



TOWN OF LONGBOAT KEY

Incorporated November 14, 1955

501 Bay Isles Road
Longboat Key, FL 34228
(941) 316-1999
FAX (941) 316-1656
www.longboatkey.org

June 30th, 2011

Eric Livingston
Administrator, NPDES Stormwater Program
Florida Department of Environmental Protection
Mail Station 2500
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Subject: Annual Report for the Town of Longboat Key
Municipal Separate Storm Sewer System (MS4)
NPDES Permit No. FLS000004

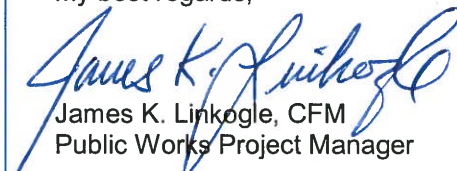
Dear Mr. Livingston,

Please find enclosed the Town of Longboat Key's MS4 Annual Report for year three of the permit commencing January 1, 2010 and continuing through December 31, 2010. Note that all co-permittees with Sarasota County, including the Town of Longboat Key, the City of Sarasota, the City of Venice, the City of Northport, and the Florida Department of Transportation District One, will be submitting separate Annual Reports.

The Town of Longboat Key entered into an Interlocal Agreement with Sarasota County on November 8th, 2008, to conduct water quality monitoring, of which the summary of data collected is included as Appendix D of the Sarasota County Annual Report, which you have previously received under separate cover.

If you have any questions please contact me at (941) 316-1988, or jlinkogle@longboatkey.org.

My best regards,



James K. Linkogle, CFM
Public Works Project Manager

CC Bruce St. Denis, Town Manager
Juan Florensa, Public Works Director
Rene Janneman, Sarasota County, Env. Sec. II

**INSTRUCTIONS – DEP FORM 62-624.600(2)
ANNUAL REPORT FORM FOR INDIVIDUAL NPDES PERMITS FOR
MUNICIPAL SEPARATE STORM SEWER SYSTEMS**

Who Must Submit This Annual Report Form?

- Operators of municipal separate storm sewer systems (MS4s) that are covered by an individual NPDES stormwater permit pursuant to Rule 62-624, F.A.C. must submit this form. Each permitted operator must individually complete and submit this form, even if the operator is covered under a permit with multiple co-permittees or has established an interlocal agreement with one or more co-permittees.

When to Submit This Annual Report Form?

- This form must be fully completed and submitted for each year of coverage under the NPDES stormwater permit term. The Year 1 Annual Report must cover the twelve-month period beginning on the effective date of the permit and is due six months after the first anniversary of the date of permit issuance. All subsequent annual reports are due six months after the anniversary of the effective date of the permit.

Where To Submit This Annual Report Form?

- This form and any REQUIRED attachments must be sent by mail to the address below. The form and attachments may be submitted electronically (on a disk or CD) if a signed paper copy of Section VI of this form (Certification Statement and Signature) is also submitted. Do not submit any materials not specifically required to be submitted as per Section V of this form.

Florida Department of Environmental Protection
NPDES Stormwater Section
Mail Station 2500
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Section I: BACKGROUND INFORMATION

- Row A — Provide the name of the governmental entity submitting this form. For example, "City of Lauderhill."
- Row B — Provide the name of the permit as it appears on the first page of your permit. For example, "Broward County MS4." The permit name will not necessarily be the same name provided in Row A if the permit covers multiple co-permittees. If the name of the permit is the same name provided in Row A, repeat the name in Row B – do not leave the row blank.
- Row C — Provide the last two digits of your permit number as it appears on the first page of your permit.
- Row D — Indicate which permit year the annual report covers. If the permit year is beyond Year 5, check the last box and provide the appropriate permit year number.
- Row E — Indicate the twelve-month period the annual report covers. Provide the month and year for the beginning of the period and the month and year for the end of the period. For example, "March/2003 through February/2004." Do not provide the day.
- Row F — Provide contact information for your Responsible Authority. The definition of a Responsible Authority can be found at Rule 62-620.305, F.A.C.
- Row G — Provide contact information for the Designated Stormwater Management Program Contact if it isn't the same person as the Responsible Authority identified in Row F, otherwise leave this section blank. The Stormwater Management Program Contact is the technical person that oversees the stormwater program and is the primary contact for when the Department has questions about the annual report, is scheduling an annual inspection, or needs to discuss miscellaneous issues concerning implementation of the permit.

Section II: MS4 MAJOR OUTFALL INVENTORY

- This section is required to be completed in all permit years EXCEPT Year 1. In Year 1, you are required to provide an inventory and a map of all known major outfalls, in accordance with Rule 62-624.600(2)(a), F.A.C. In all subsequent permit years, you need to only provide any updates to the inventory by completing this section.
- The definition of a "major" outfall can be found at Rule 62-624.200(5), F.A.C.

- For the third item listed, indicate whether you attached the major outfall inventory and a map of the major outfall locations in accordance with Rule 62-624.600(2)(a), F.A.C. This item is only applicable in Year 1. For all other reporting years, check the "N/A" box.
- For the fourth item listed, indicate whether you attached the estimates of pollutant loadings and event mean concentrations as required under Part V.A of your permit and in accordance with Rule 62-624.600(2)(b), F.A.C. This item is only applicable in Year 3. For all other reporting years, check the "N/A" box.
- For the fifth item listed, indicated whether you attached your permit re-application in accordance with the re-application requirements in Rule 62-624.420(2), F.A.C. This item is only applicable in Year 4. For all other reporting years, check the "N/A" box.

Section VI: CERTIFICATION STATEMENT AND SIGNATURE

- The Responsible Authority listed in Section I.F of this form must sign the certification statement provided in this section, in accordance with Rule 62-620.305, F.A.C. The annual report form will be returned to the permittee if the required signature is not included. If you choose to submit the annual report and attachments electronically, a signed paper copy of this section must also be submitted.

Section VII: STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

- Column A — Columns B through F must be completed for each SWMP element indicated by the permit citation in Column A. No information is to be inserted by the permittee in this column.
- Column B — Provide a summary of the permit requirements in Part III.A of your permit for each SWMP element and, underneath the summary, list the quantifiable SWMP activities related to the requirements. The particular quantifiable SWMP activities are specific to each permittee, but must include, at a minimum, the quantifiable activities that are required by the permit to be reported.
- Column C — Provide a number representing the activities performed in the current reporting year for each of the quantifiable SWMP activities you listed in Column B. This column may not be left blank for any of the quantifiable SWMP activities listed in Column B.
- Column D — Provide a title or description of the record that documents each number you provided in Column C. For example, "Daily Work Orders," "Illicit Complaint/Investigation Forms and Log," or "Construction Inspection Checklists and Log." If the activity is recorded entirely in an electronic database system, you may provide the name of the system, such as the "Hansen Model." This column may not be left blank for any of the numbers provided in Column C.
- Column E — Provide the name of your department/division that is responsible for performing each of the SWMP activities listed in Column B, or provide the name of the co-permittee, private contractor, or other entity that is performing the activities on your behalf. Try to be as specific as possible by including, for example, the name of the employee responsible for a particular SWMP activity if only that employee can answer any questions concerning the activity. This column may not be left blank for any of the SWMP activities listed in Column B.
- Column F — This column allows for any brief comments you determine are necessary to explain the information you provided in Columns C, D, and E.

Section VIII: CHANGES TO STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES

- This section is to be completed, as applicable, in all permit years EXCEPT Year 4. In Year 4, any desired changes to your SWMP activities should be included in your permit re-application that is to be attached to the Year 4 Annual Report Form.
- Row A — If applicable, include in this row any requested changes to your SWMP activities that are established as specific requirements under Part III.A of your permit. Provide the permit citation/SWMP element that corresponds to the SWMP activity you want changed, describe the requested change, and provide a rationale for the change. Such changes cannot be implemented without prior approval from the Department and may require a permit revision in accordance with Rule 62-620.325, F.A.C.
- Row B — If applicable, include in this row any changes to your SWMP activities that are NOT established as specific requirements under Part III.A of your permit but rather are activities at the discretion of the permittee. Provide the permit citation/SWMP element that corresponds to the SWMP activity you have changed, describe the change, and provide a rationale for the change.



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: Town of Longboat Key		
B.	Permit Name: Sarasota County Municipal Separate Storm Sewer System		
C.	Permit Number: FLS000004		
D.	Annual Report Year: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input checked="" 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): 01/2010 through 12/30 / 2010		
F.	Name of the Responsible Authority: Bruce St. Denis		
	Title: Town Manager		
	Mailing Address: 501 Bay Isles Rd.		
	City: Town of Longboat Key	Zip Code: 34228	County: Sarasota / Manatee
	Telephone Number: 941-316-1999		Fax Number: 941-316-1942
	E-mail Address: bstdenis@longboatkey.org		
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Juan Florensa		
	Title: Director		
	Department: Public Works		
	Mailing Address: 600 General Harris St.		
	City: Longboat Key	Zip Code: 34228	County: Sarasota/ Manatee
	Telephone Number: 941-316-1988		Fax Number: 941-316-1984
E-mail Address: jflorensa@longboatkey.org			

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.	Provide a brief statement as to the status of monitoring plan implementation: The Town of Longboat Key utilizes data collected as a co-permittee with Sarasota County. There are five elements to the monitoring plan: bay water quality, tidal creek biological index, seagrass ground truthing, and pollutant load modeling. All have been implemented during the reporting period and are producing valuable information that fulfills the objectives of the permit. Bay monitoring continues as it has since 1995 and includes waters adjacent to Longboat Key. Seagrass ground truthing has shown that aerial mapping can be greatly improved by concurrent field work. Development of the pollutant load model is almost finished and producing calibrated load predictions in GIS and tabular forms. Sarasota County will submit the status of the complete monitoring plan with their annual report.
B.	Provide a brief discussion of the monitoring results to date: The Town of Longboat Key and the other Co-permittees with Sarasota County entered into inter-local agreements to provide and share costs associated with the annual water quality monitoring. Please refer to the Sarasota County Annual Report Appendix D: Monitoring Results.
C.	Attach a monitoring data summary, as required by the permit. See Appendix D; Sarasota county Report.

SECTION IV. FISCAL ANALYSIS

A.	Total expenditures for the NPDES stormwater management program for the current reporting year: \$238,000
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$238,000

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>	
<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. Appendix A, for Part III.A.2 Local Code review for development.
<input type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input 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 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): Bruce St. Denis

Title: Town Manager

Signature:  Date: 6 / 30 / 2011

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
Part III.A.1	<p>Structural Controls and Stormwater Collection Systems Operation</p> <p>Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee. Update MS4 mapping, as needed, and provide the current known inventory in each Annual Report.</p>	9	As built Construction plans for facilities.	James Linkogle Public Works	6-Dry retention ponds and 3 Wet Detention ponds.
	Stormwater treatment ponds	1700 Lineal Ft.	Public Works storm drain systems maps.	Doyle Walker Streets Dept. Crew Leader	In process of digitizing.
	Ditches/swales (miles)	231	Public Works storm drain systems maps.	Doyle Walker Streets Dept. Crew Leader	Total Individual units maintained by Town.
	Inlets/catch basins/grates				Done In Year 1.
+	<p>Year 1 ONLY: Attach a map of all known major outfalls per Rule 62-624.600(2)(a)</p> <p>Conduct inspections and maintenance of structural controls and roadway stormwater collection structures operated by the permittee. Report the number of inspection and maintenance activities conducted in each Annual Report.</p>	15	Public Works work order and SOP system	James Linkogle Public Works	Semi-annual inspections.
	Stormwater treatment pond inspections	15	Public Works work order and SOP system	James Linkogle Public Works	Work needed performed during inspections, dry retention ponds mowed by landscape maintenance contractor.
	Stormwater treatment pond maintenance	3400 Lineal Feet	Public Works work order and SOP system	Doyle Walker Streets Dept. Crew Leader	Semi-annual inspections
	Ditch/swale inspections (miles)	3400 Lineal Feet	Public Works work order and SOP system	Doyle Walker Streets Dept. Crew Leader	Semi-annual inspections
	Ditch/swale maintenance (miles)				Semi-annual inspections

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation/Record	Entity Performing the Activity	Comments
	<p>Inlet/catch basin/grate inspections</p> <p>Inlet/catch basin/grate maintenance</p>	<p>6</p> <p>7</p>	<p>Public Works work order and SOP system</p> <p>Public Works work order and SOP system</p>	<p>Doyle Walker Streets Dept. Crew Leader</p> <p>Doyle Walker Streets Dept. Crew Leader</p>	<p>6 inspections of all storm drain inlets after rain events, total number of individual inlets inspected: 231 x 6 = 1386</p> <p>Performed as needed per inspections. One for illegally dumped paint.</p>
Part III.A.2	<p>Areas of New Development and Significant Redevelopment</p>				
	<p>Report the number of new development and significant redevelopment projects reviewed by the permittee for post-development stormwater considerations in each Annual Report.</p>				<p>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</p>
	<p>Number of new development and redevelopment projects reviewed</p>	82	<p>Town of Longboat Key Wintegrate permitting system and Statistic Reports</p>	<p>Town of Longboat Key Planning Zoning and Building Department Staff</p>	<p>Includes Site plan and Zoning Exemptions.</p>
	<p>In the Year 2 Annual Report, provide a summary of the current local code review activity by attaching a report that includes the following information: all applicable local code and regulation citations (both current and draft); a description of the techniques aimed at reducing the stormwater impact of new development and areas of significant redevelopment that are included within the applicable codes and regulations (both current and draft); a description of innovative stormwater planning techniques, including those described above, recommended for possible future incorporation into the codes and regulations (beyond what may be currently in draft).</p> <p>In the Year 4 Annual Report, provide a follow-up report that provides a summary of the activities performed in accordance with the local codes and regulations described in the report provided in Year 2 for the purpose of reducing stormwater impact from new development and areas of significant redevelopment, as well as the status of any initiatives described in the report to amend or newly develop local codes and regulations for the purpose of reducing stormwater impact from new development and areas of significant redevelopment.</p>				<p>DEP Note: Please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E. If the report is not attached as required, please provide an explanation for the omission in Column F.</p>
	<p>Year 2 ONLY: Attach the summary report of the inter-departmental review</p> <p>Year 4 ONLY: Attach the follow-up report of the inter-departmental review</p>				
Part III.A.3	Roadways				

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
	<p>Report on the litter collection activities, including the frequency of litter collection, the amount of area covered by the activities and an estimate of the quantity of litter collected, in each Annual Report.</p> <p style="text-align: center;">Litter Control Program: Frequency of litter collection</p>	104	Public Works work order and SOP system	Doyle Walker Streets Dept. Crew Leader	Twice Weekly surveys of Right of Way.
	<p style="text-align: center;">Litter Control Program: Estimated amount of litter collected (pounds)</p>	Approx 23.59 tons	Waste Management invoices	Donna Spencer Administrative Manger	30 yard dumpster is used for multiple purposes.
	<p style="text-align: center;">Litter Control Program: Amount of area maintained (miles)</p>	28.5	Public Works Maps of Longboat	Doyle Walker Streets Dept. Crew Leader	State Road 789 Right of Way.
	<p>Report on the "Adopt-A-Road" activities, including the total number of road miles cleaned and an estimate of the quantity of litter collected, in each Annual Report.</p> <p style="text-align: center;">Keep Sarasota Beautiful: Total miles cleaned</p>	0			Public Works performs work on State road as listed above
	<p>Report on the annual street sweeping activities, including the frequency of the sweeping, total miles swept and an estimate of the quantity of sweepings collected, in each Annual Report.</p> <p style="text-align: center;">Street Sweeping Program: Frequency of street sweeping</p>	1	Subcontracted Invoice	USA Services	One sweep of Town owned streets.
	<p style="text-align: center;">Street Sweeping Program: Estimated amount of material collected (tons)</p>	19.77 tons	Streets 2010 Files	Doyle Walker Streets Dept. Crew Leader	Contractor provided own truck and hauling to dump.
	<p style="text-align: center;">Street Sweeping Program: Total miles swept (per year)</p>	33 Curb Miles	Public Works work order and SOP system	Doyle Walker Streets Dept. Crew Leader	Approx. 33 curb miles measured from center line of streets.

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
	<p>Maintain documentation of the inspections of equipment yards and maintenance shops that demonstrates the stormwater concerns reviewed and the appropriate control measures and procedures implemented or needing to be implemented, and report on the status and findings of the program, including the number of applicable facilities and the number and frequency of the inspections conducted, in each Annual Report.</p> <p>Applicable equipment yards and maintenance shops that support road maintenance activities</p> <p>Number of site inspections for stormwater runoff concerns and applicable stormwater BMPs</p>	<p>DEP Note: 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.</p> <p>1</p> <p>26</p>	<p>Public Works work order and SOP system</p> <p>Public Works work order and SOP system</p>	<p>Doyle Walker Streets Dept. Crew Leader</p> <p>Doyle Walker Streets Dept. Crew Leader</p>	<p>One Public Works Complex, nominal equipment maintenance.</p> <p>Bi-weekly inspection of yard.</p>
Part III.A.4	<p>Flood Control Projects</p> <p>Maintain a list of capital improvement projects proposed by the Stormwater Management Master Plan or Basin Management Planning studies (or similar document). Include in the project list any retrofits of existing structural flood control devices to provide additional pollutant removal from stormwater, and report on the status of the projects, including a description of the stormwater quality improvements and/or protection measures for each project, in each Annual Report.</p> <p>Flood control projects proposed as of the last day of the reporting period</p> <p>Flood control projects active as of the last day of the reporting period</p> <p>Flood control projects completed during reporting period</p> <p>Attach a brief description of the stormwater quality improvements and/or protection measures for each project</p>	<p>DEP Note: The status of the flood control projects should be reported as of the last day of the applicable reporting period. Therefore, there should be no duplication for those reported as proposed, active and completed. In addition, please provide the title of the attached description of the projects in Column D and the name of the entity who finalized the description in Column E. If the description is not attached as required, please provide an explanation for the omission in Column F.</p> <p>0</p> <p>0</p> <p>0</p>			<p>Non are planned</p> <p>Non are active</p> <p>Non completed</p>
Part III.A.5	<p>Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit</p> <p>Maintain documentation of the inspections of applicable municipal waste treatment, storage and disposal facilities. The documentation should demonstrate the stormwater concerns reviewed and the appropriate pollution control measures and procedures implemented or needing to be implemented, and report on the status and findings of the program, including the number of applicable facilities and the number and frequency of the inspections conducted, in each Annual Report.</p> <p>Applicable municipal waste treatment, storage and disposal facilities</p>	<p>DEP Note: 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 trucks are parked and/or maintained.</p> <p>In addition, if the same facility is applicable under both Part III.A.3 and Part 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).</p> <p>0</p>		<p>Waste Management, Inc. under contract.</p>	<p>Town contracts out all waste, garbage and debris pick-up.</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
	Number of site inspections for stormwater runoff concerns and applicable stormwater BMPs	0			Town contracts out all waste, garbage and debris pick-up.
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application Report the number of permittee personnel and contractors certified/licensed to apply pesticides or herbicides on permittee owned property in each Annual Report. Florida Department of Agriculture and Consumer Services (DACS) certified applicators (personnel) DACS certified/licensed applicators (contractors)	2 2	Public Works NPDES file. Public Works NPDES file.	Donna Spencer Administrative Donna Spencer Administrative Manger and or Mark Richardson, Parks and Facilities Manager	Parks Department Staff Part of contract specifications.
	Continue to implement a public education program to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers. Report on the public education activities that are performed or sponsored by the permittee within the permittee's jurisdiction, including the type and number of outreach activities conducted and the type and amount of materials distributed, in each Annual Report. Brochures/Flyers/Fact sheets distributed	36	Outreach Log	James Linkogle Public Works	Handed out at annual Meet and Greet for condo and homeowner associations sponsored by the local Chamber of Commerce, 3-23-2010. Annual newsletter distributed to all addresses within the Towns zip code for Hurricane/Flood awareness.
	Newsletters: Number of newsletters distributed	7800	Summer Newsletter 2010	James Linkogle Public Works	

DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.

DEP Note: The permittee should "customize" the list of public outreach activities by removing or adding to the list below as appropriate to their particular public outreach program. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed.

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
	<p>Special events: Number conducted</p>	1	Outreach Log	James Linkogle Public Works	Annual Meet and Greet for condo and homeowner associations sponsored by the local Chamber of Commerce 3-23-2010.
	<p>Special events: Number of participants</p>	90-100	Outreach Log	James Linkogle Public Works	
	<p>Continue to conduct annual seminars, training sessions, and/or on-the-job supervision for municipal applicators to emphasize the stormwater implications of pesticide and herbicide application. Report on the training activities, including the number of municipal applicators trained (both in-house and outside training), in each Annual Report.</p> <p>Non-certification seminars/training sessions provided</p>	0			<p>DEP Note: If "0" is reported in Column C for any of these reporting items, please include in Column F an explanation for why training was not provided to/obtained by personnel during the applicable reporting year and the most recent year that training was previously provided/obtained. In addition, please note that "non-certification" training refers to any classes, on-the-job training, or other informal training that does not count toward an applicator's DACS certification.</p> <p>Conducted in 2005, 2006 with Cooperative Extension Services.</p>
	<p>Personnel trained(in-house and outside non-certification training)</p>	2	Public Works Employee files	Doyle Walker, Streets Supervisor	Two staff received certificates in Best Management Practices Florida Green Industries Training in 2008
Part III.A.7.a	<p>Continue implementation of standardized procedures to minimize the municipal use of pesticides, herbicides, and fertilizers and to properly apply, store, and mix these products.</p> <p>Report any changes to the procedures to minimize the permittee's use of pesticides, herbicides, and fertilizers, as needed</p> <p>Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures</p> <p>Where applicable, strengthen the legal authority to control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders.</p> <p>Report any amendments to the applicable legal authority, as needed</p>				
Part III.A.7.c	<p>Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal</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
	<p>Continue to implement the procedures for proactive inspections to identify and eliminate the source(s) 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, in each Annual Report.</p> <p>Proactive inspections for suspected illicit discharges/ connections/ dumping</p>	<p>DEP Note: Proactive inspections may include, for example, suspect areas (e.g., industrial areas), commercial businesses (e.g., restaurants, car washes, storage warehouses being used for commercial business, service stations, laundries/ dry cleaners, auto body shops, 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. In addition, the permittee can re-word the "NOVs issued" reporting item to better reflect its particular initial enforcement activity.</p> <p>15</p>	<p>Public Works NPDES Files</p>	<p>James Linkogle, Public Works</p>	<p>1 inspections of Golf Course Operations, 2 inspection of Gas Station/Car Wash, 6 inspections of shopping center complexes, 4 inspections of restaurants, 2 of Landscape Maintenance Company.</p>
	<p>Illicit discharges/ connections/ dumping found during a proactive inspection</p>	<p>1</p>	<p>Public Works NPDES Files</p>	<p>James Linkogle, Public Works</p>	<p>Landscape contractor verbally warned about blowing grass clippings into storm drain.</p>
	<p>Notices of Violation (NOVs) issued for illicit discharges/ connections/ dumping found during a proactive inspection</p>	<p>0</p>			
	<p>Fines issued for illicit discharges/ connections/ dumping found during a proactive inspection</p>	<p>0</p>			
	<p>Report on the investigation program as it relates to reacting or 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, in each Annual Report.</p> <p>Number of reports of suspected illicit connections/ discharges/ dumping received</p>	<p>DEP Note: The permittee can re-word the "NOVs issued" reporting item to better reflect its particular initial enforcement activity.</p> <p>8</p>	<p>Town of longboat wintegrate Code Enforcement files.</p>	<p>Via on duty Police staff and Heidi Micalle or Ben Bailey, Code Enforcement Officers</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
	Investigations of reports of suspected illicit discharges/ connections/ dumping	8	Town of longboat wintegrate Code Enforcement files and Police Department Incident Reports.	Via on duty Police staff and Heidi Micala or Ben Bailey, Code Enforcement Officers	1-unknown paint source, 1-oil spill cleaned up, 1- accidental paint spill in canal.
	Illicit discharges/ connections/ dumping found during a reactive investigation	3	Town of longboat wintegrate Code Enforcement files and Police Department Incident Reports.	Via on duty Police staff and Heidi Micala or Ben Bailey, Code Enforcement Officers	All cleaned up or complied.
	NOVs issued for illicit discharges/ connections/ dumping found during a reactive investigation	0			
	Fines issued for illicit discharges/ connections/ dumping found during a reactive investigation	0			
	Report on the training activities, including the number of permittee personnel trained (both in-house and outside training), and the number of contractors trained by the permittee, in each Annual Report.	16	Public Works NPDES Files	James Linkogle, Public Works	15 PW Staff at 10/15/2010 safety meeting. One new Code Enforcement Officer at Illicit discharge inspection event. Contractors not utilized for these inspections.
	Illicit Discharge Training: Personnel trained				
	Illicit Discharge Training: Contractors trained	0			
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response				
	Report on the spill prevention and response activities, including the number of spills addressed that had the potential to enter the MS4, in each Annual Report. Hazardous and non-hazardous material spills responded to	0	Town of Longboat Key Fire Department Logs	Matt Altman, Deputy Fire Chief	Review of all call logs indicated no spill responses in 2010
	Report on the training activities completed, including the number of personnel trained (both in-house and outside training) and the number of contractors trained by the permittee, in each Annual Report.				DEP Note: If "0" is reported in Column C for either of these reporting items, please include an explanation in Column F for why training was not provided to/obtained by personnel/contractors during the applicable reporting year and the most recent year that training was previously provided/obtained.

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>Spill Prevention and Response Training: Personnel trained</p> <p>Spill Prevention and Response Training: Contractors trained</p>	<p>23</p> <p>0</p>	<p>Town of Longboat Key Fire Department training logs.</p>	<p>Matt Altman, Deputy Fire Chief</p>	<p>EMS Introduction to Hazardous-Materials, Operations Level and Command, 1st Responder Level Hazmat Various dates 2010.</p> <p>Contractors not used to perform these activities.</p>
<p>Part III.A.7.e</p>	<p>Illicit Discharges and Improper Disposal — Public Reporting</p> <p>Continue 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 outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction, including the number of outreach activities conducted and the amount of materials distributed, in each Annual Report.</p> <p>Brochures/Flyers/Fact sheets distributed</p> <p>Newsletters: Number of newsletters distributed</p> <p>Special events: Number conducted</p> <p>Special events: Number of participants</p>	<p>36</p> <p>7800</p> <p>1</p> <p>90 to 100</p>	<p>Outreach Log</p> <p>Summer Newsletter 2010</p> <p>Outreach Log</p> <p>Outreach Log</p>	<p>James Linkogle Public Works</p> <p>James Linkogle Public Works</p> <p>James Linkogle Public Works</p> <p>James Linkogle Public Works</p>	<p>DEP Note: The permittee should "customize" the list of public outreach activities by removing or adding to the list below as appropriate to their particular public outreach program. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed.</p> <p>Handed out at annual Meet and Greet for condo and homeowner associations sponsored by the local Chamber of Commerce 3-23-2010</p> <p>Annual newsletter distributed to all addresses within the Towns zip code for Hurricane/Flood awareness.</p> <p>Annual Meet and Greet for condo and homeowner associations sponsored by the local Chamber of Commerce</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
Part III.A.7.f	<p>Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control</p> <p>Continue implementation of the outreach program to instruct the public on responsible environmental management and the proper disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction, including the number of outreach activities conducted, the amount of outreach materials distributed and the amount of waste collected/recycled/property disposed, in each Annual Report.</p>	1	Utility billing	Donna Spencer Public Works Administrative Assistant	Insert in Utility bill to all residents that receive them
	<p>Brochures/Flyers/Fact sheets distributed</p>	1	Public Works NPDES Files	Donna Spencer Public Works Administrative Assistant	Annual Collection Event held January 1/30/2010 as co-sponsor with Manatee County
	<p>Curbside Used Oil & Filter Collection Program events</p>	1	Public Works NPDES Files	Donna Spencer Public Works Administrative Assistant	Annual Collection Event held January 1/30/2010 as co-sponsor with Manatee County
	<p>Household Hazardous Waste (HHW) Collection Day events</p>	1	Public Works NPDES Files	Donna Spencer Public Works Administrative Assistant	Annual Collection Event held January 1/30/2010 as co-sponsor with Manatee County
	<p>HHW Collection Day/Curbside Program/Retail Battery Program/Project Green Sweep: Amount of waste collected/recycled (tons)</p>	1	Manatee County Staff	Manatee County Staff	Tonnage records kept by Manatee County Staff as co-sponsor of the event.
	<p>Storm sewer inlets newly marked/replaced</p>	0	Public Works Streets Work Orders	Doyle Walker, Streets Supervisor	All markers in place.
Part III.A.7.g	<p>Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage</p> <p>Report on the activities to reduce or eliminate Sanitary Sewer Overflows (SSOs) and seepage, such as the number of incidents of each discovered and resolved, in each Annual Report.</p>	0	Public Works Maintenance and Notifications Files	Anne Ross, P.E. Town Engineer	None discovered or reported.
	<p>SSO incidents discovered and resolved</p>	0	Public Works Maintenance and Notifications Files	Anne Ross, P.E. Town Engineer	None discovered or reported.

DEP Note: The permittee should "customize" the list of public outreach activities by removing or adding to the list below as appropriate to their particular public outreach program. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed.

DEP Note: The permittee should contact the appropriate authorities for accurate reporting information, such as the sanitary sewer system operator and the local health department that is responsible for permitting/overseeing septic tank systems.

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
	Inflow/Infiltration incidents discovered and resolved	4520 Lin. Ft. of Sewer and, 73 Sewer laterals Slip-lined. 96 vertical feet of Sewer Man holes lined.	Public Works Wastewater Project Files	Anne Ross, P.E. Town Engineer	On going capital program of slip-lining waste water lines to eliminate infil / exfiltration of wastewater from system.
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections	0			None within the Community
	Report on the inventory, including the total number of high risk facilities and the number of facilities newly added each year, in each Annual Report.	0			None within the Community
	Total number of high risk facilities added to the inventory during the current reporting period	0			None within the Community
	Report on the inspection program, including the number of inspections conducted and the number of enforcement actions taken, in each Annual Report.	0			None within the Community
	High risk facility site inspections for stormwater runoff concerns	0			None within the Community
	NOVs issued for violations discovered during a high risk site inspection	0			None within the Community
	Fines issued for violations discovered during a high risk site inspection	0			None within the Community
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries				
	Monitoring 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.				
	High risk facilities monitored	0			None within the Community
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices				
	Report the number of pre-construction site plans reviewed in each Annual Report.				

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
	<p>Construction site plan/permit application reviews for proper erosion and sedimentation BMPs (private sites)</p>	82	Town of Longboat Key Wintegrate permitting system and Statistic Reports	Town of Longboat Key Planning Zoning and Building Department Staff	Includes Site plan and Zoning Exemptions.
	<p>Construction site plan/permit application reviews for proper erosion and sedimentation BMPs (permittee sites)</p>	82	Town of Longboat Key Wintegrate permitting system and Statistic Reports	Town of Longboat Key Planning Zoning and Building Department Staff	Includes Site plan and Zoning Exemptions.
	<p>Report the number of building permit applicants notified to obtain all required stormwater permits in each Annual Report.</p>				<p>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. If the land disturbance and building permits are administered by different departments (and thereby the notifications are performed by two departments), the permittee may separate the reporting of these two activities into separate lines.</p>
	<p>Land disturbance and building permit applicants notified of ERP and NPDES stormwater permit requirements</p>	82	Town of Longboat Key Wintegrate permitting system and Statistic Reports	Town of Longboat Key Planning Zoning and Building Department Staff	Includes Site plan and Zoning Exemptions.
	<p>Report the number of permittee construction sites for which a Notice of Intent (NOI) was submitted in each Annual Report. Number of permittee construction sites requiring an NOI</p>	1	Town of Longboat Key permitting system and Statistic Reports and Public Works files.	Town of Longboat Key Planning Zoning and Building Department Staff	Includes Site plan and Zoning Exemptions.
Part III.A.9.b	<p>Construction Site Runoff — Inspection and Enforcement Report on the inspection program, including the number of construction site inspections conducted and the number and type of enforcement actions taken, in each Annual Report. Construction site inspections for proper erosion and sedimentation BMPs (private sites)</p>	98	Town of Longboat key NPDES and Construction Permit tracking system	James Linkogle, Public Works	Building Inspectors initiate tracking on first inspection of a permitted site.
	<p>Construction Site Runoff — Inspection and Enforcement Report on the inspection program, including the number of construction site inspections conducted and the number and type of enforcement actions taken, in each Annual Report.</p>				<p>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. The permittee can re-word the "NOVs/written warnings/citations issued" reporting item to better reflect its particular initial enforcement activity.</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
	<p>Construction site inspections for proper erosion and sedimentation BMPs (permittee sites)</p> <p>NOVs/ written warnings/citations issued</p> <p>Stop Work Orders issued</p> <p>Fines issued</p>	<p>1</p> <p>0</p> <p>0</p>	<p>Town of Longboat key NPDES and Construction Permit tracking system</p> <p>Town of Longboat key Public Works NPDES files.</p>	<p>Town of Longboat Key Public Works and Planning Zoning Building Department Staff</p> <p>Juan Florensa, Public Works Director</p>	<p>South Water Plant, Mid key Water plant, Lift Station D, South Water Main Renovation projects.</p> <p>Christ church Construction site Notice of Non-compliance letter.</p> <p>All complied after first contact</p> <p>All complied after first contact</p>
<p>Part III.A.9.c</p>	<p>Construction Site Runoff — Site Operator Training</p> <p>Report on the training activities, including 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, in each Annual Report.</p> <p>Permittee construction site inspectors trained/certified</p> <p>Permittee construction site plan reviewers trained/certified</p>	<p>0</p>	<p>Class files kept at Sun Coast Technical Institute</p> <p>Public works NPDES files</p>	<p>Suncoast Public Works Academy sponsored FDEP Stormwater Erosion and Sedimentation Control Inspector Training Program.</p> <p>James Linkogle Public Works</p>	<p>DEP Note: If "0" is reported in Column C 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 and the most recent year that training was previously provided/obtained. In addition, the permittee should report only the staff and private persons trained during the applicable reporting year, and then note in Column F if/when any other staff were previously trained/certified.</p> <p>Current staff trained in previous reporting years.</p> <p>Current staff trained in previous reporting years..</p>