

## Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

### A. General Information

Authorization Number: TXR040050

Reporting Year (year will be either 1, 2, 3, 4, or 5): 1

Annual Reporting Year Option Selected by MS4:

Calendar Year: 2019

Permit Year: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ Last day of fiscal year: (\_\_\_\_\_)

Reporting period beginning date: (month/date/year) 1/24/2019

Reporting period end date: (month/date/year) 12/31/2019

MS4 Operator Level: \_\_\_\_\_ Name of MS4: Town of Highland Park MS4

Contact Name: Lori Chapin Telephone Number: \_\_\_\_\_

Mailing Address: 4700 Drexel Drive, Dallas, TX 75205

E-mail Address: lchapin@hptx.org

A copy of the annual report was submitted to the TCEQ Region: YES  NO

Region the annual report was submitted to: TCEQ Region 4

### B. Status of Compliance with the MS4 GP and SWMP

1. Provide information on the status of complying with permit conditions:  
(TXR040000 Part IV.B.2)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	x		Permittee is still waiting for approval of SWMP

Permittee is currently in compliance with recordkeeping and reporting requirements.	x		
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	x		
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	x		

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
III.B.1 Public Education, Outreach, and Involvement (a) Public Education and Outreach (b) Public Involvement	<b>BMP 1 Participate in NCTCOG's Stormwater Program Public Education Task Force</b>	Yes – Awaiting approval by TCEQ and appropriate for Public Education, Outreach, and Involvement.
III.B.1 Public Education, Outreach, and Involvement (a) Public Education and Outreach	<b>BMP 2 Distribute Educational Material</b>	Yes – Awaiting approval by TCEQ and appropriate for Public Education, Outreach, and Involvement.
III.B.1 Public Education, Outreach, and Involvement (a) Public Education and Outreach (b) Public Involvement	<b>BMP 3 Maintain Educational Website</b>	Yes – Awaiting approval by TCEQ and appropriate for Public Education, Outreach, and Involvement.
III.B.1 Public Education, Outreach, and Involvement (a) Public Education and Outreach (b) Public Involvement	<b>BMP 4 Storm Drain Stenciling</b>	Yes – Awaiting approval by TCEQ and appropriate for Public Education, Outreach, and Involvement.

<p>III.B.1 Public Education, Outreach, and Involvement  (a) Public Education and Outreach  (b) Public Involvement</p>	<p><b>BMP 5 Waste Cleanup</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Public Education, Outreach, and Involvement.</p>
<p>III.B.2. Illicit Discharge and Elimination  (a)(1) Program Development  (c)(5)c Corrective Action</p>	<p><b>BMP 6 Illicit Discharge Prohibition/Elimination Ordinance</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Illicit Discharge and Elimination.</p>
<p>III.B.2 Illicit Discharge Detection and Elimination  (c)(1) MS4 Mapping</p>	<p><b>BMP 7 Storm Sewer System Map</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Illicit Discharge and Elimination.</p>
<p>III.B.2. Illicit Discharge Detection and Elimination  (c)(2) Education and Training</p> <p>III.B.3. Construction Site Stormwater Runoff Control  (b)(7) MS4 Staff Training</p> <p>III.B.5. Pollution Prevention and Good Housekeeping for Municipal Operations  (b)(2) Training and Education</p>	<p><b>BMP 8 Educate Staff</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Public Education, Outreach, and Involvement; Illicit Discharge and Elimination, and Construction Site Runoff Control</p>
<p>III.B.2. Illicit Discharge Detection and Elimination  (c)(4) Procedures  (c)(5) Source Investigation and Elimination  (c)(6) Inspections</p>	<p><b>BMP 9 IDDE Response, Investigation, and Inspections</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Illicit Discharge and Elimination.</p>
<p>III.B.2. Illicit Discharge Detection and Elimination  (c)(4) Procedures  (c)(5) Source Investigation and Elimination</p>	<p><b>BMP 10 Spill Reponse</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Illicit Discharge and Elimination.</p>
<p>III.B.3. Construction Site Stormwater Runoff Control  (a)(1) Ordinance  (b)(2) Contractor Requirements  (b)(3) Prohibited Discharges</p>	<p><b>BMP 11 – Erosion Control Ordinance and Requirements for Construction Site Contractors</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Construction Site Stormwater Runoff Control.</p>

<p>III.B.3. Construction Site Stormwater Runoff Control (b)(4) Construction Plan Review Procedures</p>	<p><b>BMP 12 Erosion Control Plan Review</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Construction Site Stormwater Runoff Control.</p>
<p>III.B.3. Construction Site Stormwater Runoff Control (b)(5) Construction Site Inspections</p>	<p><b>BMP 13 Construction Site Inspection and Enforcement</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Construction Site Stormwater Runoff Control.</p>
<p>III.B.4. Post-construction Stormwater Management in New Development and Redevelopment (b)(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures</p>	<p><b>BMP 14 Educate Site Operators Regarding BMPs</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Post-Construction Stormwater Management in New Development and Redevelopment.</p>
<p>III.B.4. Post-construction Stormwater Management in New Development and Redevelopment (b)(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures</p>	<p><b>BMP 15 Educate Public Regarding Texas Smartscape and Xeriscaping</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Post-Construction Stormwater Management in New Development and Redevelopment.</p>
<p>III.B.4. Post-construction Stormwater Management in New Development and Redevelopment (b)(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures</p>	<p><b>BMP 16 Street Sweeping and Inlet Cleaning</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Post-Construction Stormwater Management in New Development and Redevelopment.</p>
<p>III.B.5. Pollution Prevention and Good Housekeeping For Municipal Operations (b)(5) Municipal Operation and Maintenance Activities</p>	<p><b>BMP 17 Creek Maintenance</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Pollution Prevention and Good Housekeeping for Municipal Operations.</p>
<p>III.B.5 Pollution Prevention and Good Housekeeping for Municipal Operations (b)(1) Permittee-owned Facilities and Control Inventory</p>	<p><b>BMP 18 Inventory of Facilities and Stormwater Controls</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Pollution Prevention and Good Housekeeping for Municipal Operations.</p>
<p>III.B.5. Pollution Prevention and Good Housekeeping For Municipal Operations (b)(5) Municipal Operation and Maintenance Activities</p>	<p><b>BMP 19 Municipal Operations and Maintenance Activity</b></p>	<p>Yes – Awaiting approval by TCEQ and appropriate for Pollution Prevention and Good Housekeeping for Municipal Operations.</p>

3. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable. Summarize any information used (such as visual observation, amount of materials removed or prevented from entering the MS4, or, if required, monitoring data, etc.) to evaluate reductions in the discharge of pollutants. You may use the table below to meet this requirement (**see Example 2 in instructions**):

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
1	5	Bulky Trash Pickup	1456.90	Tons	Yes – Trash properly disposed of does not enter stormwater
1	5	Volume of Trash picked up	5499.02	Tons	Yes – Trash properly disposed of does not enter stormwater
4	16	Inlets cleaned	865	Inlets	Yes – Removes material that would enter stormwater
1	5	Prescription Drug Take Back - Spring	194	Lbs	Yes – Properly disposed of drugs do not enter stormwater
1	5	Prescription Drug Take Back - Fall	157	Lbs	Yes – Properly disposed of drugs to not enter stormwater

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
III.B.1 Public Education, Outreach, and Involvement (a) Public Education and Outreach (b) Public Involvement	<b>BMP 1 Participate in NCTCOG's Stormwater Program Public Education Task Force</b>	Goal not acheived <ul style="list-style-type: none"> <li>• Unable to attend a stormwater Task Force meeting</li> <li>• Utilized stormwater educational tools developed by the Task Force</li> </ul>
III.B.1 Public Education, Outreach, and Involvement (a) Public Education and Outreach (b) Public Involvement	<b>BMP 2 Distribute Educational Material</b>	Goal Acheived <ul style="list-style-type: none"> <li>• Distributed materials at two public events per year.</li> <li>• Provided educational materials at the Public Library's annual Summer Reading Program</li> <li>• Provided a utility bill insert with educational material</li> <li>• Maintained educational material at Town Hall and the Public Library</li> <li>• Met with businesses to educate on proper fats, oils, and grease disposal targeted to reduce bacteria</li> <li>• Reported to the Mayor and Town Council on progress of SWMP</li> </ul>
III.B.1 Public Education, Outreach, and Involvement (a) Public Education and Outreach (b) Public Involvement	<b>BMP 3 Maintain Educational Website</b>	Goal Acheived <ul style="list-style-type: none"> <li>• SWMP not yet approved by TCEQ;</li> <li>• Updated and maintained stormwater related material on the website as needed.</li> </ul>

<p>III.B.1 Public Education, Outreach, and Involvement  (a) Public Education and Outreach  (b) Public Involvement</p>	<p><b>BMP 4 Storm Drain Stenciling</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Replaced 10% of storm drain stencils that state “NO DUMP, DRAINS TO CREEK.”</li> </ul>
<p>III.B.1 Public Education, Outreach, and Involvement  (a) Public Education and Outreach  (b) Public Involvement</p>	<p><b>BMP 5 Waste Cleanup</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Continued the Drug Take Back program.</li> <li>• Provided bulky trash pickup on a monthly basis.</li> <li>• Provided the Household Hazardous Waste Disposal Program</li> <li>• Continued the Pet Mitt Program to provide pet waste bags through parks Town-wide</li> <li>• Documented the amount of material collected with the Drug Take Back program, bulky trash, Pet Mitt, and the Household Hazardous Waste Disposal Program.</li> </ul>
<p>III.B.2. Illicit Discharge and Elimination  (a)(1) Program Development  (c)(5)c Corrective Action</p>	<p><b>BMP 6 Illicit Discharge Prohibition/Elimination Ordinance</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Enforced the existing illicit discharge ordinance.</li> <li>• Documented the instances of enforcement and action taken to eliminate illicit discharge.</li> <li>• Reviewed existing ordinances to determine need for additional ordinance requirements to provide permittee with adequate legal authority to control pollutant discharges.</li> </ul>

<p>III.B.2 Illicit Discharge Detection and Elimination (c)(1) MS4 Mapping</p>	<p><b>BMP 7 Storm Sewer System Map</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Updated the map of the storm water outfall drainage system of the City as necessary</li> <li>• Began effort to update storm water outfall drainage map to GIS</li> <li>• Documented the source of information used to develop the updates</li> </ul>
<p>III.B.2. Illicit Discharge Detection and Elimination (c)(2) Education and Training</p> <p>III.B.3. Construction Site Stormwater Runoff Control (b)(7) MS4 Staff Training</p> <p>III.B.5. Pollution Prevention and Good Housekeeping for Municipal Operations (b)(2) Training and Education</p>	<p><b>BMP 8 Educate Staff</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Attended training for the municipal employees for activities that map impact stormwater quality</li> </ul>
<p>III.B.2. Illicit Discharge Detection and Elimination (c)(4) Procedures (c)(5) Source Investigation and Elimination (c)(6) Inspections</p>	<p><b>BMP 9 IDDE Response, Investigation, and Inspections</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Continued SSO Initiative Program</li> <li>• Inspected 5% outfalls</li> <li>• Implemented illicit discharge response, investigation, and inspection activities</li> <li>• Continued the Pet Mitt Program in public parks</li> </ul>
<p>III.B.2. Illicit Discharge Detection and Elimination (c)(4) Procedures (c)(5) Source Investigation and Elimination</p>	<p><b>BMP 10 Spill Response</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Implemented spill response procedures and annual training</li> <li>• Evaluated existing spill response procedures and training</li> </ul>



<p>III.B.3. Construction Site Stormwater Runoff Control  (a)(1) Ordinance  (b)(2) Contractor Requirements  (b)(3) Prohibited Discharges</p>	<p><b>BMP 11 – Erosion Control Ordinance and Requirements for Construction Site Contractors</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Enforced erosion control ordinance</li> <li>• Monitored erosion and sediment controls, soil stabilization, and BMPs through established procedures</li> <li>• Monitored prohibited discharges through established procedures</li> </ul>
<p>III.B.3. Construction Site Stormwater Runoff Control  (b)(4) Construction Plan Review Procedures</p>	<p><b>BMP 12 Erosion Control Plan Review</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Reviewed erosion control plans submitted for construction sites.</li> </ul>
<p>III.B.3. Construction Site Stormwater Runoff Control  (b)(5) Construction Site Inspections</p>	<p><b>BMP 13 Construction Site Inspection and Enforcement</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Performed construction site inspection and enforcement procedures</li> </ul>
<p>III.B.4. Post-construction Stormwater Management in New Development and Redevelopment  (b)(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures</p>	<p><b>BMP 14 Educate Site Operators Regarding BMPs</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Provided information to site operators regarding BMPs for construction site and prevention of stormwater pollution in contractor packets.</li> </ul>
<p>III.B.4. Post-construction Stormwater Management in New Development and Redevelopment  (b)(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures</p>	<p><b>BMP 15 Educate Public Regarding Texas Smartscape and Xeriscaping</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Distributed materials at two public events</li> <li>• Provided a utility bill insert with educational material</li> </ul>

<p>III.B.4. Post-construction Stormwater Management in New Development and Redevelopment</p> <p>(b)(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures</p>	<p><b>BMP 16 Street Sweeping and Inlet Cleaning</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Performed street sweeping services</li> <li>• Performed alley sweeping services</li> <li>• Cleaned inlets</li> <li>• Disposed of waste and recycled material properly</li> </ul>
<p>III.B.5. Pollution Prevention and Good Housekeeping For Municipal Operations</p> <p>(b)(5) Municipal Operation and Maintenance Activities</p>	<p><b>BMP 17 Creek Maintenance</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Documented instances of cleaning of the creeks</li> <li>• Documented volume of trash collected</li> </ul>
<p>III.B.5 Pollution Prevention and Good Housekeeping for Municipal Operations</p> <p>(b)(1) Permittee-owned Facilities and Control Inventory</p>	<p><b>BMP 18 Inventory of Facilities and Stormwater Controls</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Prepared printable inventory of facilities</li> <li>• Research permit numbers, registration numbers, and authorization</li> </ul>
<p>III.B.5. Pollution Prevention and Good Housekeeping For Municipal Operations</p> <p>(b)(5) Municipal Operation and Maintenance Activities</p>	<p><b>BMP 19 Municipal Operations and Maintenance Activity</b></p>	<p>Goal Acheived</p> <ul style="list-style-type: none"> <li>• Began to consider written procedures</li> <li>• Performed scheduled assessments and inspections of municipal operation and maintenance activities</li> </ul>

## C. Stormwater Data Summary

Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct visual inspections, clean the inlets, look for illicit discharge, clean streets, look for flow during dry weather, etc.?

- Inspected outfalls
- Performed monthly street sweeping
- Performed bi-monthly alley sweeping
- Cleaned inlets throughout the Town
- Performed creek cleaning activities

## D. Impaired Waterbodies

1. Identify whether an impaired water within the permitted area was added to the latest EPA-approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.

No new impaired waters were added.

2. If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern.

N/A

3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.

N/A

4. Report the benchmark identified by the MS4 and assessment activities:

<b>Benchmark Parameter</b> <i>(Ex: Total Suspended Solids)</i>	<b>Benchmark Value</b>	<b>Description of additional sampling or other assessment activities</b>	<b>Year(s) conducted</b>
N/A	N/A	N/A	N/A

5. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark:

<b>Benchmark Parameter</b>	<b>Selected BMP</b>	<b>Contribution to achieving Benchmark</b>
N/A	N/A	N/A

6. If applicable, report on focused BMPs to address impairment for bacteria:

<b>Description of bacteria-focused BMP</b>	<b>Comments/Discussion</b>
N/A	N/A

7. Assess the progress to determine BMP's effectiveness in achieving the benchmark.

For example, the MS4 may use the following benchmark indicators:

- number of sources identified or eliminated;
- number of illegal dumpings;
- increase in illegal dumping reported;

- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs); /or
- increase in illegal discharge detection through dry screening.

Benchmark Indicator	Description/Comments
N/A	N/A

## E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
III.B.1 Public Education, Outreach, and Involvement (a) Public Education and Outreach (b) Public Involvement	BMP 1	<b>Participate in NCTCOG's Stormwater Program Public Education Task Force</b>	<ul style="list-style-type: none"> <li>• Attend at least one (1) Task Force Meeting every year</li> <li>• Utilize stormwater educational tools developed by the Task Force</li> </ul>

<p>III.B.1 Public Education, Outreach, and Involvement  (a) Public Education and Outreach  (b) Public Involvement</p>	<p><b>BMP 2</b></p>	<p><b>Distribute Educational Material</b></p>	<ul style="list-style-type: none"> <li>• Distribute materials at two (2) public events per year.</li> <li>• Provide educational materials each year at the Public Library’s annual Summer Reading Program</li> <li>• Provide a utility bill insert with educational material once a year</li> <li>• Maintain educational material at Town Hall and the Public Library</li> <li>• Meet with businesses, particularly restaurants, in educate on proper fats, oils, and grease disposal targeted to reduce bacteria</li> <li>• Annually report to the Mayor and Town Council on progress of SWMP</li> <li>• Document public input, as applicable</li> <li>• Document updates to program</li> </ul>
<p>III.B.1 Public Education, Outreach, and Involvement  (a) Public Education and Outreach  (b) Public Involvement</p>	<p><b>BMP 3</b></p>	<p><b>Maintain Educational Website</b></p>	<ul style="list-style-type: none"> <li>• Publish Annual Report on website within 30 days of the due date to TCEQ;</li> <li>• Continue to revise, update, and maintain stormwater related material on the website as needed.</li> <li>• Document updates to the website</li> </ul>
<p>III.B.1 Public Education, Outreach, and Involvement  (a) Public Education and Outreach  (b) Public Involvement</p>	<p><b>BMP 4</b></p>	<p><b>Storm Drain Stenciling</b></p>	<ul style="list-style-type: none"> <li>• Replace 10% of storm drain stencils that state “NO DUMP, DRAINS TO CREEK.” Replaced stencils should be worn and faded.</li> </ul>

<p>III.B.1 Public Education, Outreach, and Involvement  (a) Public Education and Outreach  (b) Public Involvement</p>	<p><b>BMP 6</b></p>	<p><b>Waste Cleanup</b></p>	<ul style="list-style-type: none"> <li>• Continue the Drug Take Back program.</li> <li>• Continue providing bulky trash pickup on a monthly basis.</li> <li>• Continue providing the Household Hazardous Waste Disposal Program</li> <li>• Continue the Pet Mitt Program to provide pet waste bags through parks Town-wide</li> <li>• Document the amount of material collected with the Drug Take Back program, bulky trash, Pet Mitt, and the Household Hazardous Waste Disposal Program.</li> <li>• Document public input, as applicable Document updates to program</li> </ul>
<p>III.B.2. Illicit Discharge and Elimination  (a)(1) Program Development  (c)(5)c Corrective Action</p>	<p><b>BMP 7</b></p>	<p><b>Illicit Discharge Prohibition/ Elimination Ordinance</b></p>	<ul style="list-style-type: none"> <li>• Continue enforcement of the existing illicit discharge ordinance.</li> <li>• Document the instances of enforcement and action taken to eliminate illicit discharge.</li> <li>• If necessary, begin finalizing revised/new illicit discharge prohibition ordinance for public review and comment. Solicit input for the public for the draft ordinance.</li> <li>• Conduct education activities as needed to inform the public about new ordinance requirements.</li> </ul>

<p>III.B.2 Illicit Discharge Detection and Elimination (c)(1) MS4 Mapping</p>	<p><b>BMP 8</b></p>	<p><b>Storm Sewer System Map</b></p>	<ul style="list-style-type: none"> <li>• Perform updates to the map of the storm water outfall drainage system of the City as necessary</li> <li>• Complete process of transferring storm water outfall drainage map to GIS</li> <li>• Document the source of information used to develop the updates</li> </ul>
<p>III.B.2. Illicit Discharge Detection and Elimination (c)(2) Education and Training</p> <p>III.B.3. Construction Site Stormwater Runoff Control (b)(7) MS4 Staff Training</p> <p>III.B.5. Pollution Prevention and Good Housekeeping for Municipal Operations (b)(2) Training and Education</p>	<p><b>BMP 9</b></p>	<p><b>Educate Staff</b></p>	<ul style="list-style-type: none"> <li>• Conduct training for the municipal employees for activities that map impact stormwater quality</li> </ul>
<p>III.B.2. Illicit Discharge Detection and Elimination (c)(4) Procedures (c)(5) Source Investigation and Elimination (c)(6) Inspections</p>	<p><b>BMP 10</b></p>	<p><b>IDDE Response, Investigation, and Inspections</b></p>	<ul style="list-style-type: none"> <li>• Continue SSO Initiative Program</li> <li>• Inspect 5% outfalls per year.</li> <li>• Continue implementation of illicit discharge response, investigation, and inspection activities</li> <li>• Continue the Pet Mitt Program in public parks</li> </ul>
<p>III.B.2. Illicit Discharge Detection and Elimination (c)(4) Procedures (c)(5) Source Investigation and Elimination</p>	<p><b>BMP 11</b></p>	<p><b>Spill Response</b></p>	<ul style="list-style-type: none"> <li>• Continue implementation of spill response procedures and annual training</li> <li>• Evaluate existing spill response procedures and training and modify as necessary to protect water quality</li> <li>• Update written procedures for spill response if necessary.</li> </ul>



<p>III.B.3. Construction Site Stormwater Runoff Control  (a)(1) Ordinance  (b)(2) Contractor Requirements  (b)(3) Prohibited Discharges</p>	<p><b>BMP 12</b></p>	<p><b>Erosion Control Ordinance and Requirements for Construction Site Contractors</b></p>	<ul style="list-style-type: none"> <li>• Continue enforcement of erosion control ordinance</li> <li>• Monitor erosion and sediment controls, soil stabilization, and BMPs through established procedures</li> <li>• Monitor prohibited discharges through established procedures</li> </ul>
<p>III.B.3. Construction Site Stormwater Runoff Control  (b)(4) Construction Plan Review Procedures</p>	<p><b>BMP 13</b></p>	<p><b>Erosion Control Plan Review</b></p>	<ul style="list-style-type: none"> <li>• Modify the construction site plan review procedures as needed</li> <li>• Document the written procedures</li> </ul>
<p>III.B.3. Construction Site Stormwater Runoff Control  (b)(5) Construction Site Inspections</p>	<p><b>BMP 14</b></p>	<p><b>Construction Site Inspection and Enforcement</b></p>	<ul style="list-style-type: none"> <li>• Continue implementing construction site inspection and enforcement procedures</li> </ul>
<p>III.B.4. Post-construction Stormwater Management in New Development and Redevelopment  (b)(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures</p>	<p><b>BMP 15</b></p>	<p><b>Educate Site Operators Regarding BMPs</b></p>	<ul style="list-style-type: none"> <li>• Provide information to site operators regarding BMPs for construction site and prevention of stormwater pollution as part of contractor packets.</li> </ul>
<p>III.B.4. Post-construction Stormwater Management in New Development and Redevelopment  (b)(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures</p>	<p><b>BMP 16</b></p>	<p><b>Educate Public Regarding Texas Smartscape and Xeriscaping</b></p>	<ul style="list-style-type: none"> <li>• Distribute materials at two (2) public events per year.</li> <li>• Provide a utility bill insert with educational material once a year</li> </ul>

<p>III.B.4. Post-construction Stormwater Management in New Development and Redevelopment</p> <p>(b)(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures</p>	<p><b>BMP 17</b></p>	<p><b>Street Sweeping and Inlet Cleaning</b></p>	<ul style="list-style-type: none"> <li>• Perform street sweeping services at least 12 times a year</li> <li>• Perform alley sweeping services at least 6 times a year</li> <li>• Clean 66% of the inlets in the Town per year</li> <li>• Dispose of waste and recycled material properly</li> </ul>
<p>III.B.5. Pollution Prevention and Good Housekeeping For Municipal Operations</p> <p>(b)(5) Municipal Operation and Maintenance Activities</p>	<p><b>BMP 17</b></p>	<p><b>Creek Maintenance</b></p>	<ul style="list-style-type: none"> <li>• Perform cleaning of Turtle Creek, Hackberry Creek, Exall Lake, and Connor Lake 4 times a year</li> <li>• Dispose of waste and recyclable material properly</li> </ul>
<p>III.B.5 Pollution Prevention and Good Housekeeping for Municipal Operations</p> <p>(b)(1) Permittee-owned Facilities and Control Inventory</p>	<p><b>BMP 18</b></p>	<p><b>Inventory of Facilities and Stormwater Controls</b></p>	<ul style="list-style-type: none"> <li>• Maintain inventory</li> <li>• Supplement at least 10% of inventory with permit numbers, registration numbers, and authorization information</li> </ul>
<p>III.B.5. Pollution Prevention and Good Housekeeping For Municipal Operations</p> <p>(b)(5) Municipal Operation and Maintenance Activities</p>	<p><b>BMP 19</b></p>	<p><b>Municipal Operations and Maintenance Activity</b></p>	<ul style="list-style-type: none"> <li>• Begin developing written procedures</li> <li>• Continue scheduled assessments and inspections of municipal operation and maintenance activities</li> <li>• Incorporate pollution prevention measures recommended in assessment and inspections</li> </ul>

## F. SWMP Modifications

1. The SWMP and MCM implementation procedures are reviewed each year.

Yes \_\_\_ No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

\_\_\_ Yes  No

If "Yes," report on changes made to measurable goals and BMPs:

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
N/A	N/A	N/A

**Note:** If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible, and why the replacement BMP is expected to achieve the goals of the original BMP.

3. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land, etc.).

### G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans.

BMP	Description	Implementation Schedule (start date, etc.)	Status/Completion Date (completed, in progress, not started)
N/A	N/A	N/A	N/A

### H. Additional Information

1. Is the permittee relying on another entity to satisfy any permit obligations?

Yes  No

If "Yes," provide the name(s) of other entities and an explanation of their responsibilities (add more spaces or pages if needed).

Name and Explanation:

Name and Explanation:

Name and Explanation:

Name and Explanation:

2.a. Is the permittee part of a group sharing a SWMP with other entities?

Yes  No

2.b. If "yes," is this a system-wide annual report including information for all permittees?

Yes  No

If "Yes," list all associated authorization numbers, permittee names, and SWMP responsibilities of each member (add additional spaces or pages if needed):

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

## I. Construction Activities

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators):

\_\_\_\_\_

2a. Does the permittee utilize the optional seventh MCM related to construction?

Yes  No

2b. If "yes," then provide the following information for this permit year:

<b>The number of municipal construction activities authorized under this general permit</b>	
The total number of acres disturbed for municipal construction projects	

**Note:** Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

### J. Certification

If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

*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 on 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 (printed): Bill Lindley Title: Town Administrator

Signature: *Bill Lindley* Date: 03/18/2020

Name of MS4 \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

**If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671.**

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.