

**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. 2500
 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: Mr. Mario Gisbert		
	Title: City Manager		
	Mailing Address: 110 S. Arnold Road		
	City: Panama City Beach	Zip Code: 32413	County: Bay
	Telephone Number: 850-233-5100		
C.	Name of the Designated Phase II MS4 Stormwater Management Program Contact: Mr. Albert E. Shortt		
	Title: City Engineer/Utilities Director		
	Department: Public Works		
	Mailing Address: 110 S. Arnold Road		
	City: Panama City Beach	Zip Code: 32413	County: Bay
	Telephone Number: 850-233-5054, ext. 2404		
	E-mail Address: ashortt@pcb.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.

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	BMP Description	Measurable Goal	Schedule for Implementation/Completion	Responsible Entity/Department		
1a 01	<p>Public Education and Outreach</p> <p>The City maintains a website on governmental and community information. The website will be upgraded to include hotlinks. http://www.epa.gov/water/you/chap3.html; http://www.epa.gov/owow/nps/facts/point10.html http://www.epa.gov/owow/nps/dosdnt/html</p>	<p>The City maintains the website, includes new or other comparable hotlinks to the website, and documents the number of hits recorded on the website on an annual basis.</p>	<p>Website hits-6</p>	<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>		

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1a	<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. The website also includes a link to the Bay County Solid Waste Management website http://recycle.co.bay.fl.us/ the website provides information on disposal and recycling of solid waste in Bay County.</p>	<p>The City will maintain a receipt of the brochures printed and keeps track of the number of brochures distributed. The City maintains a website, adds new or other comparable hotlinks, and documents the number of hits recorded on the website on an annual basis. The City sends brochures out annually thru the licensing department. Stormwater and recycle brochures will be rotated on an annual basis.</p>	<p><u>Brochures</u> Printed -0 Distributed- 51 <u>Website</u> Recycle Brochure - 71 -bay county link-hits -6</p>	<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>
2a	<p>Public Involvement/Participation 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.</p>	<p>Organize and advertise the event. The City keeps track of the approximate number of volunteers as well as estimated numbers of bags of trash picked up.</p>	<p>Beach Clean-up 1 time bags of trash- 18 people -36</p>	<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>
2a	<p>The City installs markers on storm drain inlets in the high risk storm water 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>The City documents the number of markers installed each year as well as the number of markers that require maintenance.</p>	<p>10 -markers installed 2 -markers required maintenance</p>	<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>

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2a 03	The City will post NPDES annual reports on City website.	The City documents the number of hits recorded on the website on an annual basis.	Website – 55 hits	Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404		
2a 04	Stormwater Assessment Public Meeting. The City includes an agenda item during a regularly scheduled council meeting to address the Stormwater Assessment and any other stormwater concerns citizens may have.	The City reports the number of meetings and included public notice, agenda and meeting minutes. The City will document the # of people in attendance beginning 2013/2014.	Agenda items-3	Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404		

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3a 01	<p>Illicit Discharge Detection/Elimination</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.</p>		<p>On an annual basis, the City updates the map to show new outfalls to water of the U.S. identified by the City and reports the total number of outfalls.</p>		<p>No new outfalls</p>		<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>	

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3b 01	<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: 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. Article IV, Sewers Section 23-41, Restricted Use of Public Sewers</p> <p>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> <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</p>	Maintain existing ordinances.	Annually	Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404		

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3b 01	<p>Continued and implement appropriate enforcement procedures and actions: Chapter 12, Garbage and Trash, Section 12-4, Prohibited Practices and Violations Section 12-4(1) prohibits any person from depositing on, or burning in, or causing to be deposited on or buried in any land, public square, street, alley, vacant lot or 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 be a menace to traffic, both vehicular and pedestrian, or which might endanger the proper operation of the city's sewer or drainage system. Section 12-6, Littering 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 Office the ability to enforce this ordinance.</p>	Maintain existing ordinances	Annually	Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404		

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3c 01	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.		The City has an illicit discharge detection and elimination program. The City reports the number of both proactive and call-driven inspections and documents them annually.		No complaints		Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-+233-5054, ext. 2404	
3d 01	The City created stormwater related brochures that include illicit discharge information. These brochures are made available to citizens at various government buildings as well as on the City website.		The City maintains a receipt of the brochures printed and keeps track of the number of brochures distributed. The City maintains a website, adds new or other comparable hotlinks, and documents the number of hits recorded on the website on an annual basis.		Brochures distributed – 106 printed –0 stormwater brochure link on City website -52 hits		Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-+233-5054, ext. 2404	

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3d 02	The City created stormwater related brochures that include illicit discharge information. These brochures are distributed to the City's occupational licensing office and are included as handouts in with the business licensing package.		The City documents the number of brochures distributed from the business licensing office annually.		Brochures distributed-205		Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404	
3d 03	The City educates employees about the hazards associated with illicit discharges and improper disposal of waste as it relates to the City's operations.		The City documents and reports the number of training sessions and the number of employees. Will also keep a copy of the sign in sheet.		1 training class Attendance-5		Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404	

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	BMP Description		Measurable Goal	Schedule for Implementation/Completion	Responsible Entity/Department				
4a 01	<p>Construction Site Stormwater Runoff Control</p> <p>The following Sections of the City of Panama City Beach Code of Ordinances provide the City with sufficient regulatory authority to require erosion and sediment controls from construction activity: Ch26, SW Mgmt Article II, Stormwater and Erosion Control Section 26-26 Stormwater and Erosion 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> <p>Article III, Stormwater Treatment and Control</p>		<p>The City maintains these ordinances in their current Code of Ordinance and documents the number of violations as a result of construction activity and a description of corrective actions taken.</p>	<p>Number of violations -0</p> <p>Corrective Action taken -none</p>	<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>				

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	BMP Description	Measurable Goal	Schedule for Implementation/Completion	Responsible Entity/Department		
4a 01	<p>Continued Standards Section 26-38, Erosion and Siltation Control 1.) During construction, storm drainage inlets shall be protected by hay bales, sod screens, or temporary structures to prevent siltation. All soil stock piles shall be protected against dusting and erosion. 2.) At all times during and after development, denuded areas shall be temporarily stabilized. Final stabilization measures shall be in place within sixty (60) days of final grading. 3.) All control measures shall comply with the management practices contained in the Florida Department of Environmental Regulation's Florida Development Manual: A Guide to Sound Land and Water Management.</p> <p>Article IV, Stormwater and Erosion Control Plan Adherence and Maintenance Section 26-50 Adherence</p> <p>This section requires applicants for development activities to adhere strictly to the approved stormwater and erosion control plan. Any amendments to the plan must be approved by the City.</p>	<p>The City maintains these ordinances in their current Code of Ordinance and documents the number of violations as a result of construction activity and a description of corrective actions taken.</p>		<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>		

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4a 01	<p>Continued</p> <p>Section 26-50 Adherence</p> <p>This section requires applicants for development activities to adhere strictly to the approved stormwater and erosion control plan. Any amendments to the plan must be approved by the City.</p> <p>Section 26-52, Inspection</p> <p>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>Chapter 17, Planning Article IV, Landscaping</p> <p>Section 17-55, 1, Land Clearing Prohibited, Permit and Exceptions</p> <p>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.</p>	<p>The City maintains these ordinances in their current Code of Ordinance and documents the number of violations as a result of construction activity and a description of corrective actions taken.</p>		<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>		

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4b 01	Chapter 26, Stormwater Management, Article II requires all developers to submit stormwater and erosion control plans which shall include measures to meet stormwater quantity (flooding) and quality (siltation, erosion, pollution) controls. Also, Articles III & IV of Chapter 26, specify 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.	The City maintains a copy of final development orders and annually documents the number of development orders issued by the City along with documenting the number of cited violations by City inspectors. This also includes documenting a breakdown of active & inactive sites.	Cited violations-0 Development Orders 2012-8 2013-2	Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404		
4c 01	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 maintains a copy of final development orders and annually documents the number of development orders issued by the City along with documenting the number of cited violations by City inspectors. This also includes documenting a breakdown of active & inactive sites.	Cited violations-0 Development Orders 2012-8 2013-2	Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404		

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4d	<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 (25-year design storm event), an erosion control plan, hydrographs 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.</p>		<p>The City maintains a copy of the stormwater approval letter for each project reviewed and documents the number of sites reviewed for this.</p>		<p># of approval letters -7</p>		<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>	
4e	<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-1.</p>		<p>The City maintains a record and annually documents the number of complaints from the public associated with water quality controls associated with construction activities and documents actions taken (if any).</p>		<p># complaints -0</p>		<p>Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404</p>	

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4f	The City has a program for the inspection of construction activities for City funded/contracted construction projects, which is based upon existing ordinances for enforcement. The program includes standard operating procedures for the enforcement of existing ordinances that require erosion, sediment and waste control practices.		The City documents the number of inspections conducted by the City or designee as a measurable goal. This includes number of inspections and any problems encountered on the site.		# inspections -10		Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404	
6a	The City owns and operates a municipal fleet utility (Public Works) maintenance facility which involves the following automotive maintenance activated: 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 dries, 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.		The City keeps a record of the number of oil spills cleaned by public works fleet maintenance each year as well as documents the amount of waste oil disposed of each year. The City will also document the number of housekeeping inspections.		Spills -0 Gallons of disposed oil -0 Housekeeping inspections - 1		Engineering Dept. Mr. Al Shortt, P. E. City Engineer/Utilities Director 850-233-5054, ext. 2404	

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Element ID/BMP #	A			C		Responsible Entity/Department
	BMP Description	Measurable Goal	Schedule for Implementation/Completion	D		
6a 02	The City has ongoing Debris Pick-up program on City roadways. The program is implemented on an as needed basis.	The City is continuing this program and documents the amount of debris picked-up with this program on an annual basis.	Yard Debris – 1,299,463 lbs. 10,186 cubic yards	Mr. Paul Casto Public Works Director 850-233-5100, ext. 2401		
6c 01	The City periodically offers in-house employee training programs on various topics including pollution prevention and good housekeeping practices.	The City will document in-house employee training programs related to the stormwater pollution prevention and good housekeeping practices.	Training –0	Mr. Paul Casto Public Works Director 850-233-5054, ext. 2401		

NPDES ANNUAL REPORT
Phase II MS4 Permit ID # FLR04E123

SECTION IV. INDEPENDENT MONITORING AND RELIANCE ON ANOTHER ENTITY

Please indicate whether the Phase II MS4 performed independent monitoring. If yes, please attach monitoring data collected during reporting period.

- The MS4 performed independent monitoring during the reporting period, (Attach monitoring results to this Annual Report form).
- The MS4 did **NOT** perform independent monitoring during the reporting period.

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.

Name of Responsible Entity

Element #

BMP #

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Phase II MS4 Permit ID # FLR04E123**

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:

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):

Mario Gisbert

Title:

City Manager

Signature:



Date:

09/12/2013