



## Annual Reporting Requirements for Phase II (Small) MS4s TPDES General Permit Number TXR040000

Within 90 days of the end of each permit year (see table below), regulated Phase II Municipal Separate Storm Sewer Systems (MS4s) must submit annual reports to the Texas Commission of Environmental Quality (TCEQ) for that permit year. As required by the Texas Pollutant Discharge Elimination System (TPDES) General Permit Number TXR040000, an MS4 operator must annually review its Storm Water Management Program (SWMP) in conjunction with the preparation of the annual report. This document contains a suggested format for annual reporting.

Permit Year	Permit Year Dates	Due Date
1	8/13/14 – 8/12/15	11/12/2015
2	8/13/15 – 8/12/16	11/12/2016
3	8/13/16 – 8/12/17	11/12/2017
4	8/13/17 – 8/12/18	11/12/2018
5	8/13/18 – 8/12/19	11/12/2019

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

If MS4s share a common SWMP, all permittees must contribute to a system-wide report (if applicable). Each permittee must sign and certify the annual report in accordance with 30 TAC ' 305.128 (relating to Signatories to Reports).

The annual report must include:

the status of compliance with permit conditions, an assessment of the appropriateness of best management practices (BMPs), a description of progress towards reducing the discharge of pollutants to the maximum extent practicable (MEP), the measurable goals for each of the minimum control measures (MCM), and an evaluation of the program's progress;

- (a) if applicable, the status of any control measures implemented by the permittee during the permit year;
- (b) a summary of any information (including monitoring data) collected and analyzed during the permit year that was used to evaluate reductions in the discharge of pollutants;

- (c) a summary of the storm water activities the MS4 operator plans to undertake during the next permit year;
- (d) proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements;
- (e) the number of municipal construction activities authorized under this general permit and the total number of acres disturbed;
- (f) the number of non-municipal construction activities that occurred within the jurisdiction of the permittee (as noticed to the permittee by the construction operators); and
- (g) if applicable, notification that the MS4 operator is relying on another government entity to satisfy some of its permit obligations.

The annual report must be submitted to the following address:

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

A copy of the annual report must also be submitted to the TCEQ Regional Office. To locate the TCEQ Regional Office that serves the area of the regulated small MS4, visit <http://www.tceq.state.tx.us/about/directory/region/reglist.html>.

**Instructions for Phase II (Small) MS4 Annual Report  
TPDES General Permit Number TXR040000**

Use these instructions to assist in completing the MS4 Annual Report Form starting on page 11.

## **A. General Information**

1. Provide the:
  - assigned permit number, beginning and end dates of the annual reporting period (permit year),
  - name of the permittee (municipality or owner/operator of the MS4),
  - name, telephone number, mailing address and e-mail address for the appropriate contact person.
2. If the MS4 is relying on another government entity to satisfy some of the permit obligations, provide 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.
3. For a shared SWMP, list all associated permit numbers and permittee names. Add more spaces or pages if needed.
  - (a) Indicate if this 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 30 Texas Administrative Code (TAC) §305.128.
4. Indicate whether a copy of the annual report has been submitted to the TCEQ Regional Office. To locate the TCEQ Regional Office that serves the area of the regulated small MS4, visit <http://www.tceq.state.tx.us/about/directory/region/reglist.html>.

## **B. 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 II Section D 3 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:
  - (a) Describe changes made to or proposed for the SWMP during the permit year, including changes to BMPs, measurable goals, dates, contacts, procedures or details during the permit year.

- (b) 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.
- (c) 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 to the address shown on the NOC form. Do not attach the form to this report.
2. If the MS4 has annexed land, attach a description (or map) indicating the newly annexed area located within a regulated area, the BMPs to be implemented, and any resulting updates to the SWMP.
  3. If the receiving water body is newly listed as impaired or a Texas Maximum Daily Load (TMDL) has been established, refer to Part II Section C of general permit TXR040000 for additional information about limitations on permit coverage, compliance with water quality standards, 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 on the Clean Water Act § 303(d) list. Constituents of concern are those for which the water body is listed as impaired. New sources or new discharges of the constituent(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 Texas 2008 List of Impaired Waters on the TCEQ website at <http://www.tceq.state.tx.us/compliance/monitoring/water/quality/data/o8twqi/twqi08.html>.
    - 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. More information about TMDLs is located on the TCEQ website at <http://www.tceq.state.tx.us/implementation/water/tmdl/tmdlprogram.html>.
    - NOTE: Discharges of constituent(s) of concern to impaired water bodies for which there is a TMDL implementation plan are not eligible for coverage under this general permit unless they are consistent with the approved TMDL and the implementation 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.
  4. Indicate whether the MS4 has conducted analytical monitoring of storm water quality. Provide an explanation along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable (MEP). Include a discussion of results with the explanation or summary.

## C. Narrative Provisions

1. Provide a brief description on the status of complying with permit conditions, including compliance with the SWMP that TCEQ approved, compliance with record keeping and reporting requirements, and compliance with permit eligibility requirements.
2. Provide a general assessment of the appropriateness of the selected BMPs, including whether any of the selected BMPs are not appropriate.
3. Describe progress towards reducing the discharge of pollutants. Summarize any information used to evaluate reductions in the discharge of pollutants. This information can be included in a tabular format as provided in the form, or described in a narrative format following the table.
4. Provide a general evaluation of the program's progress, including any obstacles or challenges in meeting the SWMP schedule, etc.
5. Provide the number of construction projects in the jurisdiction of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent or site notices).
6. 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.
  - (a) If "Yes," then provide information about the number of municipal construction activities authorized under this general permit and the total number of acres disturbed for municipal construction projects.
7. Requirements for Specific Minimum Control Measures (MCMs):
  - (a) For MCM 1 - Public Education and Outreach, provide documentation of activities conducted and materials used to fulfill the requirements of this MCM.
  - (b) Also for MCM 1, provide documentation of the amount of resources used to address each group (e.g., visitors, businesses, etc.).
  - (c) For MCM 3 – Illicit Discharge Detection and Elimination (IDDE), include a synopsis of the changes to the SWMP that are necessary to meet any local controls, conditions and/or programs being established for non-storm water discharges. Indicate if not applicable.
8. Other than the SWMP modifications indicated in Section B, describe any proposed changes to the SWMP in the coming reporting year.
9. Describe any activities that are planned for the next permit year that have not already been described above.

## D. Storm Water Management Program Status

Each MS4 is required to evaluate compliance with permit requirements and assess the appropriateness of the BMPs in reducing the discharge of pollutants to the maximum extent

practicable. The purpose of the annual report is to describe the status of compliance with permit conditions – specifically the implementation of selected BMPs and the progress towards achieving the measurable goals for each BMP. Using Table 1 provided with these instructions, summarize the status of all BMPs specified in the SWMP, as follows:

**Minimum Control Measures:** Specify the MCM addressed by each BMP. The six MCMs are listed in Part III A of the permit. Some BMPs may address more than one MCM. Include at least one BMP for each MCM.

**Best Management Practices:** BMPs are the specific long-term activities and practices that will be implemented to prevent or reduce storm water pollution. Examples include public service announcements, outfall inspections, and construction site plan reviews. List all of the BMPs specified in the SWMP, including any new BMPs. For a shared SWMP, include the name of the responsible MS4 operator(s) in this column. See Example 1: BMP Status

**Measurable Goals:** Measurable goals are the ongoing tasks and interim steps that demonstrate progress toward implementing a specific BMP. List all measurable goals from the SWMP, and include any new measurable goals. If you have developed a storm water ordinance during the permit year, include a description or citation of the ordinance, or simply attach a copy of the ordinance. See Example 2: Measurable Goals Status

**New or Revised:** Indicate whether the BMP or measurable goal is new or revised. Examples include replacement of a BMP with another, addition of a new measurable goal, revision of a start date, etc. Briefly explain the change.

**Start Date:** Specify the scheduled start date (month and year) for each BMP as described in the schedule provided in the SWMP.

**Implementation Status:** Describe the implementation status (such as completed, in progress, or not started) of each BMP as of the end of the permit year. If an activity has been completed, indicate the completion date. If an activity has not yet been started or is in progress, provide the expected completion date. Briefly describe the frequency with which ongoing BMPs are conducted. The following tables are examples of the type of information to be provided in the annual report.

See: Example 1. BMP Status

Example 2. Measurable Goals Status

### Example 1 – BMP Status

<b>MCM(s)</b>	<b>BMP</b>	<b>Year 1 Milestone(s)</b>	<b>New or Revised (submit NOC as needed)</b>	<b>Start Date</b>	<b>Status / Completion Date (completed, in progress, not started)</b>
3: Illicit Discharge Detection and Elimination	Map all outfalls and all water bodies receiving discharges from MS4.	Completed storm sewer system map includes all outfalls and names and locations of all water bodies		January 2008	Completed June 2008.
3: Illicit Discharge Detection and Elimination	Perform field screening of outfalls.	Develop protocol to screen outfalls, and research sampling equipment.		August 2008	Did not complete. City was not required to implement SWMP because SWMP was not approved by TCEQ. City revised original schedule during initial SWMP review to require this milestone be met in Years 1 or 2.
4/5: Construction Site Control and Post-Construction Site Control	Implement storm water ordinance for construction and post-construction runoff control	Researched other municipalities' ordinances	X	July 2007	Completed - Revised start date from March 2007 to July 2007.
4/5: Construction Site Control and Post-Construction Site Control	Implement storm water ordinance for construction and post-construction runoff control	Integrated language from model ordinance		September 2007	Completed December 2007.
4/5: Construction Site Control and	Implement storm water ordinance for	Storm water ordinance has been drafted		March 2008	In progress - Draft ordinance presented to City

<b>MCM(s)</b>	<b>BMP</b>	<b>Year 1 Milestone(s)</b>	<b>New or Revised (submit NOC as needed)</b>	<b>Start Date</b>	<b>Status / Completion Date (completed, in progress, not started)</b>
Post-Construction Site Control	construction and post-construction runoff control				Council June 2008 - Approval pending, expected completion date July 2009.
6: Pollution Prevention & Good Housekeeping for Municipal Operations	Train all public works and streets staff	Approx. 20 staff trained. Staff educated on good housekeeping/ pollution prevention and upcoming storm water ordinance		April 2007	In progress - annual training every April



### Example 2– Measurable Goals Status

<b>MCM</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
1	Provide utility bill inserts to each utility customer at least once each year.	Met goal	None
2	Conduct one public meeting or city-wide cleanup day each year.	Exceeded goal: conducted one public meeting and two cleanup days.	None
3	Map 25% of outfalls and 50% of receiving waters during Year 1 (same as milestone)	Met goal	None
4	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.	Revise goal to perform site inspections of 25% of all active construction sites, or a minimum of 50 sites per year. Submitted NOC along with the annual report to reflect this change.
4	Respond to 100% of construction complaints received.	Met goal	None
5	Review all site plans submitted for new development projects.	Met goal	None

<b>MCM</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
6	Sweep 50% of roads each year.	Exceeded goal – swept all city streets in Year 1.	None
	Send two employees each year to a storm water training workshop.	Met goal	None

## E. 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 <http://www.tceq.state.tx.us> and selecting the Forms option.

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

## F. Cover Letter

Please submit the annual report with a cover letter to insure that the report reaches the Storm Water & Pretreatment Team. Send the report and cover letter to the TCEQ at the following address. See cover letter template on page 19.

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

## Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

### A. General Information

1. Permit Number TXR040384 Annual Report Year: 2015

Name of MS4 / Permittee: City of Buda

Contact Name: Mike Beggs Telephone Number: 512-312-2876

Mailing Address: P.O. Box 1380 Buda, Tx. 78610

E-mail Address: mbeggs@ci.buda.tx.us

2. Is the named permittee relying on another entity/ies to satisfy some of its permit obligations? \_\_\_\_\_ Yes  No

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

Name and Explanation: \_\_\_\_\_

\_\_\_\_\_

Name and Explanation: \_\_\_\_\_

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Name and Explanation: \_\_\_\_\_

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Name and Explanation: \_\_\_\_\_

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Name and Explanation: \_\_\_\_\_

\_\_\_\_\_

3. Is the named permittee sharing a SWMP with other entities? \_\_\_\_\_ Yes X No

a. If the answer to Number 3 is "Yes," list all associated permit numbers and permittee names (add additional spaces or pages if needed):

Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

b. If the answer to Number 3 is "Yes," is this a system-wide annual report including information for all permittees?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Explanation, if any \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Has a copy of this annual report been submitted to the TCEQ Regional Office? X Yes \_\_\_\_\_ No

## B. SWMP Modifications and Additional Information.

Include a brief explanation if you check "Yes" to any of the following statements.

1. a. 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

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- b. If the answer to Number 1.a. is "Yes," has the TCEQ already approved the original SWMP? \_\_\_\_\_ Yes \_\_\_\_\_ No

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- c. If the answer to Number 1.a. is "Yes," indicate whether an NOC (or letter) has been submitted to document the changes to the approved SWMP as required by the general permit. (Note that if an NOC is required, it must be submitted to the address shown on the NOC. Do not attach the original NOC form to this report.) \_\_Yes \_\_No

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2. The MS4 has annexed lands since obtaining permit coverage. If "Yes," please explain.  Yes \_\_\_\_\_ No

The City of Buda has the power to annex additional territory in accordance with the City's Home Rule Charter and does so intermittently throughout each year. The City Limit and Zoning Maps are updated once a year to show the current city boundary and are available on the City's website.

3. A receiving water body is newly listed as impaired or a TMDL has been established. If yes, please explain.

\_\_\_\_\_ Yes  X  No

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4. The MS4 has conducted analytical monitoring of storm water quality. \_\_\_\_\_ Yes  X  No

Explain below or attach a summary to submit along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable. Be sure to include a discussion of results.

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### **C. Narrative Provisions**

1. Provide information on the status of complying with permit conditions:

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

2. Provide a general assessment of the appropriateness of the selected BMPs:

Has the permittee determined that any of the selected BMPs are not appropriate for reducing the discharge of pollutants in storm water? \_\_\_\_\_ Yes \_\_\_X\_\_\_ No

Provide explanation: \_\_\_\_\_

3. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable (MEP). Summarize any information used (such as monitoring data) to evaluate reductions in the discharge of pollutants. Use a narrative description or table as appropriate:

MCM	BMP	Parameter	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)

Or, provide explanation below:

The City does not own or operate any water quality monitoring stations at this time, so the City cannot demonstrate a direct reduction in pollutants nor credit a particular BMP with a reduction. However, the City's adopted Unified Development Code addresses most potential pollutants typically associated with development activities. And the city expects to maintain the current levels associated with construction and post-construction stormwater runoff. Since the BMPs are consistent with the provisions of 40 CFR §122.34, the City assumes there is an unquantifiable progress towards reducing the discharge of pollutants to the maximum extent practicable

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4. Provide a general evaluation of the program's progress, including any obstacles or challenges encountered in implementing BMPs, meeting the program's schedule, etc.:

The largest challenge faced this year was funding. Lack of staff played a part as well,

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5. Provide the number of construction activities (other than those where the permittee was the operator) that occurred within the regulated area as indicated by notices of intent or site notices:

According to PSR reports for 8/13/14 – 8/12/15 the City issued 27 site development permits.

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6. Does the permittee utilize the optional seventh MCM related to construction? \_\_\_\_\_ Yes  No

If "Yes," then provide the following information for this permit year:

- a. The number of municipal construction activities authorized under this general permit: \_\_\_\_\_
- b. The total number of acres disturbed for municipal construction projects: \_\_\_\_\_



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

7. Requirements for Specific Minimum Controls Measures (MCMs):

a. For MCM 1 - Public Education and Outreach, provide documentation of activities conducted and materials used to fulfill the requirements of this MCM.

Public notices for the City Council meetings, the City Council meeting minutes, the Public Service Announcement contract, and the pamphlet are attached in Appendix A.

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b. Also for MCM 1, provide documentation of the amount of resources used to address each group (e.g., visitors, businesses, etc.).

An example Construction Inspection Report, training certificates, and invoices for the public service announcements, newsletters, and stencils are attached in Appendix B.

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c. For MCM 3 – Illicit Discharge Detection and Elimination (IDDE), indicate whether you have developed a list of allowable non-storm water discharges, other than those already listed in the general permit. If you have developed a list and have made any changes to the local controls, conditions and/or programs being established for discharges, include this information below. If you do not have any changes for this permit year, indicate that this item is not applicable.

A list separate from the general permit was not developed.

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8. Describe any proposed changes to the SWMP in the coming reporting year.

No changes proposed.

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9. Describe any activities planned for the next permit year, not already described.

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### **D.D. Storm Water Management Program Status**

Provide the status of every BMP and measurable goal listed in the SWMP, as described in the instructions. Each MCM, but not necessarily each BMP, must include the measurable goals described in the SWMP. For a shared SWMP, include the name of the responsible MS4 operator(s) in the "BMP" column. *(Though an MS4 is not required to implement BMPs until the initial SWMP is approved by the TCEQ, the MS4's initial annual report should include a description of what has been done to date, even if the SWMP has not yet been approved. The MS4 will receive credit for all BMPs implemented prior to and during the first permit year if they are described in the initial annual report.)*

**Table 1 – BMP Status**

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
<p align="center"><b>MCM 1</b> PUBLIC EDUCATION, OUTREACH AND INVOLVEMENT</p>	<p><b><u>BMP 1.0</u></b>  <u>Stormwater Website</u> The City of Buda will continue to maintain their stormwater webpage, within the existing city website.</p>	Record and report the number of Public Service Announcements and other materials presented.		8/13/14	<p><b>Completed</b> 7/13/15  3 PSA and 1 Power Point</p>
		Post SWMP in Year 1. Upload Annual Reports within 3 months of submittal to TCEQ.		8/13/14	<p><b>Completed</b>  11-3-14 - Posted on Website and Hard Copy at City Hall</p>
	<p><b><u>BMP 1.1</u></b>  <u>Stormwater Quality Messages</u> The City of Buda will continue to distribute stormwater quality messages in public newsletters and seek effective measures to reach out to the public.</p>	Record and report the number of messages published		8/13/14	<p><b>Completed</b> 7/22/15  1 Ad ran</p>
		Record and report number of public updates provided through social media and the number of followers/hits on the page.		8/13/14	<p><b>Completed</b> 8/12/15  12 Postings, 4311 Hits.</p>
	<p><b><u>BMP 1.2</u></b>  <u>Stormwater Pamphlets</u> The City of Buda will continue to produce and distribute pamphlets detailing the impacts of polluted stormwater run-off on water quality, hazards associated with illegal</p>	Record and report number of pamphlets distributed		8/13/14	<p><b>Completed</b> 8/12/15  4,877 pamphlets distributed.</p>

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
	discharges and improper disposal of waste, and methods to minimize their impact on stormwater quality.	Determine number of hits, responses, feedback, followers, and population reached with social media. Dismiss pamphlets if social media appears to be reaching a larger audience.		8/13/14	<b>Completed</b> 8/12/15  4311 Face book hits.
<b>MCM 1</b>  PUBLIC EDUCATION, OUTREACH AND INVOLVEMENT	<b><u>BMP 2.0</u></b>  The City of Buda will continue to coordinate marking of existing storm drain inlets throughout the city.	Record and report the number of inlets marked annually.		8/13/14	<b>Completed</b>  7/6/14 – 471 Inlets inspected. 114 Labels replaced.
		Record and report the areas of new development that need marking.		8/13/14	<b>Completed</b>  8/12/15 - All areas of new development are marked during construction.
<b>MCM 1</b>  PUBLIC EDUCATION, OUTREACH AND INVOLVEMENT	<b><u>BMP 3.0</u></b>  The City of Buda will promote the contact site page within the Public Works website to be used for information regarding stormwater pollution as well as to report stormwater polluters. A list of contact phone numbers and email addresses will also be provided on the contact site page.	Report results of evaluation.		8/13/14	<b>Completed</b> 8/12/15 No changes required.
		Report methods of advertising the contact page and provide examples of methods.		8/13/14	<b>Completed</b> 8/7/15 advertised stormwater page update and ID subpage (which includes contact info for reporting ID) on Facebook and Twitter
		Document the summary of procedures for prioritization and methods for responding to violation reports.		8/13/14	<b>Completed</b> 8/7/15  See appendix "A"
		Report number of hits on Contact Site.		8/13/14	<b>Completed</b> 8/12/15 1 Hit Reported.

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
<p><b>MCM 1</b></p> <p>PUBLIC EDUCATION, OUTREACH AND INVOLVEMENT</p>	<p><b><u>BMP 4.0</u></b></p> <p>The City of Buda will continue to supply pet waste disposal bags at several City parks and will evaluate possible expansion of the program to other parks as well.</p>	<p>Record and report the number of waste bags replaced annually.</p>		<p>8/13/14</p>	<p><b>Completed</b></p> <p>6/16/15 – 17400 Bags used.</p>
		<p>Record and report if new dispensers are added.</p>		<p>8/13/14</p>	<p><b>Completed</b></p> <p>6/17/15 – 3 Stations added.</p>
<p><b>MCM 1</b></p> <p>PUBLIC EDUCATION, OUTREACH AND INVOLVEMENT</p>	<p><b><u>BMP 5.0</u></b></p> <p>The City of Buda will comply with state and local public notice requirements when implementing a public involvement/participation program.</p>	<p>Record and report the number of meetings and topics annually.</p>		<p>8/13/14</p>	<p><b>Completed</b> 6/16/15</p> <p>1 Survey and 2 meetings held on Stormwater Utility Fee (See Website - City Council Packet - 06/16/15).</p>
<p><b>MCM 2</b></p> <p>ILLCIT DISCHARGE DETECTION AND ELIMINATION</p>	<p><b><u>BMP 1.0</u></b></p> <p>Evaluate and update existing MS4 storm sewer map as necessary.</p>	<p>Record and report the updated MS4 map and number of additional outfalls found, if necessary.</p>		<p>8/13/14</p>	<p><b>Completed</b> 6/17/15 – Map updated.</p> <p>3 Outfalls added.</p>
<p><b>MCM 2</b></p> <p>ILLCIT DISCHARGE DETECTION AND ELIMINATION</p>	<p><b><u>BMP 2.0</u></b></p> <p>The City of Buda will review existing ordinances and develop modifications as deemed necessary to effectively prohibit non-stormwater discharges into the storm sewer system.</p>	<p>Adopt revised ordinance.</p>		<p>8/12/16</p>	<p><b>In progress.</b></p> <p>Existing ordinance under review.</p>
		<p>Record the number of ordinance violations and compare with prior years to assess ordinance and BMP effectiveness.</p>		<p>8/13/16</p>	<p><b>Not started.</b></p>

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
<p align="center"><b>MCM 2</b> ILLICIT DISCHARGE DETECTION AND ELIMINATION</p>	<p><b><u>BMP 3.0</u></b>  The City of Buda will continue to provide annual classroom and field training to City staff that have the potential to encounter or respond to illicit discharges.</p>	<p>Document the number of training classes provided on illicit discharge and elimination and names/number of staff participating</p>		<p align="center">8/13/14</p>	<p><b>Completed</b> 8/12/15  1 Class provided / 20 staff in attendance.</p>
<p align="center"><b>MCM 2</b> ILLICIT DISCHARGE DETECTION AND ELIMINATION</p>	<p><b><u>BMP 4.0</u></b>  The City of Buda will review and modify methods of reporting illicit discharges and spills to the public. See "Storm Water Quality Contact Site" under MCM 1.</p>	<p align="center">Continue updates on data/databases.</p>		<p align="center">8/13/14</p>	<p><b>Completed</b> 8/12/15</p>
		<p align="center">Record and report number of illicit discharge related calls.</p>		<p align="center">8/13/14</p>	<p><b>Completed</b> 8/12/15  4 Calls reported</p>
<p align="center"><b>MCM 2</b> ILLICIT DISCHARGE DETECTION AND ELIMINATION</p>	<p><b><u>BMP 5.0</u></b>  The City of Buda will develop and implement procedures to respond to stormwater quality complaints received by the City.</p>	<p align="center">Adopt procedures.</p>		<p align="center">8/13/14</p>	<p><b>Completed</b> 8/12/15  See appendix "B"</p>
		<p align="center">Adopt procedures.</p>		<p align="center">8/13/15</p>	<p><b>Not started.</b></p>
		<p align="center">Record and report number of complaints investigated annually.</p>		<p align="center">8/13/15</p>	<p><b>Not started.</b></p>

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
<p><b>MCM 2</b> ILLICIT DISCHARGE DETECTION AND ELIMINATION</p>	<p><b><u>BMP 6.0</u></b></p> <p>The City of Buda will review existing plans and modify them as necessary to detect and address non-stormwater discharges, including illegal dumping into the MS4.</p>	<p>Adopt changes to detection and elimination procedures, if any.</p>		8/13/14	<p><b>Completed</b></p> <p>No changes required.</p>
		<p>Report methods to rank/evaluate areas.</p>		8/13/15	<p>Not started.</p>
		<p>Report number of outfalls screened and identified hot spots visited and evaluated.</p>		8/13/15	<p>Not started.</p>
<p><b>MCM 3</b> CONSTRUCTION SITE STORMWATER RUNOFF CONTROL</p>	<p><b><u>BMP 1.0</u></b></p> <p>The City of Buda will evaluate the existing City ordinances regarding control of construction site stormwater run-off and update if necessary.</p>	<p>Evaluate, revise, and adopt ordinance changes, if necessary.</p>		8/13/14	<p><b>In progress.</b></p>
		<p>Record the number of ordinance violations and compare with prior years to assess ordinance effectiveness.</p>		8/13/16	<p>Not started.</p>

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
<b>MCM 3</b> CONSTRUCTION SITE STORMWATER RUNOFF CONTROL	<b><u>BMP 2.0</u></b>  The City of Buda will evaluate the existing city procedures for site plan review of construction plans so that potential water quality impacts are considered	Document updates.		8/13/14	<b>Completed</b>  8/12/15– No changes required.
		Adopt new procedures.		8/13/14	<b>Completed</b> 8/12/15.
		Report number of plans reviewed annually.		8/13/14	<b>Completed</b> 8/12/15.  According to reports pulled from My Permit Now for 8/13/14 – 8/12/15, the City reviewed/ are reviewing 41 site development permits
<b>MCM 3</b> CONSTRUCTION SITE STORMWATER RUNOFF CONTROL	<b><u>BMP 3.0</u></b>  The City of Buda will evaluate and revise (if necessary) the existing City construction inspection procedures as they apply to inspection of BMPs at construction sites. The City will implement the update procedures.	Document changes to existing procedures, if any		8/13/14	<b>Completed</b> 6/8/15 – Changes made to procedures.
		Record and report the number of sites visited and number of enforcement proceedings.		8/13/16	<b>Exceeded goal</b> 8/12/15 - 46 Construction Site visited and 45 Red Tags issued.
		Record and report the number of sites cited for non-compliance and the number of sites that required enforcement actions.		8/13/14	<b>Completed</b>  8/12/15 - 45 Red Tags issued.



<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date</b> <b>(completed, in progress, not started)</b>
<b>MCM 3</b> CONSTRUCTION SITE STORMWATER RUNOFF CONTROL	<b><u>BMP 4.0</u></b>  The City of Buda will train City staff on stormwater construction regulation and construction site inspections. Provide annual classroom and field training to City staff that have the potential to perform construction site inspections.	Document the number of training classes provided on construction site stormwater runoff control and the names/number of staff participating.		8/13/14	<b>Completed 7/31/15</b>  1 Class provided / 20 Staff attended.
<b>MCM 3</b> CONSTRUCTION SITE STORMWATER RUNOFF CONTROL	<b><u>BMP 5.0</u></b>  The City of Buda will develop procedures for the receipt and consideration of public inquiries, concerns, and information submitted regarding local construction activities.	Document procedures.		8/13/14	<b>Completed 8/12/15</b>
		Adopt procedures.		8/13/15	<b>Completed 8/12/15</b>
		Record and report the number of submissions related to stormwater construction.		8/13/15	<b>Completed 8/12/15</b>  0 submissions related to stormwater
<b><u>MCM 4</u></b> POST- CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT	<b><u>BMP 1.0</u></b>  The City of Buda will evaluate the existing city ordinances regarding control of post-construction site stormwater run-off.	Evaluate, revise, and adopt new ordinances and existing ordinance modifications, if any.		8/13/14	<b>In progress.</b>
		Record and report distribution techniques used to publicize adoption of ordinances.		8/13/16	<b>Not started.</b>

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
<p><b><u>MCM 4</u></b> POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT</p>	<p><b><u>BMP 2.0</u></b> The City of Buda will develop and implement standard structural and non-structural BMPs which will mitigate post-construction run-off and that will ensure the long-term operation and maintenance of structural stormwater control measures installed. In addition, the City will develop procedures to address floatables and trash.</p>	Document evaluation.		8/13/14	In Progress
		Document changes.		8/13/16	Not started.
		Adopt procedures.		8/13/16	Not started.

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
<p><b><u>MCM 5</u></b>            POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</p>	<p><b><u>BMP 1.0</u></b>            The City of Buda will develop and maintain an inventory of facilities and stormwater controls that it owns and operates within the regulated area of the small MS4.</p>	<p>Document inventory.</p>		<p>8/13/14</p>	<p><b>Completed</b> 6/17/15.</p>
		<p>Report all permit numbers.</p>		<p>8/13/14</p>	<p><b>Completed</b> 6/17/15.</p>
		<p>Report inventory.</p>		<p>8/13/14</p>	<p><b>Completed</b> 6/17/15.</p>
<p><b><u>MCM 5</u></b>            POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</p>	<p><b><u>BMP 2.0</u></b>            The City of Buda will evaluate and revise, if necessary, their operation and maintenance program with the goal of preventing or reducing pollutant run-off from municipal operation into the storm sewer system.</p>	<p>Document review.</p>		<p>8/13/14</p>	<p><b>Completed</b> 6/17/15</p>
		<p>Record and report list of activities.</p>		<p>8/13/14</p>	<p><b>Completed</b> 6/17/15</p>
		<p>Adopt program.</p>		<p>8/13/15</p>	<p><b>Exceeded goal.</b> Started program 8/13/14.</p>

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
<p><b>MCM 5</b> POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</p>	<p><b>BMP 3.0</b></p> <p>The City of Buda will assess their operations and maintenance practices, identify pollutants of concern, develop and implement a set of pollution prevention measures to reduce the discharge of pollutants in stormwater and perform pollution prevention inspection measures.</p>	<p>Complete the municipal operations and facility survey; report the number of facilities surveyed and compare the number to the total number of City facilities.</p>		8/13/14	<p><b>Completed</b> 6/17/15</p> <p>67 out of 67 facilities surveyed.</p>
		<p>Document policies and procedures and adopt.</p>		8/13/15	<p>Not started.</p>
		<p>Adopt program.</p>		8/13/15	<p>Not started.</p>
<p><b>MCM 5</b> POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</p>	<p><b>BMP 4.0</b></p> <p>The City of Buda shall dispose of waste materials generated from the MS4 in accordance with 30 TAC Chapters 330 or 335, as applicable.</p>	<p>Develop program.</p>		8/13/14	<p><b>In progress.</b></p>
		<p>Adopt program.</p>		8/13/15	<p>Not started.</p>

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
<p><b><u>MCM 5</u></b>            POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</p>	<p><b><u>BMP 5.0</u></b>             The City of Buda will provide contractor oversight for landscaping and maintenance contracts and revise contract verbiage to require lawn maintenance contractors to follow City adopted stormwater quality BMPs.</p>	<p>Record and report the number of landscaping contracts that follow the City adopted storm water quality BMPs.</p>		8/13/14	<p><b>Completed</b> 8/12/15.             City of Buda has no Lawn Contractors on contract at this time.</p>
		<p>Have new contracts adopt City's stormwater program.</p>		8/13/14	<p><b>Completed</b> 8/12/15.             City of Buda has no Lawn Contractors on contract at this time.</p>
<p><b><u>MCM 5</u></b>            POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</p>	<p><b><u>BMP 6.0</u></b>             The City of Buda will evaluate and revise, if necessary, their training program for city employees responsible for municipal operations subject to the Operation and Maintenance Program.</p>	<p>Document the number of training classes provided on good housekeeping and pollution prevention and the names/number of staff participating.</p>		8/13/14	<p><b>Completed</b> 8/4/15             2 Classes provided / 25 Staff attended.</p>

**Table 2 – Measurable Goals Status**

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
1	Continue to maintain stormwater website and continue to post relevant stormwater information.	Met goal	None
1	Provide public access to the City SWMP and Annual Reports.	Met goal	None
1	Post stormwater quality messages when local newsletter available.	Met goal	None
1	Adopt a social media platform that will disseminate information on stormwater quality and environmental education. Commit to at least 1 post per month or an average of 12 posts per year.	Met goal	None
1	Update and distribute pamphlets, look for existing pamphlets that may be used.	Met goal	None
1	Evaluate if social media is a better option and discontinue pamphlets if necessary.	Met goal	None
1	Replace old/broken markers.	Met goal	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
1	Require all new construction to include markers for storm drain inlets.	Met goal	None
1	Evaluate and revise contact page, if necessary.	Met goal	None
1	Advertise contact page on website and newsletter.	Met goal	None
1	Continue tracking procedures for stormwater polluter reports, if necessary.	Met goal	None
1	Maintain and operate stormwater quality contact page.	Met goal	None
1	Resupply pet waste bag dispensers at parks as needed.	Met goal	None
2	Evaluate and update existing MS4 storm sewer map as necessary.	Met goal	None
2	Review and update ordinance, if necessary.	Exceeded goal	None
2	Implement revised ordinance, if necessary.	Exceeded goal	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
2	Provide annual training for all appropriate employees on the detection and elimination of illicit discharges.	Met goal	None
2	Perform updates of data/database information.	Met goal	None
2	The City of Buda will develop and implement procedures to respond to stormwater quality complaints received by the City.	Met goal	None
2	Evaluate and revise illicit discharge detection and elimination procedures, if needed. Develop tracking procedures for illicit discharge reports.	Met goal	None
3	The City of Buda will evaluate the existing City ordinances regarding control of construction site stormwater run-off and update if necessary.	Met goal	None
3	Review and update existing site plan review procedures, if necessary	Met goal	None
3	Implement revised procedures, if necessary.	Met goal	None
3	Review all plans that require coverage under the Construction General Permit.	Met goal	None



<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
3	Update construction site inspection procedures and inspection forms, if necessary. Operators will address erosion and sediment controls, soil stabilization, selection of appropriate BMPs, and development of SWPPP.	Met goal	None
3	Resolve all non-compliance issues in a timely manner, number of days to be determined during program development.	Met goal	None
3	Provide annual training for all appropriate employees on the stormwater construction site inspections.	Met goal	None
3	The City of Buda will develop procedures for the receipt and consideration of public inquiries, concerns, and information submitted regarding local construction activities.	Met goal	None
4	Evaluate existing ordinance and develop draft ordinance modifications, if necessary.	Met goal	None
4	Evaluate City of Austin Drainage Criteria Manual.	Met goal	None
4	Review post-construction structural and non-structural BMPs.	Met goal	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
5	Perform initial inventory and document.	Met goal	None
5	Compile list of all TCEQ and other applicable permit numbers.	Met goal	None
5	Maintain inventory.	Met goal	None
5	Review City operations and maintenance programs.	Met goal	None
5	Create list of all municipal activities to be included in the program.	Met goal	None
5	Perform municipal operations and facility survey.	Met goal	None
5	Upon expiration of existing contracts that relate to City owned properties and have the potential of impacting stormwater quality, City will evaluate and revise contracts to adopt City stormwater quality BMPs.	Met goal	None
5	Implement revised contracts.	Met goal	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
5	Provide annual training for all appropriate employees on pollution prevention and good housekeeping measures.	Met goal	None

## E. 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): Mike Beggs

Title: Director of Public Works

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

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

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

Title: \_\_\_\_\_

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

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

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

Title: \_\_\_\_\_

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

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

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

Title: \_\_\_\_\_

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

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

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

Title: \_\_\_\_\_

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

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

Add pages as needed.

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

Re: Phase II MS4 Annual Report Transmittal for {Small MS4 Name}  
TPDES Permit Number: TXR040384

Dear Team Leader:

This letter serves to transmit the Year 2015 Annual Report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040384 for the {MS4 name}.

A separate Notice of Change has not been submitted based on the fact that changes have not been proposed for the next permit year.

As required by the general permit, a copy of this submittal has also been mailed to the TCEQ's regional office in Austin, Texas.

Sincerely,

Mike Beggs