



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

Within 90 days of the end of each reporting year, regulated Phase II Municipal Separate Storm Sewer Systems (MS4s) must submit an annual report to the Texas Commission on Environmental Quality (TCEQ). The reporting year may include the permit year ending December 13, the MS4's fiscal year, or the calendar year.

As required by the Texas Pollutant Discharge Elimination System (TPDES) General Permit Number TXR040000, an MS4 operator must annually review its Stormwater Management Program (SWMP) in conjunction with the preparation of the annual report. If MS4s share a common SWMP, all permittees must contribute to a system-wide annual report (if applicable). Each permittee must sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports). This document contains an example format for annual reporting.

Note: For existing MS4s, the Year 1 annual report must include all months from permit issuance and interim months between the expired 2007 permit and the new 2013 permit (*i.e.*, August 13, 2013 to December 12, 2013).

Report Content

Refer to Part IV Section B.2 of the permit for annual report requirements.

Please submit the annual report with a cover letter to ensure that the report reaches the Stormwater & Pretreatment Team. See cover letter template Example 3 of the instructions. The annual report must be submitted to the following address:

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

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, beginning and end dates of the annual reporting period (permit year, fiscal year, or calendar year),
- MS4 Operator Level:
 - Traditional small MS4s – level is based on the population served within the 2010 Urbanized Area,
 - 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.

B. Narrative Provisions

The purpose of the annual report is to inform TCEQ of the status of compliance with permit conditions – including, the appropriateness of selected best management practices (BMPs) and the progress towards achieving the measurable goals for each BMP.

1. Provide a brief description on the status of complying with permit conditions according to Part V of the permit. Include compliance with the SWMP that TCEQ approved, compliance with record keeping and reporting requirements, and compliance with permit eligibility requirements.
2. Each MS4 is required to assess the appropriateness of the BMPs in reducing the discharge of pollutants to the maximum extent practicable (MEP). Provide a general assessment of the appropriateness of the selected BMPs, including whether any of the selected BMPs are not appropriate (*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. This information can be included in a tabular format as provided in the form, or attached in a narrative format.

4. Provide a general evaluation of the success of the implementation of the measurable goals, including any obstacles or challenges in meeting the SWMP schedule, etc. (See *Example 2 – Measurable Goals Status*).

C. Stormwater Monitoring Data

Indicate whether the MS4 has conducted monitoring of stormwater quality, including analytical data and visual observations. Provide an explanation along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable. Include a discussion of results with the explanation or summary.

D. Impaired Waterbodies

If the receiving water body is newly listed as impaired or a Texas Total Maximum Daily Load (TMDL) has been established, refer to Part II Section D 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. Pollutants of concern are those for which the water body is listed as impaired. 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 List of Impaired Waters on the TCEQ website at [Texas List of Impaired Waters](#)

- Texas 303(d) List

Category 5 of the Integrated Report comprises the 303(d) List. The 303(d) list identifies those impaired waters for which the state plans to develop TMDLs.

- 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 includes impaired waters for which TMDLs or other management strategies are planned.

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 general information about TMDLs is located on the TCEQ website at:
<<http://www.tceq.state.tx.us/implementation/water/tmdl/tmdlprogram.html>>.

For specific information on segments with TMDLs adopted by the Commission see: 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 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.

1. If applicable, explain in the worksheets or attach a summary of 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. If the impairment is for bacteria refer to Part II.D.4(5) of the general permit.
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. Use the provided table or attach a summary, as appropriate.

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 B2 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) Be sure to provide the following information in the explanation:

- 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. Do not attach the 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 and permittee names. 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 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).
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 <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 along with one copy of the system-wide annual report.

Example 1– BMP Status

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). 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 flows (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– Measurable Goals Status

MCM	Measurable Goal(s)	Success
1	Provide utility bill inserts to each utility customer at least once each year.	Met goal
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
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.
3	Respond to 100% of construction complaints received.	Met goal

MCM	Measurable Goal(s)	Success
4	Review all site plans submitted for new development projects.	Met goal
5	Sweep 50% of roads each year.	Exceeded goal – swept all city streets in Year 1.
6	Inspect 5 industrial facilities	Met goal
	Send two employees each year to a stormwater training workshop.	Met goal

Example 3 – Cover Letter Template

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 City of Buda
TPDES Permit Authorization: TXR040384

Dear Team Leader:

This letter serves to transmit the ___1___ [year] Annual Report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040384 for the City of Buda.

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

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040384 Annual Reporting Year: (calendar year, permit year, or fiscal year): Permit year 12/13/18 – 1/24/20 Last day of fiscal year, if applicable: N/A

MS4 Operator Level: 1 Name of MS4/Permittee: City of Buda

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

Mailing Address: 405 E. Loop St. Suite #100 Buda, Tx.
78610

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

B. Narrative Provisions (Part IV Section B.2.(a))

Provide information on the status of complying with permit conditions: (Part V - Standard 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. Use table below or attach a summary, as appropriate (See Example 1 in instructions):

<p>MCM 1</p> <p>PUBLIC EDUCATION, OUTREACH AND INVOLVEMENT</p>	<p><u>BMP 1.1a</u></p> <p><u>Stormwater Website</u> Record and report the number of Public Service Announcements (PSAs) and other materials presented.</p>	<p>Yes. (4) PSA's posted on website. Information on the Buda Citizen Academy posted on website. SWMP annual report was added to the website.</p>
<p>MCM 1</p>	<p><u>BMP 1.1b</u></p> <p><u>Stormwater Quality Messages</u></p> <ul style="list-style-type: none"> • Record and report the number of messages published. • Record and report the number of public updates provided through social media and the number of followers/hits on the page. 	<p>Yes. (15) Facebook, (5) Instagram and (12) Twitter public updates provided through social media with 7,036 hits.</p>
<p>MCM 1</p>	<p><u>BMP 1.1c</u></p> <p><u>Stormwater Pamphlets</u></p> <ul style="list-style-type: none"> • Record and report the number of pamphlets distributed. • Evaluate if social media is a more effective means of reaching out to the public. Dismiss pamphlets if social media appears to be reaching a larger audience. 	<p>Pamphlet discontinued.</p>

<p>MCM 1</p>	<p><u>BMP 2</u></p> <p><u>Storm Drain Marking</u></p> <ul style="list-style-type: none"> • Record and report the number of inlets marked annually. • Record and report the areas of new development that need marking and if they were planned for marking 	<p>Yes. (380) out of (716) inlet labels were replaced. All new development is marked during construction.</p>
<p>MCM 1</p>	<p><u>BMP 3</u></p> <p><u>Stormwater Quality Contact Site</u></p> <ul style="list-style-type: none"> • Report the results of evaluation. • Report methods of advertising the contact page and provide examples of methods. • Document the summary of procedures for prioritization and methods for responding to violation reports. • Report the number of hits on Stormwater Quality Contact Site. 	<p>Yes. Information was posted on our Facebook and Twitter pages to advertise our stormwater page update and the illicit discharge subpage.</p>
<p>MCM 1</p>	<p><u>BMP 4</u></p> <p><u>Pet Waste Bags</u></p> <ul style="list-style-type: none"> • Record the number of waste bags replaced annually. • Record and report if new dispensers are added. 	<p>Yes. An estimated 9,250 lbs. for dog waste was prevented for entering the waterway. 37,000 bags used this year.</p>

<p>MCM 1</p>	<p><u>BMP 5</u></p> <p><u>Comply with State and Local Public Notice Requirements.</u></p> <ul style="list-style-type: none"> • Record and report the number of meetings and topics annually. 	<p>Yes. (1) Public meetings held in 2019</p>
<p>MCM 2</p> <p>ILLICIT DISCHARGE DETECTION AND ELIMINATION</p>	<p><u>BMP 1</u></p> <p><u>Update MS4 Storm Sewer System map</u></p> <p>Record and report the updated MS4 map and number of additional outfalls found, if necessary.</p>	<p>Yes. Map updated, (1) outfalls added and (30) curb inlets added.</p>
<p>MCM 2</p>	<p><u>BMP 2</u></p> <p><u>Illicit Discharge Ordinance</u></p> <ul style="list-style-type: none"> • Review, update, and adopt ordinance by end of Year 2, if necessary. • Implement revised ordinance beginning in Year 3, if necessary. Evaluate annually for changes as needed. 	<p>Yes. Ordinance has been reviewed. No changes required. (10) ordinance violations.</p>

MCM 2	<p><u>BMP 3</u></p> <p><u>MS4 Staff Training</u></p> <p>Document the number of IDDE training classes provided on illicit discharge and elimination and the names/number of staff participating.</p>	<p>Yes. (3) classroom training classes provided on illicit discharge and elimination this year.</p> <p>Field training was provided to City staff that have the potential to encounter or respond to illicit discharges.</p>
MCM 2	<p><u>BMP 4</u></p> <p><u>Public Reporting of Illicit Discharges and Spills</u></p> <ul style="list-style-type: none"> • Record and report the continued updates on data/databases. • Record and report the number of illicit discharge related calls. 	<p>Yes. Had (10) reports of Illicit Discharges and / or Spills.</p>
MCM 2	<p><u>BMP 5</u></p> <p><u>Complaint Inspections</u></p> <ul style="list-style-type: none"> • Adopt procedures for responding to stormwater quality complaints. • Record and Report the number of complaints investigated annually. 	<p>Yes. Procedures adopted. Had (10) reports of Illicit Discharges and / or Spills.</p>

MCM 2	<p><u>BMP 6</u></p> <p><u>Program to Detect and Address Illicit Discharges</u></p> <ul style="list-style-type: none"> • Adopt changes to detection and elimination procedures, if any. • Report methods to rank and evaluate areas. • Report number of outfalls screened/visually inspected and identified areas with the highest potential of generating illicit discharges. 	Yes. No changes to the detection and elimination procedures were found to be necessary. 28 outfalls screened and/or visually inspected.
MCM 2	<p><u>BMP 7</u></p> <p><u>Procedures to Prevent and Correct Leaking On-Site Sewage Disposal Systems</u></p> <p>Adopt procedures and report the number of leaking on-site sewage disposal systems.</p>	Yes. Procedure under development.

<p>MCM3</p> <p>CONSTRUCTION SITE STORMWATER RUNOFF CONTROL</p>	<p><u>BMP 1</u></p> <p><u>Construction Site Stormwater Runoff Control Ordinance</u></p> <ul style="list-style-type: none"> • Adopt ordinance changes, if necessary. • Record and report the number of ordinance violations and compare with prior years to assess ordinance and BMP effectiveness. 	<p>Yes. Ordinance has been reviewed. No changes required. (84) Construction sites inspected, (11) of sites cited for non-compliance. (1) Sites required enforcement actions.</p>
<p>MCM3</p>	<p><u>BMP 2</u></p> <p><u>Review/Implement Construction Plan Review Procedures</u></p> <ul style="list-style-type: none"> • Record and report any updates to the Construction Site Plan Review Procedures. • Adopt new site plan review procedures, if necessary. • Record and report the number of plans reviewed annually. 	<p>Yes. The Site plan review procedure has been reviewed with no changes required. A total of (29) construction plans were reviewed so that potential water quality impacts are considered.</p>

<p>MCM3</p>	<p><u>BMP 3</u></p> <p><u>Review/Implement Construction Inspection Procedures</u></p> <ul style="list-style-type: none"> • Record and report any changes to existing inspection procedures. • Record and report the number of sites visited and number of enforcement proceedings. • Record and report the number of sites cited for non-compliance and the number of sites that required enforcement actions. 	<p>Yes. No changes made to inspection procedure. (84) Construction sites inspected, (11) of sites cited for non-compliance. (1) Sites required enforcement actions.</p>
<p>MCM3</p>	<p><u>BMP 4</u></p> <p><u>MS4 Staff Training</u></p> <p>Document the number of training classes provided on construction site stormwater runoff control and the names/number of staff participating.</p>	<p>Yes. One training classes provided by the National Stormwater Center on construction site stormwater runoff control with 2 staff participating. Staff obtained a 5-year certification.</p> <p>Field training was provided to City staff that has the potential to perform construction site inspections.</p>

<p>MCM3</p>	<p><u>BMP 5</u></p> <p><u>Establish Procedures for Information Submitted by the Public</u></p> <ul style="list-style-type: none"> • Record and report tracking of public inquiries, concerns, and information submitted. • Adopt procedures for tracking receipt and consideration of public inquiries, concerns, and information submitted • Record and report the number of submissions to the Stormwater Quality Contact site. 	<p>Yes. Had no submissions related to stormwater issues at construction sites.</p>
<p>MCM4</p> <p>POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT</p>	<p><u>BMP 1</u></p> <p><u>Post-Construction Stormwater Runoff Control Ordinance</u></p> <ul style="list-style-type: none"> • Revise, update, and adopt the revised post-construction stormwater runoff control ordinance, if necessary. • Record and report the types of distribution techniques utilized to publicize the adoption of the ordinance. 	<p>Yes. The Unified Development Code (UDC) governs the post-construction storm water runoff controls. The City Council originally adopted the UDC by ordinance in December 2002. Modifications to the controls have not been necessary since that time because the UDC adopted the City of Austin Criteria Manuals and the modifications made by the City of Austin to their manuals have been sufficient for the City of Buda's purposes.</p>
<p>MCM4</p>	<p><u>BMP 2</u></p> <p><u>Develop and Implement Post-Construction Structural and Non-structural BMPs</u></p> <ul style="list-style-type: none"> • Record and report the BMP evaluation process. • Adopt the selected structural and non-structural BMPs. 	<p>Yes. No changes to the UDC have been made this year.</p>

<p>MCM5</p> <p>POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</p>	<p><u>BMP 1</u></p> <p><u>Inventory of Permittee Owned Facilities and Controls</u></p> <ul style="list-style-type: none"> • Document the creation of the inventory and the initial findings. • Report all permit numbers. 	<p>Yes. The inventory will help identify the need for stormwater management BMPs at each facility and an implementation plan for the effective management of the BMPs.</p>
<p>MCM5</p>	<p><u>BMP 2</u></p> <p><u>Structural Control and Maintenance Program</u></p> <ul style="list-style-type: none"> • Document the review of existing City operations and maintenance programs. • Record and report the list of all municipal activities to be included. • Adopt the O&M program. 	<p>Yes. Will help to prevent or reduce pollutant run-off from municipal operation into the storm sewer system.</p>
<p>MCM5</p>	<p><u>BMP 3</u></p> <p><u>Municipal Operations and Facility Survey</u></p> <ul style="list-style-type: none"> • Complete the municipal operations and facility survey. Report the number of facilities survey and compare to the total number of City facilities. • Document and adopt stormwater BMP implementation policies and procedures. • Document and adopt pollution prevent inspection program. 	<p>Yes. By assessing the City's operations and maintenance practices as well as identify pollutants of concern in order to develop and implement a set of pollution prevention measures to reduce the discharge of pollutants in stormwater.</p>

MCM5	<p><u>BMP 4</u></p> <p><u>Disposal of Waste Material</u></p> <ul style="list-style-type: none"> • Develop a waste disposal program. • Adopt the waste disposal program. 	Yes. Adopted the waste disposal program.
MCM5	<p><u>BMP 5</u></p> <p><u>Contractor Requirements and Oversight</u></p> <ul style="list-style-type: none"> • Record and report the number of landscaping contracts that follow the City adopted stormwater quality BMPs. • Require new contracts adopt City's stormwater program 	Yes. City of Buda has no lawn contractors on contract currently.
MCM5	<p><u>BMP 6</u></p> <p><u>Employee Training Program</u></p> <p>Document the number of training classes provided on good housekeeping and pollution prevention and the names and number of staff participating.</p>	Yes. Field training was provided on municipal operations subject to the Operation and Maintenance Program.

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

MCM	BMP	Parameter	Quantity	Units	Does BMP Demonstrate a Direct Reduction in
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					Pollutants? (Yes / No / Explain)
1	Stormwater Website	Public Service Announcements	4	Announcements	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will eventually reduce litter, hence pollutants.
1	Stormwater Website	Provide public access to the City SWMP and Annual Reports.	1	Post	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will eventually reduce litter, hence pollutants.
1	Stormwater Quality Messages	Adopt a social media platform	. (15) Facebook, (5) Instagram and (12) Twitter public updates provided through social media with 7,036 hits	Post	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will eventually reduce litter, hence pollutants.
1	Storm Drain Marking	Require all new construction to include markers for storm drain inlets.	380	Inlets	Yes. By marking all inlets this will inform the public to not dump pollutants down the inlets, thereby reducing pollutants.
1	Stormwater Quality Contact Site	Continue tracking procedures for stormwater polluter reports	10	Report	Yes. When illicit discharges are reported, immediate action can be taken to remove the pollutant and track the source.
1	Pet Waste Bags	Resupply pet waste bag dispensers	37,000	Pet waste bags	Yes. By resupplying the waste bags, this will reduce the amount of pet waste deposited in the parks.
1	Pet Waste Stations	Evaluate need for additional dispensers annually.	0	Stations	Yes, by providing more station, this will provide more opportunities for pet owners, thereby reducing the amount of pet waste deposited in the parks.

1	Comply with State and Local Public Notice Requirements	Provide required notice to all public meetings and adoption of new or modified ordinances as part of the planning and implementation of SWMP.	1	Public Meeting	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will eventually reduce litter, hence pollutants.
2	Update MS4 Storm Sewer System map	The City of Buda will update the MS4 map, detailing the location of major stormwater conveyances within the city	1	Map	Yes. When illicit discharges are reported, immediate action can be taken to remove the pollutant and track the source.
2	Illicit Discharge Ordinance	Record the number of ordinance violations and compare with prior years to assess ordinance and BMP effectiveness.	1, Reduction from last year.	Ordinance violations	Yes. The ordinance will effectively prohibit non-stormwater discharges into the storm sewer system. The ordinance includes enforcement procedures and actions.
2	MS4 Staff Training	Provide annual training for all appropriate employees on the detection and elimination of illicit discharges.	3	Class	Yes. With better training city employees can more effectively identify, detect and eliminate illicit discharges.
2	Public Reporting of Illicit Discharges and Spills	The City of Buda will review and modify methods of reporting illicit discharges and spills to the public	1	Reports	Yes, by providing a means for the citizens to report illicit discharges, this will provide more opportunities to detect and address illicit discharges.

2	Complaint Inspections	The City of Buda will develop and implement procedures to respond to stormwater quality complaints received by the City.	8 complaints last year vs 1 complaints this year.	Reports	Yes. The tracking will help evaluate the effectiveness of the complaint response and the effectiveness of the Stormwater Quality Contact Page set up as a part of MCM 1 for in reporting illicit discharges and polluters.
2	Program to Detect and Address Illicit Discharges	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.	1	Inspection	Yes. By identifying and ranking problem areas and illicit discharges, the city will obtain a better understanding of the location of pollutant sources and can provide more oversight and education in these areas.
2	Procedures to Prevent and Correct Leaking On-Site Sewage Disposal Systems	Adopt procedures and report the number of leaking on-site sewage disposal systems.	1	Procedure	Yes. By identifying and ranking problem areas of leaking on-site sewage disposal systems and illicit discharges, the city will obtain a better understanding of the location of pollutant sources and can provide more oversight and education in these areas.

3	Construction Site Stormwater Runoff Control Ordinance	The City of Buda will evaluate the existing City ordinances regarding control of construction site stormwater run-off and update if necessary	1	Ordinance	Yes. The ordinance will effectively prohibit non-stormwater discharges into the storm sewer system. The ordinance includes enforcement procedures and actions.
3	Review/Implement Construction Plan Review Procedures	Review all plans that require coverage under the Construction General Permit.	29	Plans	Yes. The Construction Site Plan Review Procedures will consider potential water quality effects from construction activities including control of erosion, sediment, and waste at the site. City staff will consider the nature of construction, topography, soil characteristics, and condition of the receiving stream.
3	Review/Implement Construction Inspection Procedures	The City of Buda will evaluate and revise the existing City construction inspection procedures as they apply to inspection of BMPs at construction sites.	(84) Construction sites inspected, (11) of sites cited for non-compliance. (1) Sites required enforcement actions.	Constructi on Sites	Yes. By inspecting construction sites, we can evaluate if proper BMP's are in place to reduce sediment discharges and erosion.

3	MS4 Staff Training	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	2	Class	Yes. With better training city employees can more effectively identify, detect and eliminate illicit discharges.
3	Establish Procedures for Information Submitted by the Public	The City of Buda will develop procedures for the receipt and consideration of public inquiries, concerns, and information submitted regarding local construction activities	1	Report	Yes. When illicit discharges are reported, immediate action can be taken to remove the pollutant and track the source.
4	Post-Construction Stormwater Runoff Control Ordinance	The City of Buda will evaluate the existing city ordinances regarding control of post-construction site stormwater run-off.	1	Ordinance	Yes. The ordinance will effectively prohibit non-stormwater discharges into the storm sewer system. The ordinance includes enforcement procedures and actions.
4	Develop and Implement Post-Construction Structural and Non-structural BMPs	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	1	Drainage Criteria Manual	Yes. By utilizing 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 will reduce pollutant runoff.

		stormwater control measures installed			
5	Inventory of Permittee Owned Facilities and Controls	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.	1	Inventory	No. Though this BMP does not result in a direct reduction of pollutants, it will help to indicate where the city may be lacking in stormwater controls.
5	Structural Control and Maintenance Program	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.	1	Program	Yes. By preventing or reducing pollutant run-off from municipal operation into the storm sewer system.
5	Municipal Operations and Facility Survey	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	1	policies / procedures	Yes. By preventing or reducing pollutant run-off from municipal operation into the storm sewer system.
5	Disposal of Waste Material	The City of Buda shall dispose of waste materials generated from the MS4 in accordance with 30 TAC Chapters 330 or 335, as applicable	1	Program	Yes. By preventing or reducing pollutant run-off from municipal operation into the storm sewer system.

5	Contractor Requirements and Oversight	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.	0	Contracts	Yes. If used in the future it would prevent or reducing pollutant run-off from municipal operation into the storm sewer system.
5	Employee Training Program	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.	3	Class	Yes. With better training city employees can more effectively identify, detect and eliminate illicit discharges.

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 2 in instructions):

MCM(s)	Measurable Goal(s)	Success
1	Continue to maintain stormwater website and continue to post relevant stormwater information	Met goal
1	Provide public access to the City SWMP and Annual Reports.	Met goal
1	Post stormwater quality messages when local newsletter available.	Met goal
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.	Exceeded goal

MCM(s)	Measurable Goal(s)	Success
1	Replace old/broken Storm drain markers.	Met goal
1	Require all new construction to include markers for storm drain inlets.	Met goal
1	Continue tracking procedures for stormwater polluter reports, if necessary.	Met goal
1	Maintain and operate stormwater quality contact page.	Met goal
1	Resupply pet waste bag dispensers at parks as needed.	Met goal
1	Evaluate need for additional dispensers annually.	Met goal
1	Provide required notice to all public meetings and adoption of new or modified ordinances as part of the planning and implementation of SWMP.	Met goal
2	Evaluate and update existing MS4 storm sewer map as necessary.	Met goal
2	Review and update ordinance, if necessary.	Met goal
2	Provide annual training for all appropriate employees on the detection and elimination of illicit discharges.	Met goal
2	Perform updates of data/database information.	Met goal
2	Implement procedures.	Met goal
2	Track the number of complaints received compared to the number of complaints driven inspections.	Met goal

MCM(s)	Measurable Goal(s)	Success
2	Continue identifying and ranking problem areas and illicit discharges.	Met goal
2	Conduct visual dry weather screening inspections of outfalls. Identify, visit and evaluate areas with the highest potential of illicit discharges.	Met goal
2	Procedures to Prevent and Correct Leaking On-Site Sewage Disposal Systems	Met goal
3	Review and update existing ordinance, if necessary.	Met goal
3	Review all plans that require coverage under the Construction General Permit.	Met goal
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
3	Resolve all non-compliance issues in a timely manner, number of days to be determined during program development.	Met goal
3	Provide annual training for all appropriate employees on the stormwater construction site inspections.	Met goal
3	Evaluate and revise contact page if needed.	Met goal
4	Evaluate existing ordinance and develop draft ordinance modifications, if necessary.	Met goal
4	Evaluate City of Austin Drainage Criteria Manual.	Met goal
4	Review post-construction structural and non-structural BMPs.	Met goal

MCM(s)	Measurable Goal(s)	Success
5	Maintain inventory.	Met goal
5	Develop and implement program to reduce pollutant runoff caused by municipal operations.	Met goal
5	Develop policies and procedures to implement stormwater BMPs deemed necessary in the municipal operations and facility survey.	Met goal
5	Develop a small MS4 waste disposal program.	Met goal
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
5	Implement revised contracts.	Met goal
5	Provide annual training for all appropriate employees on pollution prevention and good housekeeping measures.	Met goal

C. Stormwater Monitoring Data (Part IV Section B.2.(b))

1. The MS4 has conducted monitoring of stormwater quality and submitted in the annual report (i.e. analytical and visual observations).

Yes No

- a. 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:

Ponds and conveyance systems are visually inspected once a month by the maintenance crew as they perform routine mowing of the ponds and conveyance systems. Inlets and outlets are cleaned as needed. Streets are cleaned as needed. All crews are trained and instructed to look for dry weather flows.

D. Impaired Waterbodies (Part IV Section B.2.(c))

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

2. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL (*Part II Section D.4.(a)*):

3. Report the benchmark identified by the MS4 and assessment activities (*Part II Section D.4.(a)(6)*):

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

4. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark (*Part II Section D.4.(a)(4)*):

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark
N/A		

5. If applicable, report on focused BMPs to address impairment (*Part II Section D.4.(a)(5)*):

Pollutant to Address <i>(Ex: Bacteria)</i>	Description of Focused BMP	Comments/Discussion
N/A		

6. Describe progress in achieving the benchmark (*Part II.D.4.(a)(6)*):

For example, the MS4 may use the following indicators:

- number of sources identified or eliminated;
- decrease in number of illegal dumping;
- increase in illegal dumping reporting;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs)
- increase in illegal discharge detection through dry screening

Benchmark Indicator	Description/Comments
N/A	

E. Stormwater Activities (Part IV Section B.2.(d))

Describe any stormwater activities the MS4 operator has planned for the next reporting year. Use the table or attach a summary, as appropriate:

MCM(s)	BMP	Stormwater Activity	Description/Comments
MCM 1	Stormwater Educational Outreach	Stormwater Website	Continue to maintain stormwater website and continue to post relevant stormwater information.
MCM 1	Stormwater Educational Outreach	Stormwater Quality Messages	Commit to at least 1 post per month or an average of 12 posts per year.

MCM(s)	BMP	Stormwater Activity	Description/Comments
MCM 1	Storm Drain Marking	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. Require all new construction to include markers for storm drain inlets.
MCM 1	Stormwater Quality Contact Site	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.	Continue tracking procedures for prioritizing and responding to stormwater quality violation reports. Report number of hits on Contact Site.
MCM 1	Parks - Pet Waste Bags	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.	Record and report the number of waste bags replaced annually.
MCM 1	Parks - Pet Waste Bags	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.	Record and report if new dispensers are added.
MCM 1	Comply with State and Local Public Notice Requirements.	The City of Buda will comply with state and local public notice requirements when implementing a public involvement/participation program.	Record and report the number of meetings and topics annually
MCM 2	Update MS4 Storm Sewer System map	The City of Buda will update the MS4 map, detailing the location of major stormwater conveyances within the city i.e., rivers, tributaries, creeks, etc.	Record and report the updated MS4 map and number of additional outfalls found, if necessary.

MCM(s)	BMP	Stormwater Activity	Description/Comments
MCM 2	Illicit Discharge Ordinance	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.	Record the number of ordinance violations and compare with prior years to assess ordinance and BMP effectiveness.
MCM 2	MS4 Staff Training	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.	Document the number of training classes provided on illicit discharge and elimination and names/number of staff participating
MCM 2	Public Reporting of Illicit Discharges and Spills	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.	Record and report the number of illicit discharge related calls.
MCM 2	Complaint Inspections	The City of Buda will develop and implement procedures to respond to stormwater quality complaints received by the City.	Record and Report the number of complaints investigated annually.
MCM 2	Program to Detect and Address Illicit Discharges	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.	Report number of outfalls screened/visually inspected
MCM 2	Procedures to Prevent and Correct Leaking On-Site Sewage Disposal Systems	Develop procedures for preventing and correcting leaking on-site sewage disposal systems.	Adopt procedures and report the number of leaking on-site sewage disposal systems

MCM(s)	BMP	Stormwater Activity	Description/Comments
MCM 3	Construction Site Stormwater Runoff Control Ordinance	The City of Buda will evaluate the existing City ordinances regarding control of construction site stormwater run-off and update if necessary.	Record and report the number of ordinance violations and compare with prior years to assess ordinance and BMP effectiveness.
MCM 3	Review/Implement Construction Plan Review Procedures	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.	Record and report the number of plans reviewed annually
MCM 3	Review/Implement Construction Inspection Procedures	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.	Record and report the number of sites cited for non-compliance and the number of sites that required enforcement actions.
MCM 3	MS4 Staff Training	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.
MCM 3	Establish Procedures for Information Submitted by the Public	The City of Buda will develop procedures for the receipt and consideration of public inquiries, concerns, and information submitted regarding local construction activities.	Record and report the number of submissions to the Stormwater Quality Contact site.
MCM 4	Post-Construction Stormwater Runoff Control Ordinance	The City of Buda will evaluate the existing city ordinances regarding control of post-construction site stormwater run-off.	Record and report distribution techniques used to publicize adoption of ordinances.

MCM(s)	BMP	Stormwater Activity	Description/Comments
MCM 4	Develop and Implement Post-Construction Structural and Non-structural BMPs	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 a procedure to address floatables and trash.	Select structural and non-structural BMPs for implementation.
MCM 5	Inventory of Permittee Owned Facilities and Controls	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.	Report inventory annually, noting any changes.
MCM 5	Structural Control and Maintenance Program	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.	Develop and implement program to reduce pollutant runoff caused by municipal operations.
MCM 5	Municipal Operations and Facility Survey	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.	Implement pollution prevention inspection procedures.
MCM 5	Disposal of Waste Material	The City of Buda shall dispose of waste materials generated from the MS4 in accordance with 30 TAC Chapters 330 or 335, as applicable.	Maintain program.

MCM(s)	BMP	Stormwater Activity	Description/Comments
MCM 5	Contractor Requirements and Oversight	The City of Buda will provide contractor oversight for landscaping and maintenance contracts. In addition, upon expiration of existing contracts, the City will revise contract verbiage to require lawn maintenance contractors to follow City adopted stormwater quality BMPs	Have new contracts adopt City's stormwater program.
MCM 5	Employee Training Program	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.	Document the number of training classes provided on good housekeeping and pollution prevention and the names and number of staff participating

F. SWMP Modifications (Part IV Section B.2.(e))

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

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

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

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

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 (Part IV Section B.2.(f))

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

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

H. Additional Information (Part IV Section B.2.(g))

1. Is the 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:

Name and Explanation:

Name and Explanation:

Name and Explanation:

2.a. Is the named permittee 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 permit numbers and permittee names (add additional spaces or pages if needed):

Authorization Number: _____	Permittee: _____
Authorization Number: _____	Permittee: _____
Authorization Number: _____	Permittee: _____
Authorization Number: _____	Permittee: _____

I. Construction Activities (Part IV Section B.2.(h-i))

1. 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) _____29_____

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

Yes No

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

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

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

J. Certification

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: _____

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).