

CITY OF ROLLINGWOOD

STORM WATER MANAGEMENT PLAN

PREPARED FOR:

CITY OF ROLLINGWOOD
403 NIXON DRIVE
ROLLINGWOOD, TX 78746



PREPARED BY



APRIL 2022

CITY OF ROLLINGWOOD STORM WATER MANAGEMENT PLAN

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1 INTRODUCTION

1.1 BACKGROUND

The Texas Commission on Environmental Quality (TCEQ) issued its General Permit to Discharge Under the Texas Pollutant Discharge Elimination System (TPDES General Permit No. TXR040000) on August 13, 2007. This permit is under the provisions of Section 402 of the Clean Water Act and Chapter 26 of the Texas Water Code. As the City of Rollingwood is a small municipal separate storm sewer system (MS4) operator located within an urbanized area, as determined by the U.S. Bureau of Census, it must obtain authorization for the discharge of storm water runoff and is eligible for coverage under TCEQ's TPDES General Permit No. TXR040000. This initial Storm Water Management Program (SWMP) is to be submitted with a Notice of Intent (NOI) to TCEQ to acquire coverage under the general permit. Modifications to this SWMP are allowed, although the revisions shall be summarized in an annual report submitted to TCEQ.

1.2 CITY OF ROLLINGWOOD INFORMATION

The City of Rollingwood was founded in 1955 and incorporated in 1963. The city is located in Travis County on the west bank of Lady Bird Lake at Latitude 30° 16' and Longitude 97° 47'. The average annual rainfall is 30.1 inches. Currently, the city covers 450 acres and has a population of 1,421 per the 2010 census. Waterways that flow through the jurisdictional area of the City of Rollingwood include seven different unnamed creeks and channels, which ultimately flow to Lady Bird Lake in the Colorado River. All stormwater runoff is routed through curbed and guttered streets to drainage swales and channels, and the city does not have a storm sewer system.

1.3 DISCHARGES TO THE EDWARDS AQUIFER RECHARGE ZONE

The City of Rollingwood is located within the boundaries of the Edwards Aquifer Recharge Zone, and therefore must meet the requirements of 30 TAC Chapter 213 (Edwards Aquifer Rule) in addition to the provisions and requirements of the TCEQ General Permit TXR040000. As the city lies within the recharge zone, Water Pollution Abatement Plans (WPAP) are required. A copy of all WPAPs prepared for the City of Rollingwood shall be attached or referenced in this Storm Water Management Program. The City must also submit a copy of the NOI to the TCEQ regional office at:

Texas Commission on Environmental Quality
Water Program Manager
Austin Regional Office
1921 Cedar Bend Drive, Suite 150
Austin, Texas 78758-5336
(512) 339-2929

City of Rollingwood Development Code as described in sections 103-209 and sections 103-23(2)(b) and (c) describes the requirements of WPAP and SWPAP as a condition for permit approval. These requirements are reviewed and approved by the City's engineer and permit director prior to the issuance of all permits for which site development or disturbance is requested.

1.4 OTHER ENTITIES ASSISTING WITH SWMP PREPARATION

The City of Rollingwood and K Friese and Associates Inc. have prepared this Storm Water Management Program. Other consultants or public entities to be determined may assist with implementation of the SWMP as necessary. A list of the public and private entities assisting with this SWMP shall be submitted with the annual report.

1.5 SUMMARY OF THE STORM WATER MANAGEMENT PROGRAM

The overall SWMP has been created to meet the requirements of the TCEQ General Permit No. TXR040000. The SWMP is to contain the following five Minimum Control Measures (MCMs):

1. Public Education, Outreach, and Involvement
2. Illicit Discharge Detection and Elimination
3. Construction Site Storm Water Runoff Control
4. Post-Construction Storm Water Management in New Development and Redevelopment
5. Pollution Prevention and Good Housekeeping for Municipal Operations

Each of the MCMs has been evaluated, and a list of Best Management Practices (BMPs) has been developed to address them. The BMPs have been chosen based on the requirements of the General Permit, and several have been chosen from the Environmental Protection Agency's list of recommendations for each of the MCMs. Each of the BMPs includes measurable goals and a schedule for implementation. The measurable goals and schedule have been developed to quantify and create a timetable for accomplishing each of the BMPs. The selected BMPs, their measurable goals and schedule can be found in Part 2, and a summary of the BMPs may be found in Appendix A.

1.5.1 Record Keeping and Reporting

Record keeping is a required element of the SWMP. The City of Rollingwood must retain all records, a copy of the General Permit, and records of all data used to complete the Notice of Intent for this permit for the term of the permit, currently five (5) years. A copy of this SWMP must be retained at a location accessible to TCEQ and the public.

The City of Rollingwood is required to submit an annual report to the Executive Director by March 31 (of the following year) for each year of the permit term. A copy of the annual report must be readily available for review by TCEQ. The annual report shall contain an assessment of the BMPs, report on progress of implementing the BMPs, proposed changes, and an evaluation of the success of the SWMP. The City of Rollingwood has selected the calendar year for annual reporting.

The SWMP and annual reports can be found on the City's website:

<https://www.rollingwoodtx.gov/cityutilityservices/page/ms4-stormwater-management-plan> More detailed requirements for record keeping and reporting are found in Part 3 of this SWMP and in the General Permit.

2 MINIMUM CONTROL METHODS

In this section, the regulatory requirements are provided along with a list of the proposed BMPs for each MCM. All regulatory guidelines were obtained from the TPDES General Permit No. TX014000.

2.1 PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT

2.1.1 Regulatory Requirements

(a) Public Education and Outreach

- (1) All permittees shall develop, implement, and maintain a comprehensive stormwater education and outreach program to educate public employees, businesses, and the general public of hazards associated with the illegal discharges and improper disposal of waste and about the impact that stormwater discharges can have on local waterways, as well as the steps that the public can take to reduce pollutants in stormwater.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. The program must, at a minimum:

- a. Define the goals and objectives of the program based on high priority community-wide issues (for example, reduction of nitrogen in discharges from the small MS4, promoting previous techniques used in the small MS4, or improving the quality of discharges to the Edwards Aquifer);
 - b. Identify the target audience(s);
 - c. Develop or utilize appropriate educational materials, such as printed materials, billboard and mass transit advertisements, signage at select locations, radio advertisements, television advertisements, and websites;
 - d. Determine cost effective and practical methods and procedures for distribution of materials.
- (2) Throughout the permit term, all permittees shall make the educational materials available to convey the program’s message to the target audience(s) at least annually.
- (3) If the permittee has a public website, the permittee shall post its SWMP and the annual reports required under Part IV.B.2. or a summary of the annual report on the permittee’s website. The SWMP must be posted no later than 30 days after the approval date, and the annual report no later than 30 days after the due date.
- (4) All permittees shall annually review and update the SWMP and MCM implementation procedures required by Part III.A.2., as necessary. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.
- (5) MS4 operators may partner with other MS4 operators to maximize the program and cost effectiveness of the required outreach

(b) Public Involvement

All permittees shall involve the public, and, at minimum, comply with any state and local public notice requirements in the planning and implementation activities related to developing and implementing the SWMP, except that correctional facilities are not required to implement this portion of the MCM.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. At a minimum, all permittees shall:

- (1) Consider using public input (for example, the opportunity for public comment, or public meetings) in the implementation of the program;
- (2) Create opportunities for citizens to participate in the implementation of control measures, such as stream clean-ups, storm drain stenciling, volunteer monitoring, volunteer “Adopt-A-Highway” programs, and educational activities;
- (3) Ensure the public can easily find information about the SWMP.

2.1.2 Selected BMPs for Public Education, Outreach, and Involvement

The BMPs described in Table 1 will be employed by the City of Rollingwood to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 1 – Public Education, Outreach, and Involvement BMPs

	BMP ID	BMP	New or Existing
Public Education , Outreach, and Involvement	1-1	Educational Flyers	Existing
	1-2	Bill Inserts	Existing
	1-3	Storm Water Quality Website	Existing
	1-4	General Education of City Employees	Existing
	1-5	Education of Elected Officials and the Public	Existing
	1-6	Business, Commercial, and Industrial Education	Existing
	1-7	Developer/Builder/Engineer Education and Training	Existing
	1-8	City Inspector Training	Existing
	1-9	Community Hotlines	Existing
	1-10	NextDoor Postings	New
	1-11	Edwards Aquifer Recharge Zone Information Website Postings	New

2.2 ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

2.2.1 Regulatory Requirement

(a) Program Development

- (1) All permittees shall develop, implement, and enforce a program to detect, investigate, and eliminate illicit discharges into the small MS4. The program must include a plan to detect and address non-stormwater discharges, including illegal dumping to the MS4 system.

Existing permittees must assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to

the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. (See also Part III.A.1(c).

The Illicit Discharge Detection and Elimination (IDDE) program must include the following:

- a. An up-to-date MS4 map (see Part III.B.2.(c)(1));
 - b. Methods for informing and training MS4 field staff (see Part III.B.2.(c)(2));
 - c. Procedures for tracing the source of an illicit discharge (see Part III. B.2.(c)(5));
 - d. Procedures for removing the source of the illicit discharge (see Part III.B.2.(c)(5));
- (2) If another MS4 operator notifies the permittee of an illegal connection or illicit discharge to the small MS4, then the permittee shall follow the requirements specified in Part III.B.2.(c)(3).
- (3) All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.
- (b) Allowable Non-Stormwater Discharges

Non-stormwater flows listed in Part II.C do not need to be considered by the permittee as an illicit discharge requiring elimination unless the permittee or the TCEQ identifies the flow as a significant source of pollutants to the small MS4.

(c) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.2(c)(1)-(6)

(1) MS4 mapping

All permittees shall maintain an up-to-date MS4 map, which must be located on site and available for review by the TCEQ. The MS4 map must show at a minimum the following information:

- a. The location of all small MS4 outfalls that are operated by the permittee and that discharge into waters of the U.S;
- b. The location and name of all surface waters receiving discharges from the small MS4 outfalls; and
- c. Priority areas identified under Part III.B.2.(e)(1), if applicable.

(2) Education and Training

All permittees shall implement a method for informing or training all the permittee's field staff that may come into contact with or otherwise observe an illicit discharge or illicit connection to the small MS4 as part of their normal job responsibilities. Training program materials and attendance lists must be maintained on site and made available for review by the TCEQ.

(3) Public Reporting of Illicit Discharges and Spills

All permittees shall publicize and facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4. The permittee shall provide a central contact point to receive reports; for example by including a phone number for complaints and spill reporting.

- (4) All permittees shall develop and maintain on-site procedures for responding to illicit discharges and spills.
- (5) Source Investigation and Elimination
 - a. Minimum Investigation Requirements – Upon becoming aware of an illicit discharge, all permittees shall conduct an investigation to identify and locate the source of such illicit discharge as soon as practicable.
 - (i) All permittees shall prioritize the investigation of discharges based on their relative risk of pollution. For example, sanitary sewage may be considered a high priority discharge.
 - (ii) All permittees shall report to the TCEQ immediately upon becoming aware of the occurrence of any illicit flows believed to be an immediate threat to human health or the environment.
 - (iii) All permittees shall track all investigations and document, at a minimum, the date(s) the illicit discharge was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed.
 - b. Identification and Investigation of the Source of the Illicit Discharge –All permittees shall investigate and document the source of illicit discharges where the permittees have jurisdiction to complete such an investigation. If the source of illicit discharge extends outside the permittee’s boundary, all permittees shall notify the adjacent permitted MS4 operator or the appropriate TCEQ Regional Office according to Part III.A.3.b.
 - c. Corrective Action to Eliminate Illicit Discharge

If and when the source of the illicit discharge has been determined, all permittees shall immediately notify the responsible party of the problem, and shall require the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.
- (6) Inspections –The permittee shall conduct inspections, in response to complaints, and shall conduct follow-up inspections to ensure that corrective measures have been implemented by the responsible party.

The permittee shall develop written procedures describing the basis for conducting inspections in response to complaints and conducting follow-up inspections.

2.2.2 Selected BMPs for Illicit Discharge Detection and Elimination (IDDE)

The BMPs described in Table 2 will be employed by the City of Rollingwood to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 2 – Illicit Discharge Detection and Elimination BMPs

Illicit Discharge Detection and Elimination (IDDE)	BMP ID	BMP	New or Existing
	2-1	Illicit Discharge Prohibition/Elimination Ordinance	Existing
	2-2	Storm Sewer Map	Existing
	2-3	Illicit Discharge Inspections	Existing
	2-4	Illicit Discharge Employee Training	Existing
	2-5	City Inspector Trainings	New

2.3 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

2.3.1 Regulatory Requirement

(a) Requirements and Control Measures

All permittees shall develop, implement, and enforce a program requiring operators of small and large construction activities, as defined in Part I of this general permit, to select, install, implement, and maintain stormwater control measures that prevent illicit discharges to the MEP. The program must include the development and implementation of an ordinance or other regulatory mechanism, as well as sanctions to ensure compliance to the extent allowable under state, federal, and local law, to require erosion and sediment control.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term.

If TCEQ waives requirements for stormwater discharges associated with small construction from a specific site(s), the permittee is not required to enforce the program to reduce pollutant discharges from such site(s).

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.3(b)(1)-(7)

- (1) All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be included in the annual report. Such written procedures must be maintained on site or in the SWMP and made available for inspection by the TCEQ.
- (2) All permittees shall require that construction site operators implement appropriate erosion and sediment control BMPs. The permittee’s construction program must ensure the following minimum requirements are effectively implemented for all small and large construction activities discharging to its small MS4.

- a. Erosion and Sediment Controls - Design, install and maintain effective erosion controls and sediment controls to minimize the discharge of pollutants.
- b. Soil Stabilization - Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed as soon as practicable, but no more than 14 calendar days after the initiation of soil stabilization measures. In arid, semiarid, and drought-stricken areas, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed.

The permittee shall develop written procedures that describes initiating and completing stabilization measures for construction sites.

- c. BMPs – Design, install, implement, and maintain effective BMPs to minimize the discharge of pollutants to the small MS4. At a minimum, such BMPs must be designed, installed, implemented and maintained to:
 - (i) Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters;
 - (ii) Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to precipitation and to stormwater; and
 - (iii) Minimize the discharge of pollutants from spills and leaks.
- d. As an alternative to (a) through (c) above, all permittees shall ensure that all small and large construction activities discharging to the small MS4 have developed and implemented a stormwater pollution prevention plan (SWP3) in accordance with the TPDES CGP TXR150000. In arid, semiarid, and drought-stricken areas where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed and described in the written procedure required in item (2)b. above. As an alternative, vegetative stabilization measures may be implemented as soon as practicable.

(3) Prohibited Discharges - The following discharges are prohibited:

- a. Wastewater from washout of concrete and wastewater from water well drilling operations, unless managed by an appropriate control;
- b. Wastewater from washout and cleanout of stucco, paint, from release oils, and other construction materials;
- c. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance;
- d. Soaps or solvents used in vehicle and equipment washing; and
- e. Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, unless managed by appropriate BMPs.

(4) Construction Plan Review Procedures

To the extent allowable by state, federal, and local law, all permittees shall maintain and implement site plan review procedures that describe which plans will be reviewed as well as when an operator may begin construction. For those permittees without legal authority to enforce site plan reviews, this requirement is limited to those sites operated by the permittee and its contractors and located within the permittee's regulated area. The site plan procedures must meet the following minimum requirements:

- a. The site plan review procedures must incorporate consideration of potential water quality impacts.
- b. The permittee may not approve any plans unless the plans contain appropriate site specific construction site control measures that, at a minimum, meet the requirements described in Part III.B.3.(a) or in the TPDES CGP, TXR150000.

The permittee may require and accept a plan, such as a SWP3, that has been developed pursuant to the TPDES CGP, TXR150000.

(5) Construction Site Inspections and Enforcement

To the extent allowable by state, federal, and local law, all permittees shall implement procedures for inspecting large and small construction projects. Permittees without legal authority to inspect construction sites shall at a minimum conduct inspection of sites operated by the permittee or its contractors and that are located in the permittee's regulated area.

- a. The permittee shall conduct inspections based on the evaluation of factors that are a threat to water quality, such as: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-stormwater discharges; and past record of non-compliance by the operators of the construction site.
- b. Inspections must occur during the active construction phase.
 - (i) All permittees shall develop and implement updated written procedures outlining the inspection and enforcement requirements. These procedures must be maintained on-site or in the SWMP and be made available to TCEQ.
 - (ii) Inspections of construction sites must, at a minimum:
 - (a) Determine whether the site has appropriate coverage under the TPDES CGP, TXR150000. If no coverage exists, notify the permittee of the need for permit coverage;
 - (b) Conduct a site inspection to determine if control measures have been selected, installed, implemented, and maintained according to the small MS4's requirements;
 - (c) Assess compliance with the permittee's ordinances and other regulations; and
 - (d) Provide a written or electronic inspection report.

- c. Based on site inspection findings, all permittees shall take all necessary followup actions (for example, follow-up-inspections or enforcement) to ensure compliance with permit requirements and the SWMP. These follow-up and enforcement actions must be tracked and maintained for review by the TCEQ.

For non-traditional small MS4s with no enforcement powers, the permittee shall notify the adjacent MS4 operator with enforcement authority or the appropriate TCEQ Regional Office according to Part III.A.3(b).

(6) Information submitted by the Public

All permittees shall develop, implement, and maintain procedures for receipt and consideration of information submitted by the public.

(7) MS4 Staff Training

All permittees shall ensure that all staff whose primary job duties are related to implementing the construction stormwater program (including permitting, plan review, construction site inspections, and enforcement) are informed or trained to conduct these activities. The training may be conducted by the permittee or by outside trainers.

2.3.2 Selected BMPs for Construction Site Storm Water Runoff Control

The BMPs described in Table 3 will be employed by the City of Rollingwood to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 3 – Construction Site Storm Water Runoff Control BMPs

Construction Site Storm Water Runoff Control	BMP ID	BMP	New or Existing
	3-1	Erosion Control Ordinance and Requirements for Construction Site Contractors	Existing
	3-2	Site Plan Review	Existing
	3-3	Construction Site Inspection and Enforcement	Existing
	3-4	Review Drainage Criteria Manual for Any Required Updates	New

2.4 POST CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

2.4.1 Regulatory Requirement

(a) Post-Construction Stormwater Management Program

- (1) All permittees shall develop, implement, and enforce a program, to the extent allowable under state, federal, and local law, to control stormwater discharges from new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more, including projects that disturb less than one acre

that are part of a larger common plan of development or sale. The program must be established for private and public development sites. The program may utilize an offsite mitigation and payment in lieu of components to address this requirement.

Existing permittees shall assess program elements that were described in the previous permit and modify as necessary to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of the permit term.

- (2) All permittees shall use, to the extent allowable under state, federal, and local law and local development standards, an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. The permittees shall establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality. If the construction of permanent structures is not feasible due to space limitations, health and safety concerns, cost effectiveness, or highway construction codes, the permittee may propose an alternative approach to TCEQ. Newly regulated permittees shall have the program element fully implemented by the end of the permit term.

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.4.(b)(1)-(3)

- (1) All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be included in the annual report. Such written procedures must be maintained either on site or in the SWMP and made available for inspection by TCEQ.
- (2) All permittees shall document and maintain records of enforcement actions and make them available for review by the TCEQ.

(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures

All permittees shall, to the extent allowable under state, federal, and local law, ensure the long-term operation and maintenance of structural stormwater control measures installed through one or both of the following approaches:

- a. Maintenance performed by the permittee. (See Part III.B.5)
- b. Maintenance performed by the owner or operator of a new development or redeveloped site under a maintenance plan. The maintenance plan must be filed in the real property records of the county in which the property is located. The permittee shall require the owner or operator of any new development or redeveloped site to develop and implement a maintenance plan addressing maintenance requirements for any structural control measures installed on site. The permittee shall require operation and maintenance performed is documented and retained on site, such as at the

offices of the owner or operator, and made available for review by the small MS4.

2.4.2 Selected BMPs for Post Construction Storm Water Management in New Development and Redevelopment

The BMPs described in Table 4 will be employed by the City of Rollingwood to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 4 – Post Construction Storm Water Management in New Development and Redevelopment BMPs

	BMP ID	BMP	New or Existing
Post Construction Storm Water Management in New Development and Redevelopment	4-1	Post-Construction Storm Sewer Ordinance	Existing
	4-2	Engineering Design Review	Existing
	4-3	Land Use Plan	Existing

2.5 POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

2.5.1 Regulatory Requirement

(a) Program development

All permittees shall develop and implement an operation and maintenance program, including an employee training component that has the ultimate goal of preventing or reducing pollutant runoff from municipal activities and municipally owned areas including but not limited to park and open space maintenance; street, road, or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharges of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. (See also Part III.A.1.(c))

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.5.(1)-(6) in the program:

(1) Permittee-owned Facilities and Control Inventory

All permittees shall develop and maintain an inventory of facilities and stormwater controls that it owns and operates within the regulated area of the

small MS4. The inventory must include all applicable permit numbers, registration numbers, and authorizations for each facility or controls. The inventory must be available for review by TCEQ and must include, but is not limited, to the following, as applicable:

- a. Composting facilities;
- b. Equipment storage and maintenance facilities;
- c. Fuel storage facilities;
- d. Hazardous waste disposal facilities;
- e. Hazardous waste handling and transfer facilities;
- f. Incinerators;
- g. Landfills;
- h. Materials storage yards;
- i. Pesticide storage facilities;
- j. Buildings, including schools, libraries, police stations, fire stations, and office buildings;
- k. Parking lots;
- l. Golf courses;
- m. Swimming pools;
- n. Public works yards;
- o. Recycling facilities;
- p. Salt storage facilities;
- q. Solid waste handling and transfer facilities;
- r. Street repair and maintenance sites;
- s. Vehicle storage and maintenance yards; and
- t. Structural stormwater controls.

(2) Training and Education

All permittees shall inform or train appropriate employees involved in implementing pollution prevention and good housekeeping practices. All permittees shall maintain a training attendance list for inspection by TCEQ when requested.

(3) Disposal of Waste Material - Waste materials removed from the small MS4 must be disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable.

(4) Contractor Requirements and Oversight

- a. Any contractors hired by the permittee to perform maintenance activities on permittee-owned facilities must be contractually required to comply with all of the stormwater control measures, good housekeeping practices, and

facility specific stormwater management operating procedures described in Parts III B.5.(b)(2)-(6).

- b. All permittees shall provide oversight of contractor activities to ensure that contractors are using appropriate control measures and SOPs. Oversight procedures must be maintained on-site and made available for inspection by TCEQ.

(5) Municipal Operation and Maintenance Activities

- a. Assessment of permittee-owned operations

All permittees shall evaluate operation and maintenance (O&M) activities for their potential to discharge pollutants in stormwater, including but not limited to:

- (i) Road and parking lot maintenance, including such areas as pothole repair, pavement marking, sealing, and re-paving;
 - (ii) Bridge maintenance, including such areas as re-chipping, grinding, and saw cutting;
 - (iii) Cold weather operations, including plowing, sanding, and application of deicing and anti-icing compounds and maintenance of snow disposal areas; and
 - (iv) Right-of-way maintenance, including mowing, herbicide and pesticide application, and planting vegetation.
- b. All permittees shall identify pollutants of concern that could be discharged from the above O&M activities (for example, metals; chlorides; hydrocarbons such as benzene, toluene, ethyl benzene, and xylenes; sediment; and trash).
 - c. All permittees shall develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the above activities. These pollution prevention measures may include the following examples:
 - (i) Replacing materials and chemicals with more environmentally benign materials or methods;
 - (ii) Changing operations to minimize the exposure or mobilization of pollutants to prevent them from entering surface waters; and
 - (iii) Placing barriers around or conducting runoff away from deicing chemical storage areas to prevent discharge into surface waters.
 - d. Inspection of pollution prevention measures - All pollution prevention measures implemented at permittee-owned facilities must be visually inspected to ensure they are working properly. The permittee shall develop written procedures that describes frequency of inspections and how they will be conducted. A log of inspections must be maintained and made available for review by the TCEQ upon request.

(6) Structural Control Maintenance

If BMPs include structural controls, maintenance of the controls must be performed by the permittee and consistent with maintaining the effectiveness of the BMP. The permittee shall develop written procedures that define the frequency of inspections and how they will be conducted.

2.5.2 Selected BMPs for Pollution Prevention and Good Housekeeping for Municipal Operations

The BMPs described in Table 5 will be employed by the City of Rollingwood to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 5 – Pollution Prevention and Good Housekeeping for Municipal Operations BMPs

Pollution Prevention and Good Housekeeping for Municipal Operations	BMP ID	BMP	New or Existing
	5-1	City Vehicle Maintenance	Existing
	5-2	Spill Prevention Plans	Existing
	5-3	Disposal of Collected Storm Sewer System Waste	Existing
	5-4	Post Local Recycling Center Information to City Website	New

3 RECORD KEEPING AND REPORTING

3.1 RECORD KEEPING

Several documents are required to be kept per the TCEQ General Permit. The City of Rollingwood shall retain the following documents for the permit period (5-years) to comply with the General Permit:

1. Copy of the TCEQ General Permit TXR040000
2. Records of all data used to complete the NOI
3. Copy of all WPAP or CZ permit applications and NOIs prepared on behalf of the City

This SWMP shall be retained at a location accessible by TCEQ. Additionally, the City of Rollingwood shall make the records, NOI and SWMP available to the public if requested to do so in writing. The SWMP must be made available within 10 working days and other records shall be provided per the Texas Public Information Act. See the General Permit for additional information regarding record keeping requirements.

3.2 REPORTING

The City of Rollingwood is required to report to TCEQ at various times. A summary of the reporting requirements is below:

1. Noncompliance Notification – According to 30 TAC Chapter 305.125(9) any noncompliance which may endanger human health or safety, or the environment, must be reported by the permittee to TCEQ within 24-hours of becoming aware of the noncompliance. A written report must be provided to the TCEQ regional office and the TCEQ Enforcement Division within 5 working days of becoming aware of the noncompliance.

2. Other Information – If the City of Rollingwood becomes aware that any incorrect information has been submitted in an NOI, NOT, NOC or any other report it shall submit the facts to the Executive Director of TCEQ.
3. Annual Report – The City of Rollingwood shall submit an annual report to TCEQ within 90 days of the end of each permit year that addresses the previous permit year. The annual report shall contain the following:
 - a) The status of the compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, progress towards achieving the statutory goal of reducing the discharge of pollutants, the measurable goals for each of the minimum control measures, and an evaluation of the success of the implementation of the measurable goals.
 - b) Status of any additional control measures implemented by the City (if applicable).
 - c) Any minimum control measure activities initiated prior to permit issuance (up to 3 years) as part of the first year’s annual report.
 - d) A summary of the results of information (including monitoring data) collected and analyzed, if any, during the reporting period used to assess the success of the program at reducing the discharge of pollutants.
 - e) A summary of the storm water activities the City plans to undertake during the next reporting cycle.
 - f) Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements.
 - g) The number of municipal construction activities authorized under the General Permit and the total number of acres disturbed.
 - h) The number of non-municipal construction activities that occurred within the jurisdiction of the permittee (as noticed to the permittee by the construction operator).
 - i) Notice that the City is relying on another government entity to satisfy some of your General Permit Obligations (not currently applicable).

The City must sign and verify the annual report in accordance with Part VII.E.1.(a) of the General Permit. The annual report shall be submitted to:

Texas Commission on Environmental Quality
Storm Water & General Permits 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 that serves Leander.

TCEQ - Region 11
2800 S IH 35, Suite 100
Austin, TX 78704-5712

Or electronically, instructions to be available at www.tceq.state.tx.us.

Appendices

Appendix A: Storm Water Management Plan Best Management Practices

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals*	FY 2020 – 2021 Measurable Goals*	FY 2021 – 2022 Measurable Goals*	FY 2022 – 2023 Measurable Goals*	FY 2023 – 2024 Measurable Goals*
1-1	Educational Flyer	Public Works City Administrator	Public Education, Outreach, and Involvement	<p>Action</p> <p>Update existing flyer content to include information to be communicated over the next 5-year period and post at City Hall.</p> <p>Provide links to informational brochures on the City website.</p> <p>Measurable Goal</p> <p>Update and post two flyers: one for residents and one for businesses.</p> <p>Documented Activities</p> <p>Document the outline and budget requirements.</p> <p>Document location of distributed material.</p> <p>Document audience intended to be reached with estimate of % reached.</p>	<p>Action</p> <p>Make informational brochures available to the public at City facilities.</p> <p>Provide links to informational brochures on the City website.</p> <p>Measurable Goal</p> <p>Update and post two flyers: one for residents and one for businesses.</p> <p>Documented Activities</p> <p>Document the outline and budget requirements.</p> <p>Document location of distributed material.</p> <p>Document audience intended to be reached with estimate of % reached.</p>	<p>Action</p> <p>Make informational brochures available to the public at City facilities.</p> <p>Provide links to informational brochures on the City website.</p> <p>Measurable Goal</p> <p>Update and post two flyers: one for residents and one for businesses.</p> <p>Documented Activities</p> <p>Document the outline and budget requirements.</p> <p>Document location of distributed material.</p> <p>Document audience intended to be reached with estimate of % reached.</p>	<p>Action</p> <p>Make informational brochures available to the public at City facilities.</p> <p>Provide links to informational brochures on the City website.</p> <p>Measurable Goal</p> <p>Update and post two flyers: one for residents and one for businesses.</p> <p>Documented Activities</p> <p>Document the outline and budget requirements.</p> <p>Document location of distributed material.</p> <p>Document audience intended to be reached with estimate of % reached.</p>	<p>Action</p> <p>Make informational brochures available to the public at City facilities.</p> <p>Provide links to informational brochures on the City website.</p> <p>Measurable Goal</p> <p>Update and post two flyers: one for residents and one for businesses.</p> <p>Documented Activities</p> <p>Document the outline and budget requirements.</p> <p>Document location of distributed material.</p> <p>Document audience intended to be reached with estimate of % reached.</p>

*Note: BMPs completed on an annual basis must be completed by December 31st of each year.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals*	FY 2020 – 2021 Measurable Goals*	FY 2021 – 2022 Measurable Goals*	FY 2022 – 2023 Measurable Goals*	FY 2023 – 2024 Measurable Goals*
1-2	Bill Inserts	Public Works City Administrator	Public Education, Outreach, and Involvement	<p>Action</p> <p>Update existing insert content to include information to be communicated over the next 5-year period.</p> <p>Provide an insert for insertion into the water utility bills sent to Rollingwood citizens on an annual basis.</p> <p>Measurable Goal</p> <p>Distribute bill inserts to 100% of Rollingwood residents.</p> <p>Documented Activities</p> <p>Document the message transmitted, date that message was sent, content of the message, and percent reached.</p>	<p>Action</p> <p>Provide an insert for insertion into the water utility bills sent to Rollingwood citizens on an annual basis.</p> <p>Measurable Goal</p> <p>Distribute bill inserts to 100% of Rollingwood residents.</p> <p>Documented Activities</p> <p>Document the message transmitted, date that message was sent, content of the message, and percent reached.</p>	<p>Action</p> <p>Provide an insert for insertion into the water utility bills sent to Rollingwood citizens on an annual basis.</p> <p>Measurable Goal</p> <p>Distribute bill inserts to 100% of Rollingwood residents.</p> <p>Documented Activities</p> <p>Document the message transmitted, date that message was sent, content of the message, and percent reached.</p>	<p>Action</p> <p>Provide an insert for insertion into the water utility bills sent to Rollingwood citizens on an annual basis.</p> <p>Measurable Goal</p> <p>Distribute bill inserts to 100% of Rollingwood residents.</p> <p>Documented Activities</p> <p>Document the message transmitted, date that message was sent, content of the message, and percent reached.</p>	<p>Action</p> <p>Provide an insert for insertion into the water utility bills sent to Rollingwood citizens on an annual basis.</p> <p>Measurable Goal</p> <p>Distribute bill inserts to 100% of Rollingwood residents.</p> <p>Documented Activities</p> <p>Document the message transmitted, date that message was sent, content of the message, and percent reached.</p>
1-3	Storm Water Quality Website	Public Works City Administrator	Public Education, Outreach, and Involvement	<p>Action</p> <p>Review content, maintain website, and post updates to the MS4 link on the City website.</p> <p>Measurable Goal</p> <p>Update and/or review the City's MS4 webpage a minimum of once per year.</p> <p>Documented Activities</p> <p>Document any new information posted and the targeted audience.</p>	<p>Action</p> <p>Review content, maintain website, and post updates to the MS4 link on the City website.</p> <p>Measurable Goal</p> <p>Update and/or review the City's MS4 webpage a minimum of once per year.</p> <p>Documented Activities</p> <p>Document any new information posted and the targeted audience.</p>	<p>Action</p> <p>Review content, maintain website, and post updates to the MS4 link on the City website.</p> <p>Measurable Goal</p> <p>Update and/or review the City's MS4 webpage a minimum of once per year.</p> <p>Documented Activities</p> <p>Document any new information posted and the targeted audience.</p>	<p>Action</p> <p>Review content, maintain website, and post updates to the MS4 link on the City website.</p> <p>Measurable Goal</p> <p>Update and/or review the City's MS4 webpage a minimum of once per year.</p> <p>Documented Activities</p> <p>Document any new information posted and the targeted audience.</p>	<p>Action</p> <p>Review content, maintain website, and post updates to the MS4 link on the City website.</p> <p>Measurable Goal</p> <p>Update and/or review the City's MS4 webpage a minimum of once per year.</p> <p>Documented Activities</p> <p>Document any new information posted and the targeted audience.</p>

*Note: BMPs completed on an annual basis must be completed by December 31st of each year.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals*	FY 2020 – 2021 Measurable Goals*	FY 2021 – 2022 Measurable Goals*	FY 2022 – 2023 Measurable Goals*	FY 2023 – 2024 Measurable Goals*
1-4	General Education of City Employees	Public Works City Administrator	Public Education, Outreach, and Involvement	<p>Action</p> <p>Provide educational information to public employees.</p> <p>Measurable Goal</p> <p>Distribute educational materials to 100% of City employees.</p> <p>Documented Activities</p> <p>Document the number of materials provided.</p> <p>Document the percent of service employees that education materials were distributed to.</p>	<p>Action</p> <p>Provide educational information to public employees.</p> <p>Measurable Goal</p> <p>Distribute educational materials to 100% of City employees.</p> <p>Documented Activities</p> <p>Document the number of materials provided.</p> <p>Document the percent of service employees that education materials were distributed to.</p>	<p>Action</p> <p>Provide educational information to public employees.</p> <p>Measurable Goal</p> <p>Distribute educational materials to 100% of City employees.</p> <p>Documented Activities</p> <p>Document the number of materials provided.</p> <p>Document the percent of service employees that education materials were distributed to.</p>	<p>Action</p> <p>Provide educational information to public employees.</p> <p>Measurable Goal</p> <p>Distribute educational materials to 100% of City employees.</p> <p>Documented Activities</p> <p>Document the number of materials provided.</p> <p>Document the percent of service employees that education materials were distributed to.</p>	<p>Action</p> <p>Provide educational information to public employees.</p> <p>Measurable Goal</p> <p>Distribute educational materials to 100% of City employees.</p> <p>Documented Activities</p> <p>Document the number of materials provided.</p> <p>Document the percent of service employees that education materials were distributed to.</p>
1-5	Education of Elected Officials and the Public	Public Works City Administrator	Public Education, Outreach, and Involvement	<p>Action</p> <p>Present MS4 updates to City Council annually as annual report is completed.</p> <p>Provide MS4 documentation to City Council in Council meeting packets when updates are made.</p> <p>Measurable Goal</p> <p>Update City Council on MS4 a minimum of once per year.</p> <p>Documented Activities</p> <p>Document the number of MS4 Council updates per year.</p>	<p>Action</p> <p>Present MS4 updates to City Council annually as annual report is completed.</p> <p>Provide MS4 documentation to City Council in Council meeting packets when updates are made.</p> <p>Measurable Goal</p> <p>Update City Council on MS4 a minimum of once per year.</p> <p>Documented Activities</p> <p>Document the number of MS4 Council updates per year.</p>	<p>Action</p> <p>Present MS4 updates to City Council annually as annual report is completed.</p> <p>Provide MS4 documentation to City Council in Council meeting packets when updates are made.</p> <p>Measurable Goal</p> <p>Update City Council on MS4 a minimum of once per year.</p> <p>Documented Activities</p> <p>Document the number of MS4 Council updates per year.</p>	<p>Action</p> <p>Present MS4 updates to City Council annually as annual report is completed.</p> <p>Provide MS4 documentation to City Council in Council meeting packets when updates are made.</p> <p>Measurable Goal</p> <p>Update City Council on MS4 a minimum of once per year.</p> <p>Documented Activities</p> <p>Document the number of MS4 Council updates per year.</p>	<p>Action</p> <p>Present MS4 updates to City Council annually as annual report is completed.</p> <p>Provide MS4 documentation to City Council in Council meeting packets when updates are made.</p> <p>Measurable Goal</p> <p>Update City Council on MS4 a minimum of once per year.</p> <p>Documented Activities</p> <p>Document the number of MS4 Council updates per year.</p>

*Note: BMPs completed on an annual basis must be completed by December 31st of each year.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals*	FY 2020 – 2021 Measurable Goals*	FY 2021 – 2022 Measurable Goals*	FY 2022 – 2023 Measurable Goals*	FY 2023 – 2024 Measurable Goals*
1-6	Business, Commercial, and Industrial Education	Public Works City Administrator	Public Education, Outreach, and Involvement	<p>Action</p> <p>Update insert content and continue to distribute annually to businesses.</p> <p>Distribute educational information to local businesses a minimum of one time by the methods determined in Year 1. Solicit feedback once per year and revise program if appropriate.</p> <p>Measurable Goal</p> <p>Distribute educational MS4 flyer to 100% of businesses.</p> <p>Documented Activities</p> <p>Document the number of businesses receiving educational information.</p> <p>Document any feedback received.</p>	<p>Action</p> <p>Distribute educational information to local businesses a minimum of one time by the methods determined in Year 1. Solicit feedback once per year and revise program if appropriate.</p> <p>Measurable Goal</p> <p>Distribute educational MS4 flyer to 100% of businesses.</p> <p>Documented Activities</p> <p>Document the number of businesses receiving educational information.</p> <p>Document any feedback received.</p>	<p>Action</p> <p>Distribute educational information to local businesses a minimum of one time by the methods determined in Year 1. Solicit feedback once per year and revise program if appropriate.</p> <p>Measurable Goal</p> <p>Distribute educational MS4 flyer to 100% of businesses.</p> <p>Documented Activities</p> <p>Document the number of businesses receiving educational information.</p> <p>Document any feedback received.</p>	<p>Action</p> <p>Distribute educational information to local businesses a minimum of one time by the methods determined in Year 1. Solicit feedback once per year and revise program if appropriate.</p> <p>Measurable Goal</p> <p>Distribute educational MS4 flyer to 100% of businesses.</p> <p>Documented Activities</p> <p>Document the number of businesses receiving educational information.</p> <p>Document any feedback received.</p>	<p>Action</p> <p>Distribute educational information to local businesses a minimum of one time by the methods determined in Year 1. Solicit feedback once per year and revise program if appropriate.</p> <p>Measurable Goal</p> <p>Distribute educational MS4 flyer to 100% of businesses.</p> <p>Documented Activities</p> <p>Document the number of businesses receiving educational information.</p> <p>Document any feedback received.</p>

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BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals*	FY 2020 – 2021 Measurable Goals*	FY 2021 – 2022 Measurable Goals*	FY 2022 – 2023 Measurable Goals*	FY 2023 – 2024 Measurable Goals*
1-7	Developer/ Builder/ Engineer Education and Training	Public Works City Administrator	Public Education, Outreach, and Involvement Construction Site Storm Water Runoff Control	<p>Action</p> <p>Provide construction site erosion control educational material for builders, developers, and engineers.</p> <p>Require contractors to sign a form acknowledging receipt of MS4 information.</p> <p>Measurable Goal</p> <p>Provide educational material at 100% of pre-construction meetings.</p> <p>Documented Activities</p> <p>Document the type, amount, and methods of educational material distributed to the development community.</p>	<p>Action</p> <p>Provide construction site erosion control educational material for builders, developers, and engineers.</p> <p>Require contractors to sign a form acknowledging receipt of MS4 information.</p> <p>Measurable Goal</p> <p>Provide educational material at 100% of pre-construction meetings.</p> <p>Documented Activities</p> <p>Document the type, amount, and methods of educational material distributed to the development community.</p>	<p>Action</p> <p>Provide construction site erosion control educational material for builders, developers, and engineers.</p> <p>Require contractors to sign a form acknowledging receipt of MS4 information.</p> <p>Measurable Goal</p> <p>Provide educational material at 100% of pre-construction meetings.</p> <p>Documented Activities</p> <p>Document the type, amount, and methods of educational material distributed to the development community.</p>	<p>Action</p> <p>Provide construction site erosion control educational material for builders, developers, and engineers.</p> <p>Require contractors to sign a form acknowledging receipt of MS4 information.</p> <p>Measurable Goal</p> <p>Provide educational material at 100% of pre-construction meetings.</p> <p>Documented Activities</p> <p>Document the type, amount, and methods of educational material distributed to the development community.</p>	<p>Action</p> <p>Provide construction site erosion control educational material for builders, developers, and engineers.</p> <p>Require contractors to sign a form acknowledging receipt of MS4 information.</p> <p>Measurable Goal</p> <p>Provide educational material at 100% of pre-construction meetings.</p> <p>Documented Activities</p> <p>Document the type, amount, and methods of educational material distributed to the development community.</p>

*Note: BMPs completed on an annual basis must be completed by December 31st of each year.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals*	FY 2020 – 2021 Measurable Goals*	FY 2021 – 2022 Measurable Goals*	FY 2022 – 2023 Measurable Goals*	FY 2023 – 2024 Measurable Goals*
1-8	City Inspector Training	Public Works City Administrator	Public Education, Outreach, and Involvement	<p>Action</p> <p>Provide appropriate construction site erosion control training to inspection personnel at least once every five years.</p> <p>Provide appropriate training for new City inspectors prior to them conducting unassisted construction site erosion control inspections</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on construction site erosion control at all times.</p> <p>Documented Activities</p> <p>Document the dates that specific inspection personnel receive construction site erosion control training.</p>	<p>Action</p> <p>Provide appropriate construction site erosion control training to inspection personnel at least once every five years.</p> <p>Provide appropriate training for new City inspectors prior to them conducting unassisted construction site erosion control inspections</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on construction site erosion control at all times.</p> <p>Documented Activities</p> <p>Document the dates that specific inspection personnel receive construction site erosion control training.</p>	<p>Action</p> <p>Provide appropriate construction site erosion control training to inspection personnel at least once every five years.</p> <p>Provide appropriate training for new City inspectors prior to them conducting unassisted construction site erosion control inspections</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on construction site erosion control at all times.</p> <p>Documented Activities</p> <p>Document the dates that specific inspection personnel receive construction site erosion control training.</p>	<p>Action</p> <p>Provide appropriate construction site erosion control training to inspection personnel at least once every five years.</p> <p>Provide appropriate training for new City inspectors prior to them conducting unassisted construction site erosion control inspections</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on construction site erosion control at all times.</p> <p>Documented Activities</p> <p>Document the dates that specific inspection personnel receive construction site erosion control training.</p>	<p>Action</p> <p>Provide appropriate construction site erosion control training to inspection personnel at least once every five years.</p> <p>Provide appropriate training for new City inspectors prior to them conducting unassisted construction site erosion control inspections</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on construction site erosion control at all times.</p> <p>Documented Activities</p> <p>Document the dates that specific inspection personnel receive construction site erosion control training.</p>

*Note: BMPs completed on an annual basis must be completed by December 31st of each year.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals*	FY 2020 – 2021 Measurable Goals*	FY 2021 – 2022 Measurable Goals*	FY 2022 – 2023 Measurable Goals*	FY 2023 – 2024 Measurable Goals*
1-9	Community Hotlines	Public Works City Administrator	Public Education, Outreach, and Involvement Illicit Discharge Detection and Elimination	<p>Action</p> <p>Review script for existing city phone operators in response to illicit discharge reports from citizens, and update if needed.</p> <p>Review protocol for notification to appropriate city personnel, and update if needed.</p> <p>Measurable Goal</p> <p>Review script and protocol for community illicit discharge hotlines at a minimum of once per year</p> <p>Documented Activities</p> <p>Document 100% of calls and actions taken. Track number of calls.</p>	<p>Action</p> <p>Review script for existing city phone operators in response to illicit discharge reports from citizens, and update if needed.</p> <p>Review protocol for notification to appropriate city personnel, and update if needed.</p> <p>Measurable Goal</p> <p>Review script and protocol for community illicit discharge hotlines at a minimum of once per year</p> <p>Documented Activities</p> <p>Document 100% of calls and actions taken. Track number of calls.</p>	<p>Action</p> <p>Review script for existing city phone operators in response to illicit discharge reports from citizens, and update if needed.</p> <p>Review protocol for notification to appropriate city personnel, and update if needed.</p> <p>Measurable Goal</p> <p>Review script and protocol for community illicit discharge hotlines at a minimum of once per year</p> <p>Documented Activities</p> <p>Document 100% of calls and actions taken. Track number of calls.</p>	<p>Action</p> <p>Review script for existing city phone operators in response to illicit discharge reports from citizens, and update if needed.</p> <p>Review protocol for notification to appropriate city personnel, and update if needed.</p> <p>Measurable Goal</p> <p>Review script and protocol for community illicit discharge hotlines at a minimum of once per year</p> <p>Documented Activities</p> <p>Document 100% of calls and actions taken. Track number of calls.</p>	<p>Action</p> <p>Review script for existing city phone operators in response to illicit discharge reports from citizens, and update if needed.</p> <p>Review protocol for notification to appropriate city personnel, and update if needed.</p> <p>Measurable Goal</p> <p>Review script and protocol for community illicit discharge hotlines at a minimum of once per year</p> <p>Documented Activities</p> <p>Document 100% of calls and actions taken. Track number of calls.</p>
1-10	NextDoor Postings	Public Works City Administrator	Public Education, Outreach, and Involvement	<p>Action</p> <p>Post twice a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.</p> <p>Measurable Goal</p> <p>Make two (2) NextDoor posts per year.</p> <p>Documented Activities</p> <p>Produce two postings per year and track dates.</p>	<p>Action</p> <p>Post twice a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.</p> <p>Measurable Goal</p> <p>Make two (2) NextDoor posts per year.</p> <p>Documented Activities</p> <p>Produce two postings per year and track dates.</p>	<p>Action</p> <p>Post twice a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.</p> <p>Measurable Goal</p> <p>Make two (2) NextDoor posts per year.</p> <p>Documented Activities</p> <p>Produce two postings per year and track dates.</p>	<p>Action</p> <p>Post twice a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.</p> <p>Measurable Goal</p> <p>Make two (2) NextDoor posts per year.</p> <p>Documented Activities</p> <p>Produce two postings per year and track dates.</p>	<p>Action</p> <p>Post twice a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.</p> <p>Measurable Goal</p> <p>Make two (2) NextDoor posts per year.</p> <p>Documented Activities</p> <p>Produce two postings per year and track dates.</p>

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BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals*	FY 2020 – 2021 Measurable Goals*	FY 2021 – 2022 Measurable Goals*	FY 2022 – 2023 Measurable Goals*	FY 2023 – 2024 Measurable Goals*
1-11	Edwards Aquifer Recharge Zone Information Website Postings	Public Works City Administrator	Public Education, Outreach, and Involvement	<p>Action</p> <p>Post Edwards Aquifer Recharge Zone information to website (permit requirements, etc.)</p> <p>Measurable Goal</p> <p>Review Edwards Aquifer information posted to website at least once per year and update as needed.</p> <p>Documented Activities</p> <p>Provide one link to or educational flyer to Edwards Aquifer information. Document the date the Edwards Aquifer information was reviewed.</p>	<p>Action</p> <p>Post Edwards Aquifer Recharge Zone information to website (permit requirements, etc.)</p> <p>Measurable Goal</p> <p>Review Edwards Aquifer information posted to website at least once per year and update as needed.</p> <p>Documented Activities</p> <p>Provide one link to or educational flyer to Edwards Aquifer information. Document the date the Edwards Aquifer information was reviewed.</p>	<p>Action</p> <p>Post Edwards Aquifer Recharge Zone information to website (permit requirements, etc.)</p> <p>Measurable Goal</p> <p>Review Edwards Aquifer information posted to website at least once per year and update as needed.</p> <p>Documented Activities</p> <p>Provide one link to or educational flyer to Edwards Aquifer information. Document the date the Edwards Aquifer information was reviewed.</p>	<p>Action</p> <p>Post Edwards Aquifer Recharge Zone information to website (permit requirements, etc.)</p> <p>Measurable Goal</p> <p>Review Edwards Aquifer information posted to website at least once per year and update as needed.</p> <p>Documented Activities</p> <p>Provide one link to or educational flyer to Edwards Aquifer information. Document the date the Edwards Aquifer information was reviewed.</p>	<p>Action</p> <p>Post Edwards Aquifer Recharge Zone information to website (permit requirements, etc.)</p> <p>Measurable Goal</p> <p>Review Edwards Aquifer information posted to website at least once per year and update as needed.</p> <p>Documented Activities</p> <p>Provide one link to or educational flyer to Edwards Aquifer information. Document the date the Edwards Aquifer information was reviewed.</p>

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2-1	Illicit Discharge Prohibition/ Elimination Ordinance	City Administrator	Illicit Discharge Detection and Elimination	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform 2 inspections of each construction site per year, at a minimum, to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document 100% of instances and actions taken to eliminate discharge.</p>	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform 2 inspections of each construction site per year, at a minimum, to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document 100% of instances and actions taken to eliminate discharge.</p>	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform 2 inspections of each construction site per year, at a minimum, to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document 100% of instances and actions taken to eliminate discharge.</p>	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform 2 inspections of each construction site per year, at a minimum, to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document 100% of instances and actions taken to eliminate discharge.</p>	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform 2 inspections of each construction site per year, at a minimum, to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document 100% of instances and actions taken to eliminate discharge.</p>
2-2	Storm Sewer System Map	Public Works	Illicit Discharge Detection and Elimination	<p>Action</p> <p>Maintain drainage maps from Infrastructure Improvements Plan showing watersheds, culverts, and Edwards Aquifer Recharge Zone.</p> <p>Continue developing a map of storm water outfall drainage areas or system features of the city.</p> <p>Measurable Goal</p> <p>Update drainage feature map at least once per year or as applicable.</p> <p>Documented Activities</p> <p>Document date of updates.</p>	<p>Action</p> <p>Continue developing a map of storm water outfall drainage areas or system features of the city.</p> <p>Measurable Goal</p> <p>Update drainage feature map at least once per year or as applicable.</p> <p>Documented Activities</p> <p>Document date of updates.</p>	<p>Action</p> <p>Continue developing a map of storm water outfall drainage areas or system features of the city.</p> <p>Measurable Goal</p> <p>Update drainage feature map at least once per year or as applicable.</p> <p>Documented Activities</p> <p>Document date of updates.</p>	<p>Action</p> <p>Continue developing a map of storm water outfall drainage areas or system features of the city.</p> <p>Measurable Goal</p> <p>Update drainage feature map at least once per year or as applicable.</p> <p>Documented Activities</p> <p>Document date of updates.</p>	<p>Action</p> <p>Continue developing a map of storm water outfall drainage areas or system features of the city.</p> <p>Measurable Goal</p> <p>Update drainage feature map at least once per year or as applicable.</p> <p>Documented Activities</p> <p>Document date of updates.</p>

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2-3	Illicit Discharge Inspections	Public Works	Illicit Discharge Detection and Elimination	<p>Action</p> <p>Train personnel in illicit discharge detection procedures.</p> <p>Conduct scheduled illicit discharge inspections at regulated outfalls.</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on illicit discharge inspections at all times.</p> <p>Documented Activities</p> <p>Document number or employees trained, number of outfalls screened, any observations made, and corrective actions taken, if any.</p>	<p>Action</p> <p>Train personnel in illicit discharge detection procedures.</p> <p>Conduct scheduled illicit discharge inspections at regulated outfalls.</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on illicit discharge inspections at all times.</p> <p>Documented Activities</p> <p>Document number or employees trained, number of outfalls screened, any observations made, and corrective actions taken, if any.</p>	<p>Action</p> <p>Train personnel in illicit discharge detection procedures.</p> <p>Conduct scheduled illicit discharge inspections at regulated outfalls.</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on illicit discharge inspections at all times.</p> <p>Documented Activities</p> <p>Document number or employees trained, number of outfalls screened, any observations made, and corrective actions taken, if any.</p>	<p>Action</p> <p>Train personnel in illicit discharge detection procedures.</p> <p>Conduct scheduled illicit discharge inspections at regulated outfalls.</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on illicit discharge inspections at all times.</p> <p>Documented Activities</p> <p>Document number or employees trained, number of outfalls screened, any observations made, and corrective actions taken, if any.</p>	<p>Action</p> <p>Train personnel in illicit discharge detection procedures.</p> <p>Conduct scheduled illicit discharge inspections at regulated outfalls.</p> <p>Measurable Goal</p> <p>A minimum of one Public Works Employee shall be trained on illicit discharge inspections at all times.</p> <p>Documented Activities</p> <p>Document number or employees trained, number of outfalls screened, any observations made, and corrective actions taken, if any.</p>
2-4	Illicit Discharge Employee Training	Public Works	Illicit Discharge Detection and Elimination	<p>Action</p> <p>Conduct training for any new personnel that may be involved with the detection, identification, and reporting of illicit discharges.</p> <p>Measurable Goal</p> <p>Train 100% of new personnel involved with illicit discharge detection, identification, and reporting.</p> <p>Documented Activities</p> <p>Document training dates, content, and attendees.</p>	<p>Action</p> <p>Conduct training for any new personnel that may be involved with the detection, identification, and reporting of illicit discharges.</p> <p>Measurable Goal</p> <p>Train 100% of new personnel involved with illicit discharge detection, identification, and reporting.</p> <p>Documented Activities</p> <p>Document audience.</p>	<p>Action</p> <p>Conduct training for any new personnel that may be involved with the detection, identification, and reporting of illicit discharges.</p> <p>Measurable Goal</p> <p>Train 100% of new personnel involved with illicit discharge detection, identification, and reporting.</p> <p>Documented Activities</p> <p>Document audience.</p>	<p>Action</p> <p>Conduct training for any new personnel that may be involved with the detection, identification, and reporting of illicit discharges.</p> <p>Measurable Goal</p> <p>Train 100% of new personnel involved with illicit discharge detection, identification, and reporting.</p> <p>Documented Activities</p> <p>Document audience.</p>	<p>Action</p> <p>Conduct training for any new personnel that may be involved with the detection, identification, and reporting of illicit discharges.</p> <p>Measurable Goal</p> <p>Train 100% of new personnel involved with illicit discharge detection, identification, and reporting.</p> <p>Documented Activities</p> <p>Document audience.</p>

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2-5	City Inspector Trainings	Public Works	Illicit Discharge Detection and Elimination	<p>Action</p> <p>Send City inspectors to Texas Illegal Dumping Resource Center trainings, view online classes, or provide educational materials.</p> <p>Measurable Goal</p> <p>Have a minimum of 1 public works employee trained in Texas Illegal Dumping Resource Center policies at all times.</p> <p>Documented Activities</p> <p>Document training attendance.</p>	<p>Action</p> <p>Send City inspectors to Texas Illegal Dumping Resource Center trainings, view online classes, or provide educational materials.</p> <p>Measurable Goal</p> <p>Have a minimum of 1 public works employee trained in Texas Illegal Dumping Resource Center policies at all times.</p> <p>Documented Activities</p> <p>Document training attendance.</p>	<p>Action</p> <p>Send City inspectors to Texas Illegal Dumping Resource Center trainings, view online classes, or provide educational materials.</p> <p>Measurable Goal</p> <p>Have a minimum of 1 public works employee trained in Texas Illegal Dumping Resource Center policies at all times.</p> <p>Documented Activities</p> <p>Document training attendance.</p>	<p>Action</p> <p>Send City inspectors to Texas Illegal Dumping Resource Center trainings, view online classes, or provide educational materials.</p> <p>Measurable Goal</p> <p>Have a minimum of 1 public works employee trained in Texas Illegal Dumping Resource Center policies at all times.</p> <p>Documented Activities</p> <p>Document training attendance.</p>	<p>Action</p> <p>Send City inspectors to Texas Illegal Dumping Resource Center trainings, view online classes, or provide educational materials.</p> <p>Measurable Goal</p> <p>Have a minimum of 1 public works employee trained in Texas Illegal Dumping Resource Center policies at all times.</p> <p>Documented Activities</p> <p>Document training attendance.</p>
3-1	Erosion Control Ordinance and Requirements for Construction Site Contractors	City Administrator	Construction Site Storm Water Runoff Control	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform a minimum of 2 inspections of each construction sites per year to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document the instances of such enforcement and action taken to eliminate unauthorized discharges.</p>	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform a minimum of 2 inspections of each construction sites per year to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document the instances of such enforcement and action taken to eliminate unauthorized discharges.</p>	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform a minimum of 2 inspections of each construction sites per year to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document the instances of such enforcement and action taken to eliminate unauthorized discharges.</p>	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform a minimum of 2 inspections of each construction sites per year to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document the instances of such enforcement and action taken to eliminate unauthorized discharges.</p>	<p>Action</p> <p>Continue penalty-based enforcement of illicit discharge ordinance.</p> <p>Measurable Goal</p> <p>Perform a minimum of 2 inspections of each construction sites per year to detect and eliminate illicit discharges, in addition to responding to 100% of tips from the community hotline.</p> <p>Documented Activities</p> <p>Document the instances of such enforcement and action taken to eliminate unauthorized discharges.</p>

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3-2	Site Plan Review	City Building Official City Engineering Firm City Administrator	Construction Site Storm Water Runoff Control	<p>Action</p> <p>Continue to conduct plan reviews.</p> <p>Measurable Goals</p> <p>Review 100% of plans submitted to the City.</p> <p>Documented Activities</p> <p>Document the number of site plans reviewed.</p>	<p>Action</p> <p>Continue to conduct plan reviews.</p> <p>Measurable Goals</p> <p>Review 100% of plans submitted to the City.</p> <p>Documented Activities</p> <p>Document the number of site plans reviewed.</p>	<p>Action</p> <p>Continue to conduct plan reviews.</p> <p>Measurable Goals</p> <p>Review 100% of plans submitted to the City.</p> <p>Documented Activities</p> <p>Document the number of site plans reviewed.</p>	<p>Action</p> <p>Continue to conduct plan reviews.</p> <p>Measurable Goals</p> <p>Review 100% of plans submitted to the City.</p> <p>Documented Activities</p> <p>Document the number of site plans reviewed.</p>	<p>Action</p> <p>Continue to conduct plan reviews.</p> <p>Measurable Goals</p> <p>Review 100% of plans submitted to the City.</p> <p>Documented Activities</p> <p>Document the number of site plans reviewed.</p>
3-3	Construction Site Inspection and Enforcement	City Building Official City Engineering Firm City Administrator	Construction Site Storm Water Runoff Control	<p>Action</p> <p>Continue to conduct erosion control site inspections.</p> <p>Measurable Goal</p> <p>Inspect 100% of construction sites.</p> <p>Documented Activities</p> <p>Document inspections, instances of enforcement activity, and reason(s) for non-compliance.</p> <p>Document the corrective action taken to protect storm water quality.</p>	<p>Action</p> <p>Continue to conduct erosion control site inspections.</p> <p>Measurable Goal</p> <p>Inspect 100% of construction sites.</p> <p>Documented Activities</p> <p>Document inspections, instances of enforcement activity, and reason(s) for non-compliance.</p> <p>Document the corrective action taken to protect storm water quality.</p>	<p>Action</p> <p>Continue to conduct erosion control site inspections.</p> <p>Measurable Goal</p> <p>Inspect 100% of construction sites.</p> <p>Documented Activities</p> <p>Document inspections, instances of enforcement activity, and reason(s) for non-compliance.</p> <p>Document the corrective action taken to protect storm water quality.</p>	<p>Action</p> <p>Continue to conduct erosion control site inspections.</p> <p>Measurable Goal</p> <p>Inspect 100% of construction sites.</p> <p>Documented Activities</p> <p>Document inspections, instances of enforcement activity, and reason(s) for non-compliance.</p> <p>Document the corrective action taken to protect storm water quality.</p>	<p>Action</p> <p>Continue to conduct erosion control site inspections.</p> <p>Measurable Goal</p> <p>Inspect 100% of construction sites.</p> <p>Documented Activities</p> <p>Document inspections, instances of enforcement activity, and reason(s) for non-compliance.</p> <p>Document the corrective action taken to protect storm water quality.</p>

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3-4	Review Drainage Criteria Manual for Any Required Updates	City Administrator Public Works	Construction Site Storm Water Runoff Control	<p>Action</p> <p>Review Drainage Criteria Manual (DCM) to determine if updates are necessary. If the DCM is updated, consider codifying the required use of City of Austin standard erosion control details</p> <p>Measurable Goal</p> <p>Review DCM once annually and update as needed.</p> <p>Documented Activities</p> <p>Document the date of annual DCM review and description of any updates, performed.</p>	<p>Action</p> <p>Review Drainage Criteria Manual (DCM) to determine if updates are necessary. If the DCM is updated, consider codifying the required use of City of Austin standard erosion control details</p> <p>Measurable Goal</p> <p>Review DCM once annually and update as needed.</p> <p>Documented Activities</p> <p>Document the date of annual DCM review and description of any updates, performed.</p>	<p>Action</p> <p>Review Drainage Criteria Manual (DCM) to determine if updates are necessary. If the DCM is updated, consider codifying the required use of City of Austin standard erosion control details</p> <p>Measurable Goal</p> <p>Review DCM once annually and update as needed.</p> <p>Documented Activities</p> <p>Document the date of annual DCM review and description of any updates, performed.</p>	<p>Action</p> <p>Review Drainage Criteria Manual (DCM) to determine if updates are necessary. If the DCM is updated, consider codifying the required use of City of Austin standard erosion control details</p> <p>Measurable Goal</p> <p>Review DCM once annually and update as needed.</p> <p>Documented Activities</p> <p>Document the date of annual DCM review and description of any updates, performed.</p>	<p>Action</p> <p>Review Drainage Criteria Manual (DCM) to determine if updates are necessary. If the DCM is updated, consider codifying the required use of City of Austin standard erosion control details</p> <p>Measurable Goal</p> <p>Review DCM once annually and update as needed.</p> <p>Documented Activities</p> <p>Document the date of annual DCM review and description of any updates, performed.</p>
4-1	Post-Construction Storm Water Ordinance	City Building Official City Engineering Firm City Administrator	Post Construction Storm Water Management	<p>Action</p> <p>Continue penalty-based enforcement of new ordinance requirements.</p> <p>Measurable Goal</p> <p>Conduct post-construction erosion control inspections for 100% of construction sites for establishment of permanent vegetation.</p> <p>Documented Activities</p> <p>Document dates and findings of post-construction inspections.</p>	<p>Action</p> <p>Continue penalty-based enforcement of new ordinance requirements.</p> <p>Measurable Goal</p> <p>Conduct post-construction erosion control inspections for 100% of construction sites for establishment of permanent vegetation.</p> <p>Documented Activities</p> <p>Document dates and findings of post-construction inspections.</p>	<p>Action</p> <p>Continue penalty-based enforcement of new ordinance requirements.</p> <p>Measurable Goal</p> <p>Conduct post-construction erosion control inspections for 100% of construction sites for establishment of permanent vegetation.</p> <p>Documented Activities</p> <p>Document dates and findings of post-construction inspections.</p>	<p>Action</p> <p>Continue penalty-based enforcement of new ordinance requirements.</p> <p>Measurable Goal</p> <p>Conduct post-construction erosion control inspections for 100% of construction sites for establishment of permanent vegetation.</p> <p>Documented Activities</p> <p>Document dates and findings of post-construction inspections.</p>	<p>Action</p> <p>Continue penalty-based enforcement of new ordinance requirements.</p> <p>Measurable Goal</p> <p>Conduct post-construction erosion control inspections for 100% of construction sites for establishment of permanent vegetation.</p> <p>Documented Activities</p> <p>Document dates and findings of post-construction inspections.</p>

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4-2	Engineering Design Review	City Building Official City Engineering Firm City Administrator	Post Construction Storm Water Management	<p>Action</p> <p>Continue existing design review process of all planned construction projects at least one acre in size to verify compliance with the long-term protective maintenance requirements for new and redeveloped areas to protect storm water quality.</p> <p>Measurable Goal</p> <p>Review 100% of development plans.</p> <p>Documented Activities</p> <p>Document the number of plans reviewed, and sites inspected.</p>	<p>Action</p> <p>Continue existing design review process of all planned construction projects at least one acre in size to verify compliance with the long-term protective maintenance requirements for new and redeveloped areas to protect storm water quality.</p> <p>Measurable Goal</p> <p>Review 100% of development plans.</p> <p>Documented Activities</p> <p>Document the number of plans reviewed, and sites inspected.</p>	<p>Action</p> <p>Continue existing design review process of all planned construction projects at least one acre in size to verify compliance with the long-term protective maintenance requirements for new and redeveloped areas to protect storm water quality.</p> <p>Measurable Goal</p> <p>Review 100% of development plans.</p> <p>Documented Activities</p> <p>Document the number of plans reviewed, and sites inspected.</p>	<p>Action</p> <p>Continue existing design review process of all planned construction projects at least one acre in size to verify compliance with the long-term protective maintenance requirements for new and redeveloped areas to protect storm water quality.</p> <p>Measurable Goal</p> <p>Review 100% of development plans.</p> <p>Documented Activities</p> <p>Document the number of plans reviewed, and sites inspected.</p>	<p>Action</p> <p>Continue existing design review process of all planned construction projects at least one acre in size to verify compliance with the long-term protective maintenance requirements for new and redeveloped areas to protect storm water quality.</p> <p>Measurable Goal</p> <p>Review 100% of development plans.</p> <p>Documented Activities</p> <p>Document the number of plans reviewed, and sites inspected.</p>
4-3	Land Use Plan	City Building Official City Engineering Firm City Administrator	Post Construction Storm Water Management	<p>Action</p> <p>Continue the existing process of assessing proposed zoning changes in relation to the City's existing land use plan.</p> <p>Measurable Goal</p> <p>Review 100% of assessed zoning change proposals for compliance with land use plan.</p> <p>Documented Activities</p> <p>Maintain a log of zoning change proposals, reviews, and document zoning change approvals.</p>	<p>Action</p> <p>Continue the existing process of assessing proposed zoning changes in relation to the City's existing land use plan.</p> <p>Measurable Goal</p> <p>Review 100% of assessed zoning change proposals for compliance with land use plan.</p> <p>Documented Activities</p> <p>Maintain a log of zoning change proposals, reviews, and document zoning change approvals.</p>	<p>Action</p> <p>Continue the existing process of assessing proposed zoning changes in relation to the City's existing land use plan.</p> <p>Measurable Goal</p> <p>Review 100% of assessed zoning change proposals for compliance with land use plan.</p> <p>Documented Activities</p> <p>Maintain a log of zoning change proposals, reviews, and document zoning change approvals.</p>	<p>Action</p> <p>Continue the existing process of assessing proposed zoning changes in relation to the City's existing land use plan.</p> <p>Measurable Goal</p> <p>Review 100% of assessed zoning change proposals for compliance with land use plan.</p> <p>Documented Activities</p> <p>Maintain a log of zoning change proposals, reviews, and document zoning change approvals.</p>	<p>Action</p> <p>Continue the existing process of assessing proposed zoning changes in relation to the City's existing land use plan.</p> <p>Measurable Goal</p> <p>Review 100% of assessed zoning change proposals for compliance with land use plan.</p> <p>Documented Activities</p> <p>Maintain a log of zoning change proposals, reviews, and document zoning change approvals.</p>

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BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals*	FY 2020 – 2021 Measurable Goals*	FY 2021 – 2022 Measurable Goals*	FY 2022 – 2023 Measurable Goals*	FY 2023 – 2024 Measurable Goals*
5-1	City Vehicle Maintenance	Public Works	Pollution Prevention/ Good Housekeeping	<p>Action</p> <p>Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.</p> <p>Require supervisor to conduct random spot checks.</p> <p>Measurable Goal</p> <p>Inspect 100% of city vehicles at least once per quarter. Perform at least 4 random spot checks per year.</p> <p>Documented Activities</p> <p>Document 100% of vehicle inspections and spot checks and action taken, if any.</p>	<p>Action</p> <p>Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.</p> <p>Require supervisor to conduct random spot checks.</p> <p>Measurable Goal</p> <p>Inspect 100% of city vehicles at least once per quarter. Perform at least 4 random spot checks per year.</p> <p>Documented Activities</p> <p>Document 100% of vehicle inspections and spot checks and action taken, if any.</p>	<p>Action</p> <p>Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.</p> <p>Require supervisor to conduct random spot checks.</p> <p>Measurable Goal</p> <p>Inspect 100% of city vehicles at least once per quarter. Perform at least 4 random spot checks per year.</p> <p>Documented Activities</p> <p>Document 100% of vehicle inspections and spot checks and action taken, if any.</p>	<p>Action</p> <p>Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.</p> <p>Require supervisor to conduct random spot checks.</p> <p>Measurable Goal</p> <p>Inspect 100% of city vehicles at least once per quarter. Perform at least 4 random spot checks per year.</p> <p>Documented Activities</p> <p>Document 100% of vehicle inspections and spot checks and action taken, if any.</p>	<p>Action</p> <p>Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.</p> <p>Require supervisor to conduct random spot checks.</p> <p>Measurable Goal</p> <p>Inspect 100% of city vehicles at least once per quarter. Perform at least 4 random spot checks per year.</p> <p>Documented Activities</p> <p>Document 100% of vehicle inspections and spot checks and action taken, if any.</p>
5-2	Spill Prevention Plans	City Administrator	Pollution Prevention/ Good Housekeeping	<p>Action</p> <p>No action required, as no City facilities qualify for SPCC plan requirements.</p> <p>Measurable Goal</p> <p>None</p> <p>Documented Activities</p> <p>None</p>	<p>Action</p> <p>No action required, as no City facilities qualify for SPCC plan requirements.</p> <p>Measurable Goal</p> <p>None</p> <p>Documented Activities</p> <p>None</p>	<p>Action</p> <p>No action required, as no City facilities qualify for SPCC plan requirements.</p> <p>Measurable Goal</p> <p>None</p> <p>Documented Activities</p> <p>None</p>	<p>Action</p> <p>No action required, as no City facilities qualify for SPCC plan requirements.</p> <p>Measurable Goal</p> <p>None</p> <p>Documented Activities</p> <p>None</p>	<p>Action</p> <p>No action required, as no City facilities qualify for SPCC plan requirements.</p> <p>Measurable Goal</p> <p>None</p> <p>Documented Activities</p> <p>None</p>

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5-3	Disposal of Collected Storm Sewer System Waste	All	Pollution Prevention/ Good Housekeeping	<p>Action</p> <p>Perform proper disposal of waste materials.</p> <p>Perform annual citywide street sweeping.</p> <p>Measurable Goal</p> <p>Conduct a minimum of 2 city-wide street sweeping annually and remove excessive buildup from a minimum of 20% of drainage facilities annually.</p> <p>Documented Activities</p> <p>Document budget requirements and the proper disposal of waste materials from street sweeping and drainage facility cleaning.</p>	<p>Action</p> <p>Perform proper disposal of waste materials.</p> <p>Perform annual citywide street sweeping.</p> <p>Measurable Goal</p> <p>Conduct a minimum of 2 city-wide street sweeping annually and remove excessive buildup from a minimum of 20% of drainage facilities annually.</p> <p>Documented Activities</p> <p>Document budget requirements and the proper disposal of waste materials from street sweeping and drainage facility cleaning.</p>	<p>Action</p> <p>Perform proper disposal of waste materials.</p> <p>Perform annual citywide street sweeping.</p> <p>Measurable Goal</p> <p>Conduct a minimum of 2 city-wide street sweeping annually and remove excessive buildup from a minimum of 20% of drainage facilities annually.</p> <p>Documented Activities</p> <p>Document budget requirements and the proper disposal of waste materials from street sweeping and drainage facility cleaning.</p>	<p>Action</p> <p>Perform proper disposal of waste materials.</p> <p>Perform annual citywide street sweeping.</p> <p>Measurable Goal</p> <p>Conduct a minimum of 2 city-wide street sweeping annually and remove excessive buildup from a minimum of 20% of drainage facilities annually.</p> <p>Documented Activities</p> <p>Document budget requirements and the proper disposal of waste materials from street sweeping and drainage facility cleaning.</p>	<p>Action</p> <p>Perform proper disposal of waste materials.</p> <p>Perform annual citywide street sweeping.</p> <p>Measurable Goal</p> <p>Conduct a minimum of 2 city-wide street sweeping annually and remove excessive buildup from a minimum of 20% of drainage facilities annually.</p> <p>Documented Activities</p> <p>Document budget requirements and the proper disposal of waste materials from street sweeping and drainage facility cleaning.</p>
5-4	Post Local Recycling Center Information to City Website	Public Works/ City Administrator	Pollution Prevention/ Good Housekeeping	<p>Action</p> <p>Post information about local recycling centers for hazardous waste and vehicle oils to City website.</p> <p>Measurable Goal</p> <p>Review local recycling information posted to City's website at least once per year and update if necessary.</p> <p>Documented Activities</p> <p>Document date of review and any new information posted.</p>	<p>Action</p> <p>Post information about local recycling centers for hazardous waste and vehicle oils to City website.</p> <p>Measurable Goal</p> <p>Review local recycling information posted to City's website at least once per year and update if necessary.</p> <p>Documented Activities</p> <p>Document date of review and any new information posted.</p>	<p>Action</p> <p>Post information about local recycling centers for hazardous waste and vehicle oils to City website.</p> <p>Measurable Goal</p> <p>Review local recycling information posted to City's website at least once per year and update if necessary.</p> <p>Documented Activities</p> <p>Document date of review and any new information posted.</p>	<p>Action</p> <p>Post information about local recycling centers for hazardous waste and vehicle oils to City website.</p> <p>Measurable Goal</p> <p>Review local recycling information posted to City's website at least once per year and update if necessary.</p> <p>Documented Activities</p> <p>Document date of review and any new information posted.</p>	<p>Action</p> <p>Post information about local recycling centers for hazardous waste and vehicle oils to City website.</p> <p>Measurable Goal</p> <p>Review local recycling information posted to City's website at least once per year and update if necessary.</p> <p>Documented Activities</p> <p>Document date of review and any new information posted.</p>

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5-5	MS4 Inventory	All	Operation and Maintenance				<p>Action</p> <p>Review the storm sewer map developed as BMP 2-2, and add any other known city facilities or stormwater controls.</p> <p>Measurable Goal</p> <p>Review map once per year with relevant City staff and update information related to stormwater facilities.</p> <p>Document Activities</p> <p>Map 100% of City’s known facilities and any updates to the system.</p>	<p>Action</p> <p>Review the storm sewer map developed as BMP 2-2, and add any other known city facilities or stormwater controls.</p> <p>Measurable Goal</p> <p>Review map once per year with relevant City staff and update information related to stormwater facilities.</p> <p>Document Activities</p> <p>Map 100% of City’s known facilities and any updates to the system.</p>
5-6	Evaluate O&M	All	Operation and Maintenance				<p>Action</p> <p>Evaluate O&M for potential discharge pollutants.</p> <p>Measurable Goal</p> <p>Meet at least once per year with pertinent city staff members to evaluate current O&M practices for potential discharge pollutants.</p> <p>Document Activity</p> <p>Document material covered and date of meeting.</p>	<p>Action</p> <p>Evaluate O&M for potential discharge pollutants.</p> <p>Measurable Goal</p> <p>Meet at least once per year with pertinent city staff members to evaluate current O&M practices for potential discharge pollutants.</p> <p>Document Activity</p> <p>Document material covered and date of meeting.</p>

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5-7	Identify Pollutants of Concern	Public Works	Operation and Maintenance				<p>Action</p> <p>Identify Pollutants of concern that could be discharged from O&M activities</p> <p>Measurable Goal</p> <p>Meet at least once per year with pertinent city staff members to identify pollutants of concern based on latest TCEQ guidance.</p> <p>Document Activity</p> <p>Identify and create a list of O&M activities and potential pollutants of concern. Document date of meeting.</p>	<p>Action</p> <p>Identify Pollutants of concern that could be discharged from O&M activities</p> <p>Measurable Goal</p> <p>Meet at least once per year with pertinent city staff members to identify pollutants of concern based on latest TCEQ guidance.</p> <p>Document Activity</p> <p>Review and update the list of O&M activities and potential pollutants of concern once per year.</p>
5-8	Develop, Implement, and Inspect Measures for Pollution Prevention	All	Operation and Maintenance				<p>Action</p> <p>Develop, implement, and inspect measures for pollution prevention to reduce discharge of pollutants from O&M activities</p> <p>Measurable Goal</p> <p>Review pollution prevention procedures document annually for any updates.</p> <p>Document Activity</p> <p>Develop a document with procedures for eliminating discharge pollutants due to O&M activities.</p>	<p>Action</p> <p>Develop, implement, and inspect measures for pollution prevention to reduce discharge of pollutants from O&M activities</p> <p>Measurable Goal</p> <p>Review pollution prevention procedures document annually for any updates.</p> <p>Document Activity</p> <p>Review procedures for eliminating discharge annual and update as needed.</p>

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