

**NPDES ANNUAL REPORT
Phase II MS4 Permit ID # FLR04E123**

PHASE II MS4 ANNUAL REPORT for Permit Year: 1 2 3 4 5 **Other:** _____

Instructions for completing this form:

- Complete Sections I through V and submit to the Department to fulfill the annual reporting requirement under the Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems, Rule 62-621.300(7)(a), F.A.C.
- The numbering and references to Best Management Practices (BMPs) on the Annual Report Form should reflect the information given in the MS4's Notice of Intent (NOI) form previously submitted to the Department. **PLEASE REFER TO ORIGINAL AND APPROVED PHASE II MS4 NOI SUBMITTAL WHILE COMPLETING SECTION II OF THIS FORM.** Proposed changes to the approved SWMP shall be indicated in Section III of this form.
- When complete, submit this Annual Report form to the following address:
 NPDES Stormwater Section
 Florida Department of Environmental Protection
 2600 Blair Stone Road
 M.S. 3585
 Tallahassee, FL 32399-2400.
- Do **NOT** include any attachments **EXCEPT** for Monitoring Data in Section IV, if applicable.

SECTION I. PHASE II MS4 OPERATOR INFORMATION

A.	Name of the Phase II MS4 Operator: City of Panama City Beach		
B.	Name of the Phase II MS4 Responsible Authority: Drew Whitman		
	Title: City Manager		
	Mailing Address: 17007 Panama City Beach Parkway		
	City: Panama City Beach	Zip Code: 32413	County: Bay
	Telephone Number: 850-233-5100		
	E-mail Address: Drew.Whitman@pcbfl.gov		
C.	Name of the Designated Phase II MS4 Stormwater Management Program Contact: Kelly Jenkins, P.E.		
	Title: Public Works Director		
	Department: Public Works		
	Mailing Address: 116 S Arnold Road		
	City: Panama City Beach	Zip Code: 32413	County: BAY
	Telephone Number: 850-233-5100 ext. 2414		
	E-mail Address: Kelly.Jenkins@pcbfl.gov		
D.	Location of the Phase II MS4 (if different than the mailing address in Section I.C. above):		
	Street Address:		
	City:	Zip Code:	County:

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SECTION II. SUMMARY OF STORMWATER MANAGEMENT PROGRAM ACTIVITIES

Indicate the Phase II MS4 status of compliance in terms of progress toward each of the measurable goals described in the generic permit. Refer to the NOI for a list of the specific BMPs and Measurable Goals the Phase II MS4 committed to perform and track. Changes which will result in deviation from the NOI should be listed in Section III of this form. Include activities for all reporting periods (permit years) in this section. A summary of results is expected for the current reporting period but may be added to results from previous annual report periods. A summary of results is not expected for future reporting periods, but the anticipated BMPs, measurable goals and schedules for future reporting periods should be provided in this section.

Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/ Completion	C Summary of Results
1a	01	<p align="center"><u>Public Education and Outreach</u></p> <p>The City Maintains a website on government and community information. The website will be upgraded to include hotlinks. They City will maintain the website, including adding new or other comparable hotlinks to the website.</p>	Document and report the number of hits recorded on the Stormwater webpage on an annual basis.	Years 1-5	137 clicks, 5.1K impressions

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1a	02	<p align="center"><u>Public Education and Outreach</u></p> <p>The City developed an informational brochure on recycling of solid waste, drop-off locations, household waste, and recycling procedures. This brochure is available "free of charge" to City residents and is also available on the City's website. The website also includes a link entitled "Recycling Programs for Bay County" which takes the customer to Bay County's recycling page. Brochure will be mailed to residents on a bi-annual basis. Brochures made available in Public Works Office.</p>	Document and report the number of brochures mailed to PCB residents.	Years 2 and 4	N/A

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1a	03	<p align="center"><u>Public Education and Outreach</u></p> <p>The City will provide brochures entitled "A Citizens Guide to Understanding Stormwater" to the public that will educate them about stormwater pollutants, chemicals, garbage and other debris that wind up on the beaches and in our waterways and inlets. The City will also provide this brochure on the City's website under "Stormwater Brochure". This brochure will be distributed to the residents of PCB by mail on a bi-annual basis and thru the Public Works Office.</p>	The City will document and report the number of brochures mailed to PCB residents.	Years 2 and 4	N/A

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1a	04	<p align="center"><u>Public Education and Outreach</u></p> <p>The City will post educational stormwater information/brochures on its social media page.</p>	<p>1. Document and report the number of posts during the reporting period.</p> <p>2. Document and report the number of shares/reactions.</p>	Years 1-5	<p>1. 30 posts</p> <p>2. 1,970</p>
1a	05	<p align="center"><u>Public Education and Outreach</u></p> <p>The City installs markers on storm drain inlets in the high-risk stormwater pollution areas. The markers message "No Dumping," Drains to Your Gulf of Mexico" educates the public about the link between the storm drain system and receiving water quality. There will be approximately ten (10) markers installed each year.</p>	<p>Document the number of markers installed each year as well as the number of markers that require maintenance.</p>	Years 1-5	10

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2a	01	<p align="center"><u>Public Involvement/Participation</u></p> <p>The City organizes and advertises the annual City of Panama City Beach Clean-up Event. At this event volunteers spend one (1) day picking up trash along the Gulf of Mexico shoreline. Organize and advertise the event thru multiple medias.</p>	<p>1. Document and report the number of volunteers at the event.</p> <p>2. Document and report the estimated number of bags of trash picked up.</p>	Years 1-5	<p>1. Number of volunteers: 30</p> <p>2. Trash collected: 1600 lbs.</p>
2a	02	<p align="center"><u>Public Involvement/Participation</u></p> <p>The City will post NPDES annual reports on City website and Facebook page</p>	<p>1. The City documents the number of hits recorded on the website on an annual basis.</p> <p>2. Document and report and comments or feedback on Facebook regarding this element.</p>	<p>Years 1-5</p> <p>Implemented into Facebook in 2018</p>	<p>1. None to report</p> <p>2. None to report</p>

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2a	03	<p align="center">IFAS Education</p> <p>The City will advertise a course offered by the University of Florida Bay County Cooperative Extension Services (IFAS) http://bay.ifas.ufl.edu/on "Environmental Horticulture" that educates homeowners on BMPs.</p> <p>Topics addressed include proper use of yard chemicals, water conservation, mulching and composting practices that reduce, reuse and recycle yard trash, etc. Another course offered by the IFAS is "4-H." This is an education program for young people (Ages 5 through 18) which comprises various topics including environmental education. Advertise stormwater quality opportunities through the Cities Facebook page.</p>	Document and report the number of hits to the Cities Facebook page.	Years 1-5	All UF/IFAS Extension Bay County education programs, events, and meetings scheduled through April 30 have been postponed due to direction from the University of Florida concerning COVID-19. We are working quickly to reschedule any postponed events. Updates at http://facebook.com/bayifas

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3a	01	<p align="center"><u>Illicit Discharge Detection/Elimination</u></p> <p>The City has prepared a map showing the estimated waters of the United States (U.S.) using ArcView Version 3.2. The map was created using existing Bay County GIS maps. The mapping was done using the North American Datum 1983 (NAD 83), Florida north datum. This map includes the names and locations of all known outfalls as well as names and locations of all surface waters of the state that receive discharges from those outfalls.</p>	Document and report the total number of outfalls.	Years 1-5	51 outfalls

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3b	01	<p>Illicit Discharge Detection and Elimination</p> <p>The following sections of the Code of Ordinances of Panama City Beach provide the City the authority to prohibit non-stormwater discharges into the storm sewer system and implement appropriate enforcement procedures and actions:</p> <p>Code of Ordinances, Chapter 23, Utilities, article IV, Sewers Section 23-40; Building Sewers and Connections.</p> <p>This section requires an applicant for the building sewer permit to notify the City when the building sewer is ready for inspection and connection to the public sewer. This code gives the City authority to look for illegal connections and stop any work or disconnect services in case of code violations.</p> <p>Article IV, Sewers</p> <p>Section 23-41, Restricted Use of Public Sewers This ordinance makes it unlawful for any person to discharge or cause to be discharged any sanitary wastewater into the storm sewer system without any exceptions.</p>	Maintain Existing Ordinances.	Years 1-5	
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3b	01	<p>Continued: Illicit Discharge Detection and Elimination</p> <p>The following sections of the Code of Ordinances of Panama City Beach provide the City the authority to prohibit non-stormwater discharges, including illegal dumping into the storm sewer system and implement appropriate enforcement procedures and actions.</p> <p>Chapter 12, Garbage and Trash, Section 12-4, Prohibited Practices and Violations</p> <p>Section 12-4(1) prohibits any person from depositing on,</p> <p>or burning in, or causing to be deposited on or buried in any land, public square, street, alley, vacant lot or</p>	<p>Continued</p> <p>The City will keep a record of the number of Code Violations per year.</p>	Years 1-5	524 violations

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3b	01	<p>unoccupied lot, the waters of the Gulf of Mexico, or any creek, watercourse or ditch within the city limits, any garbage or other noxious, malodorous or offensive matter. Section 12-4(6) prohibits any person from placing or allowing to be placed upon the streets, alleys, curbing or sidewalks of the city any rubbish, sweepings, debris, trash, or waste materials of any kind which might</p> <p>be a menace to traffic, both vehicular and pedestrian, or which might endanger the proper operation of the City's sewer or drainage system.</p> <p>Section 12-6, Littering</p> <p>This section of the Code prohibits any person from depositing or throwing litter on any property within the City. This code also gives the City or Code Enforcement</p> <p>Office the ability to enforce this ordinance.</p>			
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3c	01	<p align="center"><u>Illicit Discharge Detection and Elimination</u></p> <p>The City has a program to detect and eliminate illicit discharges and illegal dumping to the MS4. The program provides proactive inspections and does inspections based on calls.</p>	<ol style="list-style-type: none"> 1. Document and report the number of proactive illicit discharge inspections. 2. Document and reports the number proactive call-driven inspections. 3. Document and report number of illicit discharges found. 4. Document and report the number of illicit discharges eliminated. 	Years 1-5	<p>1. 36</p> <p>2. 0</p> <p>3. 2</p> <p>4. 2</p>

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3d	01	<p align="center"><u>Illicit Discharge Detection and Elimination</u></p> <p>The City created stormwater related brochures that include illicit discharge information. This brochure is made available to citizens at the Public Works office as well as on the City website.</p>	<p>The City will maintain a receipt of the number of brochures printed and keep track of the number of brochures distributed in Public Works office and mailed out to residents.</p>	Years 1-5	6,790
3d	02	<p align="center"><u>Illicit Discharge Detection & Elimination</u></p> <p>The City educates employees about illicit discharge through a classroom PowerPoint presentation. Will initiate keeping a copy of sign in sheet for all employees attending training sessions.</p>	<p>The City will document and report the number of training sessions and the number of employees in attendance.</p>	Years 1-5	<p>1 training session</p> <p>20 employees attended</p>

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3d	03	<u>Illicit Discharge Detection & Elimination</u> The City educates businesses on the hazards of illicit discharges. Distributing industry specific educational outreach brochures to businesses that have the potential to discharge to the MS4	Document and report the number of brochures distributed.	Years 1-5	July-Dec: 4 brochures distributed to restaurants January-July: 15

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/ Completion	C Summary of Results
4a	01	<p align="center"><u>Construction Site Stormwater Runoff Control</u></p> <p>The following Sections of the City of Panama City Beach Land Development Code provides the City with sufficient regulatory authority to require erosion and sediment controls from construction activity; Land Development Code Chapter 3 section 3.05.03 Applicable Federal Requirements, 3.05.04 Erosion & Sedimentation Control Plan . This section requires that all developers submit to the City Engineer a stormwater and erosion control plan prepared by a registered Florida engineer. The plan shall include measures to meet stormwater quantity (flooding) and quality (siltation, erosion, pollution) controls.</p>	Document the number of violations because of construction activity and a description of the corrective action taken will be recorded.	Years 1-5	10

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4a	01	<p>Section 3.05.19, Inspection This section requires that the developer arrange for periodic City inspections of the control systems during development and prior to cover-up of underground systems as necessary to ensure adherence to the plan.</p> <p>3.05.22 Failure to Maintain, Control, or Comply Land Development Code Chapter IV, Landscaping Section 4.06.00, Section 4.08.00 Land Clearing Prohibited, Permit and Exceptions Any development shall follow the following Land Clearing Permit and erosion sedimentation control requirement: All existing vegetation and soil located within (10) feet of any property line shall remain undisturbed. Adequate stormwater and erosion control be provided as approved by the City Engineer to protect undisturbed vegetation on-site and neighboring properties. Section 3.05.03 of Site Stormwater Sedimentation and Control Requirements</p>	Document and report any changes in the land code ordinances/land development codes.	Years 1-5	None to report

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4b	01	<p align="center"><u>Construction Site Stormwater Runoff</u></p> <p>Chapter 3 of the Land Development Code requires all contractors to follow stormwater and erosion control plans which shall include measures to meet stormwater quantity (flooding) and quality (siltation, erosion, pollution) controls. Also, Chapter 3 of the Land Development Code, specifies requirements for both temporary (during construction) and permanent control measures, the City will require developers to include any information on construction plans (general notes page) stating that the contractor is responsible for following required erosion and sediment control practices.</p>	<ol style="list-style-type: none"> 1. Document and report number of violations specific to erosion and sediment control. 2. Document and report the follow up actions taken. 	Years 1-5	1

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4c	01	<p align="center"><u>Construction Site Stormwater Runoff</u></p> <p>For this BMP, the City will follow its existing ordinance. Chapter 15 Section 15-17 prohibits any accumulations of construction material including but not limited to crates, lumber, plywood, trusses, joists, nails, bricks, concrete, and sand which is not being used in active construction. Any person violating this code will be guilty of an offense. With these ordinances in place, the City will require developers to include a line on construction plans (general notes page) stating that the Contractor is responsible for following required waste management practices. The City will maintain a copy of final development orders and annually documents the number of development orders issued by the City.</p>	<ol style="list-style-type: none"> 1. Document and report the number of violations specific to waste control. 2. Document and report the actions taken. 	Years 1-5	6

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4d	01	<p align="center"><u>Construction Site Stormwater Runoff Control</u></p> <p>The City's Land Development Regulations define the general review requirements for commercial and residential development. The applicant submits a master drainage map, project layouts, topographic data and drainage features, stormwater construction details, high water and groundwater elevation data, ground cover data, site soils data, peak flood state (100-year design storm event), an erosion control plan, hydrologic and hydraulic calculations, hydrographs to and from retention/detention areas, state-storage-discharge data and treatment volume recovery calculations from the stormwater Management area. This data is submitted with a stormwater checklist and is reviewed by City staff for consistency with local requirements prior to approval of the site plan. The City will maintain a copy of the stormwater approval letter for each project reviewed and documents the number of sites reviewed annually.</p>	Document and report the number of site plans reviewed.	Years 1-5	27 reviewed & approved

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Element ID/BMP #		A	B	B	C
		BMP Description	Measurable Goal	Schedule for Implementation/ Completion	Summary of Results
4e	01	<p><u>Construction Site Stormwater Runoff Control</u></p> <p>The City has procedures for the public to contact the person designated by the City to inspect construction sites. Responses to public input will be incorporated into the inspection program to be developed as part of BMP 4f-01. All construction sites have permit boards containing all permits and contact numbers. The city advertises the phone number on the website and brochures.</p>	<p>The City will maintain a record and annually document the number of complaints from the public associated with water quality controls associated with construction activities and document action taken (if any).</p>	<p>Years 1-5</p>	<p>1 – Grand Panama</p>

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SECTION II. SUMMARY OF STORMWATER MANAGEMENT PROGRAM ACTIVITIES

Indicate the Phase II MS4 status of compliance in terms of progress toward each of the measurable goals described in the generic permit. Refer to the NOI for a list of the specific BMPs and Measurable Goals the Phase II MS4 committed to perform and track. Changes which will result in deviation from the NOI should be listed in Section III of this form. Include activities for all reporting periods (permit years) in this section. A summary of results is expected for the current reporting period but may be added to results from previous annual report periods. A summary of results is not expected for future reporting periods, but the anticipated BMPs, measurable goals and schedules for future reporting periods should be provided in this section.

Element ID/BMP #		A	B	B	C
		BMP Description	Measurable Goal	Schedule for Implementation/Completion	Summary of Results
5a-c	01	Utilize qualifying alternative program; Panama City Beach relies on the current NFWFMD and FDEP regulatory criteria by providing stormwater ERP permitted projects.	Continue to maintain compliance with FDEP and NFWFMD criteria.	Effective upon permit issuance.	Responsible authority: FDEP and NFWFMD

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/ Completion	C Summary of Results
6a	01	<p align="center"><u>Municipal Operation Pollution Prevention & Good Housekeeping</u></p> <p>The City owns and operates a municipal fleet utility (Public Works) maintenance facility which involves the following automotive maintenance activities: replacement and repair of equipment; changing of oil, hydraulic and transmission fluids; cleaning of parts, etc. Oil spills from public works department vehicles are addressed immediately by using approved methods such as oil driers, absorbent pads, or other approved methods and disposed of properly. The City ensures adequate clean-up of the fleet maintenance area and does general housekeeping inspections.</p>	<ol style="list-style-type: none"> 1. Document and report the number of oil spills cleaned by Public Works fleet maintenance annually. 2. Document and report the amount of waste oil disposed of annually. 3. Document and report the number of housekeeping inspections annually. 	Effective upon permit issuance.	None to report

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/ Completion	C Summary of Results
6a	02	<p align="center"><u>Municipal Operation Pollution Prevention and Good Housekeeping</u></p> <p>The City has ongoing Debris Pick-up program on City roadways. The program is implemented on an as needed basis.</p>	<p>The City will document the amount of debris picked-up with this program on an annual basis.</p>	<p>Years 1-5</p>	<p>902 yards of C&D to Waste Pro</p> <p>3058 yards of yard waste to Waste Pro</p>
6b	01	<p align="center"><u>Municipal Operation Pollution Prevention and Good Housekeeping</u></p> <p>The City offers in-house employee training programs annually to prevent and reduce stormwater pollution from MS4 operation activities.</p>	<p>Document a report the number of employees trained annually.</p>	<p>Years 1-5</p>	<p>20 employees</p>

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SECTION III. CHANGES TO STORMWATER MANAGEMENT PROGRAM

Assess the appropriateness of each BMP that has been implemented and provide a list of changes in the space below. Include proposed changes to BMPs, Measurable Goals, or Implementation Schedules, and justification for changes. Also report new BMPs that have been added to the Stormwater Management Program in this section. Add pages if more room is needed. Include the Element ID as it is listed on the submitted NOI. BMP Number should be indicated as listed on the NOI, unless a new BMP is being proposed. Include Element ID on all extra pages, include BMP number for all changes to BMPs previously listed on NOI.

Element ID	BMP Number (where applicable)	Proposed Change or New BMP Description and Justification

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SECTION IV. INDEPENDENT MONITORING AND RELIANCE ON ANOTHER ENTITY

A.	<p>Please indicate whether the Phase II MS4 performed independent monitoring. If yes, please attach monitoring data collected during reporting period.</p> <p><input type="checkbox"/> The MS4 performed independent monitoring during the reporting period, (Attach monitoring results to this Annual Report form).</p> <p><input checked="" type="checkbox"/> The MS4 did NOT perform independent monitoring during the reporting period.</p>		
B.	<p>Please indicate which elements of the Stormwater Management Plan the Phase II MS4 is relying on another entity to satisfy. Include New or revised BMP activities that met this criteria. NOTE: These elements should also be listed in Sections II or III of this form.</p>		
	Element #	BMP #	Name of Responsible Entity

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SECTION V. CERTIFICATION STATEMENT AND SIGNATURE

The Responsible Authority listed in Section I.B. of the Annual Report form must sign the following certification statement:¹

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 Phase II MS4 Responsible Authority (type or print):			
Title:			
Signature:		Date:	/ /

¹ Signatory requirements are contained in Rule 62-620.305, F.A.C.