



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 email to the NPDES Stormwater Program Administrator or to the MS4 coordinator (<http://www.dep.state.fl.us/water/stormwater/npdes/contacts.htm>). Files larger than 10MB may be placed on the FTP site at: ftp://ftp.dep.state.fl.us/pub/NPDES_Stormwater/. After uploading files, email the MS4 coordinator or NPDES Program Administrator to notify them the report is ready for downloading; or 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 3585
 2600 Blair Stone Road
 Tallahassee, Florida 32399-2400

SECTION I. BACKGROUND INFORMATION	
A.	Permittee Name: Town of Highland Beach
B.	Permit Name: Palm Beach County MS4
C.	Permit Number: FLS000018-004
D.	Annual Report Year: <input checked="" type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input 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): October / 2016 through September / 2017
F.	Name of the Responsible Authority: Lanelda Gaskins
	Title: Interim Town Manager
	Mailing Address: 3614 S. Ocean Boulevard
	City: Highland Beach Zip Code: 33487 County: Palm Beach
	Telephone Number: 561-278-4548 Fax Number: 561-256-3582
	E-mail Address: lgaskins@highlandbeach.us
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Edward J. Soper
	Title: Public Works Director
	Department: Public Works
	Mailing Address: 3616 South Ocean Blvd.
	City: Highland Beach Zip Code: 33487 County: Palm Beach
	Telephone Number: 561-243-2084 Fax Number: 561-279-9040
	E-mail Address: esoper@highlandbeach.us

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. PART V.B. ASSESSMENT PROGRAM

A.	<p>Provide a brief statement as to the status of water quality monitoring plan implementation. Status may include sampling frequency changes, monitoring location changes, or sampling waiver conditions. <i>DEP Note: If permittee participates in a collaborative monitoring plan, permittee may refer to a joint response as defined by the interlocal agreement.</i></p> <p>Name and date of the approved plan: <i>Current approved plan for the Group Monitoring Plan is September 8, 2016 (with issuance of the Cycle 4 permit). Our newly-developed, individual Assessment Plan was submitted on 9/8/17.</i></p> <p>Status: <i>The Group Monitoring Report is included in the Cycle 4, Year 1 Joint Annual Report. The newly-developed, individual Assessment Plan is awaiting approval by FDEP.</i></p>
B.	<p>Provide a brief discussion of the monitoring and loading results to date which includes a summary of the water quality monitoring data and / or stormwater pollutant loading changes from the reporting year. <i>DEP Note: Results must be specific to the permittee's SWMP.</i></p> <p><i>Please refer to the Cycle 4, Year 1 Joint Annual Report for a summary of the Group's water quality monitoring results for the reporting period. Refer to the Cycle 3, Year 6 Joint Annual Report for proposed pollutant loading analysis changes. The best available information on existing pollutant loading estimates is documented in the Cycle 3, Year 3 Joint Annual Report.</i></p> <p><i>The newly-developed, individual Assessment Plan is under review by FDEP and will be implemented during Year 2 of the permit cycle. Note that in any future reporting year, the Group's water quality monitoring data for the reporting period may not be available for 4 to 6 months after the reporting period has ended. Consequently, any water quality data from the Group Program that is used as part of an individual permittee's Assessment Plan for the reporting period, will be based on the previous year's data.</i></p>
C.	<p>Attach a monitoring data summary as required by the permit. An analysis of the data discussing changes in water quality and/or stormwater pollutant loading from previous reporting years. <i>DEP Note: Analysis must be specific to the permittee's SWMP.</i></p> <p><i>See response for Section III.B., above.</i></p>

SECTION IV. FISCAL ANALYSIS

A.	Total expenditures for the NPDES stormwater management program for the current reporting year: \$24,482
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$48,000
C.	<p>Did subsequent program resources decrease from the current reporting period? Y <input type="checkbox"/> / N <input checked="" type="checkbox"/></p> <p>If program resources decreased, provide a discussion of the impacts on the implementation of the SWMP.</p> <p>N/A</p>

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):

Attached	N/A	Required Attachments	Permit Citation	Attachment Number/Title
<input type="checkbox"/>	<input checked="" 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.	Part III.A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.	Part II.F	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	An explanation of why the minimum inspection frequency in Table II.A.1.a. was not met, if applicable.	Part II.A.1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A list of the flood control projects that did not include stormwater treatment and an explanation for each of why it did not (if applicable).	Part III.A.4	
<input checked="" 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.	Part VI.B.2.	Refer to Joint Report
<input checked="" 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.	Part III.A.1	Attachment #1: Maps & Inventories (All outfalls inventoried)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 2: A summary review of codes and regulations to reduce the stormwater impact from development.	Part III.A.2	
<input type="checkbox"/>	<input checked="" 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.	Part V.A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 3: Summary of TMDL Monitoring Results (if applicable).	Part VIII.B.2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 3: Bacteria Pollution Control Plan (if applicable).	Part VIII.B.3	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from development.	Part III.A.2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: A report on any amendments to the applicable legal authority (if applicable).	Part III.A.7.a	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C. <ul style="list-style-type: none"> The monitoring plan (with revisions, if applicable). If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate. 	Part V.B.3 Part V.A.3	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: TMDL Supplemental SWMP (if applicable).	Part VIII.B.3	

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): Lanelda Gaskins

Title: Interim Town Manager

Signature:  Date: 5.11.2018

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	
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation									
	<p>Report the current known inventory.</p> <p>Report the number of inspection and maintenance activities conducted for each applicable type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained.</p> <p><i>Note: Delete structures that are not in your MS4's inventory. The permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></p>									
	Type of Structure	Number of Structures	Number of Inspections	Percent Inspected	Number of Maintenance Activities	Percent Maintained				
	Pipes / culverts (linear feet)	4,655	3	30%	1	30%	Pipes/Culverts – Structural Control Inspection; Maintenance Activity Log	Public Works Department		
	Inlets / catch basins / grates	89	9	80%	3	55%	MS4 Maintenance Log; Maintenance Activity Log	Public Works Department		
	If the minimum inspection frequencies set forth in Table II.A.1.a. were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.				N/A		N/A	N/A	Minimum Inspection Frequenci es Met	

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
Part III.A.1 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.				
	Strengths: Town performs inspections bi-annually and maintenance is performed as needed.				
	Limitations: None.				
	SWMP revisions implemented to address limitations: N/A				
Part III.A.2	Areas of New Development and Significant Redevelopment				
	Report the number of significant development projects, including new and redevelopment, reviewed and approved by the permittee for post-development stormwater considerations.				
	Number of significant development projects reviewed	0	N/A	Town Building Department	The Town Building Department did not provide records of any development projects that met the significant threshold requirements.
	Number of significant development projects approved	N/A	N/A		
	Provide in the Year 2 Annual Report the summary report of the review activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation.				
	Year 2 ONLY: Attach the summary report of the review activity	<input type="checkbox"/>	N/A	N/A	
	Year 4 ONLY: Attach the follow-up report on plan implementation	<input type="checkbox"/>	N/A	N/A	
Part III.A.2 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.				
	Strengths: The Town Building Department reviews all development projects.				
	Limitations: The Town Building Department does not always provide documentation of reviews.				
	SWMP revisions implemented to address limitations: The Town will work with the Building Department to ensure that all development projects reviewed are logged and documented.				
Part III.A.3	Roadways				
	Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected.				
	<i>Note: If the permittee does not contract activities, delete CONTRACTOR activities.</i>				

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	
	PERMITTEE Litter Control: Frequency of litter collection	3 x's/week	Litter Collection Log	Public Works Department	Litter Collection Program	
	PERMITTEE Litter Control: Estimated amount of area maintained (lf)	21,952	SRA A1A / South Ocean Blvd.	Public Works Department	Map on file	
	PERMITTEE Litter Control: Estimated amount of litter collected (bags)	3,120/year	Litter Collection Program	Public Works Department	Per the Town's Litter Collection Program, the Town estimates that 60 bags/week are collected.	
	CONTRACTOR Litter Control: Frequency of litter collection	N/A	N/A		Town Public Works Dept. performed this work.	
	CONTRACTOR Litter Control: Estimated amount of area maintained (lf)	N/A	N/A		Town Public Works Dept. performed this work.	
	CONTRACTOR Litter Control: Estimated amount of litter collected (cy)	N/A	N/A		Town Public Works Dept. performed this work.	
	OPTIONAL: If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected. If you do not participate in an Adopt-A-Road program, report "0".					
	Trash Pick-up Events: Total miles cleaned	0	N/A	N/A	Town held a recycling event at Town Hall on 3/25/17.	
	Trash Pick-up Events: Estimated amount of litter collected (cy)	N/A	N/A			
	Adopt-A-Road: Total miles cleaned	0	N/A	N/A		
Adopt-A-Road: Estimated amount of litter collected (cy)	N/A	N/A				
Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen and total phosphorus loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in column F.						
Frequency of street sweeping	0	Town streets do not have curb and gutters so Town does not perform street sweeping. S.R. A.1.A. is owned and maintained by FDOT.				

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	
	Total miles swept	0				
	Estimated quantity of sweeping material collected (cy / tons)	N/A				
	Total phosphorous loadings removed (pounds)	N/A				
	Total nitrogen loadings removed (pounds)	N/A				
	Report the equipment yards and maintenances shops that support road maintenance activities, and the number of inspections conducted for each facility.					
	Name of Facility	Number of Inspection s				
	Town does not have any such facilities.	N/A	N/A			
Part III.A.3 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.					
	Strengths: Town-owned roadways (Highland Beach Drive, Bel Lido Drive, Intracoastal Drive, Tranquility Drive, Bel Air Drive and Russell Drive) were milled and overlaid during this reporting period.					
	Limitations: None					
	SWMP revisions implemented to address limitations: N/A					
Part III.A.4	Flood Control Projects					
	Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not.					
	Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.					
		Flood control projects completed during the reporting period	0	N/A		
		Flood control projects completed that did <u>not</u> include stormwater treatment	N/A	N/A		
		Stormwater retrofit projects planned/under construction	0	N/A		None planned.
		Stormwater retrofit projects completed	0	N/A		
	If there were projects that did not include stormwater treatment, provide as an attachment a list of the projects and an explanation for each of why it did not.					
Part III.A.4 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.					
	Strengths: Due to the fact that the Town is small in size and there are not many larger land parcels, there are few flood control projects. The Town therefore can focus on the flood control projects that are planned or underway.					
	Limitations: None					
	SWMP revisions implemented to address limitations: N/A					

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
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
	Report the applicable facilities and the number of the inspections conducted for each facility.				
	Name of Facility	Number of Inspection s			
	No facilities located within Town's MS4	N/A	N/A		
Part III.A.5 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.				
	Strengths: The Town currently does contain any High Risk Facilities. Confirmation of any additional High Risk Facilities being added to the MS4 is confirmed annually during the preparation of the annual report.				
	Limitations: None				
	SWMP revisions implemented to address limitations: N/A				
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed.				
	Report the number of permittee personnel who have been trained through the Green Industry BMP Program and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.				
	PERSONNEL: FDACS public applicators of pesticides/herbicides	0	N/A		
	CONTRACTORS: FDACS commercial applicators of pesticides/ herbicides	2	FDACS ID Card (Theo Treuren; Home & Garden Pest Control, Inc.)		
	PERSONNEL: Green Industry BMP Program training completed	0	N/A		
	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	1	FDACS ID Card (Model ROW - Robert Anthony Born)		
	Provide a copy of the adopted ordinance with the Year 2 Annual Report. If this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, indicate that in Column F.				
	Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance	<input type="checkbox"/>	N/A	N/A	
	Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage citizens to reduce their use of pesticides, herbicides and fertilizers including the type and number of activities conducted, the type and number of materials distributed, and the number of Web site visits (if applicable).				
	Public Education and Outreach Program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			

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
	Newspapers & newsletters: Number of articles/notices published	4	Town Newsletters	Town Clerk	Town Newsletters are in display rack at Town Hall
Part III.A.6 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.				
	Strengths: The Town contracts with Home & Garden Pest Control, Inc. for pesticide treatment and Model ROW (Robert Anthony Born) for fertilizer application. The Town personnel monitor the respective contractors' performance. Home & Garden Pest Control, Inc. and Robert Anthony Born are properly licensed through the Florida Department of Agriculture.				
	Limitations: Contractors do not have Green Industry Program BMP Training.				
	SWMP revisions implemented to address limitations: Town will notify Contractors of need to obtain Green Industry BMP Training.				
Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures				
	Report amendments in Year 4.				
	Year 4 ONLY: Attach a report on amendments to applicable legal authority	<input type="checkbox"/>	N/A	N/A	
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
	Report on the proactive inspection program, including the number of inspections conducted by the permittee, the number of illicit activities found, and the number and type of enforcement actions taken.				
	Proactive inspections for suspected illicit discharges	91	N/A	Public Works	Inspections were performed per the Town's SOP but no documentation was provided.
	Illicit discharges found during a proactive inspection	0	N/A		The Town stated that no illicit discharges occurred during this reporting period.
	NOV/WL/citation/fines issued for illicit discharges found during proactive inspection	N/A	N/A		
	Report on the reactive investigation program as it relates to 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.				
	Reports of suspected illicit discharges received	0			

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
	Reactive investigations of reports of suspected illicit discharges etc.	0	N/A	N/A	
	Illicit discharges etc. found during reactive investigation	0	N/A	N/A	
	NOV/WL/citation/fines issued for illicit discharges etc. found during reactive investigation	0	N/A	N/A	
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	1	FSA Stormwater Operator – Level 1 Certificate (Edward Soper)	Florida Stormwater Association	Training consists of the following topics: erosion and sediment control, IDDE, Spill Prevention and Remediation, Good Housekeeping Practices, and High Risk Facilities.
Contractors trained	0	N/A	N/A		
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.				
	Hazardous and non-hazardous material spills responded to	0	N/A	Town Staff	No spills were reported during this reporting period.
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	1	FSA Stormwater Operator – Level 1 Certificate (Edward Soper)	Florida Stormwater Association	Training consists of the following topics: erosion and sediment control, IDDE, Spill Prevention

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
					and Remediation, Good Housekeeping Practices, and High Risk Facilities.
	Contractors trained	0	N/A	N/A	
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting				
	Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, and the number of Web site visits (if applicable).				
	Public Education and Outreach Program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, and the number of Web site visits (if applicable).				
	Public Education and Outreach Program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			

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
	Newspapers & newsletters: Number of articles/notices published	4	Town Newsletters	Town Clerk	Town Newsletters are in display rack at Town Hall. Town Newsletters include information regarding garbage, yard waste and recycling collection frequencies.
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
	Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/ infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction. Report only the SSOs and inflow / infiltration incidents into the MS4.				
	Owner of the sanitary sewer system	Town of Highland Beach Collection System (discharges to SCRWWTP in Delray Beach)			
	Activity to reduce/eliminate SSOs and I&I:	N/A	N/A	Public Works Department	No activities to reduce / eliminate SSOs and I&I occurred during this reporting period.
	SSO incidents discovered	0	N/A	Public Works Department	No SSO incidents were discovered during this reporting period.
	SSO incidents resolved	N/A	N/A		
	Inflow / infiltration incidents discovered	0	N/A	Public Works Department	No I/I incidents were discovered during this reporting period.

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	
	Inflow / infiltration incidents resolved			N/A	N/A			
Part III.A.7 Summary	For activities required by Part III.A.7: Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.							
	Strengths: Town personnel inspects control structures bi-weekly and the Delray Sands Hotel bi-annually.							
	Limitations: The Town performs inspections per SOP, but inspections are not always documented.							
	SWMP Revisions implemented to address limitations: The Town will provide proper documentation for all inspections.							
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections							
	Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year.							
	Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.							
		Type of Facility	Number of Facilities	Number of Inspections	Enforcement Actions			
		Operating municipal landfills	0	N/A	N/A	N/A	N/A	No operating municipal landfill facilities in Town
		Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0	N/A	N/A	N/A	N/A	No HWTSDR facilities in Town
		EPCRA Title III, Section 313 facilities (TRI)	0	N/A	N/A	N/A	N/A	No Section 313 facilities identified in Town
		Facilities determined as high risk by the permittee	0	N/A	N/A	N/A	Public Works Staff	None found
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries							
	Report the number of high risk facilities sampled.							
		High risk facilities sampled		0	RCRAInfo, TRI database, and CERCLIS database	N/A	No high risk facilities in Town	

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
Part III.A.8 Summary	For activities required by Part III.A.8: Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.				
	Strengths: There are no High Risk Facilities within the Town's MS4.				
	Limitations: None				
	SWMP revisions implemented to address limitations: N/A				
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices				
	Report the number of permittee and private pre-construction site plans reviewed for stormwater, erosion, and sedimentation controls, and the number approved.				
	PERMITTEE SITES: Construction site plans reviewed	1	Construction Drawings	Town Staff	Replacement of Water Distribution Lines – Phases 1 & 2
	PERMITTEE SITES: Construction site plans approved	1	Construction Contract	Town Staff	Replacement of Water Distribution Lines – Phases 1 & 2
	PRIVATE SITES: Construction site plans reviewed	0	N/A	Town Building Department	Town Building Department did not provide a log of site plans reviewed.
	PRIVATE SITES: Construction site plans approved	N/A	N/A		
Report the number of development permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.					

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
	Notified of ERP stormwater permit requirements	1	Pre- Construction Meeting	Town Staff / Building Department	The one Town project during this reporting period was notified of ERP permit requirements at the pre-construction meeting. The Town Building Dept. did not provide a log of any private sites reviewed.
	Confirmed ERP coverage	1	Dewatering Plan Shop Drawing Submittal	Man-Con, Inc.	No SFWMD Dewatering Permit was required as all discharge was retained on-site.
	Notified of CGP stormwater permit requirements	1	Pre- Construction Meeting	Town Staff / Building Department	The one Town project during this reporting period was notified of CGP permit requirements at the pre-construction meeting. The Town Building Dept. did not provide a log of any private sites reviewed.
	Confirmed CGP coverage	1	NPDES Erosion Control Generic NOI Permit	Man-Con, Inc.	Contractor secured NPDES

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
					Erosion Control Generic NOI Permit coverage for Town project.
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
	Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.				
	PERMITTEE SITES: Active construction sites	1	Construction Contract	Mathews Consulting	The Town contracted with Mathews Consulting to provide full-time inspections for the Replacement of Water Distribution Lines – Phases 1 & 2 project.
	PERMITTEE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	176	Construction Contract	Mathews Consulting	The Town contracted with Mathews Consulting to provide full-time inspections for the Replacement of Water Distribution Lines – Phases 1 & 2 project not to exceed 176 working days.

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>PERMITTEE SITES: Percentage of active construction sites inspected</p> <p>PRIVATE SITES: Active construction sites</p> <p>PRIVATE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs</p> <p>PRIVATE SITES: Percentage of active construction sites inspected Enforcement Action</p>	<p>100%</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>5</p>	<p>Construction Inspection Reports</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Construction Sites Letter Issued by Town Building Dept.</p>	<p>Mathews Consulting</p> <p>Town Building Department</p> <p>Town Building Department</p> <p>Town Building Department</p> <p>Town Building Department</p>	<p>Mathews Consulting documented all construction site inspections for the project.</p> <p>Town Building Department did not provide a log of active private construction sites.</p> <p>Town Building Department did not provide a log of active private construction sites.</p> <p>5 verbal warnings were given to active construction sites on 9/30/17. The Town issued a formal blanket warning letter to all active construction sites on 10/31/17. The violations cited in the letter consist</p>

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
						of: non- construction debris/trash on-site, construction debris, debris on the roadway, fence and screens in poor condition, parking in front of job sites, damage to other property, erosion control, working before/after hours or during holidays, etc.
Part III.A.9.c	Construction Site Runoff — Site Operator Training					
	Report the type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training).					
		DEP Certification	Annual Training			
	Permittee construction site inspectors	1 (Mathews Consulting – A. Cutler)	1	DEP Certification – Mathews Consulting Inspector (A. Cutler) for the WM Replacement Phases 1 and 2 project; Annual Training – Sign- In Sheet (Ed Soper)	Steering Committee	March 15, 2017
	Permittee construction site plan reviewers		0	N/A	N/A	N/A

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
	Permittee construction site operators	0	N/A	N/A	N/A
Part III.A.9 Summary	For activities required by Part III.A.9: Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.				
	Strengths: Private construction sites inspected by the Building Department. The Town contracts out CEI for infrastructure and utility projects.				
	Limitations: The Town stated that the Building Department performed all site inspections but did not fill out proper forms. DEP requires training for inspectors, site plan reviewers and permittee operators for erosion and sedimentation control at construction sites. The permittee currently does not have in-house staff with the required training.				
	SWMP revisions implemented to address limitations: Town will inform Building Department that forms must be used for all inspections. The Town will send the appropriate staff to attend the required training for subsequent reporting periods.				

SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable in Year 4)		
A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY.
		N/A
B.	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)
		N/A

SECTION IX. TMDL Status Report

A.	YEAR 1 Provide a table summarizing the status of the TMDL process. Include a list of prioritized TMDLs and their monitoring and implementation schedule; and include the Identification number of the outfall prioritized for TMDL monitoring.								
	WBID Number	Segment/ Waterbody/ Basin	Pollutant of Concern	TMDL DEP / EPA	Percent Reduction (WLA)	Priority Rank	Priority Outfall	Monitoring Summary / BPCP Due Date	Supplemental SWMP Due Date
	N/A			<input type="checkbox"/> / <input type="checkbox"/>		1		(Year 3 AR)	(Year 4 AR; N/A) if BPCP)
				<input type="checkbox"/> / <input type="checkbox"/>					
B.	YEAR 3 and annually thereafter, provide a summary of the estimated load reductions that have occurred for the pollutant(s) of concern being discharged from the MS4 to the TMDL water body during the reporting period and cumulatively since the date the Supplemental SWMP was implemented. Year 3: Submit a Monitoring data summary or BPCP (if applicable). Year 4: Submit a Supplemental SWMP (if applicable).								
	WBID Number	Pollutant of Concern	Monitoring Summary / BPCP Submitted	Supplemental SWMP Submitted	Projected load reductions OR Actual load reductions to date				
	N/A		(Year 3 AR)	(Year 4 AR; N/A if BPCP)					
C.	Provide a brief statement as to the status of TMDL implementation according to Part VIII.B. of the permit (e.g. status of monitoring to validate WLA): There is no discharge to a TMDL WBID at this time.								

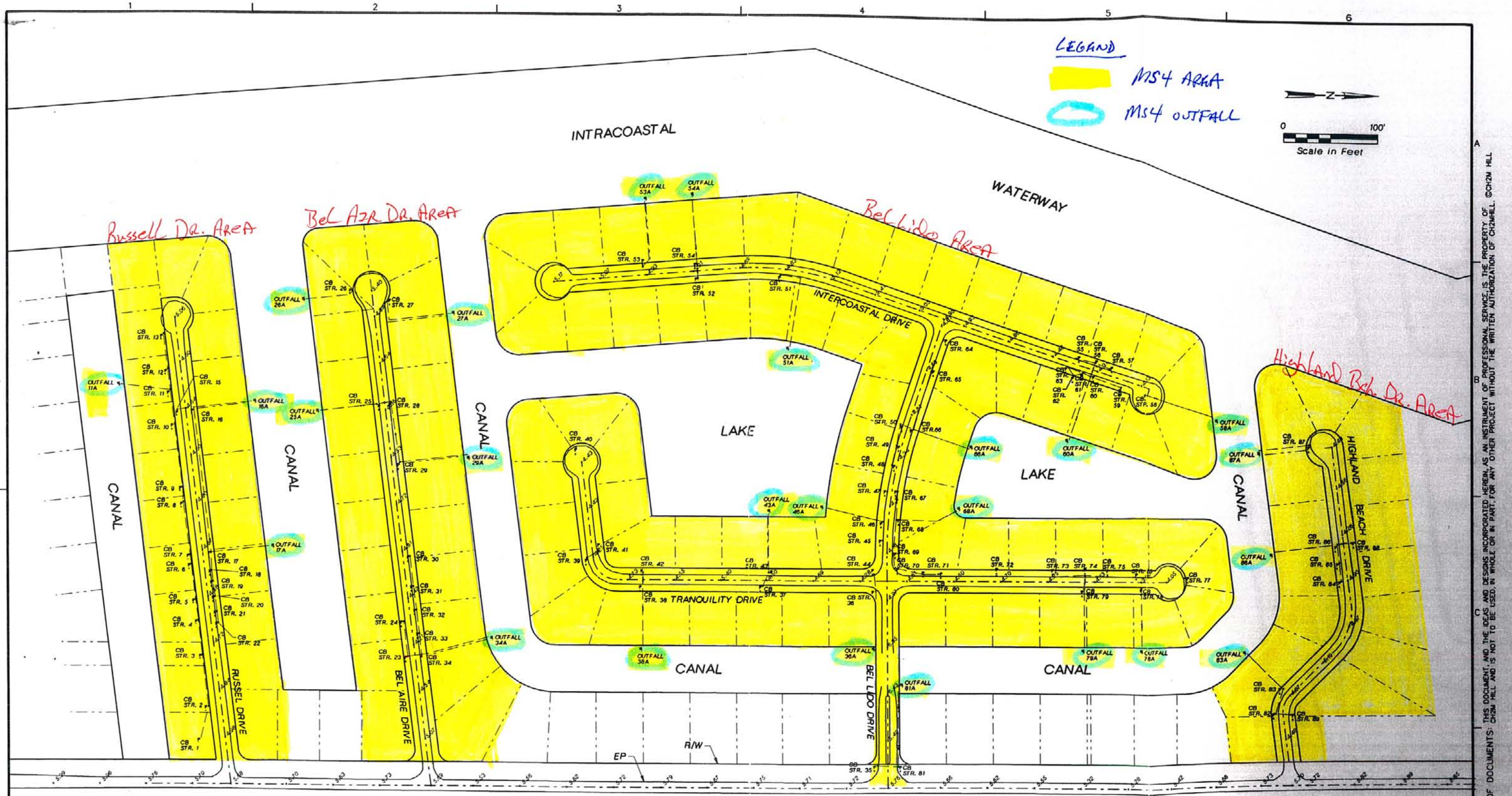
Town of Highland Beach - NPDES Permit No. FLS000018 - Cycle 4, Year 1

Attachment #1 – Maps & Inventories

**NPDES MS4 Drainage System Map
Outfall Inventory**

LEGEND

- MS4 AREA
- MS4 OUTFALL



REUSE OF DOCUMENTS: CH2M HILL AND IS NOT TO BE USED, IN WHOLE OR IN PART, FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF CH2M HILL. ©CH2M HILL

NOT FOR CONSTRUCTION

DSGN J. MADEJCZYK
 OR P. SMITH
 CHK HIGHLAND BEACH
 APVD R. OLSON

NO.	DATE	REVISION	BY	APVD

VERIFY SCALE
 BAR IS ONE INCH ON ORIGINAL DRAWING.
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

TOWN OF HIGHLAND BEACH
 UTILITY MAPS
 TOWN OF HIGHLAND BEACH, FLORIDA

SOUTH OCEAN BLVD (A1A)

SHEET 1
DWG G-1
DATE APRIL 2002
PROJ 168465.Y5.02

***Town of Highland Beach
Outfall Inventory
September 30, 2017***

Outfall Number	Pipe Diameter	Major Outfall
11A	20"	No
17A	15"	No
18A	18"	No
25A	12"	No
26A	12"	No
27A	unknown	No
29A	6"	No
34A	10"	No
36A	18"	No
38A	unknown	No
43A	12"	No
46A	4"	No
51A	8"	No
53A	8"	No
54A	18"	No
60A	18"	No
66A	15"	No
68A	10"	No
78A	unknown	No
79A	12"	No
81A	unknown	No
83A	18"	No
87A	6"	No
88A	18"	No

Major outfall: 36" diameter or greater, or outfall which discharges from an area 50 acres or greater, or outfall that discharges from lands zoned industrial