p>Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received</p> <p>Reactive investigations of reports of suspected illicit discharges/ connections / dumping</p>	<p style="text-align: center;">0</p> <p style="text-align: center;">7</p> <p style="text-align: center;">7</p>	<p>Spreadsheet & pdf file</p> <p>Code Enforcement Program Cases</p> <p>Code Enforcement Program Cases</p>	<p>Polk County Waste Resource Management Division</p> <p>Community Development Department, Code Enforcement</p> <p>Community Development Department, Code Enforcement</p>	<p>Andrea Stermer</p> <p>Most Code Enforcement investigations are complaint driven.</p> <p>Most Code Enforcement investigations</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
				Enforcement	are complaint driven.
	Illicit discharges / connections / dumping found during a reactive investigation	2	Code Enforcement Program Cases	Community Development Department, Code Enforcement	Most Code Enforcement investigations are complaint driven.
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation	2	Code Enforcement Program Cases	Community Development Department, Code Enforcement	Most notices of violation are resolved within the allotted timeframe.
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	Code Enforcement Program Cases	Community Development Department, Code Enforcement	Fines are mostly issued for non-compliance, failure to correct and/or repeat offenders.
	Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received	49	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Reactive investigations of reports of suspected illicit discharges/ connections / dumping	49	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Illicit discharges / connections / dumping found during a reactive investigation	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Notices of Violation (NOVs) issued for illicit discharges / connections / dumping found during a reactive investigation	1	Fats, Oils and Grease (FOG)	Utility Department, Grease Trap	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			Program	Inspector, Steve Rheiner	
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received	7	NPDES Activities Log	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill	Most Natural Resources investigations are complaint driven.
	Reactive investigations of reports of suspected illicit discharges/ connections / dumping	7	NPDES Activities Log	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill	Most Natural Resources investigations are complaint driven.
	Illicit discharges / connections / dumping found during a reactive investigation	4	NPDES Activities Log	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill	Most Natural Resources investigations are complaint driven.
	Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received	16	Winter Haven PD Records System	Winter Haven Police Department	
	Reactive investigations of reports of suspected illicit discharges/ connections / dumping	16	Winter Haven PD Records System	Winter Haven Police Department	
	Illicit discharges / connections / dumping found during a reactive investigation	16	Winter Haven PD Records System	Winter Haven Police Department	
	Notices of Violation (NOVs) issued for illicit discharges / connections / dumping found during a reactive investigation	1	Winter Haven PD Records System	Winter Haven Police Department	
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	Winter Haven PD Records System	Winter Haven Police Department	
<p>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, fleet maintenance staff, and inspectors) <u>and contractors</u> to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. Refresher training shall be provided annually. Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p>					
<p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and</i></p>					

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.		C.	D.	E.	F.	
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity		Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
	<i>contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i>						
	Personnel trained	Initial Training	Refresher Training		MSDS Training Response Sheets (HR) Fire Records Mgmt. System (FD) NPDES Activities Log (NR)	Human Resources, Shawn Dykes (HR) WH Fire Dept. spill response training (FD) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)	All City staff are trained, annually, on proper handling and disposal at the time of MSDS or Right To Know (Safety) training. Storm Watch training is provided as requested. Special Hazardous Materials training is provided to emergency personnel.
	8	642	Contractors trained		0	0	
	Contractors trained	0	0				
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response						
	<p>Annually review (and revise, as needed) and implement the permittee's written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed. If a permittee relies on the Polk County Fire Rescue or Fire Services Division to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County Fire Rescue/Fire Services Division shall make available) the necessary annual report information from the County.</p> <p><i>DEP Note: The permittee may report the number of hazardous material spills separately from the number of non-hazardous material spills, or report one combined number, to more accurately reflect its tracking of these spills.</i></p>						

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.		C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity		Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Hazardous and non-hazardous material spills responded to		7	Fire Records Management System (FD) Police Dept. Vehicle Accident Reports (PD) Utilities Division Abnormal Event Reports (UT) NPDES Log (NR)	Winter Haven Fire Department (FD) Winter Haven Police Department (PD) Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver (UT) Natural Resources Division (NR)	Complaint and observation driven responses.
During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, firefighters, fleet maintenance staff and inspectors) and contractors on proper spill prevention, containment, and response techniques and procedures. Refresher training shall be provided annually. Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).						
<p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>						
Personnel trained	Initial Training	Refresher Training		MSDS Training Response Sheets (HR) Fire Records Mgmt. System (FD) NPDES Activities Log (NR)	Human Resources, Shawn Dykes (HR) WH Fire Dept. spill response training (FD) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)	All City staff are trained, annually, on proper handling and disposal at the time of MSDS or Right To Know (Safety) training. Storm Watch training is provided as requested. Special Hazardous Materials training is provided to

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.		C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity		Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Contractors trained	0	0			emergency personnel.
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting					
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: Polk County is to report the public education and outreach activities that it performed county-wide (and not just in the unincorporated areas of Polk County). The co-permittees are to report just the public education and outreach activities that they performed.</i></p>					
	Estimated percentage of the population reached by the activities in total Publicize the Polk County or local Pollution Complaint Hotline		75%		Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
	Brochures/Flyers/Fact sheets distributed		3320	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	Includes various materials
	Brochures/Flyers/Fact sheets distributed		25	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Brochures/Flyers/Fact sheets distributed		88,946	Utility Accounts Mailing Log	Utility Account Services Public Services Dept, Solid Waste	Materials sent as insert to utility bills Annual Water

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
				Division, Susan Stewart	Report (27,405), Spring Clean Up (27,541), Household Chemical Collection Center Program (34,000)
	Brochures/Flyers/Fact sheets distributed	1070	Daily Work Logs	Utilities Services	
	Brochures/Flyers/Fact sheets distributed	500+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Includes various materials
	Neighborhood presentations: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Neighborhood presentations: Number of participants	35	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Neighborhood presentations: Number conducted	8	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Neighborhood presentations: Number of participants	593	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Newsletter (Lakes LE/ADer): Number of articles published	28	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Quarterly newsletter
	Newsletter (Lakes LE/ADer): Number of newsletters distributed	2400 / annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org to view pdf(s)
	Newspapers (The Ledger): Number of notices published	4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Ads run for litter clean up event
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	Utilities Accounts Payable Public Access area, WH Public Library display area, Walk-in Public Access at City Hall
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	2 schools, Project EAGLE
	Movie Theater Public Service Announcements (PSAs)	Numerous airings daily	City of Winter Haven / Natural Resources Div Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
				City of Winter Haven Natural Resources Division	Lakeside Village
	Public Service Announcements (PSAs)	Numerous viewings daily	Lakes Education / Action Drive Files	Lakes Education / Action Drive	1 TV PSA, 5 Facebook PSAs
	School presentations: Number conducted	8	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	School presentations: Number of participants	213	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	School presentations: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	School presentations: Number of participants	100	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lk Elbert Elem (20); Lena Vista Elem (80)
	Seminars/Workshops/Meetings: Number conducted	41	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Seminars/Workshops/Meetings: Number of participants	707	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Seminars/Workshops: Number conducted	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	3 Living at the Lake workshops,
	Seminars/Workshops: Number of participants	35	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Special events: Number conducted	52	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Special events: Number of participants	3534	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Special events: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Polk Regional Science Fair, Project EAGLE – Chain of Lakes Clean Up Event
	Special events: Number of participants	500	Lakes Education /	Lakes Education /	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Web Site: Number of visitors to the stormwater-related pages	~400 annually	Action Drive Files Lakes Education / Action Drive Files	Action Drive Lakes Education / Action Drive	www.le-ad.org
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting items of "Estimated percentage of the population reached by the activities in total" and "Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (tons)" must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: Polk County is to report the public education and outreach activities that it performed county-wide (and not just in the unincorporated areas of Polk County). The co-permittees are to report just the public education and outreach activities that they performed.</i></p>				
	<p>Estimated percentage of the population reached by the activities in total</p> <p>Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (tons)</p>	<p>95%</p> <p>Batteries = 882 pounds</p> <p>Florescent Bulbs = 491</p> <p>Televisions = 94</p> <p>Electronics = 1,105 pounds</p> <p>Paint, motor oil & antifreeze = 12,933 pounds</p> <p>Pesticide = 5 – 55 gallon drums</p> <p>Corrosive / Flammable Liquids = 7 – 55 gallon</p>	<p>Special Clean Ups Documents</p>	<p>Public Services, Solid Waste Staff</p> <p>Residential Volunteers</p>	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Household Chemical Collection Center Program: Events	drums			
		1	Special Clean Ups Documents	Public Services, Solid Waste Staff	Event sponsored by Polk County – advertised by them
	Household Hazardous Waste Materials Guides distributed	320	Special Clean Ups Documents	Public Services, Solid Waste Staff	Distributed at event
	Brochures/Flyers/Fact sheets distributed	34,000	Special Clean Ups Documents	Utility Account Services and Public Services, Solid Waste Staff	Household Chemical Collection Center Program flyers sent out in water bill
	Brochures/Flyers/Fact sheets distributed	25	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Brochures/Flyers/Fact sheets distributed	3320	NPDES Activities Tracking Log.xlsx	Natural Resources Div	Includes various materials
	Brochures/Flyers/Fact sheets distributed	500+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Includes various materials
	Neighborhood presentations: Number conducted	8	NPDES Activities Tracking Log.xlsx	Natural Resources Div	
	Neighborhood presentations: Number of participants	593	NPDES Activities Tracking Log.xlsx	Natural Resources Div	
	Neighborhood presentations: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Neighborhood presentations: Number of participants	35	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Newsletter (Lakes LE/ADer): Number of articles published	28	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Quarterly newsletter
	Newsletter (Lakes LE/ADer): Number of newsletters distributed	2400 / annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org to view pdf(s)
	Newspaper (The Ledger): Number of notices published	4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Ads run for litter clean up event
	Public displays (e.g., kiosks, storyboards, posters, etc.)	4	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	Utilities Accounts Payable Public Access area, WH Public Library display area,

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
					Walk-in Public Access at City Hall, Lake Hartridge Nature Park
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	2 schools, Project EAGLE
	Movie Theater Public Service Announcements (PSAs)	Numerous airings daily	City of Winter Haven / Natural Resources Div Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
	Public Service Announcements (PSAs)	Numerous viewings daily	Lakes Education / Action Drive Files	Lakes Education / Action Drive	1 – TV PSA, 5 – Facebook PSA's
	School presentations: Number conducted	8	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	School presentations: Number of participants	213	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	School presentations: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	School presentations: Number of participants	100	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lk Elbert Elem (20); Lena Vista Elem (80)
	Seminars/Workshops/Meetings: Number conducted	41	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Seminars/Workshops/Meetings: Number of participants	707	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Seminars/Workshops: Number conducted	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	3 Living at the Lake workshops
	Seminars/Workshops: Number of participants	35	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Special events: Number conducted	52	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Special events: Number of participants	3534	NPDES Activities Tracking Log.xlsx	Resources Div City of Winter Haven/Natural Resources Div	
	Special events: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Polk Regional Science Fair, Project EAGLE – Chain of Lakes Clean Up Event
	Special events: Number of participants	500	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Storm sewer inlets newly marked/replaced	34	Streets Work Logs	Streets Division/ Stormwater Crew	
	Web Site: Number of visitors to the stormwater-related pages	~400 annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
	<p>Annually review (and revise, as needed) and implement the permittee’s written procedures to reduce or eliminate sanitary wastewater contamination into the MS4, including discharges to the MS4 from sanitary sewer overflows (SSOs) and from inflow / infiltration from collection / transmission systems and/or septic tank systems. Advise the appropriate utility owner of a violation if constituents common to wastewater contamination are discovered in the MS4. Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/ infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee’s jurisdiction.</p> <p><i>DEP Note: The permittee needs to “customize” this section as it pertains to the type of activities undertaken to reduce or eliminate SSOs and inflow / infiltration into the MS4. The first five reporting items below are examples.</i></p> <p><i>DEP Note: The permittee should contact the appropriate authorities for accurate reporting information, such as the sanitary sewer system operator who is responsible for investigating and eliminating SSOs and the local health department who is responsible for permitting / overseeing septic tank systems.</i></p> <p><i>DEP Note: Report only the SSOs and inflow / infiltration incidents into the MS4.</i></p>				
	Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe inspected for infiltration (linear feet)	92,168	Daily Work Logs	Utility Services	
	Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe sealed, lined, and / or replaced (linear feet)	23,510	Daily Work Logs	Utility Services	
	Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer line breaks repaired	50	Daily Work Logs	Utility Services	
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	138	Daily Work Logs	Utility Services	
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0	Daily Work Logs	Utility Services	
	SSO incidents discovered	1	Daily Work Logs	Utility Services	
	SSO incidents resolved	1	Daily Work Logs	Utility Services	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.		
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments		
	<p style="text-align: center;">Inflow / infiltration incidents discovered</p> <p style="text-align: center;">Inflow / infiltration incidents resolved</p> <p style="text-align: center;">Name of owner of the sanitary sewer system</p>	<p style="text-align: center;">0</p> <p style="text-align: center;">0</p>	<p style="text-align: center;">Daily Work Logs</p> <p style="text-align: center;">Daily Work Logs</p>	<p style="text-align: center;">Utility Services</p> <p style="text-align: center;">Utility Services</p>			
<p>Part III.A.8.a</p>	<p>Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections</p>						
	<p>Continue to maintain an up-to-date inventory of all existing high risk facilities discharging into the permittee’s MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. For the purposes of this permit, high risk facilities include:</p> <ul style="list-style-type: none"> • Operating municipal landfills; • Hazardous waste treatment, storage, disposal and recovery facilities; • Facilities that are subject to EPCRA Title III, Section 313 (also known as the Toxics Release Inventory (TRI) maintained by the U.S. EPA); and • Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee’s MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c of the permit. <p>Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</p> <p><i>DEP Note: The TRI is updated every spring / summer by the U.S. EPA at www.epa.gov/triexplorer. Select “Facility” on the left, chose your Geographic Location, and then select “Generate Report.” Please indicate in Column F when (month / year) you last checked EPA’s TRI for applicable facilities.</i></p> <p>During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</p> <p><i>DEP Note: If “0” is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the “NOVs / warning letters / citations issued” reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p> <p>DEP Note: Polk County is to report ONLY the inventory of high risk facilities in the unincorporated areas of Polk County – the inventory of high risk facilities located in the co-permittees’ jurisdictions are to be reported by the co-permittees. Likewise, the County is to report ONLY the high risk facility inspections it performed in the unincorporated areas of Polk County – any high risk facility inspections it performed in the co-permittees’ jurisdictions are to be reported by the co-permittees. Each co-permittee is to obtain the necessary information from Polk County that pertains to its jurisdiction.</p>						
		<p>Number of Facilities</p>	<p>Number of Inspections</p>	<p style="text-align: center;">For violations discovered during a high risk inspection</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="913 1333 1085 1448" style="text-align: center;"> <p>Fines issued</p> </td> <td data-bbox="1085 1333 2022 1448" style="text-align: center;"> <p>Notices of Violation (NOVs) / warning letters / citations issued</p> </td> </tr> </table>		<p>Fines issued</p>	<p>Notices of Violation (NOVs) / warning letters / citations issued</p>
<p>Fines issued</p>	<p>Notices of Violation (NOVs) / warning letters / citations issued</p>						

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<p align="center">High risk facilities sampled</p> <p align="center">Borden Dairy, Blue Lake Citrus, Indian River Transport, Wal-Mart Distribution Center</p>	4	Industrial Pretreatment Logs and Bi-Weekly Reports	Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver	
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices				
	<p>Continue to implement the local codes or land development regulations and the written pre-construction site plan review procedures that require the use and maintenance of appropriate structural and non-structural erosion and sedimentation controls during construction to reduce the discharge of pollutants to the MS4. Report the number of permittee and private pre-construction site plans reviewed for stormwater, erosion, and sedimentation controls, and the number approved.</p>				
	<p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i></p>				
	PERMITTEE SITES: Construction site plans reviewed	17	DRC List	Planning Division, Planning Manager, Erin Tilghman	
	PERMITTEE SITES: Construction site plans approved	14	DRC List	Planning Division, Planning Manager, Erin Tilghman	
	PRIVATE SITES: Construction site plans reviewed	25	DRC List	Planning Division, Planning Manager, Erin Tilghman	
	PRIVATE SITES: Construction site plans approved	25	DRC List	Planning Division, Planning Manager, Erin Tilghman	
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures to notify all new development / redevelopment permit applicants of the need to obtain all required stormwater permits. Report the number of new development/redevelopment permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.</p>				
	<p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. If the number of applicants notified of ERP or CGP coverage is less than the number of construction site plans reviewed, please provide an explanation for the discrepancy in Column F.</i></p>				
	Notified of ERP stormwater permit requirements	28	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Senior Staff Assistant, Felicia Nouami	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Confirmed ERP coverage	28	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Senior Staff Assistant, Felicia Nouami	
	Notified of CGP stormwater permit requirements	28	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Senior Staff Assistant, Felicia Nouami	
	Confirmed CGP coverage	28	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Senior Staff Assistant, Felicia Nouami	
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
	<p>As an attachment to the Year 1 Annual Report, the permittee shall submit a written plan that details the standard operating procedures for implementation of the stormwater, erosion and sedimentation inspection program for construction sites discharging stormwater to the MS4. The permittee shall implement the plan for inspecting construction sites immediately upon written approval by the Department. Prior to Department approval, the permittee shall continue to perform inspections in accordance with its previously developed construction site inspection procedures. Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.</p> <p><i>DEP Note: If "0" is reported in Column C for the number of inspections conducted, please provide an explanation in Column F of why no inspections were conducted. If the number of inspections reported is equal to or less than the number of active construction sites, or the percentage inspected is less than 100%, please provide an explanation in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p> <p><i>DEP Note: Refer to Part III.A.9.b of the permit for what must be included in the construction site inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i></p>				
	PERMITTEE SITES: Active construction sites	28	Construction Coordinating Committee Meeting Minutes	Planning Division, Erin Tilghman	
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	615	City of Winter Haven Field Inspection Report and Building	Technical Services Division, Senior Staff Assistant, Felicia	The Technical Services Division tracks private and municipal

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			Division Logs	Nouami	construction site inspections cumulatively
	PERMITTEE SITES: Percentage of active construction sites inspected	100%			
	PRIVATE SITES: Active construction sites	193	Planning Division Residential Permits & Building Division Permits	Planning Division, Erin Tilghman	
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	816	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	PRIVATE SITES: Percentage of active construction sites inspected	100%			
	Red Tags issued	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	Notices of Violation (NOVs) issued	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	Stop Work Orders issued	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	Fines issued	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.			C.	D.	E.	F.	
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
	Year 1 ONLY: Attach the written construction site inspection program plan			Attached	Attached	Attached	inspections cumulatively Attached	
Part III.A.9.c	Construction Site Runoff — Site Operator Training							
	<p>During Year 1 of the permit, develop and implement a written plan for stormwater training / outreach for construction site plan reviewers, site inspectors and site operators. Provide training for permittee personnel (employed by or under contract with the permittee) and private persons involved in the site plan review, inspection or construction of stormwater management, erosion, and sedimentation controls. All inspectors of construction sites shall be certified through the Florida Stormwater, Erosion and Sedimentation Control Inspector Training program, or an equivalent program approved by the Department. Refresher training shall be provided annually. Report the number and type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training), and the number of private persons trained by the permittee.</p> <p><i>DEP Note: If "0" is reported for any of these reporting items, please include in Column F an explanation of why training was not provided to / obtained by the permittee's staff and private persons during the applicable reporting year.</i></p> <p><i>DEP Note: The permittee should report only the number of staff and private persons (i.e., private construction site operators) trained / certified during the applicable reporting year, and then note in Column F the number of staff and private persons who were previously trained / certified. Private site operator training can include pre-construction meetings.</i></p>							
	Inspector Certification Training	Non-Inspector Initial Training (non-certification)	Refresher Training					
	Permittee construction site inspectors			1		Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course City of Winter Haven, Technical Services Documentation System City of Winter Haven, Natural Resources Documentation	Polk County Natural Resources Division	Countywide trainings scheduled periodically 2 existing (TS) 1 existing (NR)
	Permittee construction site plan reviewers			0		Polk County FDEP Erosion & Sedimentation (E&S) Certification Training	Polk County Natural Resources Division	Countywide trainings scheduled periodically

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity				C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
						Course		
	Permittee construction site operators		0			Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course	Polk County Natural Resources Division	Countywide trainings scheduled periodically
	Private construction site operators	12	0			Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course City of Winter Haven, Technical Services Documentation System	Polk County Natural Resources Division City of Winter Haven, Technical Services Division, Senior Staff Assistant, Felicia Nouami	Countywide trainings scheduled periodically 12 Pre-Construction Meetings Held

SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

A.	Permit Citation/ SWMP Element	SWMP EVALUATION
	Part II.A.1 Structural control inspection and maintenance	Strengths: Most work can be done by City's stormwater maintenance crew allowing for greater flexibility.
		Weaknesses: Loss of personnel with historical knowledge base; quality of data in current GIS system is outdated or lacking, updating is slow.
		SWMP Revisions to address deficiencies: Continue update GIS system with higher quality data to insure less dependence on historical knowledge is necessary.
	Part II.A.2 Significant redevelopment	Strengths: Good record keeping by Planning Division, progressive attitude of staff and desire of staff to see redevelopment occur in the best possible manner. Current land development code requires some stormwater treatment when state standards may provide exemptions. Weaknesses: There are some standards in current Land Development Codes that need updating.

SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

	<p>SWMP Revisions to address deficiencies: Update current Land Development Codes. Continue to encourage progressive attitude toward land development.</p>
<p>Part II.A.3 Roadways</p>	<p>Strengths: City's Streets Division maintenance crews work diligently to keep up with maintenance to insure discharge of pollutants in stormwater is minimized. City's street sweeping program is active.</p>
	<p>Weaknesses: Loss of personnel with historical knowledge base; quality of data in current GIS system is outdated or lacking, updating is slow.</p>
	<p>SWMP Revisions to address deficiencies: Continue update GIS system with higher quality data to insure less dependence on historical knowledge is necessary.</p>
<p>Part II.A.4 Flood control</p>	<p>Strengths: City personnel's efficiency and desire to improve our City's infrastructure.</p>
	<p>Weaknesses: Current flood standards still allow additional stormwater runoff.</p>
	<p>SWMP Revisions to address deficiencies: Review flood control standards.</p>
<p>Part II.A.5 Waste TSD Facilities</p>	<p>Strengths: Employees with strong desire to do the right thing and be the best they can be.</p>
	<p>Weaknesses: None at this time.</p>
	<p>SWMP Revisions to address deficiencies: None at this time.</p>
<p>Part II.A.6 Pesticide, herbicide, fertilizer application</p>	<p>Strengths: Landscape Division with good training and expertise. Employee desire for excellence.</p>
	<p>Weaknesses: None</p>
	<p>SWMP Revisions to address deficiencies: None at this time.</p>
<p>Part II.A.7 Illicit Discharge Detection and Elimination</p>	<p>Strengths: Cooperation of City employees and citizens to report incidents to keep our water bodies from being harmed. Good training and information sharing.</p>
	<p>Weaknesses: Haven't reached everyone yet.</p>
	<p>SWMP Revisions to address deficiencies: Keep educating personnel and citizens, keep improving detection, reporting and response methods.</p>
<p>Part II.A.8 High Risk Industry Runoff</p>	<p>Strengths: Cooperative efforts by City and County personnel.</p>
	<p>Weaknesses: Vacancies at the City level, loss of historical knowledge base.</p>
	<p>SWMP Revisions to address deficiencies: Fill vacancies with qualified individuals, continue public and internal education efforts.</p>
<p>Part II.A.9 Construction Site Runoff</p>	<p>Strengths: Cooperation of City employees and citizens to report incidents to keep our water bodies from being harmed. Good training and information sharing.</p>

SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

		<p>Weaknesses: City inspectors are spread very thin with little time for training.</p>
		<p>SWMP Revisions to address deficiencies: Continue with program and fill vacancies. Continue public education efforts. Continue internal education efforts.</p>

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

A.	Permit Citation/ SWMP Element	<p>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.</p> <p><i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i></p>
	NA	None at this time
B.	Permit Citation/ SWMP Element	<p>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)</p> <p><i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i></p>
	NA	None at this time

CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.3	YEAR 4: If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.3	YEAR 4: The monitoring plan (with revisions, if applicable).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VII.C	YEAR 4: An application to renew the permit.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.d	YEAR 4: A TMDL Implementation Plan / Supplemental SWMP.		

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

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

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

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	Plan for inspections of construction sites.*
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.c	Plan for stormwater, erosion and sedimentation BMPs training.

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

REMINDER LIST OF THE TMDL / BMAP REPORTS TO BE SUBMITTED <u>SEPARATELY</u> FROM AN ANNUAL REPORT		
Rule / Permit Citation	Report Title	Due Date
Part VIII.B.3.a	6 MONTHS from effective date of permit: TMDL Prioritization Report.	3/12/12
Part VIII.B.3.b	12 MONTHS from effective date of permit: TMDL Monitoring and Assessment Plan.	8/1/13
Part VIII.B.3.c	6 MONTHS from receiving analyses from the lab: TMDL Monitoring Report.	TBD
Part VIII.B.4	36 MONTHS from start date per TMDL Prioritization Report: A Bacterial Pollution Control Plan (BPCP).	TBD

BMAP Reporting

MS4 permittees are NOT required to submit the annual report required by any BMAP that applies to them since the NPDES Stormwater Staff can obtain them from the department's Watershed Planning and Coordination staff. However, to assure that the stormwater staff are aware of which BMAPs apply to the MS4 permittees and when the latest BMAP annual report was submitted, please complete the information below, if applicable:

Rule/Permit Citation	BMAP Title	Date BMAP Annual Report Submitted to DEP
Part VIII.B.2		
Part VIII.B.2		

Part VIII.B.2		
Part VIII.B.2		

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

City of Winter Haven
NPDES Permit # FLS000015-003 Annual Report
Cycle 3 Year 2 → October 01, 2012 through September 30, 2013
Non-Standard Answer Explanation Requirement

Section IV. Fiscal Analysis

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

Section V. Stormwater Management Program (SWMP) Summary Table

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

Major stormwater outfalls

The NPDES Permit requires 100% of all major stormwater outfalls to be inspected within each reporting period. During this reporting period 64% were inspected. The deficiency in inspections was caused by the loss of a long time supervisor in the Streets Division who was the source of much historical knowledge and made sure that all inspections were completed as needed. A scheduling system is being created that will help insure all inspections are up to date. The Streets Division was extremely short staffed during the time period covered by this annual report. They were in a reactionary response mode in an attempt to handle necessary repairs and maintenance that is part of the multi-faceted responsibilities of the City of Winter Haven Streets Division.

City of Winter Haven
NPDES Permit # FLS000015-003 Annual Report
Cycle 3 Year 2 → October 01, 2012 through September 30, 2013
Part VIII.B.3.e Status Report Requirement

Part VIII.B.3.a. TMDL Prioritization Report – completed and accepted by DEP on March 20, 2012.

The City of Winter Haven's top 5 TMDL lakes in priority order are: Lake Lulu, Lake Shipp, Lake May, Lake Howard and Lake Cannon.

Part VIII.B.3.b. TMDL Monitoring and Assessment Plan – completed and submitted to DEP on May 3, 2013; awaiting acceptance of plan. Plan established the best location for major stormwater outfall (interconnect) monitoring to be done on Lake Lulu. Equipment has been purchased to do needed sampling.

*W*INTER HAVEN

The Chain of Lakes City

REGULAR CITY COMMISSION MEETING
451 Third Street, NW
Winter Haven, Florida 33881
Monday, May 13, 2013
7:30 PM

1. **CALL TO ORDER** – James H. Powell, Mayor
2. **INVOCATION** – Pastor Roy Allen, Imprint Ministries
3. **PLEDGE OF ALLEGIANCE** - Dorothy Johnson, City Clerk
4. **PRESENTATIONS**
 - A. Award to Bright House – Chief Gary Hester
 - B. Award to Bernie Little Distributors – Chief Gary Hester
 - C. Recognition of Debra Martin, Deputy with the Polk County Sheriff's Office
 - D. Recognition of Cheryl Kelley, R.N. with Bond Clinic
 - E. Safe Boating Week Proclamation
 - F. Teen Pregnancy Prevention Awareness Proclamation
5. **ROLL CALL** - Dorothy Johnson, City Clerk
6. **MINUTES**
 - A. April 22, 2013 Regular City Commission Minutes
 - B. April 22, 2013 Regular City Commission Workshop Minutes
7. **COMMENTS FROM THE AUDIENCE**
8. **ORDINANCE – SECOND READING – PUBLIC HEARING** - none
9. **CONSENT AGENDA**
 - A. Amended Project Scope for Byrne Direct Grant
 - B. Release of Easement – Velda Farms, LLC
10. **RESOLUTIONS**
 - A. Resolution R-13-11 - Florida Department of Transportation (FDOT) Public Transportation Supplemental Joint Participation Agreement to provide for Additional FDOT Grant Participation in the Airport Land Acquisition (Church/Residential Property Fronting on US Highway 92 West, Adjacent to North Boundary of Winter Haven Municipal Airport-Gilbert Field)
 - B. Resolution R-13-12 - Florida Department of Transportation (FDOT) Public Transportation Joint Participation Agreement to provide for FDOT Grant Participation in the New Terminal Entrance Roadway Construction Project at Winter Haven Municipal Airport-Gilbert Field)

11. **ORDINANCES – FIRST READING**

- A. Ordinance O-13-14 - Request by JSK Consulting, agent for Recker Highway Self Storage, to amend Planned Unit Development Ordinance O-05-80 for the purpose of revising screening and access requirements. General Location: 1991 Recker Highway. The area covered by this request is 8.4± acres.

12. **NEW BUSINESS**

- A. RFQ-13-34 - Public Lakeshore Management – Award of contracts to Ground Level, Inc. (Bartow); EarthBalance Corporation (Kissimmee); Applied Aquatic Management, Inc. (Bartow); Water & Air Research, Inc. (Gainesville); E Co Consultants, Inc. (Lake Wales)
- B. NPDES Interlocal Agreement with Polk County

13. **WORKSHOP DISCUSSIONS**

- A. Polk County Fertilizer Ordinance
- B. Baseball – Commissioner Brad Dantzler

14. **CITY COMMISSIONERS/LIAISON REPORTS**

- A. City Commissioners
- B. City Attorney
- C. City Manager
- D. City Clerk

15. **DEVELOPMENTS OF NOTE**

16. **EMERGENCY MATTERS NOT RECEIVED FOR THE AGENDA**

17. **ADJOURNMENT**

If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105). In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven, Florida 33881, in writing, not later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance.

WINTER HAVEN

The Chain of Lakes City

INTEROFFICE MEMORANDUM

DATE: May 2, 2013

TO: Honorable Mayor and City Commissioners

VIA: Deric C. Feacher, City Manager *DF*
T. Michael Stavres, Community Services Department Director *MS*
Mike Britt, Natural Resources Division Director *MB*

FROM: Mary Thornhill, Natural Resources Coordinator *MT*

SUBJECT: Polk County Fertilizer Ordinance

The City of Winter Haven has 50 lakes that are located within or touch the city limits. Twenty-five of these lakes are impaired for water quality as established by the Florida Department of Environmental Protection (FDEP). The primary concern is nutrient pollution and the resulting growth of algae.

Nutrients from human activities and natural sources can be transported by stormwater runoff into lakes, rivers and streams. Phosphorus and nitrogen are the primary nutrients associated with the degradation of surface waters. If too many nutrients enter lakes, excessive algae growth can cause poor water quality and impact habitat for fish and wildlife. Sources of nutrients include: disturbed soils, fertilizer, pet wastes, plant debris, atmospheric deposition, bottom sediments, and septic systems. Some sources are difficult to control; but others can be controlled to an extent through best management practices.

The National Pollutant Discharge Elimination System (NPDES) permit program, required by the Clean Water Act, attempts to control water pollution by regulating point sources that discharge pollutants into the waters of the United States. The City's stormwater pipes that discharge into the lakes are considered to be within the purview of this program. The FDEP is the regulating authority within the state of Florida. The City of Winter Haven, along with all of the other municipalities in the county, are co-permittees with Polk County.

The current NPDES permit was issued on September 11, 2011 and contains a requirement that each co-permittee have a fertilizer ordinance in place by the end of the permit's second year. The second year of our permit ends on September 12, 2013.

To provide a template for municipalities and counties, the FDEP created a model ordinance that would satisfy the fertilizer ordinance requirements of the NPDES permit and have a basis in sound scientific evaluation. The scientific basis for the FDEP sample ordinance came from research conducted over an 8 year period by the University of Florida / Institute of Food and Agricultural Science (UF/IFAS). Based on research results UF/IFAS has recommended fertilization rates for Florida turf grasses and these rates were also incorporated into the FDEP model ordinance.

Researchers came to some basic conclusions:

- Florida turf is dormant in the winter time. Nutrients can leach from fertilizer applications made to dormant or unhealthy turf.
- Summertime bans on fertilizer application deprive healthy turf of nutrients when needed most, thereby causing turf health and quality to decline.
- Very little nutrient leaching occurs from summertime applications of fertilizer at appropriate rates to healthy, growing turf grass.
- Newly laid sod should not be fertilized for 30 to 60 days; giving sod time to establish a root system to uptake nutrients efficiently.

Polk County Parks and Natural Resources (PCPNR) is the County agency responsible for NPDES permit coordination. Initial discussions concerning a fertilizer ordinance and the appropriate level of restrictions led Polk County Parks and Natural Resources staff to hold 2 public stakeholder meetings. Meetings were held on February 09, 2012 and February 28, 2013 in an attempt to gauge public interest in placing more stringent controls on fertilizer use than what was required by the NPDES permit. Polk County determined that it was in the best interest of all parties to move forward with the FDEP model ordinance. On March 19, 2013 Polk County Ordinance 13-005 was adopted by the Board of County Commissioners and contains the following restrictions:

- Weather related restrictions – no application to urban landscapes during periods which the National Weather Service has issued a warning or watch for severe thunderstorms, floods, tropical storms, hurricanes or heavy rain likely to exceed two inches in a 24 hour period.
- Fertilizer content labeling requirements – all fertilizer applied to urban landscapes will be labeled in accordance with Section 576.031, Florida Statutes.
- Application rate restrictions – rates established by UF/IFAS from research conducted will be followed as set forth in the most recent publication of Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries.
- Establishment of fertilizer free zones – no fertilizer will be applied within 10 feet of any lake, pond, stream, water body, water course, canal or wetland; no fertilizer will be deposited accidentally or intentionally onto any impervious surface, public

- right-of-way, public property, stormwater drain, ditch or other stormwater conveyance or directly to a water body.
- Grass clippings and other vegetative debris – no vegetative debris will be washed, swept or blown into stormwater drains, ditches, conveyances, water bodies, wetlands, sidewalks or roadways.

The County Ordinance contains a requirement for commercial and institutional applicators of fertilizer to complete a six-hour training program in the "Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries". City staff has procured training materials for the program and are making plans to implement training during weekly safety/training meetings. Commercial applicators are further required to receive and maintain certification for the "Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries" and a Florida Department of Agriculture and Consumer services Limited Certification for Urban Landscape Commercial Fertilizer.

Exemptions were made in the Ordinance for golf courses, sport turf areas at parks and athletic fields, farm operations, agricultural lands, or lands used for scientific research. Enforcement for the Ordinance would occur under the City's Code Enforcement Division with assistance as needed by the Natural Resources Division.

City staff carefully reviewed the attached ordinance and conducted research as to whether there would be benefit in adopting a more stringent ordinance. Staff concluded that the ordinance adopted by Polk County is sufficient to address concerns in Winter Haven. The focus for action within Winter Haven will be to pursue a Florida Friendly/Water Conservation Landscape provision which reduces fertilizer, chemical and water use for landscapes.

As written, Polk County's ordinance applies to incorporated areas of municipalities that have not adopted their own ordinance regulating the application of fertilizer and no formal action is required. However, staff believes that acknowledging the County Ordinance via resolution would communicate support and formalize the action for the community. If this approach is preferred by the Commission, staff will prepare a resolution for consideration.

ATTACHMENTS:

Polk County Ordinance 13-005

ORDINANCE NO. 13-005

AN ORDINANCE RELATED TO FERTILIZER MANAGEMENT AND REGULATING THE APPLICATION OF FERTILIZER TO URBAN LANDSCAPES IN POLK COUNTY; PROVIDING FOR A SHORT TITLE, TO BE KNOWN AS THE "POLK COUNTY FERTILIZER MANAGEMENT ORDINANCE"; PROVIDING FOR A FINDING OF FACTS; ESTABLISHING APPLICABILITY; PROVIDING DEFINITIONS; ADDRESSING WEATHER RELATED RESTRICTIONS ON FERTILIZER APPLICATION; IDENTIFYING RESTRICTIONS ON THE FERTILIZER CONTENT AND THE RATE OF FERTILIZER APPLICATION; ESTABLISHING FERTILIZER FREE ZONES; PROVIDING LIMITATIONS TO THE MODE OF APPLICATION; ADDRESSING THE MANAGEMENT OF GRASS CLIPPINGS AND VEGETATIVE MATERIAL/DEBRIS; ESTABLISHING TRAINING AND CERTIFICATION REQUIREMENTS FOR COMMERCIAL APPLICATORS OF FERTILIZER; PROVIDING FOR VARIANCES AND EXEMPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY AND INCLUSION INTO THE COUNTY CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA THAT:

ARTICLE I – GENERAL PROVISIONS

SECTION 1-1 SHORT TITLE:

This Ordinance shall be known as the Polk County Fertilizer Management Ordinance.

SECTION 1-2 FINDING OF FACTS:

Stormwater runoff from residential neighborhoods, commercial centers, industrial areas, and other lands transports pollutants through the drainage conveyances to the natural water bodies of Polk County. Phosphorus and nitrogen are the primary nutrients associated with the degradation of groundwater and surface water, and are the primary components of fertilizer used on urban landscapes. Improper fertilization practices contribute excess nitrogen and phosphorus to Polk County's water bodies through the drainage conveyances that regulate the flow of stormwater to prevent flooding. This reduces the drainage conveyances capacity to provide flood protection from the overgrowth of vegetation.

Pursuant to Section 303(d) of the federal Clean Water Act and Chapter 62-303 of the Florida Administrative Code, the Florida Department of Environmental Protection (FDEP) has classified specific water bodies in Polk County as "impaired" as a result of the presence of excess nutrients. In addition, the FDEP has issued a National Pollutant Discharge Elimination System

(NPDES) permit to Polk County requiring the adoption of an ordinance to limit the nutrient contributions from the fertilization of urban landscapes within the watershed of any nutrient impaired water bodies. The Board of County Commissioners of Polk County, Florida, therefore finds it necessary to adopt this ordinance to reduce nutrient leaching and runoff through improved fertilizer management in order to protect the quality of waters receiving stormwater discharges for the health, safety, and general welfare of the citizens of Polk County.

SECTION 1-3 APPLICABILITY:

The regulations herein set forth shall apply to the unincorporated areas of Polk County and the incorporated areas of those municipalities that have not adopted an ordinance regulating the application of fertilizer on the effective date of this Ordinance. This Ordinance shall not be applicable in the incorporated areas of those municipalities which adopt an ordinance regulating the application of fertilizer subsequent to the effective date of this Ordinance as of the effective date of the municipal ordinance.

All references to state or federal law, statute, or code shall include any amendment to or superseding law, statute, or code.

ARTICLE II - DEFINITIONS

SECTION 2-1 DEFINITIONS:

- A. *Administrator* means the County Manager, or an administrative official of Polk County government designated by the County Manager to administer and enforce this Ordinance.
- B. *Application* or *Apply* means the actual physical deposit of fertilizer to turf or landscape plants.
- C. *Applicator* means any person who applies fertilizer on turf and/or landscape plants.
- D. *Board* or *Governing Board* means the Board of County Commissioners of Polk County, Florida.
- E. *Best Management Practices (BMPs)* means turf and landscape practices or combination of practices based on research, field-testing, and expert review, determined to be the most effective and practicable on-location means, including economic and technological considerations, for improving water quality, conserving water supplies and protecting natural resources.
- F. *Code Enforcement Officer, Official, or Inspector* means any designated employee or agent of Polk County whose duty it is to enforce codes and ordinances enacted by Polk County.
- G. *Commercial Applicator*, except as provided in Section 482.1562(9) Florida Statutes., means any person who applies fertilizer for payment or other consideration to property not owned by the person or firm applying the fertilizer or the employer of the applicator.

- H. *Fertilize, Fertilizing, or Fertilization* means the act of applying fertilizer to turf, specialized turf, or landscape plants.
- I. *Fertilizer* means any substance or mixture of substances that contains one or more recognized plant nutrients and promotes plant growth, or controls soil acidity or alkalinity, or provides other soil enrichment, or provides other corrective measures to the soil.
- J. *Guaranteed Analysis* means the percentage of plant nutrients or measures of neutralizing capability claimed to be present in a fertilizer.
- K. *Institutional Applicator* means any person, other than a Private Non-commercial Applicator or Commercial Applicator, that applies fertilizer for the purpose of maintaining turf and/or landscape plants. Institutional Applicators shall include but not be limited to, owners, manager, or employees of public lands, schools, parks, religious institutions, utilities, industrial or business sites, and any residential properties maintained in condominium and/or common ownership.
- L. *Landscape Plant* means any native or exotic tree, shrub, or groundcover (excluding turf).
- M. *Low Maintenance Zone* means an area a minimum of ten (10) feet wide adjacent to water courses which is planted and managed in order to minimize the need for fertilizer, watering, mowing, etc.
- N. *Person* means any natural person, business, corporation, limited liability company, partnership, limited partnership, association, club, organization, and/or any group of people acting as an organized entity.
- O. *Private Non-commercial Applicator* means a person applying fertilizer to their own residence, or that of another, without financial gain.
- P. *Saturated soil* means a soil in which the voids are filled with water. Saturation does not require flow. For the purposes of this ordinance, soils shall be considered saturated if standing water is present or the pressure of a person standing on the soil causes the release of free water.
- Q. *Slow Release, Controlled Release, Timed Release, Slowly Available, or Water Insoluble Nitrogen* means nitrogen in a form which delays its availability for plant uptake and use after application, or which extends its availability to the plant longer than a reference rapid or quick release product.
- R. *Turf, Sod, or Lawn* means grass-covered soil held together by the roots of the grass.
- S. *Urban Landscape* means pervious areas on residential, commercial, industrial, institutional, highway rights-of-way, or other non-agricultural lands that are planted with turf or horticultural plants.

ARTICLE III – FERTILIZER MANAGEMENT

SECTION 3-1 WEATHER RELATED RESTRICTIONS:

No fertilizer containing nitrogen or phosphorus shall be applied to urban landscapes during a period for which the National Weather Service has issued any of the following advisories for any portion of Polk County: a severe thunderstorm warning or watch, flood warning or watch, tropical storm warning or watch, hurricane warning or watch, or heavy rain is likely to exceed two (2) inches in a 24 hour period.

SECTION 3-2 FERTILIZER CONTENT & APPLICATION RATES:

(a) All fertilizer applied to urban landscapes shall be labeled in accordance with Section 576.031, Florida Statutes, as it may be amended or superseded.

(b) Applications to urban landscapes shall be in accordance with the requirements and directions provided by the manufacturers label or as recommended for landscape plants, vegetable gardens, or fruit trees and shrubs by the University of Florida's Institute of Food and Agricultural Sciences (IFAS) unless a soil or tissue deficiency has been verified by an approved test by IFAS or an accredited laboratory.

(c) No fertilizer shall be applied to turf at a rate that exceeds the range per plant species set forth in guidelines established in Rule 5E-1.003(2), Florida Administrative Code, or in the most recent publication of Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries, as stated below:

Annual Rates:

Bahiagrass: 2-4 pounds of nitrogen per 1,000 square feet per year.

Bermudagrass: 4-6 pounds of nitrogen per 1,000 square feet per year.

Centipedegrass: 2-3 pounds of nitrogen per 1,000 square feet per year.

St. Augustinegrass: 2-5 pounds of nitrogen per 1,000 square feet per year.

Zoysiagrass*: 2-5 pounds of nitrogen per 1,000 square feet per year.

*Newer cultivars of Zoysiagrass, including Empire, will generally perform well with 1-1.5 pounds per 1,000 square feet less nitrogen annually (ie.2-3.5 lbs. per 1,000 sq. ft. per year).

Single Application Rates to turf areas shall not exceed 0.5 lbs. per 1,000 square feet for water soluble fertilizers, or as otherwise recommended in the most recent edition of the "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries" as published by the Florida Department of Environmental Protection and the University of Florida – IFAS Extension. Slow release fertilizers shall not be applied at a rate in excess of 1.0 lb. per 1,000 square feet total nitrogen for a single application, unless otherwise indicated in the most recent edition of the "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries".

(d) The above listed application rates shall be reduced appropriately on properties where reclaimed wastewater is used for irrigation based on available nutrients in the reclaimed water.

(e) Fertilizer containing nitrogen or phosphorus shall not be applied before seeding or sodding a site, and shall not be applied for the first 30 days after seeding or sodding, except when hydro-seeding for temporary or permanent erosion control in an emergency situation, such as wildfire, or in accordance with the Stormwater Pollution Prevention Plan for that site.

SECTION 3-3 FERTILIZER-FREE ZONES:

(a) No fertilizer shall be applied within ten (10) feet of any lake, pond, stream, water body, water course or canal. Additionally, no fertilizer shall be applied within ten (10) feet of any wetland as defined by the Florida Department of Environmental Protection (Chapter 62-340, Florida Administrative Code, as it may be amended or superseded).

(b) No fertilizer shall be deposited, washed, swept, or blown off intentionally or inadvertently onto any impervious surface, public right-of-way, public property, stormwater drain, ditch or other stormwater conveyance, or directly to a water body. Any fertilizer spilled or deposited on an impervious surface shall be immediately and completely removed to the extent reasonably possible.

(c) A low-maintenance zone is strongly recommended, though not required, for all areas within ten (10) feet of the water's edge of any lake, pond, stream, water body, water course or canal, or any wetland. Low-maintenance zones should be planted and managed in such a way as to minimize the need for watering, mowing, and other active maintenance.

SECTION 3-4 MODE OF APPLICATION:

Broadcast spreaders used for applying fertilizers must be equipped with deflector shields positioned to deflect fertilizer from the Fertilizer Free Zones described in Section 3-3.

SECTION 3-5 GRASS CLIPPINGS AND VEGETATIVE MATERIAL/DEBRIS:

In no case shall grass clippings, vegetative material, and/or vegetative debris be washed, swept, or blown off into stormwater drains, ditches, conveyances, water bodies, wetlands, or sidewalks or roadways. Any material that is accidentally so deposited shall be immediately removed to the extent reasonably possible.

ARTICLE IV – TRAINING AND CERTIFICATION

SECTION 4-1 TRAINING REQUIREMENTS

(a) All Commercial and Institutional Applicators of fertilizer 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 UF/IFAS Florida-Friendly Landscaping™ program, or an approved equivalent per Section 403.9338 Florida Statutes.

(b) Private Non-commercial Applicators are encouraged to follow the recommendations of the University of Florida IFAS *Florida Yards and Neighborhoods* program when applying fertilizers.

SECTION 4-2 CERTIFICATION OF COMMERCIAL APPLICATORS:

(a) Prior to January 1, 2014, all Commercial Applicators shall obtain and maintain certification by successfully completing training and continuing education requirements in the “*Florida Friendly Best Management Practices for Protection of Florida Water Resources by the Green Industries*” offered by the UF/IFAS Florida-Friendly Landscaping™ program. Certification may be obtained through a County Extension Service Office, or an approved equivalent program.

(b) All businesses applying fertilizer to turf and landscape plants on their own property (including but not limited to residential lawns, golf courses, commercial properties, and multi-family and condominium properties) must ensure that at least one employee has a “Florida Friendly Best Management Practices for Protection of Florida Water Resources by the Green Industries” training certificate.

(c) After December 31, 2013, all Commercial Applicators of fertilizer shall have, and carry in their possession at all times when in the possession of fertilizer, a Florida Department of Agriculture and Consumer Services Limited Certification for Urban Landscape Commercial Fertilizer as required per 5E-14.117(18) Florida Administrative Code.

ARTICLE V – VARIANCES AND EXEMPTIONS

SECTION 5-1 VARIANCES (Reserved):

SECTION 5-2 EXEMPTIONS:

(a) Section 3-2 of this article shall not apply to golf courses; provided, however, fertilizer shall not be applied to golf courses in excess of the provisions of the Florida Department of Environmental Protection (“FDEP”) document, *BMPs for the Enhancement of Environmental Quality on Florida Golf Courses, January 2007*.

(b) This Ordinance shall not apply to sports turf areas at parks and athletic fields for which fertilizer is applied in accordance with the applicable provisions of Rule 5E-1.003(2)(d) FAC.

(c) This Ordinance shall not apply to any bona fide farm operation as defined in the Florida Right to Farm Act, Section 823.14, *et seq.*, Florida Statutes.

(d) This Ordinance shall not apply to any lands classified as agricultural lands pursuant to Section 193.461 Florida Statutes, including without limitation, other properties not subject to or covered under the Florida Right to Farm Act that have pastures used for grazing livestock.

(e) This Ordinance shall not apply to any lands used for bona fide scientific research, including, but not limited to, research on the effects of fertilizer use on urban stormwater, water quality, agronomics, or horticulture.

ARTICLE VI – ORDINANCE ADMINISTRATION

SECTION 6-1 ENFORCEMENT:

(a) If a violation of this Ordinance occurs within a municipality, the violation shall be enforced by the municipality in accordance with the ordinance or ordinances governing prosecution of ordinance violations within the municipality in which the violation occurs.

(b) If a violation of this Ordinance occurs in unincorporated Polk County, the enforcement provisions and procedures contained in the Polk County Code Enforcement Special Magistrate Ordinance, as it may be amended or superseded, are incorporated herein by reference and will apply.

(c) Nothing contained herein shall prevent Polk County or a municipality from taking such other lawful action in law and equity as may be necessary to remedy any violation of any part of this Ordinance, including but not limited to:

1. Pursuit of injunction and/or declaratory relief in a court of competent jurisdiction;
2. Utilizing any other action or enforcement method permitted by law; or
3. Prosecution as a misdemeanor with a fine not exceeding Five Hundred Dollars (\$500.00) or by imprisonment for a term not exceeding sixty (60) days or by both fine and imprisonment.

(d) Funds generated by penalties imposed under this section shall be used by Polk County or the municipality for the administration and enforcement of Section 403.9337, Florida Statutes, this ordinance, and to further nonpoint pollution prevention activities.

SECTION 6-2 SEVERABILITY:

If any section, subsection, sentence, clause, phrase or word of this article is for any reason, held or declared to be unconstitutional, inoperative, or void, such holding of invalidity shall not affect the remaining portions of this article; and it shall be construed to have been the intent to adopt this article without such unconstitutional, invalid, or inoperative part therein; and the remainder of this article, after the exclusion of such part or parts, shall be deemed to be held valid as if such part or parts had not been included herein.

SECTION 6-3 INCLUSION IN THE POLK COUNTY CODE OF ORDINANCES:

It is the intention of the Board of County Commissioners hereby provided that the provisions of this ordinance shall be made a part of the Polk County Code of Ordinances; that the sections of this ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section," "article," or other appropriate designation.

SECTION 6-4 EFFECTIVE DATE:

This Ordinance shall become effective upon filing a certified copy with the Department of State.

ADOPTED THIS 19th DAY OF March, 2013.

POLK COUNTY, FLORIDA

Polk County Board of County Commissioners

By: Marilyn M Bell
Chairman P.23



ATTEST: Stacy M. Butterfield, Clerk

By: Kim Hancock
Deputy Clerk

**CITY OF WINTER HAVEN
MINUTES OF REGULAR CITY COMMISSION
WORKSHOP**

**451 Third Street, NW
Winter Haven, Florida 33881
Monday, May 13, 2013
6:30 PM**

1. **CALL TO ORDER**

Mayor Powell called the meeting to order at 6:30 p.m.

2. **INVOCATION** - None

3. **PLEDGE OF ALLEGIANCE** - None

4. **PRESENTATIONS** – None

5. **ROLL CALL**

Dorothy Johnson, City Clerk

Commissioners Present – Pete Chichetto, Brad Dantzler, Steven Hunnicutt, Mayor Pro Tem Nathaniel Birdsong, Jr., Mayor James H. Powell

Staff Present: City Manager Deric Feacher; City Attorney John Murphy; City Clerk Dorothy Johnson; Community and Economic Development Director David Dickey; Police Chief Gary Hester; Fire Chief Tony Jackson; Financial Services Director Cal Bowen; Community Services Director T. Michael Stavres; Utility Services Director Kim Hansell; Executive Services Director Michele Stayner, Technology Services Director Hiep Nguyen

6. **MINUTES**

- A. April 22, 2013 Regular City Commission Minutes
- B. April 22, 2013 City Commission Workshop Minutes

No Comments.

7. **COMMENTS FROM THE AUDIENCE** - None

8. **ORDINANCES – SECOND READING – PUBLIC HEARING** - None

9. **CONSENT AGENDA**

A. **Amended Project Scope for Byrne Direct Grant**

No comments.

B. **Release of Easement – Velda Farms, LLC**

No comments.

10. **RESOLUTIONS**

- A. **Resolution R-13-11 - Florida Department of transportation FDOT Public Transportation Supplemental Joint Participation Agreement to provide for Additional FDOT Grant Participation in the Airport Land Acquisition (Church/Residential Property Fronting on US Highway 92 West, Adjacent of North Boundary of Winter Haven Municipal Airport-Gilbert Field)**

No comments.

- B. **Resolution R-13-12 - Florida Department of Transportation (FDOT) Public Transportation Joint Participation Agreement to provide for FDOT Grant Participation in the New Terminal Entrance Roadway Construction project at Winter Haven Municipal Airport –Gilbert Field)**

No comments.

11. **ORDINANCES – FIRST READING**

- A. **Ordinance O-13-14 – Request by JSK Consulting, Agent for Recker Highway Self Storage, to amend Planned Unit Development Ordinance O-05-80 for the purpose of revising screening and access requirements. General Location: 1991 Recker Highway. The area covered by this request is 8.4± acres**

No comments.

12. **NEW BUSINESS**

- A. **RFQ-13-34 Public Lakeshore Management – Award of contracts to Ground Level, Inc. (Bartow), Earth Balance Corporation (Kissimmee); Applied Aquatic Management, Inc. Bartow); Water & Air Research, Inc. (Gainesville); Co Consultants, Inc. (Lake Wales)**

No comments.

- B. **NPDES Interlocal Agreement with Polk County**

No comments.

13. **WORKSHOP DISCUSSIONS**

- A. **Polk County Fertilizer Ordinance**

Mayor Pro Tem Birdsong suggested that the City draft a Resolution.

Commissioner Hunnicutt suggested the City adopt a more stringent Ordinance due to the number of lakes in the City and then determine ways to enforce the Resolution. As the State budgets are reduced, this will become a funding issue.

With the best management practices, the large items of concern would be obvious inappropriate application of large amounts of fertilizer to a property within a course of a year and blowing landscape debris in storm drains. These items will be difficult to regulate and monitor. Public education is the key to changing the behavior of our

community when it comes to landscape fertilization and Code Enforcement having the tools and resources to pursue action.

Commissioner Hunnicutt suggested the Department of Agriculture provide educational material to the communities and placing this information on the City's website.

T. Michael Stavres responded IFAS has done most of the research and majority of agriculture land is exempt from the fertilizer Ordinance. There is a guide, Florida Friendly Fertilizing, and a newsletter that provides information to the residents. Staff is working with Jeff Spence to generate a tool to deliver resources to the citizens and provide a plan for Staff to draft a Resolution.

B. BASEBALL

Commissioner Dantzler stated he met with Mark Jackson, Tourist Development Council; and Mark Zimmerman, Polk County; and David Carter, Carter Engineering, to address concerns about plans for The Landings property once it is returned to the City and the economic impact of RussMatt. Mark Jackson distributed to Commissioners, a current status of the Winter Haven Baseball complex. These documents should provide an understanding of the County's offer to the City. Recommended the City Commission discuss the possibility of volleyball, tennis courts, enhance the lakefront and swimming at the Chain of Lakes Complex and the possibility of a convention center to support hotel accommodations. The information provided to each Commissioner mentioned the economic impact of RussMatt in 2012. There were 341 RussMatt games played at Chain of Lakes and 383 played at Lake Myrtle. The economic impact of \$324 million over the 6 week period has been phenomenal. This location may be used as a destination for recreation, baseball, racquet ball, volleyball, swimming, tennis, and beachfront development. How can we enhance Theatre Winter Haven and the cultural aspect of the Chain of Lakes Complex?

Commissioner Hunnicutt requested a report of the funding Winter Haven receives from RussMatt. He also addressed the bed tax. Mentioned renovating the facilities at the Chain of Lake Complex. Funding is a major issue for this location.

Commissioner Dantzler stated maybe the City would receive financial assistance from the County. The facilities are not required to be renovated immediately. There are a lot of great ideas to enhance this property. Recommended receiving input from the public. Maybe a developer would purchase some of the property and develop it into a convention center. The City should allow RussMatt to return to Winter Haven. I am open for suggestions to solve this problem and develop this property.

Commissioner Hunnicutt recommended that the Commission have a workshop to discuss moving forward with The Landings property.

Mayor Pro Tem Birdsong expressed ideas and costs associated with developing recreational facilities on the Chain of Lakes property.

Mayor Pro Tem Birdsong expressed his ideas on strategically providing recreational facilities for the citizens of Winter Haven. It would be very effective to initiate a different direction for The Landings property and recommended commercializing and to have taxes generated off the property. I love all the recreational features, but we need to consider other alternatives. The southeast area of the City is lacking recreational facilities. We need to consider providing additional recreational facilities throughout the

WINTER HAVEN

The Chain of Lakes City

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

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

Winter Haven Code Sections	Name of Provision	Components	Staff review	Recommendation	Comments
Section 21-103	Accessory Structures	The relevant portion of this Section is (b) as it relates to boat slips, ramps, docks, boat houses and fishing piers. Regulations include development standards for docks, limitations on docks on stressed lakes, and location of docks in proximity to canals.	Planning, Building, and Natural Resources Staff	The stipulations in this Section are adequate to protect lakes, but may be reviewed to allow shared docks.	This section may be reviewed during the 2014/2015 reporting year.
21-107	First Street Corridor	LEED encouraged, credit for impervious surfaces for parking, FI-friendly landscaping, mixed-use parking	City Commission approved in 2012	None at this time, one development review underway under new provisions	This applies to an infill area within the Core of the City and all development is considered redevelopment of grey-field sites. As more redevelopment occurs, this section will be reviewed and revised as necessary to encourage improved water quality and quantity outcomes.
21-111 (2)	Development Design and Improvements	General provisions language includes "Development design shall first take into account the protection of natural resources ... All development shall be designed to avoid unnecessary impervious surface cover ... and to avoid adverse effects of drainage ... on surrounding properties."	Planning Staff	Language is in place for protection of natural resources, including water resources; so in revisions, an emphasis will be placed on providing incentives for development to use to protect natural resources.	This section of Code includes parking provisions, which are slated for revision in the 2013/2014 reporting year.
21-144	Parking lots	Parking areas are required to be buffered and pervious surfaces are allowed for some intermittent uses. Administrative determination	Planning & Natural Resources Staff	Language is in place for buffering parking lots and some allowance for pervious surfaces. In upcoming revisions, staff	This section of Code is slated for revision in the 2013/2014 reporting year, to include revisions to the landscaping Code as it

		allows for additional pervious surfaces for parking		will consider potential changes to include provisions for incentives to protect natural resources.	relates to buffering and canopy coverage.
21-146	Parking for residential districts	Parking on hard surfaces is required, but administrative determination provides for some parking on gravel surfaces.	Planning Staff	While some parking is allowed on pervious surfaces, revisions to the Code may include codifying the administrative determination and providing incentives for some pervious surfaces.	This section of Code is slated for revision in the 2013/2014 reporting year. Potential revisions may include additional language for pervious surfaces.
21-151	Requirements for all developments	All new development is required to connect to reuse or to dryline reuse lines for irrigation.	Planning & Utilities Staff	Currently, this requirement is adequate to have new development use reclaimed water for irrigation.	When development increases and if a need arises to change this section of the Code, revisions will be re-reviewed.
21-161	Stormwater management	Stormwater is recognized as a resource and requires consideration of development and redevelopment sites with specific language to address the treatment level required.	Planning, Natural Resources, and Engineering Staff	While this provision is reviewed during every site plan submittal, a closer examination may reveal potential to provide incentives to accomplish the goals of this section.	This section of the Code will be reviewed during the 2013/2014 reporting year for potential revisions, in keeping with the City's <i>Sustainable Water Resources Plan</i> .
21-172	Performance Standards	Provisions for the proper disposal of commercial and industrial waste include prevention of discharge of waste into water bodies or any disposal of waste " ... which would contaminate any water supply or otherwise cause the emission of dangerous or objectionable elements or conditions."	Planning Staff	This provision of the Code is further clarified in Chapter 2-210 offering a citation system for Code Compliance.	The provisions of this section of the Code are currently adequate.
Section 21-181-109	Compatibility, Landscaping and Buffering Standards	This section of the Code addresses landscaping requirements for all new developments and currently includes provisions for tree canopy coverage for impervious surfaces, buffering, and incentives for existing trees.	Planning, Natural Resources, and Utilities Staff	This portion of the Code has been instrumental in ensuring the installation of trees and landscaping on all new development sites since the late 1980s, with a landscaping plan required as part of the site plan since the late 1990s. Revisions are needed within the Code to reflect concepts of Florida-friendly landscaping, tree preservation, as well as canopy coverage calculations and rain gardens.	This section of the Code is scheduled for revision in the 2013/2014 reporting year.
Section 21-192	Engineering Standards	The provisions in this section of the Code address engineering regulations for subdivisions and include the requirement that all new development shall be connected to City water and sewer.	Planning Staff	The connection of all new single-family houses within subdivisions to water and sewer assists the City in improving water quality standards.	Provisions in this section apply to new subdivisions and may be revised during the 2014/2015 reporting year.
Section 21-201	Cluster/Zero Lot Line Development	General provisions encourage developers to cluster development to benefit from cost savings from reduced infrastructure and requiring recreation and	Planning Staff	Provisions in this section allow more creativity in subdivision design and provide the opportunity to preserve additional areas for open space and	This section may be revised during the 2014/2015 reporting year.

		open space, as well as allowing common recreation and parking areas.		resource protection. Upon review of this section of Code, developers have not taken advantage of this provision and it may require closer scrutiny to identify needed incentives to encourage development.	
Section 21-253-283	Floodplain Management	Provisions in this section of the Code address life safety and property protection to meet State floodplain standards which include "Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards ...", mitigation of potential damage at the time of construction, and controlling the alteration of natural floodplains to provide for flooding attenuation.	Planning, Building, Engineering Staff	The provisions within this section will be reviewed for consistency with the City's <i>Sustainable Water Resource Management Plan</i> as well as new State requirements.	This section will be revised during the 2013/2014 reporting year.
Section 21-284-290	Potable Water Wellhead Protection	This section's intent is to provide regulations for development near wellheads to protect "both the quantity and quality of the groundwater supply". Several uses which would harm groundwater are prohibited within wellhead protection areas.	Planning Staff	These provisions are adequate to protect existing wellhead areas but may be revised in the future to reflect any changes in best management practices.	This section may be reviewed during the 2014/2015 reporting year.
Section 21-291-298	Lakeshore Protection	Provisions within this section address lakeshore protection such as limits on clearing, development standards, provisions for permitting limited clearing, and enforcement provisions.	Planning Staff	Sections of this portion of the Code protect the lakeshores on private property and violations of the provisions are included as having the toughest penalties allowed by State statute.	This section may be reviewed during the 2014/2015 reporting year.
Section 21-299-307	Wetlands Protection	General stipulations include "...City Commission has determined that wetlands ... serve important functions in the hydrologic cycle and ecological system and therefore require protection." Specific provisions include permitting, protection zones, maintenance, mitigation, and development standards.	Planning Staff	Sections of this portion of the Code protect the wetlands on private property and violations of the provisions are included as having the toughest penalties allowed by State statute.	This section may be reviewed during the 2014/2015 reporting year.
Section 21-308-309	Erosion Control	Provisions for soil erosion extend to single-family infill development as well as new commercial and residential development. Regulations guide pre- and post-construction activities and address vegetation to prevent both on- and off-site erosion or windblown loss of soil.	Planning Staff	Sections of this portion of the Code protect the wetlands on private property and violations of the provisions are included as having the toughest penalties allowed by State statute.	This section may be reviewed during the 2013/2014 reporting year.
Section 21-310	Conservation Easements	Stipulations guide the dedication of conservation easements to prohibit activities including those "detrimental to stormwater	Planning Staff	The provisions of this section are adequate as they allow property owners to dedicate easements for preservation activities to	This section may be reviewed during the 2013/2014 reporting year.

		management, flood control, water conservation, erosion control, or fish and wildlife habitat preservation.”		protect water resources.	
Section 21-372	Planned Unit Development	This particular type of zoning category allows for conditional zoning for innovative design, including natural resource/lakefront preservation.	Planning Staff	Planned Unit Development (PUD) is used throughout the City to encourage a variety of design and to encourage developers to protect natural resources and lakefronts.	This section will be reviewed during the 2013/2014 reporting year.