



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 62-624.600, 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 type="checkbox"/> Year 1 <input checked="" 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 / 2017 through September / 2018
F.	Name of the Responsible Authority: Marshall Labadie
	Title: Town Manager
	Mailing Address: 3614 S. Ocean Boulevard
	City: Highland Beach Zip Code: 33487 County: Palm Beach
	Telephone Number: 561-278-4548 Fax Number: 561-265-3582
	E-mail Address: mlabadie@highlandbeach.us
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Pat Roman
	Title: Utility Maintenance Superintendent
	Department: Public Works
	Mailing Address: 3614 S. Ocean Boulevard
	City: Highland Beach Zip Code: 33487 County: Palm Beach
	Telephone Number: 561-243-2084 Fax Number: 561-279-9040
E-mail Address: proman@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

<p>A.</p>	<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: Current approval of the Group Monitoring Plan is September 8, 2016 (with issuance of the Cycle 4 permit). The Town of Highland Beach's Assessment Plan was submitted in September 2017.</p> <p>Status: The Group Monitoring Report is included in the Cycle 4 Joint Annual Report. The Town of Highland Beach's individual Assessment Plan has been approved by FDEP.</p>
<p>B.</p>	<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>Attached in Appendix B is a monitoring data summary and discussion.</i></p>
<p>C.</p>	<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>Attached in Appendix B is a monitoring data summary and discussion.</i></p>

SECTION IV. FISCAL ANALYSIS

<p>A.</p>	<p>Total expenditures for the NPDES stormwater management program for the current reporting year: \$32,407.50</p>
<p>B.</p>	<p>Total budget for the NPDES stormwater management program for the subsequent reporting year: \$63,730.00</p>
<p>C.</p>	<p>Did the current reporting year resources decrease from the previous year? 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 checked="" type="checkbox"/>	<input 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	Appendix B
<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 V.B.3	Refer to Joint Report
<input type="checkbox"/>	<input checked="" 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	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YEAR 2: A summary review of codes and regulations to reduce the stormwater impact from development.	Part III.A.2	Appendix A
<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): Marshall Labadie

Title: Town Manager

Signature:  Date: 11/30/2019

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	6	30%	1	30%	Pipes/Culverts – Structural Control Inspection; MS4 Maintenance Log	Public Works Department	Town contracted with Shenandoah Construction to clean and CCTV all Town-owned stormwater outfall pipes
Inlets / catch basins / grates		89	5	80%	0	55%	MS4 Maintenance 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 Frequencies Met	

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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.2 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 any 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 checked="" type="checkbox"/>	Summary Report attached in Appendix A	Town	
	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.2 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	SR A1A / South Ocean Blvd.	Public Works Department	Map on file
	PERMITTEE Litter Control: Estimated amount of litter collected (cy)	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	N/A	N/A	N/A	No Town trash pick-up events held this year
	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.		
	Total miles swept	0			
	Estimated quantity of sweeping material collected (cy / tons)	N/A			
	Total phosphorous loadings removed (pounds)	N/A			

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	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 Inspections			
	N/A	0	N/A	N/A	No municipal maintenance yards / maintenance shops
Part III.A.3 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 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 as part of a water main improvements project during the previous 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.	N/A	N/A			
Part III.A.4 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: There are no large areas of single ownership within the Town and no need for flood control projects.				
	Limitations: None				
	SWMP revisions implemented to address limitations: N/A				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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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 Inspections			
N/A		0	N/A	N/A	No municipal waste treatment, storage or disposal facilities within Town.
Part III.A.5 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: There are no Waste TSD facilities within the Town.				
	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	N/A	Town contracts out pesticide / herbicide application
	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 (Silverio Misael Momotic)		
	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.				

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<p>Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance</p>	N/A	Fertilizer Friendly Ordinance Not Required per ADW 1/31/14		
	<p>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).</p>				
	<p>Public Education and Outreach Program</p>	<p>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.</p>			
<p>Part III.A.6 Summary</p>	<p>Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.</p>				
	<p>Strengths: The Town contracts with Home & Garden Pest Control, Inc. for pesticide treatment and Silverio Misael Momotic for fertilizer application. The Town personnel monitor the respective contractors' performance. Home & Garden Pest Control, Inc. and Silverio Misael Momotic are properly licensed through the Florida Department of Agriculture. The Town has notified the contractors of the need for Green Industry BMP training.</p>				
	<p>Limitations: None</p>				
	<p>SWMP revisions implemented to address limitations: N/A</p>				
<p>Part III.A.7.a</p>	<p>Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures</p>				
	<p>Report amendments in Year 4.</p>				
	<p>Year 4 ONLY: Attach a report on amendments to applicable legal authority</p>	<input type="checkbox"/>	N/A	N/A	
<p>Part III.A.7.c</p>	<p>Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal</p>				
	<p>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.</p>				
	<p>Proactive inspections for suspected illicit discharges</p>	<p>All identified areas / facilities are inspected annually</p>	N/A	Public Works Department	<p>Inspections were performed per Town's SOP, but no documentation was provided.</p>
	<p>Illicit discharges found during a proactive inspection</p>	0	N/A		<p>The Town stated that no illicit discharges occurred during this reporting period</p>

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	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		Town Staff	No reports of suspected illicit discharges received during reporting period
	Reactive investigations of reports of suspected illicit discharges etc.	0	N/A		
	Illicit discharges etc. found during reactive investigation	0	N/A		
	NOV/WL/citation/fines issued for illicit discharges etc. found during reactive investigation	0	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 (Ed 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

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	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 (Ed 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.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.			
	Newspapers & newsletters: Number of articles/notices published	4	Town Newsletters	Town Clerk	Town newsletters are in display rack at Town Hall. Town Newsletters

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
					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. MH lining is budgeted for next 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	
	Inflow / infiltration incidents resolved	N/A	N/A			

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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.2 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 is working to ensure proper documentation is provided 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 EPCRA Title III facilities 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	Town	No existing or new high risk facilities within the Town's MS4		

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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	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: There are no high-risk facilities within the Town. This is confirmed annually during this report preparation.				
	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	0	N/A	Town Staff	The Town focused on maintenance and upgrades to the WTP during this reporting period.
	PERMITTEE SITES: Construction site plans approved	0	N/A	N/A	
	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.				
	Notified of ERP stormwater permit requirements	0	N/A	Town Public Works Department / Building Department	No Town projects that met the threshold for ERP occurred during this reporting period. The Town Building Dept. did not provide a log of any private sites reviewed.
	Confirmed ERP coverage	N/A	N/A		
Notified of CGP stormwater permit requirements	0	N/A	Town Public Works	No Town projects that	

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
				Department / Building Department	met the threshold for CGP occurred during this reporting period. The Town Building Dept. did not provide a log of any private sites reviewed.
	Confirmed CGP coverage	N/A	N/A		
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	2	Construction Contracts	Town Staff & Globaltech, Inc.	The existing walk-path along SR A1A was overlaid with asphalt as a maintenance activity and upgrades to the Town's R.O. system at the WTP occurred during the 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
	PERMITTEE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	N/A	N/A	Town Staff & Globaltech, Inc.	Town Staff inspected the walk-path asphalt overlay and the Town contracted with Globaltech, Inc. for inspection services for the upgrades to the WTP
	PERMITTEE SITES: Percentage of active construction sites inspected	100%	N/A	Town Staff & Globaltech, Inc.	Town Staff inspected the walk-path asphalt overlay and the Town contracted with Globaltech, Inc. for inspection services for the upgrades to the WTP
	PRIVATE SITES: Active construction sites	N/A	N/A	Town Building Department	Town Building Department did not provide a log of active private construction sites
	PRIVATE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	N/A	N/A	Town Building Department	Town Building Department did not provide a log of active private construction sites
	PRIVATE SITES: Percentage of active construction sites inspected	N/A	N/A		
	Enforcement Action	0	N/A	Town Building Department	No NOV's, Stop Work Orders, Fines, etc. reported by Town's Building

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
					Department
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	0	0	N/A	N/A
	Permittee construction site plan reviewers		0	N/A	N/A
	Permittee construction site operators		0	N/A	N/A
Part III.A.9 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: Private construction sites inspected by the Town's Building Department. The Town contracts out CEI for infrastructure and utility projects. The Town requires that the Town's Construction Site Management Handbook be posted at job site with Town Building Permit. The Town's Construction Site Management Handbook includes pre-construction meeting requirements, erosion and stormwater control requirements, and NPDES regulations.				
	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. With recent staff turnover, the Town will make the effort to comply with training requirements and 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"/>				(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): No discharge to a TMDL WBID at the time of permit issuance.								

Town of Highland Beach - NPDES Permit No. FLS000018 - Cycle 4, Year 2

Appendix A – Summary Review of Local Codes

Review of Local Codes and Ordinances - Town of Highland Beach

Code Section

Description

Chapter 5 - BEACHES AND BOATS

Section 5-9. - Littering

It is unlawful to litter at both public and private beaches within the Town's MS4.

Chapter 6 - BUILDINGS AND STRUCTURES

Section 6-26. - Code adopted

Requires all construction to be performed in accordance with the Florida Building Code and approved and accepted by the Town's Building Department

Section 6-31. - Special flood hazard area provisions

Requires planning and building administrator to review flood elevation relative to proposed finished floor elevations.

Chapter 12 - CONSTRUCTION SITES

Section 12-4. - Temporary construction fences

Temporary construction fences are required to be maintained throughout construction to ensure adequate performance and to maintain the public health, safety and welfare

Section 12-9. - National Pollutant Discharge Elimination System (NPDES)

All NPDES requirements applicable to the Town's MS4 are incorporated as requirements for construction sites

Section 12-11. Construction site management handbook; application of Code; appeals

Town adopted construction site management handbook that requires appropriate erosion and stormwater control plans be set in place during construction in accordance with Section 30-68(r) of the Town Code

Chapter 14 - LAND FILLING

Section 14-1. - Permit - Application

Land filling permits are required for addition or extension of any lands, including submerged lands.

Review of Local Codes and Ordinances - Town of Highland Beach

Code Section

Description

Chapter 20 - PLANNING & DEVELOPMENT

Article I. - In General

Section 20-2. - Open space and recreational land dedication

Requires the dedication of open / pervious surface for any new development prior to issuance of a Town Building Permit

Article IV. Resource Protection Standards

Section 20-202. - Creation of protected environmentally sensitive zones

Defines Coastal Protection Zone and Wetlands Protection Zone and the special restrictions on development within these respective zones

Article V. - Consistency and Concurrency Determinations

Section 20-326. - Adopted levels of service

All residential development activities must demonstrate that there is sufficient available capacity to sustain a three-year design storm and 10-minute concentration with one foot freeboard below gutter elevation in order to obtain Town approval

Article VI. - Floodplain Management

Section 20-343. - Permits

For floodplain development, a Town-issued permit is required in addition to all other required permits (i.e. SFWMD, FDEP, DOH, etc.)

Section 20-352.(b) - Site improvement, utilities and limitations

All new and replacement sanitary sewer sewage facilities shall minimize or eliminate infiltration of floodwaters in the facilities, discharge into floodwaters, and impairment of the facilities and systems

Section 20-352.(c) - Site improvement, utilities and limitations

All new and replacement water supply facilities shall minimize or eliminate infiltration of floodwaters into the systems

Chapter 24 - SOLID WASTE

Section. 24-5. - Filth, trash, refuse in waters of Atlantic Ocean and Intracoastal Canal - Prohibited

Prohibits garbage and trash disposal / contamination of the ocean and canals

Section 24-7. - Refuse on public streets or places

Prohibits trash disposal / deposit on any sidewalk, street, park, beach or any other public property within the Town

Review of Local Codes and Ordinances - Town of Highland Beach

Code Section

Description

Chapter 25 - STREETS, SIDEWALKS AND BICYCLE/WALKWAY PATHS

Section 25-5. - Unlawful deposits in streets - Offensive matter; gutter obstructions; excess drainage

Prohibits any activity that could cause additional rain or surface water to drain from the property onto any public street or highway

Chapter 26 - SUBDIVISIONS

Article III. - Specifications Governing Paving

Section 26-61. - Drainage

Details design requirements for storm drain systems, roadside ditches and swales in subdivisions

Chapter 28 - XERISCAPE - LANDSCAPE REQUIREMENTS, INSTALLATION AND MAINTENANCE

Section 28-5. - Landscape design standards

Prohibits planting of trees in locations where they would interfere with site drainage. Requires effective erosion control in swales, rights-of-way, or other areas subject to erosion.

Section 28-7. - Site design standards

Requires water conservation concepts be utilized for site development (i.e. pervious paving materials & site development that retains stormwater runoff on site). Requires minimum open space requirements as required by Chapter 30.

Chapter 30 - ZONING CODE

Article III. - Development Review

Section 30-33. - Application requirements

Requires new development projects meet stormwater management requirements of SFWMD and the Town's regulations and additionally providing a positive outfall meeting the Town's adopted level of service

Review of Local Codes and Ordinances - Town of Highland Beach

Code Section

Description

**Chapter 31 - STORMWATER / NATIONAL POLLUTION ELIMINATION
SYSTEM REQUIREMENTS**

Article I. - Illicit Discharges

Prohibits illicit discharges and connections

Article II. - Spills and Dumping

Requires notification of spills to the stormwater system be reported immediately to the Town Manager and confirmation of containment / clean-up of the spill be reported to the Town Manager in writing within 3 calendar days

Article III. - Enforcement

Allows Town Manager to enforce action on any violation of Chapter 31

Town of Highland Beach - NPDES Permit No. FLS000018 - Cycle 4, Year 2

Appendix B – Section III. Part V.B. & Part V.C. Assessment Program

Town of Highland Beach
MS4 Permit No. FLS000018-004
Cycle 4, Year 2
Section III. Part V.B.
Assessment Program
Summary

Background

The Town of Highland Beach’s Assessment Program was approved by FDEP in 2018. The Group Monitoring Report is included in the Cycle 4 Joint Annual Report. The Town of Highland Beach’s Assessment Program consists of the following components:

- Water Quality Monitoring
- Pollutant Loading Estimate
- Evaluation and Response

A summary of each assessment program component as it pertains to the Town of Highland Beach during the Year 2 reporting cycle is included below.

Part A – Water Quality Monitoring Summary

Currently, the joint NPDES program in Palm Beach County collects ambient water quality data at several monitoring sites based on the location of major outfalls and TMDL’s within the County. For water quality monitoring, the Town of Highland Beach is using the ambient water quality data provided by the joint program from site LWL18.

Palm Beach County Environmental Resource Management (ERM) performed the sampling at monitoring station LWL18 according the DEP’s Standard Operating Procedures. The parameters were sampled in accordance with the sampling frequency as outlined in the Assessment Program. The parameters sampled and sampling frequency is summarized in **Table 1** below. The Town’s Assessment Program will be evaluating total nitrogen and total phosphorous as nutrients appear to be a major concern for impairments in water bodies in the State of Florida. A summary of the historical trends for total nitrogen and total phosphorous samples at monitoring station LWL 18 is included in Part C.

Table 1
Parameters and Sampling
Table

Monitoring Station #	Monitoring Parameters	Type of Monitoring	Collection Method	Sampling Frequency
LWL18	Arsenic	Ambient Water Quality	Grab Samples	Quarterly
LWL18	Cadmium	Ambient Water Quality	Grab Samples	Quarterly
LWL18	Chlorophyll-a	Ambient Water Quality	Grab Samples	Monthly
LWL18	Copper	Ambient Water Quality	Grab Samples	Quarterly
LWL18	Dissolved Oxygen	Ambient Water Quality	Grab Samples	Monthly
LWL18	Lead	Ambient Water Quality	Grab Samples	Quarterly
LWL18	Nitrogen, Ammonia	Ambient Water Quality	Grab Samples	Monthly
LWL18	Nitrogen, Nitrate-Nitrite	Ambient Water Quality	Grab Samples	Monthly
LWL18	Nitrogen, Total	Ambient Water Quality	Grab Samples	Monthly
LWL18	pH	Ambient Water Quality	Grab Samples	Monthly
LWL18	Phosphorous, Orthophosphate	Ambient Water Quality	Grab Samples	Monthly
LWL18	Phosphorous, Total Kjeldahl	Ambient Water Quality	Grab Samples	Monthly
LWL18	Salinity	Ambient Water Quality	Grab Samples	Monthly
LWL18	Specific Conductivity	Ambient Water Quality	Grab Samples	Monthly
LWL18	Temperature	Ambient Water Quality	Grab Samples	Monthly
LWL18	Turbidity	Ambient Water Quality	Grab Samples	Monthly
LWL18	Zinc	Ambient Water Quality	Grab Samples	Quarterly

Part B – Pollutant Loading Estimate Summary

The Palm Beach County MS4 permittee group will be developing pollutant loading estimates during the 3rd year of this permit cycle, using the SIMPLE protocol.

During Year 2 of this permit cycle, the Town of Highland Beach reviewed and provided the following updated information to the Palm Beach County MS4 permittee group:

- MS4 contributing areas to each receiving water
- Town extents
- Land Uses
- Water Quality Best Management Practices (BMPs)

The group’s estimated pollutant loading results will be provided to the Town of Highland Beach for use in the Year 3 Assessment Report Summary.

Part C – Evaluation and Response Summary

Per the Town’s Assessment Program, sampling data information for total nitrogen and total phosphorous at site LWL 18 has been extracted from prior joint annual reports in order to provide a historical comparison of the nutrient levels at site LWL 18. The sampling data obtained for use in this analysis spans from October 2011 to September 2018. This historical sampling data will be compared to the Numeric Nutrient Criteria for the Southern Lake Worth Lagoon as shown in **Table 1** below. The Specific Narrative Nutrient Criterion for total phosphorous and total nitrogen are expressed as annual geometric means (AGM) and are based on the criteria set forth in FAC Rule 62-302.532. Please refer to the PBC Joint Annual

Report for further information regarding the derivation of the Numeric Nutrient Criteria specific to Palm Beach County estuaries / marine water bodies and fresh water lakes.

Table 1
State of Florida Numeric Interpretation of the Estuary
Specific Narrative Nutrient Criterion per Rule 62-302.32

Estuary	Total Nitrogen	Total Phosphorous
Southern Lake Worth Lagoon	0.59 mg/L as AGM*	0.050 mg/L as AGM*

*Refer to PBC Joint Annual Report for further information regarding derivation of annual geometric mean (AGM)

Figure 1 shows the sampling data for total nitrogen in mg/L at sampling station LWL-18 and the corresponding date that the samples were taken. The linear trend line shown on the graph shows a slight up-trend from 2011 to 2018, but overall the majority of the samples taken are substantially below the total nitrogen numeric criteria of 0.59 mg/L as AGM.

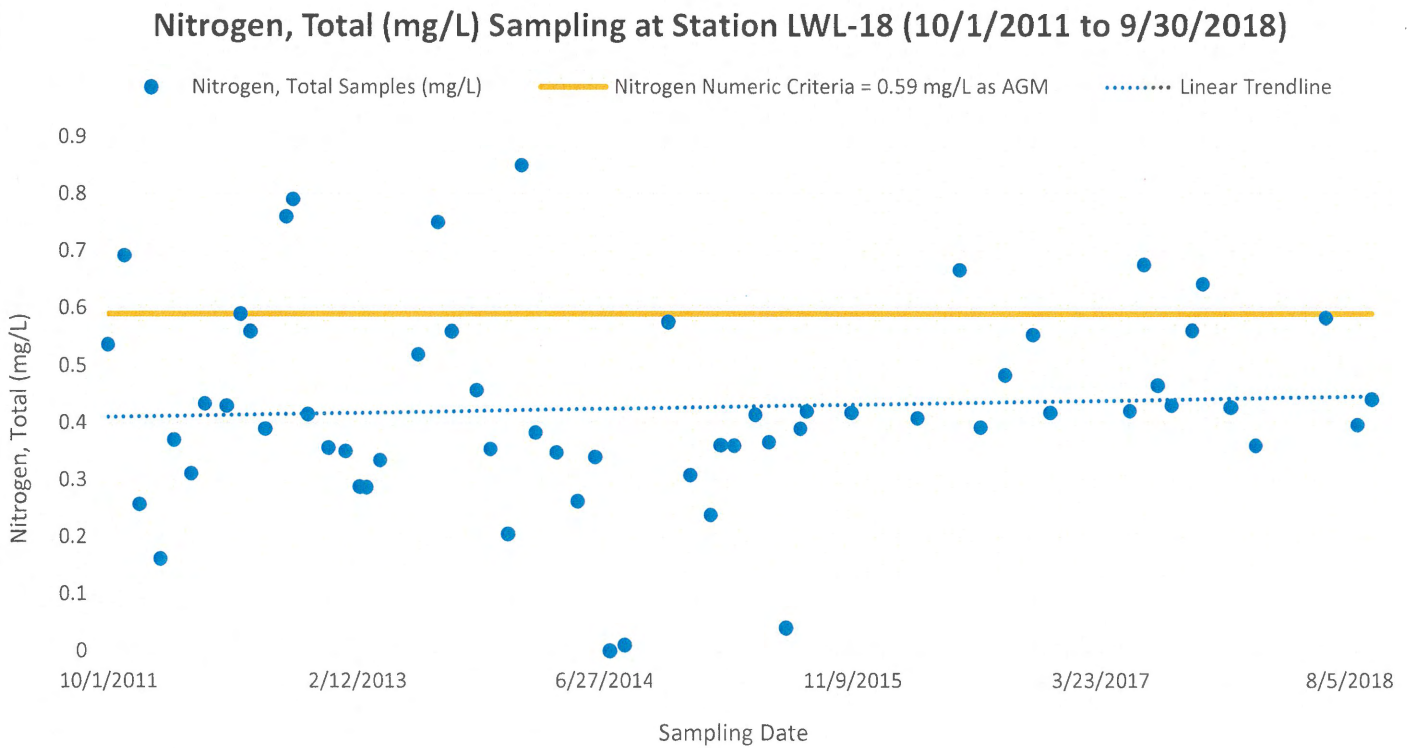


Figure 1: Total Nitrogen Samples (mg/L) vs. Date Sample Collected (10/1/2011 to 9/30/2018)

Table 3 shows the specific total phosphorous sampling data at monitoring site LWL-18 for the Cycle 4, Year 2 Reporting Period. The calculated geometric mean for total phosphorous for this reporting period at monitoring station LWL-18 is 0.0493 mg/L. The calculated geometric mean specifically for this reporting period is less than the specific narrative nutrient criterion per Rule 62-302.532 of 0.050 mg/L as AGM for the Southern Lake Worth Lagoon.

Table 2
LWL-18 Total Phosphorous Samples for Cycle 4, Year 2

LWL-18	Monitoring Parameter
Date	Phosphorous, Total (mg/L)
10/18/2017	0.074
12/12/2017	0.036
1/30/2018	0.038
6/20/2018	0.063
8/22/2018	0.045
9/19/2018	0.05

Part D – Cycle 4, Year 2 Reporting Period Conclusions

In summary, the historical evaluation of the total nitrogen and total phosphorous samples at monitoring station LWL-18 shows that on average the samples are below their respective numeric nutrient criteria. For the Cycle 4, Year 2 Reporting period the calculated average geometric means for both total nitrogen and total phosphorous were below their respective specific narrative nutrient criterion for the Southern Lake Worth Lagoon.

The Town of Highland Beach currently has no major outfalls, and based on this assessment program summary, the Town’s existing stormwater management programs are proven effective. At this time, no additional stormwater management control measures are proposed for the Town of Highland Beach’s MS4.