



## Phase II (Small) MS4 Annual Report Requirements and Template TPDES General Permit Number TXR040000

Within 90 days of the end of each reporting year, operators of regulated Phase II Municipal Separate Storm Sewer Systems shall submit a concise annual report to the Texas Commission on Environmental Quality. The reporting year may include either the permit year, the permittee's fiscal year or the calendar year, as elected by the small MS4 and notified to the TCEQ in the application submittal and remain consistent throughout the permit term. The annual report must address the previous reporting year. If two or more MS4s share a common SWMP, all permittees must contribute to a system-wide annual report. Each permittee must sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

### Report Content

Refer to Part IV Section B.2 of the MS4 General Permit TXR040000 for annual report requirements.

Submit the annual report with a cover letter to ensure that the report reaches the Stormwater & Pretreatment Team. See cover letter template (Example 5) of the instructions. The annual report must be submitted to the following address:

Texas Commission on Environmental Quality  
Team Leader  
Stormwater & Pretreatment Team; MC-148  
P.O. Box 13087  
Austin, Texas 78711-3087

**Note:** An annual report must be submitted even if the SWMP has not yet been approved by the TCEQ.

### A. General Information

1. Provide the:
  - assigned authorization number TXR040{XXX}

- reporting year ( 1, 2, 3, 4, or 5)
- reporting option selected (i.e. calendar year, permit year or fiscal year with last day of fiscal year (MM/DD))
- beginning and end dates (MM/DD/YYYY to MM/DD/YYYY) of the annual reporting period
- MS4 operator level:
  - traditional small MS4s – level is based on the population served within the 2010 Urbanized Area (See Part II Section 5 of TXR040000 to determine MS4 level),
  - Non-traditional small MS4s – *all* non-traditional small MS4s are categorized as *Level 2* regardless of population served within the Urbanized Area. These include counties, drainage districts, transportation entities, military bases, universities, colleges, correctional institutions, municipal utility districts and other special districts
- name of the permittee (owner/operator of the MS4, i.e. municipality, water district, etc.),
- name, telephone number, mailing address and e-mail address for the appropriate contact person

**Note:** A copy of the annual report must be submitted to the TCEQ regional office.

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

The purpose of the annual report is to inform TCEQ of the status of compliance with permit conditions and the approved SWMP – including, the appropriateness of each best management practice (BMP) and the progress towards achieving the measurable goals for each BMP utilized or implemented during the reporting year. Please model the reported information after the examples provided.

1. The report must include the status of compliance with permit conditions according to Part IV and V of the permit. Include compliance with the TCEQ approved SWMP, compliance with record keeping and reporting requirements, and compliance with permit eligibility requirements.
2. Each MS4 is required to assess the appropriateness of each BMP in reducing the discharge of pollutants to the maximum extent practicable (MEP). Provide a detailed assessment of the appropriateness of the selected BMPs, including whether any of the selected BMPs are not appropriate. This information may be included in a tabular format as provided in the form (**See Example 1 – BMP Status**).
3. Describe progress towards reducing the discharge of pollutants. Summarize any information used to evaluate reductions in the discharge of pollutants to the MEP.

This information may be included in a tabular format as provided in the form. **(See Example 2 – Pollutant Reduction Analysis).**

4. Provide an assessment of the appropriateness of the implementation of the measurable goals of each minimum control measure (MCM) and an evaluation of the success of implementation, including any obstacles or challenges in meeting the SWMP schedule, etc. **(See Example 3 – Measurable Goals Status).**

### **C. Stormwater Data Summary**

Indicate whether the MS4 has conducted monitoring of stormwater quality, including analytical data and visual observations. Provide a summary of the results of information collected and analyzed during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP.

### **D. Impaired Waterbodies and Total Maximum Daily Loads**

If the receiving water body is listed as impaired in the latest Clean Water Act 303(d) list or has an approved TMDL in the most recently approved **Texas Integrated Report Index of Water Quality Impairments**, refer to Part II Section D of general permit TXR040000 for additional information about limitations on permit coverage, compliance with water quality standards, TMDL compliance requirements and prohibited discharges (Edwards Aquifer Recharge Zone, specific watersheds, etc.).

Impaired waters are those that do not meet applicable water quality standards and are listed in the latest Clean Water Act 303(d) list or in the latest Texas Integrated Report Index of Water Quality Impairments. Pollutants of concern are those for which the water body is listed as impaired or has an approved TMDL. New sources or new discharges of the pollutant(s) of concern to impaired waters are not authorized by the permit unless otherwise allowable under 30 TAC Chapter 305 and applicable state law.

To determine if your receiving water has been listed as impaired, refer to the most recent **Texas Integrated Report Index of Water Quality Impairments** on the TCEQ website at < [Texas List of Impaired Waters](#) >.

- Index of All Impaired Waters

Categories 4 and 5 together comprise the list of all impaired waters. Category 4 includes impaired waters for which TMDLs have already been adopted, or for which other management strategies are underway to improve water quality. Category 5 of the Integrated Report comprises the 303(d) List.

A TMDL is the maximum amount of a water quality contaminant that can be discharged into a body of surface water on a daily basis without causing an exceedance of surface water quality standards. For more information about TMDLs go to: < [TMDL Program](#) >.

For specific information on segments with TMDLs adopted by the Commission go to:

< [Segments with TMDLs](#) >.

**Note:** Discharges of pollutant(s) of concern to impaired water bodies for which there is a TMDL implementation plan (I-Plan) are not eligible for coverage under this general permit unless they are consistent with the approved TMDL and the I-Plan. In order to be eligible for permit coverage, MS4 operators must incorporate into their SWMP the limitations, conditions, and requirements applicable to their discharges, including monitoring frequency and reporting as required by the TCEQ rules. For discharges not eligible for coverage under this general permit, the discharger must apply for and receive an individual TPDES permit.

1. If applicable, explain in the worksheets any activities taken to address the discharge to impaired waterbodies, including any in-stream or outfall sampling results or other available data (include the source of the data) and a summary of the small MS4's BMPs used to address the pollutant of concern. Data may be acquired from TCEQ, local river authorities, partnerships, and/or other local efforts as appropriate.
2. Indicate information about implementing targeted controls.
3. Report the benchmark and assessment activities. Annual reports should include the benchmark and the year(s) during the permit term that the MS4 conducted additional sampling or other assessment activities.
4. Add an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark.
5. Include focused BMPs to address impairment for bacteria. If the impairment is for bacteria refer to Part II.D.4. (5) of General Permit TXR040000.
6. Assess progress in achieving the benchmark.

## **E. Stormwater activities next reporting year**

Describe any stormwater activities the MS4 operator has planned for the next reporting year. You may use the table provided.

## **F. SWMP Modifications and Additional Information**

1. If changes have been made or are proposed to the SWMP, those modifications must be addressed in the annual report as required in Part IV Section B.2 of the

permit. If the TCEQ has notified you in writing that changes to the SWMP are necessary, those changes must be included in the report. Be sure to provide the following information in the explanation (**See Example 4 – SWMP Modifications**):

- i. Describe changes made to or proposed for the SWMP during the reporting year, including changes to BMPs, measurable goals, dates, contacts, procedures or details during the permit year.
- ii. 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.

**Note:** A Notice of Change (NOC) is required if revisions are proposed to a SWMP that has already been approved by the TCEQ. If the initial SWMP has not been approved, submit a letter describing the change(s) so that information may be considered during the SWMP review process. If an NOC is required, it must be submitted separately to the address shown on the NOC form. **If an NOC is required, it must be submitted separately to the address shown on the NOC form. Do not attach the NOC form to this report.**

## G. Additional BMPs

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.

## H. Additional Information

1. Indicate if the MS4 is relying on another entity to satisfy some of the permit obligations. Include the name of the other entity and an explanation of the elements of the SWMP that the entity is responsible for implementing. A description of the agreement or written documentation of the agreement must be included in the SWMP.
2. If permittees share a common SWMP, list all associated authorization numbers, permittee names, and SWMP responsibilities of each permittee. Add more spaces or pages if needed.
3. Indicate if this is a system-wide annual report including information for all permittees. If "Yes," all represented permittees must sign the report in accordance with signatory requirements. The regulation governing who may sign an application form is at 30 Texas Administrative Code (TAC) §305.128.

## I. Construction Activities

1. Provide the number of construction activities that occurred in the jurisdictional area of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent and site notices received).
2. Does the permittee utilize the seventh MCM related to construction? To answer "Yes," this must have been requested on the Notice of Intent (NOI) or on an NOC and approved by the TCEQ.
  - If "Yes," then provide information about the number of municipal construction activities authorized under this general permit during the reporting period and the total number of acres disturbed for municipal construction projects.

## **J. Certification**

The annual report must be signed by a principal executive officer or ranking elected official, or by a duly authorized representative as referenced in 30 TAC §305.128. The Delegation of Signatories to Reports (TCEQ Form 20403) can be located by visiting TCEQ's < [FORMS](#) > Web page and entering the form number.

For shared SWMPs, it would be acceptable to submit separate signature pages for each operator participating in the shared SWMP along with one copy of the system-wide annual report.

All certification page must an original, wet ink signature. Photocopies, scanned pages, and electronic signatures cannot be accepted.

## Example 1– BMP Status

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No, and explain.)
2: Illicit Discharge Detection and Elimination	Map all outfalls and all water bodies receiving discharges from the MS4.	Yes, identified 10 new sources and eliminated 2.
2: Illicit Discharge Detection and Elimination	Perform field screening of outfalls.	Yes, there was an increase in illegal discharge detection through screening.
3/4: Construction Site Control and Post-Construction Site Control	Implement stormwater ordinance for construction and post-construction runoff control	Yes, there were reductions in sanitary sewer overflows (SSOs).
5: Pollution Prevention & Good Housekeeping for Municipal Operations	Train all public works and streets staff	Yes, conducted 5 educational opportunities for staff.
6. Industrial stormwater sources – if applicable	Inspect industrial facilities	Yes, there was a decrease in illegal dumping into water bodies.

## Example 2 - Pollutant Reduction Analysis

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No, and explain.)
1	1.1 Public Education	Utility bill stuffers	300	Brochures	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will eventually reduce litter, hence pollutants
2	2.4 Dry weather screening	Outfalls	20	Inspections	Yes. When illicit discharges are observed, immediate action can be taken to remove the pollutant and track the source
3	3.3 Construction site inspection	Construction sites	5	Inspections	Yes. By inspecting the contractor owned construction sites, we can evaluate if proper BMPs are in place to reduce sediment discharge and erosion
4	4.8 Construction Plan Review	Plans	5	Reviews	No. The reduction in pollutants will be reduced over time as the permanent post construction BMPs are utilized

## Example 3 – Measurable Goals Status

MCM	Measurable Goal(s)	Explain progress toward goal or how goal was achieved
1	Provide utility bill inserts to each utility customer at least once each year.	Met goal – mailed 86,192 inserts with March monthly utility bill



<b>MCM</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved</b>
1	Conduct one public meeting or city-wide cleanup day each year.	Exceeded goal: conducted one public meeting and two cleanup days.
2	Map 25% of outfalls and 50% of receiving waters during Year 1 (same as milestone)	Met goal – mapped 20 outfalls out of 80 and 3 of 5 receiving waters
3	Perform site inspections of 25% of all active construction sites.	Did not meet goal. Number of construction sites in city was far above normal for the year. Inspected 20% - 137 out of 548.
3	Respond to 100% of construction complaints received.	Met goal – responded to 193 of 193 construction activity complaints
4	Review all site plans submitted for new development projects.	Met goal – reviewed 127 of 127 site plans submitted
5	Sweep 50% of roads each year.	Exceeded goal – swept 80% of all city streets
6	Inspect 5 industrial facilities	Met goal – inspected 5 industrial facilities
	Send two employees each year to a stormwater training workshop.	Met goal – two employees attended stormwater training this year

#### **Example 4- SWMP Modification**

<b>MCM(s)</b>	<b>Measurable Goal(s) or BMP(s)</b>	<b>Implemented or Proposed Changes (Submit NOC as needed)</b>
3	Measurable Goal - Perform site inspections of 25% of all active construction sites.	Revise goal to perform site inspections of 25% of all active construction sites, or a minimum of 50 sites per year. Submitted separate NOC on 3/14/2015

5	Measurable Goal- Update inventory list quarterly	Revised Goal – Update inventory list annually. Submitted separate NOC on 3/14/2015
1	BMP 1.8	Change the implementation schedule from January 2015 to completion in May 2015 due to staff changes. Submitted Separate NOC on 01/05/2015.
2	BMP 2.4	Delete ineffective BMP – Dye Testing and replace with effective BMP- Smoke testing to identify sanitary sewer system leaks. Submitted separate NOC on 06/12/2015

**Example 5 – Cover Letter Template** (Submit on letterhead. Add the mail date of the letter and report. Identify the MS4 name and authorization number. Include the TCEQ region number where the MS4 sent a copy of the annual report. Include the name(s) and authorization number(s) of other MS4s contributing to the SWMP if applicable.)

Letterhead

{Date of Letter}

Texas Commission on Environmental Quality  
Stormwater & Pretreatment Team Leader (MC-148)  
P.O. Box 13087  
Austin, Texas 78711-3087

Re: Phase II MS4 Annual Report Transmittal for {Name of Small MS4}  
TPDES Authorization: TXR040 {include MS4's unique 3 digit authorization number}

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040{XXX} for the {name of the Small MS4}.

The annual report is for Year\_\_\_\_\_ (select the appropriate number 1, 2, 3, 4, or 5). The reporting period's beginning month/day/year and ending month/day/year.

A separate Notice of Change [has been / has not been / will be] submitted based on the fact that changes [have been / have not been] proposed for the next permit year. The Notice of Change was submitted to TCEQ's Applications Review and Processing Team (MC-148 by: (Select the addressed used)

BY REGULAR U.S. MAIL:

Texas Commission on Environmental Quality  
Applications Review and Processing Team (MC-148)  
P.O. Box 13087  
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL:

Texas Commission on Environmental Quality  
Applications Review and Processing Team (MC-148)  
12100 Park 35 Circle  
Austin, TX 78753

As required by the general permit, a copy of the report has been mailed to the TCEQ's regional office {number} in {city}, Texas.

Sincerely,

{Name and Title}

# Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

## A. General Information

Authorization Number: TXR040240

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

Annual Reporting Year Option Selected by MS4:

Calendar Year

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

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

Reporting period beginning date: (month/date/year) 01/01/16

Reporting period end date (month/date/year) 12/31/16

MS4 Operator Level: Level 2 Name of MS4: City of Farmers Branch

Contact Name: Katy Evans Telephone Number: 972-919-2537

Mailing Address: 13000 William Dodson Pkwy Farmers Branch, TX 75234

E-mail Address: katy.evans@farmersbranchtx.gov

A copy of the annual report was submitted to the TCEQ Region YES  NO \_\_\_\_\_  
Region the annual report was submitted. 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 Section B.2.):

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		TPDES permit issued in December 2014

Permittee is currently in compliance with recordkeeping and reporting requirements.	X	Electronic and paper documents maintained
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.)	X	No special eligibility requirements for this MS4

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

See attached

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 (**See Example 2 in instructions**):

MCM	BMP	Parameter	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
5	1	Floatables	115	Cubic yards	Yes
5	3	Floatables	104.5	Cubic yards	Yes
5	4	Floatables	2247	Cubic yards	Yes

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**):

See attached

### 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.? (Refer to the MS4 General Permit TXR040000 Part IV Section B.2.(b))

The MS4 conducted 50 dry weather screenings of outfalls throughout the city during year 3. No illicit discharge was detected. In year 3, 1,045 inlets and 202,517 feet of the collection system were cleaned.

**D. Impaired Waterbodies**

*This section does not apply to the City of Farmers Branch.*

**E. Stormwater Activities**

Describe stormwater activities the MS4 operator plans to undertake during the next reporting year. You may use the table below (Refer to the MS4 General Permit TXR040000 Part IV Section B.2.(d)):

See attached

**F. SWMP Modifications**

1. 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

<b>MCM(s)</b>	<b>Measurable Goal(s) or BMP(s)</b>	<b>Implemented or Proposed Changes (Submit NOC as needed)</b>
5	BMP - Install 40 inlet protectors per year in strategic locations to maximize floatables reduction	Remove BMP and increase street sweeping. Submitted NOC along with the annual report to reflect this change.

If ‘Yes’, report on changes made to measurable goals and BMPs (Refer to the MS4 General Permit TXR040000 Part IV Section B.2.(e)):

The inlet protectors caused flooding and unsafe conditions in many areas of the city. In lieu of installing inlet protectors, the MS4 will increase street sweeping particularly before forecasted rain events. This will improve road conditions and prevent flooding while reducing the number of floatables that enter the MS4.

**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.

2. 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 (Refer to the MS4 General permit TXR040000 Part IV Section B.2.(f)).

The City of Farmers Branch will not be adding any BMPs.

### H. Additional Information

1. Is the permittee relying on another entity to satisfy some of its permit obligations? (refer to the MS4 General Permit TXR040000 Part IV Section B.2.(g))

Yes  No

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

- 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):

## I. Construction Activities

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Notices of intent and site notices received; Refer to the MS4 General Permit TXR040000 Part IV Section B.2.(h)) 13

2a. Does the permittee utilize the optional 7<sup>th</sup> MCM related to construction?

Yes  No

2b. If 'yes,' then provide the following information for this permit year (refer to the MS4 General Permit TXR040000 Part IV Section B.2.(i)):

The number of municipal construction activities authorized under this general permit	None
The total number of acres disturbed for municipal construction projects	None

**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

*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): \_\_\_\_\_ Title: \_\_\_\_\_

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

**Note:** 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).



**Table B.2**

MCM(s)	BMP	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
1	Distribution of media for the purpose of educating residents, visitors, public service employees, businesses, commercial and industrial facilities, and construction site personnel on stormwater quality issues.	Yes; The posting and distribution of education materials to residents, visitors, public service employees, businesses, commercial and industrial facilities, and construction site personnel on stormwater quality issues increases awareness and improves water quality
1	Maintenance of a website in the Environmental Health Division home page designed to educate the public on the impacts of stormwater runoff into local waterways.	Yes; The posting of educational materials on the city’s website serves to educate residents, visitors, public service employees, businesses, commercial and industrial facilities, and construction site personnel on stormwater quality issues increase awareness and encourages compliance with regulations.
1	Broadcasting of public service announcements that focus on the impacts of stormwater runoff on local water bodies and steps the public can take to reduce stormwater pollution.	Yes; The posting and distribution of educational materials on the city’s TV stations and other media sources to educate residents and visitors on practices serves to reduce pollutants in stormwater runoff.
1	In cooperation with various cities, a pet waste video was produced to air on local cable TV.	Yes; The posting of the pet waste video on the city’s TV station serves to educate residents and visitors on the practice of picking up after their pet which reduces bacterial loading of stormwater runoff.
1	City participates in the NCTCOG Regional Storm Water Program and pays an annual cost share to participate in the program.	Yes; The participation in NCTCOG Regional Storm Water Program allows the city to work with an organization whose purpose is to improve stormwater quality in the region.
1	The Parks and Recreation Department has installed pet wastes stations with disposable collection bags and waste disposal containers for pet waste.	Yes; Providing a means for park visitors to pick up after their pets reduces the volume of bacteria entering the MS4.
1	Provide HHW information on the city’s website and continue participation in Dallas County HHW Network for the life of the program.	Yes; Participation in the HHW network reduces the volume of hazardous waste deposited in local landfills or streams.
1	Participate in Upper Trinity Watershed Partners (UTWP)	Yes; The participation in UTWP allows the City to work with an organization whose purpose is to improve storm water quality
1	Install storm drain curb markers	Yes; The storm drain markers on inlets read “Drains to Creek” which alerts the public not to dispose of waste into the inlet.

**Table B.2**

1	Maintain a community hotline for the public to call and report storm water quality problems	Yes; The stormwater hotline allows residents and visitors to report water quality issues that may require attention. Reporting of water quality issues enables the city to investigate and remediate when needed.
2	Prohibit illicit discharges of non-stormwater to the MS4 using established legal authority	Yes; Implementation of ordinances allows enforcement of stormwater regulations which will reduce illicit discharges and improve water quality
2	Maintain an updated map of the MS4 indicating the locations of storm water discharge outfalls.	Yes; The outfall inventory provides locations for dry weather screening of outfalls in order to detect illicit discharges.
2	Conduct systematic inspection of outfalls in the MS4 in order to identify the presence of illicit discharges and sample outfalls utilizing dry weather screening.	Yes; The development of outfall screening forms and procedures for record keeping allow the city to track which inlets need attention in order to improve storm water quality.
2	Educate permittee personnel on the identification of illicit discharges and procedures for reporting observations to outfall inspection personnel.	Yes; Reporting of water quality issues will allow outfall inspection personnel to investigate the reported issues and cease illicit discharge.
2	Identify and reduce the occurrences of sanitary sewer system overflows. Report sanitary sewer system overflows as required by TCEQ.	Yes; The investigation, cleaning, and repair of sewer lines improves water quality by reducing the amount of sewage exposed to storm water.
3	Use established legal authority (Farmers Branch Code of Ordinances Sec. 24-81 through 34-84) which regulates construction sites in accordance with local, state, and federal laws.	Yes; Legal authority gives stormwater personnel ability to inspect, regulate, and enforce stormwater related issues and laws.
3	Update inspection procedures and educate the local construction community on local stormwater regulations related to construction activities.	Yes; The implementation of a construction inspection program that focuses on compliance with local construction storm water regulations allows the City to address any issues throughout the construction process.
3	Maintain a construction plans review process that focuses on compliance with local construction storm water regulations.	Yes; The implementation of a construction plans review process that focuses on compliance with local regulations allows the city to address any issues before the start of construction.
3	Conduct inspections of local construction sites that discharge stormwater to the MS4 to determine compliance with local construction stormwater regulations and use	Yes; Conducting inspections of local construction sites that discharge stormwater to the MS4 to determine compliance with local regulations reduces the possibility of illicit discharges.

**Table B.2**

	established legal authority to conduct enforcement and corrective actions.	
3	Comply with local, state, and federal construction stormwater regulations that apply to permittee-owned and operated construction sites.	Yes; Complying with local, state, and federal construction stormwater regulations that apply to permittee-owned and operated construction sites should reduce illicit discharges.
4	Use established legal authority (Farmers Branch Code of Ordinances Sec. 34-86) to require post-construction control measures and maintenance of post-construction control measures in areas of new and redevelopment.	Yes; Legal authority gives stormwater personnel ability to inspect, regulate, and enforce stormwater related issues and laws
4	Systematically review development and redevelopment plans to ensure compliance with local post-construction runoff regulations.	Yes; The implementation of a construction plans review process that focuses on compliance with regulations allows the city to address any issues before the start of construction.
4	Inspect local new development and redevelopment projects to ensure conformance to approved plans and local post-construction runoff regulations.	Yes; Conducting inspections of local construction sites that discharge stormwater to the MS4 to determine compliance with local construction stormwater regulations reduces the possibility of illicit discharges.
4	Comply with local post-construction runoff regulations and plans review requirements on permittee-owned and operated new development and redevelopment projects.	Yes; Complying with local, state, and federal construction stormwater regulations that apply to permittee-owned and operated construction sites should reduce illicit discharges.
5	Sweep streets and roadways in order to reduce the amount of sediment and associated pollutants discharged to the MS4 from roadways.	Yes; Street sweeping has prevented approximately 115 cubic yards of debris from entering the storm sewer system in Year 3.
5	Train employees on the proper use of pesticide, herbicide, and fertilizer products.	Yes; Complying with MSD sheets, applicator license requirements, and education should reduce the amount of chemical that enters the MS4.
5	Reduce sediment and floatable materials by routinely cleaning MS4 catch basin and inlet structures. Target stormwater inlet boxes, which impact the Farmers Branch Creek Watershed. Identify problem areas such as major roadways and adjust frequency of cleaning stormwater inlet structures. Install inlet protection as funding will allow to minimize floatable materials.	Yes; Catch basin cleaning has removed approximately 104.5 cubic yards of debris from entering the storm sewer system. Inlet protectors prevent floatables from entering the stormwater system.

**Table B.2**

5	Reduce the discharge of landscaping and lawn care waste from permittee-owned facilities through better mowing and landscaping maintenance practices.	Yes; Removing floatables and trash from parks reduces floatables entering storm drains and waterways.
5	Maintain permittee-owned vehicles according to manufacturer's specifications and identify and eliminate vehicle fluid leaks. Conduct weekly inspections of Senlac Service Center facility and facilitate cleaning of automotive fluid leaks or spills with assistance from Parks and Recreation and Public Works.	Yes; Following vehicle manufacturer's maintenance specification's and the repair of leaking vehicles has reduced the amount of pollutant that would have come into contact with stormwater.
5	Comply with federal spill prevention control and countermeasures plan regulations and review spill response procedures to ensure stormwater quality protection measures are considered during spill response.	Yes; Providing training to employees on how to identify and report illicit discharges will increase water quality by reducing pollutants exposed to stormwater.
5	Comply with requirement that any contractors hired by the permittee to perform maintenance activities on permittee-owned facilities must be contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures.	Yes/No; Requiring contracted parties to comply with stormwater requirements will increase water quality by reducing pollutants exposed to stormwater. However, contracts already require compliance with city ordinances. Therefore, further contracts are not required.
5	Permittee will evaluate operation and maintenance activities for potential to discharge pollutants in stormwater. Including but not limited to: road and parking lot maintenances; bridge maintenance; cold weather operations; and right-of-way maintenance. Permittee will identify pollutants of concern that have potential to discharge from operation and maintenance activities and will implement pollution prevention measures to reduce discharge of pollutants.	Yes; Evaluating operation and maintenance activities will help prevent the discharge of pollutants to stormwater.
7	Develop stormwater pollution prevention plans and comply with TXR150000	Yes; Utilizing SWPPPs and complying with TXR 150000 will help prevent the discharge of pollutants to stormwater.

**Table B.4**

<b>MCM</b>	<b>MCM Measurable Goal(s)</b>	<b>Success</b>	<b>Date</b>
1	Annually post 100 media at selected locations	Goal met	Ongoing
1	Purchase 500 pet waste bag holders for distribution	Goal met	Ongoing
1	Update the website on the Environmental Health Division home page	Goal met	Ongoing
1	Post new information to the website as necessary	Goal met	Ongoing
1	Maintain records of website traffic using a hit counter	Goal met	Ongoing
1	Annually report on website traffic under this program	Goal met; 86 views in year 3	Annual; 12/31/14; 12/31/15; 12/31/16
1	Broadcast PSAs on FBTV or other channels in Farmers Branch	Goal met	Ongoing
1	Annually report on the types of PSAs under this program	Goal met; <i>Know Where it Goes: Paint, Yard Waste, Detergents, Fertilizer; Filter Backwash; Oil &amp; Grease, Motor Oil, and Pet Waste</i>	Ongoing
1	Annually air PSAs 100 times on FBTV or other channels in Farmers Branch	Goal met	Ongoing
1	Share resources with the NCTCOG Regional Stormwater Program	Goal met; the City's cost share is \$3417.00	Ongoing
1	Maintain pet waste stations	Goal met	Ongoing
1	Estimate the number of dog waste bags purchased for pet waste stations	Goal met; Approximately 42,500 waste bags purchased	
1	Annually report number of HHW participants	Goal met; 304 participants	
1	Provide technical assistance and pickup for senior citizens in community when needed	Goal met	
1	Maintain level of annual financial support to UTWP to maintain education and outreach program	Goal met; \$4000 contributed to UTWP in year 3	Final payment of grant on 10/1/16
1	Invite groups to participate in curb drain marker program	Goal met; local college groups contacted	Ongoing
1	Identify new target areas or streets to be included in storm drain curb marker program	Goal met	
1	Annually report on number of curb markers installed on curb inlets. Install 50 curb markers per year.	Goal met; 50 curb markers installed in year 3	

**Table B.4**

1	Annually report on number of calls received by stormwater hotline	Goal met; approximately 18 calls in year 3	
2	Annually report on the number of illicit discharges that are identified, eliminated, and the associated enforcement actions issued.	Goal met; 11 Notice of Violations/Warnings and 0 court citations issued based on identified illicit discharges in year 3.	
2	Annually report on the number of new outfall locations identified under the MS4 and Outfall Inventory program.	Goal met; 4 new outfalls locations identified in year 3	
2	Review outfall screening forms and procedures for record keeping and data entry into MS4 outfall screening databases and update as needed	Goal met	
2	Maintain records of outfall screening and investigations for each outfall and any elimination activities	Goal met	
2	Complete screening of at least 50 of the storm water out falls that discharge to the MS4 per year	Goal met; 50 outfalls screened	
2	Conduct illicit discharge training for employees and annually report on the number of training sessions and employee attendance	Goal met; 17 trainings completed, 192 employees attended	
2	Annually report on the number of sanitary sewer overflows identified	Goal met; 4 overflows reported to TCEQ in year 3	
2	Properly document and report the location and characteristics of each sanitary sewer system overflow detected to the TCEQ	Goal met	
2	Investigate locations of reported sanitary sewer system overflows reported by the public	Goal met	
2	Maintain a sanitary sewer system map of the area within the regulated MS4 boundary	Goal met	
2	Maintain the education program to all residential customers for the proper disposal of grease	Goal met	
2	Annually clean 30,000 feet of the sanitary sewer collection system	Goal met; 202,517 feet cleaned in year 3	

**Table B.4**

2	Perform inspections of existing manholes. Rehabilitate manholes when necessary.	Goal met	
3	Enforce construction stormwater regulations as appropriate to regulate stormwater discharges from local construction sites	Goal met	
3	Update inspection forms and procedures as necessary to inspect local construction sites in order to ensure compliance with local construction stormwater regulations for use on mobile devices	Goal met	
3	Annually report on the number of plans reviewed under the stormwater plans review program	Goal met; 13 plans reviewed under plans review program	
3	Report number of construction sites permitted, the number of construction sites inspected, and the number of enforcement actions issued	Goal met; 13 sites permitted and inspected; 3 Notice of Violations issued; 0 citations issued	
3	Report number of permittee-owned construction sites owned and operated	Goal met; 0 permittee-owned or operated sites in year 3	
3	Review permittee owned construction project, planning, and design criteria to determine changes needed to comply with regulations	Goal met; no changes needed	
4	Review the process used to obtain development construction plans for review to determine compliance with local post-construction runoff regulations.	Goal met; no changes needed	
4	Review the list of local stormwater quality related issues that require regulation	Goal met	
4	Review current process of obtaining construction plans for review to determine compliance with local post-construction runoff regulations	Goal met	
4	Review internal procedures for tracking development projects that are under construction and those that have been completed	Goal met	

**Table B.4**

4	Annually report on the number of development project sites inspected for post-construction controls and the number of enforcement actions issued	Goal met; 2 sites inspected, 0 enforcement actions	
4	Train new personnel on post-construction runoff regulations and final inspection procedures as needed	Goal met	
4	Review permittee construction project planning and design criteria to determine changes needed to comply with local, state, and/or federal construction stormwater regulations	Goal met	
4	Annually report on the number of permittee owned projects approved, constructed, and inspected	Goal met; 0 projects in year 3	
5	Annually report on distance swept using curb miles	Goal met; 814 miles swept	
5	Annually report on the total volume of pesticide and herbicide applied	Goal met; Insecticides: 69 gallons liquid, 2,646 pounds granular; Herbicides: 424 gallons liquid, 12,626 pounds granular; Fertilizer: 20 gallons liquid, 40,525 pounds granular; Algae/Fungicide: 6 gallons, 200 pounds granular	
5	Review current Chemical Application Plan and modify if needed	Goal met; No modifications needed	
5	Install 40 inlet protectors per year to maximize floatables reduction	Goal not met; inlet protectors caused street flooding during rain events, creating dangerous conditions. We plan to increase street sweeping in lieu of inlet protectors.	NOC will be filed removing this BMP
5	Annually report on the number of inlet baskets, catch basins, surface inlets, and other MS4 structures cleaned	Goal met; 1045 units cleaned in year 3	
5	Report estimated cubic yards of floatables removed from City parks	Goal met; 2247 cubic yards of floatables removed	



**Table B.4**

5	Annually report on the number of leaking vehicles repaired and the total cost	Goal met; 76 leak repairs at a total cost of \$38,449.29 in year 3	
5	Review vehicle inspection and maintenance records to evaluate conformance to vehicle manufacturer service specifications and local stormwater program requirements	Goal met	
5	Report the number of vehicle and equipment inspections in permit year	Goal met; 589 inspections in year 3	
5	Provide annual training to employees who fuel vehicles	Goal met; 17 trainings completed, 192 employees attended	
5	Annually report on number of facilities with SPCC plans and the current status of each SPCC plan	Goal met; 1 facility in year 3. SPCC plan was reviewed and recertified in 2015.	
5	Create inventory list of permittee-owned facilities and stormwater controls	Goal met	
5	Develop a certification statement to be signed by contracted parties agreeing to comply with stormwater requirements	Goal not met; standard city contract requires contractors to comply with city ordinances. An additional certification statement is not necessary.	
5	Evaluate operation and maintenance activities for potential to discharge pollutants to the storm sewer system	Goal met	
5	Identify pollutants of concern that could be discharged from operation and maintenance activities	Goal met	
5	Identify operation and maintenance activities with potential to discharge pollutants in stormwater	Goal met	
5	Implement pollution prevention measures	Goal met; each department is educated on pollution prevention in an annual training	
5	Develop inspection schedule of implemented measures	Goal met; each department is responsible for inspecting its own operation and	

**Table B.4**

		maintenance activities to ensure pollution prevention. Training is provided annually.	
7	Report the number of municipal construction activities subject to permittee-owned requirements	Goal met; none in year 3	

**Table E.1**

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	Stormwater Media	Annually report on number of media posted under this program	Continue BMP
1	Stormwater Media	Annually post 100 media at selected locations	Continue BMP
1	Stormwater Quality Website	Annually report on traffic under this program	Continue BMP
1	Stormwater Quality Website	Continue to update website as needed	Continue BMP
1	Public Service Announcements	Annually report on types of PSA's under this program	Continue BMP
1	Public Service Announcements	Annually air PSA's 100 times on FBTV or other channels	Continue BMP
1	Pet Waste Video	Annually air PSA's 100 times on FBTV or other channels	Continue BMP
1	Participation in NCTCOG Regional Stormwater Program	Participate in committees as needed	Continue BMP
1	Pet Waste Station Installation and Maintenance	Estimate the number of dog waste bags purchased for pet waste stations	Continue BMP
1	Proper Disposal of Household Hazardous Waste	Report citizen participation in HHW Network	Continue BMP
1	Proper Disposal of Household Hazardous Waste	Annually report number of HHW participants	Continue BMP
1	Participation in the Upper Trinity Watershed Partners	Maintain level of annual financial support to UTWP	Continue BMP
1	Storm Drain Curb Markers	Invite community groups to participate in curb marker program	Continue BMP
1	Storm Drain Curb Markers	Annually install 50 curb markers and report number installed	Continue BMP
1	Community Hotline	Update and distribute education materials via city website	Continue BMP
1	Community Hotline	Annually report on the number and type of public reports received through the hotline	Continue BMP
2	Illicit Discharge Authority	Annually report on the number of illicit discharges that are identified, eliminated, and associated enforcement actions	Continue BMP
2	Maintain the MS4 and Outfall Inventory	Annually report on the number of new outfall locations identified under this program	Continue BMP

**Table E.1**

2	Maintain the MS4 and Outfall Inventory	Identify new outfalls and drainage structures during review of development and construction plans	Continue BMP
2	Maintain the MS4 and Outfall Inventory	Annually update the map of the MS4	Continue BMP
2	MS4 Dry Weather Outfall Screening	Complete at least 50 dry weather screenings and annually report the number of outfalls screened	Continue BMP
2	Illicit Discharge Employee Training	Conduct training for identified personnel and annually report on the program in terms of number of training sessions conducted and employee attendance	Continue BMP
2	Sanitary Sewer System Overflow Elimination	Annually report on number of sanitary sewer system overflows	Continue BMP
2	Sanitary Sewer System Overflow Elimination	Maintain education program for proper disposal of grease	Continue BMP
2	Sanitary Sewer System Overflow Elimination	Annually clean 30,000 feet of the collection system	Continue BMP
3	Construction Site Inspection	Annually report on total number of construction sites permitted and the number of enforcement actions issued	Continue BMP
3	Construction Site Inspection	Issue enforcement actions to owners and operators not in compliance	Continue BMP
3	Construction Site Inspection	Inspect qualifying construction sites using appropriate inspection procedures and forms to ensure compliance	Continue BMP
3	Permittee Owned Construction Sites	Annually report on the number of permittee owned and operated construction projects	Continue BMP
3	Permittee Owned Construction Sites	Submit required documents in order to obtain permit coverage	Continue BMP
3	Permittee Owned Construction Sites	Develop documents required for obtaining permits applicable to permittee-owned sites	Continue BMP
4	New Development and Re-development Plans Review	Annually report on number of plans reviewed, approved, and rejected under this program	Continue BMP
4	New Development and Re-development Project Inspection	Annually report on the number of sites inspected and the number of enforcement actions issued	Continue BMP

**Table E.1**

4	New Development and Re-development Project Inspection	Issue enforcement actions as needed to ensure compliance with post-construction runoff regulations	Continue BMP
4	New Development and Re-development Project Inspection	Inspect sites as needed to ensure compliance with post-construction runoff regulations	Continue BMP
4	New Development and Re-development Project Inspection	Train new personnel on post-construction runoff regulations and final inspection procedures as needed	Continue BMP
4	New Development and Re-development Project Inspection	Maintain a list of local development projects that qualify for inspection under local post construction runoff regulations	Complete in year 3
4	Permittee Owned New Development and Redevelopment Projects	Report annually on number of permittee-owned projects approved, constructed, and inspected	Continue BMP
4	Permittee Owned New Development and Redevelopment Projects	Conduct inspections of permittee-owned projects	Continue BMP
4	Permittee Owned New Development and Redevelopment Projects	Conduct plans review for all permittee-owned projects	Continue BMP
5	Street Sweeping	Street sweep a minimum of 700 curb miles per year and report miles swept	Continue BMP
5	Pesticide, Herbicide, and Fertilizer Application	Annually report on volume applied and projects that reduce in a reduction of application volume	Continue BMP
5	Catch Basin Cleaning	Annually report on the number of inlet baskets, catch basins, surface inlets, and other MS4 structures cleaned	Continue BMP
5	Landscaping and Lawn care	Report estimated cubic yards of floatables removed from city parks	Continue BMP
5	Vehicle Maintenance	Annually report on the number of leaking vehicles repaired and the total cost	Continue BMP
5	Vehicle Maintenance	Maintain an inventory of permittee owned vehicles. Report the number of inspections conducted	Continue BMP
5	Vehicle Maintenance	Report the number of fluid leaks repaired	Continue BMP

**Table E.1**

5	Spill Prevention Plans and Municipal Operations Training	Provide annual training to employees who fuel vehicles	Continue BMP
5	Spill Prevention Plans and Municipal Operations Training	Annually report on number of facilities with SPCC plans and the current status of each SPCC plan	Continue BMP
7	Develop SWPPP and comply with TXR150000	Report the number of municipal construction activities applicable to this BMP	Continue BMP