

**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**

<b>A.</b>	Name of the Phase II MS4 Operator: <b>City of Panama City Beach</b>		
<b>B.</b>	Name of the Phase II MS4 Responsible Authority: <b>Drew Whitman</b>		
	Title: <b>City Manager</b>		
	Mailing Address: <b>17007 Panama City Beach Parkway</b>		
	City: <b>Panama City Beach</b>	Zip Code: <b>32413</b>	County: <b>Bay</b>
	Telephone Number: <b>850-233-5100</b>		
	E-mail Address: <b>Drew.Whitman@pcbfl.gov</b>		
<b>C.</b>	Name of the Designated Phase II MS4 Stormwater Management Program Contact: <b>Lillian Mulligan</b>		
	Title: <b>Civil Engineer</b>		
	Department: <b>Public Works</b>		
	Mailing Address: <b>116 S Arnold Road</b>		
	City: <b>Panama City Beach</b>	Zip Code: <b>32413</b>	County: <b>BAY</b>
	Telephone Number: <b>850-233-5100 ext. 2416</b>		
	E-mail Address: <b>Lillian.Mulligan@pcbfl.gov</b>		
<b>D.</b>	Location of the Phase II MS4 (if different than the mailing address in Section I.C. above):		
	Street Address:		
	City:	Zip Code:	County:

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

**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> <ol style="list-style-type: none"> <li><a href="http://www.pcbfl.gov">Stormwater Division   City of Panama City Beach, FL (pcbfl.gov)</a></li> <li><a href="http://www.pollutionissues.com">Household Pollutants - water, effects, environmental, United States, causes, impact, pesticide, chemicals, liquid, fresh, toxic, human, sources, disposal, use, life, health (pollutionissues.com)</a></li> <li><a href="http://www.baycountyfl.gov">Solid Waste   Bay County, FL (baycountyfl.gov)</a></li> <li><a href="http://www.epa.gov">National Pollutant Discharge Elimination System (NPDES)   US EPA</a></li> <li><a href="http://www.ufl.edu">Bay County - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS (ufl.edu)</a></li> <li><a href="http://www.ufl.edu">Bay County 4-H Clubs - Bay County - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS (ufl.edu)</a></li> <li><a href="http://www.nsw.org.au">How to reduce stormwater pollution   NSW Environment and Heritage</a></li> </ol>	Document and report the number of hits recorded on the Stormwater webpage on an annual basis.	Years 1-5	<ol style="list-style-type: none"> <li>883 views</li> <li>883 views</li> <li>883 views</li> <li>833 views</li> <li>833 views</li> <li>833 views</li> <li>833 views</li> </ol>

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

1a	02	<p align="center"><u>Public Education and Outreach</u></p> <p>The City developed an informational brochure on 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 "Solid Waste Programs in Bay County" which takes the customer to Bay County's Solid Waste Disposal Options page. Brochure will be mailed to residents on a biennial 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
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.</p> <p>This brochure will be distributed to the residents of PCB by mail on a biennial 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. 5 Facebook posts</p> <p>2. 155 shares/reactions</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	<p>None were installed in Year 4.</p> <p>20 markers were installed in Year 5 to compensate for Year 4.</p>

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

2a	01	<p align="center"><u>Public Involvement/Participation</u></p> <p>The City advertises annual beach clean-up events. At this event volunteers spend one (1) day picking up trash along the Gulf of Mexico shoreline.</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. 33 volunteers</p> <p>2. 3 large bags of trash were collected</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. 883 website views</p> <p>2. 3 likes on the Facebook post</p>
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) <a href="http://bay.ifas.ufl.edu/on">http://bay.ifas.ufl.edu/on</a> "Managing Stormwater in a Changing Florida Panhandle 2023."</p> <p>Topics addressed included Green Stormwater Infrastructure and Maintenance, Ecological function of GSI and LID. 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	7 likes on Facebook post

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Phase II MS4 Permit ID # FLR04E123**

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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

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

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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	There are no violations to Code of Ordinance Section 23-40 or 24-41 to report.

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

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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, 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	10 violations to Code of Ordinances Section 12-4

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

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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(5) 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.</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 Office the ability to enforce this ordinance.</p>	<p>Continued</p> <p>The City will keep a record of the number of Code Violations per year.</p>		<p>15 violations to Code of Ordinances Section 12-6</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"> <li>1. Document and report the number of proactive illicit discharge inspections.</li> <li>2. Document and reports the number proactive call-driven inspections.</li> <li>3. Document and report number of illicit discharges found.</li> <li>4. Document and report the number of illicit discharges eliminated.</li> </ol>	Years 1-5	<ol style="list-style-type: none"> <li>1. 21 proactive inspections</li> <li>2. 4 call-driven inspections</li> <li>3. 5 illicit discharges found</li> <li>4. 5 illicit discharges eliminated</li> </ol>

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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>	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.	Years 1-5	<p>None were mailed out in Year 5.</p> <p>37 brochures were handed out at the office.</p>
3d	02	<p align="center"><u>Illicit Discharge Detection &amp; 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>	The City will document and report the number of training sessions and the number of employees in attendance.	Years 1-5	<p>Presentation was held on July 17, 2024</p> <p>22 attendees</p>
3d	03	<p align="center"><u>Illicit Discharge Detection &amp; Elimination</u></p> <p>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</p>	Document and report the number of brochures distributed.	Years 1-5	9 brochures distributed

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

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Element ID/BMP #		A	B	B	C
		BMP Description	Measurable Goal	Schedule for Implementation/ Completion	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, 3.05.14 Erosion &amp; 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	<p>1. 4 violations specific to erosion and sediment control</p> <p>2. Contractors were notified that silt fences must be replaced and maintained.</p>

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Phase II MS4 Permit ID # FLR04E123**

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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>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 code of ordinances/land development codes.	Years 1-5	There have been no changes to codes 3.05.03, 3.05.14, 3.05.19, 3.05.22, 4.06.00, or 4.08.00.

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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>	<p>1. Document and report number of violations specific to erosion and sediment control.</p> <p>2. Document and report the follow up actions taken.</p>	Years 1-5	<p>1. 4 violations specific to erosion and sediment control</p> <p>2. Contractors were notified that silt fences must be replaced and maintained.</p>

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

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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"> <li>1. Document and report the number of violations specific to waste control.</li> <li>2. Document and report the actions taken.</li> </ol>	Years 1-5	<ol style="list-style-type: none"> <li>1. 418 violations</li> <li>2. Violations issued, and code enforcement officer assigned to the case</li> </ol>

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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	13 site plans reviewed and approved

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

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/ Completion	C 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>Two complaints from the public.</p> <p>The Public Works Field Inspector responded and determined runoff was not coming from the construction site.</p>

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

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/ Completion	C Summary of Results
4f	01	<p>Construction Site Stormwater Runoff Control</p> <p>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. City inspectors will visit sites once a week to make sure site is acceptable, if not a notice of violation will be issued.</p>	<p>Document and report the number of construction site inspections that occurred during reporting year.</p> <p>Document and report the number of violations and follow up actions.</p>	Years 1-5	<p>544 inspections of city funded/contracted construction projects</p> <p>1 violation due to the contractor washing concrete into a storm inlet. The contractor was notified that they must clean out the inlet and use proper measures to control waste.</p>

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Phase II MS4 Permit ID # FLR04E123**

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Element ID/BMP #		A BMP Description	B Measurable Goal	B Schedule for Implementation/ Completion	C 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 entity FDEP and NFWFMD.

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

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Element ID/BMP #		A	B	B	C
		BMP Description	Measurable Goal	Schedule for Implementation/ Completion	Summary of Results
6a	01	<p align="center"><u>Municipal Operation Pollution Prevention &amp; Good Housekeeping</u></p> <p>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.</p>	<ol style="list-style-type: none"> <li>1. Document and report the number of oil spills cleaned by Public Works fleet maintenance annually.</li> <li>2. Document and report the amount of waste oil disposed of annually.</li> <li>3. Document and report the number of housekeeping inspections annually.</li> </ol>	<p>Effective upon permit issuance.</p>	<ol style="list-style-type: none"> <li>1. No oil spills to report</li> <li>2. 200 gallons of waste oil was disposed of</li> <li>3. 10 housekeeping inspections reported</li> </ol>

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

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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>91,539 lbs of debris taken to Steelfield</p> <p>16,890 yards of yard waste to WastePro</p> <p>687 yards of C&amp;D to WastePro</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>Presentation was held on July 17, 2024</p> <p>22 attendees</p>

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

**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.

<b>Element ID</b>	<b>BMP Number (where applicable)</b>	<b>Proposed Change or New BMP Description and Justification</b>

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

**SECTION IV. INDEPENDENT MONITORING AND RELIANCE ON ANOTHER ENTITY**

<b>A.</b>	<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).  <input checked="" type="checkbox"/> The MS4 did <b>NOT</b> perform independent monitoring during the reporting period.</p>		
<b>B.</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>		
	<b>Element #</b>	<b>BMP #</b>	<b>Name of Responsible Entity</b>
	5a-c	01	Florida Department of Environmental Protection (FDEP) and Northwest Florida Water Management District (NWFWD).

**NPDES ANNUAL REPORT  
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:<sup>1</sup>*

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):		Drew Whitman	
Title:	City Manager		
Signature:		Date:	/ /

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

**This is not an official reporting year. This report was completed for internal tracking purposes.**