

## **Indian Shores Drainage System Maintenance Procedures**

The Town of Indian Shores is a barrier island of the Coast of Pinellas County that has been particularly concerned with drainage problems. The entire Town lies within the 100 year flood zone. Causes contributing to flooding include stormwater runoff created by an inadequate storm sewer system and low ground elevations result in salt water flooding from high tides backing up through the storm sewer system, especially in the Gulf View Cabin Villas area of Town.

Responding to drainage problems is only one facet of the Town's efforts. It has a proactive public information program and enforces strict construction regulations. It has a public information program strategy that also qualifies for Community Rating System (CRS) credit.

The Town has implemented the following activities to help alleviate potential flooding:

- A. By adopting by ordinance the Town's "Flood Protection" Ordinance the Town came into line with the town's Comprehensive Plan's Coastal and Conservation Element.
- B. The Town of Indian Shores has participated with Pinellas County in a beach nourishment program which essentially extended the Gulf beaches from approximately 25'-0" at the Coastal Construction Line to +/- 200'-0" thus, creating a tidal surge buffer.
- C. The Town's zoning Ordinance was amended to reduce densities in conformance to the Town's Future Land Uses.
- D. The Town regularly publishes information concerning FEMA requirements, etc., in its quarterly newsletter, which is mailed to all property owners and citizens of the community.
- E. All property owners within the repetitive loss area have been notified that the Indian Shores library has a series of publications which provide information on various approaches to reduce flood damage.

### **DRAINAGE SYSTEM MAINTENANCE STANDARD OPERATING PROCEDURE (SOP)**

#### **1. Objective:**

This SOP specifies responsibilities and procedures for inspecting and cleaning the streams, ditches, storm sewers, and storage basins in the Town of Indian Shores

#### **2. Responsibilities:**

- A. The Public Service Supervisor is responsible for the administration of this SOP. He shall inspect the streams, ditches, storm sewers, and storage basins and ensure that they are cleaned in accordance with this SOP.
- B. The Building Official is responsible for enforcing Sec. 86-122, Violations and Penalties, of the Town's municipal code and related regulations on dumping or depositing material in the drainage system. The Building Official is also responsible for serving violation notices to private property owners.

- C. All work on county and state property shall be coordinated with the appropriate county offices.
- D. Private property owners are responsible for maintaining the streams, ditches, storm sewer inlets, and retention basins on their properties.

### **3. Jurisdiction:**

This SOP covers public and private surface drainage facilities

### **4. Identification of Problems:**

- A. The Supervisor of Public Service or his designee shall inspect all the watercourses, sewers and basins twice a year. One inspection will be run before the spring rainy season. The other will be conducted during the middle of the summer storm season. An Engineer Consultant for the Town of Indian Shores will conduct the required annual inspections for SWWMD permits.
- B. Inspections shall consist of walking the length of the Town of Indian Shores a visual check through all culverts. Inspections of detention basins shall include a check of each inlet and outlet.
- C. The Supervisor of Public Service or his designee shall complete the Drainage Inspection Report after each inspection. A copy of the report shall be kept in the Stormwater file.
- D. The Supervisor of Public Service or his designee shall inspect all complaints submitted by property owner, or other offices. Such complaints and the subsequent action taken by the Town shall be recorded on a Complaint/Inquiry Form. The Supervisor of Public Service shall ensure that an inspection is conducted and the findings provided to the person submitting the complaint within one week.
- F. If a problem is found, a Complaint/Inquiry Form shall be completed and forwarded to the appropriate person. The Complaint/Inquiry Forms shall be recorded and maintained in accordance with the Town's Complaint Procedures. If the problem is on private property, a letter shall also be sent to the owner.

### **5. Maintenance:**

#### **a. There are four types of maintenance problems:**

- 1) Trash: human-made objects, such as garbage, shopping carts, tires, lumber, furniture, and appliances. Animal carcasses are also included as trash.
- 2) Minor problem: vegetation growth, tree limbs, and other "naturally" occurring debris. Sedimentation in a retention basin is also included.
- 3) Obstruction: fallen tree, culvert damage, large appliance, etc., that, by itself, obstructs the flow of the ditch, inlet or outlet.

- 4) Structural project: bridge or culvert replacement, bank stabilization, dredging, or other major project.

**b. Maintenance duties:**

- 1) On public property: The Supervisor of Public Service shall ensure that trash and minor problems are removed at the next convenient time. Obstructions shall be removed within two working days of being reported.
- 2) Indian Shores Nature Park is kept in a condition approximating its natural state. Trash and obstructions shall be removed, but natural growth shall not be cut.
- 3) On County or State property: Trash, minor problems, and obstructions shall be reported to the appropriate office by the Supervisor of Public Works. If the County or State does not remove the problem within seven days, it shall be treated as a problem on private property.
- 4) Structural projects require budget approval by the Town Council and, sometimes, a separate permit from the Department of Environmental Protection Office or SWWMD is necessary, a drainage maintenance easement shall be obtained from all affected property owners. Structural projects shall be advertised for bid and scheduled in the same manner as other contracted Public Service projects.
- 5) Upon completion of a maintenance project, the responsible person shall complete the Complaint/Inquiry Form and provide it to the Building Department Permit Clerk for filing.

**c. Maintenance on private property:**

- 1) Property owners are responsible for maintaining the streams, ditches, swales, storm sewer inlets, and retention basins on their properties.
- 2) The Town shall publicize the need for maintenance of drainage facilities and encourage residents to correct or report problems before the next storm causes damage.
- 3) The Supervisor of Public Service shall inspect all drainage facilities listed in Section 3 from streets or other public property or via access on dedicated easements in accordance with the inspection schedule in Section
4. The Supervisor shall inspect all other drainage problems on private property only in response to complaints.
- 4) Trash, minor problems, and obstructions shall be reported to the owner by the Chief of Police.
- 5) If the owner does not remove the problem within ten days, the Town shall assume responsibility for the problem. If the problem is large enough to cause flooding of another property, the Supervisor shall enter the property and remove the problem in accordance with Florida Statutes, Chapter 162.