Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040569

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

Annual Reporting Year Option Selected by MS4:

Calendar Year: 2019

Permit Year: n/a

Fiscal Year: n/a Last day of fiscal year: (n/a)

Reporting period beginning date: (month/date/year) 01/01/2019

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

MS4 Operator Level: 1 Name of MS4: City of Royse City

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

Region the annual report was submitted to: TCEQ Region 4

B. Status of Compliance with the MS4 GP and SWMP

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

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		Most BMPs have been met or progress has been made towards meeting the SWMP goals.
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		Report is being submitted for Year 1.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		The permittee meets the eligibility requirements.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report.	X		The permittee reviewed the SWMP, and changes will be made to the new SWMP in the next permit renewal.

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

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
1.1	Distribute Stormwater Educational Materials	Yes. Educating residents, visitors, public employees, businesses, commercial activities, and construction site personnel about stormwater pollution, including potential common activities and hazards associated with illegal discharges and improper disposal of waste, can influence behavior changes. Providing clear guidance on steps and specific actions that they can take will reduce the potential for discharge of pollutants in stormwater.
1.2	Stormwater Message(s) with Links on City of Royse City Website	Yes. Public forum for disseminating and collecting stormwater and SWMP related information via City's website to all sectors of the community can influence behavior changes that result in reduced stormwater pollutant discharges. Access to links on the City's website provides helpful information about stormwater pollution and prevention.
1.3	River/Stormwater System Volunteer Cleanups	Yes. Involving businesses, public employees and local citizens with hands-on stormwater system cleanup opportunities directly reduces pollutants in stormwater.
1.4	Display Stormwater Management Program on City Website for Public Review and Comment	Yes. Allowing the community the opportunity to comment on SWMP and participate in the development and implementation process gets the public involved and in turn will reduce pollutants in stormwater.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
2.1	Implement City Ordinance and Enforcement Procedures to Prohibit and Remove Illicit Discharges	Yes. Regulating and enforcing procedures to prohibit and remove illicit discharges directly reduce pollutants in stormwater.
2.2	Visual Inspection of Selected Stormwater Outfalls During Dry Weather	Yes. Identifying and removing potential illicit discharges to Royse City's stormwater directly reduces pollutants in stormwater system.
2.3	Development of Storm Sewer Map Showing All Outfalls and Names of Waters of the United States	Yes. Having a complete and current map of all stormwater facilities in Royse City demonstrates a basic awareness of the intake and discharge locations of the system that helps the city to be more aware and reduce the pollutants in stormwater.
2.4	Educate City Employees, Business, and the General Public re: Hazards Associated with Illegal Discharges	Yes. Informing the City employees, businesses, and the general public about the hazards of illegal discharges to the stormwater system will help reduce pollutants in stormwater.
2.5	Implement Mechanism for Public Reporting of Illicit Discharge	Yes. Providing residents and visitors have a mechanism to communicate concerns and report illicit discharge within City limits will help the City fix issues to decrease pollutants in stormwater.
2.6	Procedure for addressing Illicit Discharge Violations	Yes. Responding to residents and visitors concerns reported on illicit discharges within City limits will result in fixing issues to decrease pollutants in stormwater.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
3.1	Implement/Maintain Ordinance and Enforcement Mechanism to Require Erosion and Sediment Control at site>1 Acre	Yes. Regulating and controlling waste, erosion, and sedimentation from construction sites within the City of Royse City will help control pollution in stormwater.
3.2	Require Submittal of Construction Site SWPPP for Review by City Staff	Yes. Incorporating site plan review with considerations of water quality impacts will help reduce pollutants by keeping construction sites in check.
3.3	Implement Procedures for Construction Site Inspection of Runoff Controls	Yes. Inspecting construction sites and updating procedures will reduce potential stormwater pollution from occurring at construction sites.
3.4	Train City Inspectors in Conducting Proper Site Inspections	Yes. Training City inspectors to conduct proper site inspections will help them identify issues and reduce potential stormwater pollution from construction sites.
3.5	Implement mechanism for contractor Comment and Procedures for Comment Consideration in regard to Runoff Control	Yes. By providing construction contractors with a mechanism to communicate concerns related to the construction site runoff controls, pollutants can be reduced by bringing issues to the City’s attention to help manage runoff.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
4.1	Implement and Maintain Royse City Ordinances and Enforcement Mechanism to Require Post Construction Stormwater Management in New Development	Yes. Reviewing and enforcing the ordinance helps to regulate new development and redevelopment Post Construction Storm Water Management within the City of Royse City and reduce pollutants in stormwater.
4.2	Create and Distribute Educational Materials for Area Developers Regarding Post-Construction Stormwater Controls	Yes. Education materials inform area developers, contractors, and stakeholders about post-construction stormwater controls which could lead to less pollutants in the stormwater because permit applicants are made aware of issues that could arise.
5.1	Identify Possible Pollutants from Operation and Maintenance procedure at 100% of City-owned properties	Yes. Documenting possible sources of pollutants from operations at City-owned properties will help them identify issues and reduce pollution in stormwater.
5.2	Develop and Implement a Plan to Reduce Pollutants from Operation and Maintenance procedures at 100% of the City owned properties	Yes. Developing and implementing an O&M plan will reduce pollution in Royse City's stormwater system. The plan will include requirements for contractors performing street repairs and maintenance and oversight requirements which result in reduced pollutants.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
5.3	City Staff and Contractor Training, Developed Plan to Reduce Possible Pollutants from Operations and Maintenance procedures at the City Owned Property and Street Maintenance	Yes. Training staff and contractors reduces possible stormwater pollution during operation and maintenance procedures.
5.4	Written Policy, Procedures, and Schedule for Periodic Inspection and Maintenance of Stormwater System	Yes. Implementing the written policy for maintenance procedures for Royse City's stormwater system will result in reducing pollutants in stormwater.

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the MEP. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table below to meet this requirement (**see Example 2 in instructions**):

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1.1	Distribute Stormwater Educational Materials	Stormwater Education Materials and Articles	6	Education materials	No. Articles and educational materials do not directly reduce pollutants. However, public education reduces improper pollutant disposal by changed behavior.
1.2	Stormwater Message(s) with Links on City of Royse City Website	Stormwater Website SWMP on Website Pollution Prevention Articles	1 1 2	Webpage Link on webpage References	No. Information and articles on the website do not directly reduce pollutants. However, providing information to the public provides information on pollutants and reduces improper pollutant disposal by changed behavior.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1.3	River/ Stormwater System Volunteer Cleanups	Cleaning debris and trash from creeks & streams or residential trash events	1 Unknown Amount	Cleaning Events Participants	Yes. Cleaning up the river / stormwater system or hosting cleaning or trash events directly reduces pollutants being improperly disposed in the stream and systems.
1.4	Display Stormwater Management Program on City Website for Public Review and Comment	SWMP on Website Comments Received Meetings Documentation	1 0 0	Webpage Comments Meetings	No. Information on the stormwater management program does not directly reduce pollutants. However, providing information on the program to the public helps get them involved and will result in reduction of pollutants.
2.1	Implement City Ordinance and Enforcement Procedures to Prohibit and Remove Illicit Discharges	Ordinance documentation, revisions, enforcement procedures, and correspondence	1 0	Ordinance Enforcement Actions	Yes. Enforcing the City's ordinance reduces the stormwater pollutants. No enforcement actions were required in 2019.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
2.2	Visual Inspection of Selected Stormwater Outfalls During Dry Weather	Documentation of Outfalls Inspected	1 0 0	Inspection Form Count of Inspected Actions Taken	Yes. Conducting visual inspections of stormwater outfalls reduces pollutants by making sure outfalls are functioning properly. The City did not track how many stormwater outfalls were inspected in 2019, but inspections were done as needed. The City is working on creating a tracking system for future use.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
2.3	Development of Storm Sewer Map Showing All Outfalls and Names of Waters of the United States	Storm sewer map documentation with updated record drawings and annual updates	0	Storm Sewer Map	No. A map of storm drain locations does not directly reduce pollutants. A map of the storm drain inlets allows City staff to identify potential points of discharge when responding to reported concerns. The City does not have a Storm Sewer Map, so they reference as-builts that they have for all storm sewer infrastructure in the City. The City plans to have this map for next permit term.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
2.4	Educate City Employees, Business, and the General Public re: Hazards Associated with Illegal Discharges	Documentation of education materials provided in public areas, at community events, in kiosks, online, to public service employees, businesses, utility bill customers	6	Education Materials	No. Articles and educational materials do not directly reduce pollutants. However, public education reduces improper pollutant disposal by changed behavior.
2.5	Implement Mechanism for Public Reporting of Illicit Discharge	Mechanisms and procedures developed for reporting illicit discharges	1 0	Illicit Discharge Form Reporting System Established	Yes. Establishing a mechanism for public reporting of illicit discharge will directly reduce pollutants and let the City know where the issues are located.
2.6	Procedure for addressing Illicit Discharge Violations	Plan for addressing illicit discharge violations	1 0	Illicit Discharge Form Violations reported	Yes. Procedures for responding to illicit discharges including inspections, investigations and corrective actions need to be written. These procedures will help reduce pollutants.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
3.1	Implement/ Maintain Ordinance and Enforcement Mechanism to Require Erosion and Sediment Control at site>1 Acre	Enforcing ordinance for erosion and sediment control	0 0	Revisions Enforcement Actions	Yes. Enforcing and maintaining the ordinance for erosion and sediment control helps reduce pollutants by keeping the public and contractors compliant.
3.2	Require Submittal of Construction Site SWPPP for Review by City Staff	Documentation of TCEQ construction SWPPP, construction plan checklist and the review of construction plan checklist and SWPPP	1 1 0	How to Develop SWPPP Guide Construction inspection form Revisions	No. SWPPPs and meetings with developers/contractors do not directly reduce pollutants. However, these interactions provide City staff the opportunity to educate developers /contractors on the City's requirements to protect stormwater quality.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
3.3	Implement Procedures for Construction Site Inspection of Runoff Controls	Inspect construction sites per procedures and research other municipality procedures and revises as needed	1 1 0	Construction inspection form How to obtain construction permits for stormwater discharge PDF Revisions	No. Construction site inspection of runoff controls does not directly reduce pollutants. However, having procedures for construction site inspection of runoff controls will help protect stormwater quality.
3.4	Train City Inspectors in Conducting Proper Site Inspections	Site Inspection Training	0 0	Staff Trainings Stormwater Inspector Trainings	No. Training does not directly reduce pollutants. However, educating staff on proper disposal of materials improves understanding.
3.5	Implement mechanism for contractor Comment and Procedures for Comment Consideration in regard to Runoff Control	Email discussion of stormwater issues and addressing comments or questions within two weeks.	13	Preconstruction meetings with ECP and SWPPP conservations and notice to proceed conversations	Yes. By having discussion about runoff control with the contractors this will make the contractors more aware of potential issues that could arise and therefore reduce pollutants.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
4.1	Implement and Maintain Royse City Ordinances and Enforcement Mechanism to Require Post Construction Stormwater Management in New Development	Ordinances and enforcement	0 0 1	Revisions Enforcement Actions TCSS General Notes	Yes. Enforcing and maintaining ordinance for post construction stormwater management in new development helps reduce pollutants by keeping the contractors and construction sites compliant.
4.2	Create and Distribute Educational Materials for Area Developers Regarding Post-Construction Stormwater Controls	Post-Construction Stormwater Controls Education	1	Stormwater Education Presentation	No. Educational materials do not directly reduce pollutants. However, education regarding post construction stormwater controls reduces improper pollutant disposal by changed behavior.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
5.1	Identify Possible Pollutants from Operation and Maintenance procedure at 100% of City-owned properties	Documentation of pollutants at City-owned properties, field operations, and maintenance	1	Periodic visual checks on all City-owned properties	Yes. This will reduce pollution in the City's stormwater system from municipally owned properties such as buildings, parking lots, public works yard, streets, and parks by identifying these possible sources.
5.2	Develop and Implement a Plan to Reduce Pollutants from Operation and Maintenance procedures at 100% of the City owned properties	Documentation of pollutants at City-owned properties, field operations, and maintenance	1	Periodic visual checks on all City-owned properties	Yes. This will reduce pollution in the City's stormwater system from municipally owned properties such as buildings, parking lots, public works yard, streets, and parks by having this plan and procedures in place.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
5.3	City Staff and Contractor Training, Developed Plan to Reduce Possible Pollutants from Operations and Maintenance procedures at the City Owned Property and Street Maintenance	Training for reducing pollutants from operations and maintenance procedures	0 0	Staff Training Stormwater Inspector Training	No. Training does not directly reduce pollutants. However, educating staff on proper disposal of materials improves understanding.
5.4	Written Policy, Procedures, and Schedule for Periodic Inspection and Maintenance of Stormwater System	Written policy for maintenance procedures	1	Periodic checks on the maintenance of the stormwater system	Yes. Implementing policy, procedures, and schedule for annual maintenance of stormwater system such as cleanings, disposable of floatables, and debris will directly reduce pollutants.

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

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
1.1	1. Distribute targeted stormwater educational materials to 100% of utility bill customers via utility bills. Educational pamphlets and/ or brochures will be printed and distributed annually until end of permit. Educational materials will be placed in public areas or distributed at community events. 2. Distribute stormwater education material to visitors through materials placed in kiosks in motels, restaurants, and postings online. 3. Distribute targeted stormwater educational materials to 100% of public service employees. Materials will be distributed annually until end of permit term with a goal to reach all public service employees each year. 4. Distribute targeted stormwater educational materials to 100% of business, commercial and industrial utility bill customers via utility bills. 5. Distribute targeted stormwater educational materials to construction site personnel to 100% of new construction activities. Educational pamphlets and/ or brochures will be printed and distributed prior to construction (At pre-construction meeting or with the permit documents).	Partially met goal. The City has multiple educational documents that cover the following topics: Degreening Water, Fish Water Habitat, Green Yard Guide, Leaves Clean Up, Oil Recycling Guide, and Spring Cleaning Tips. The documents are provided on their website and distributed. Due to staff turnover, it has made it difficult for the City to track specific numbers of the documents and distributing to multiple locations around the City.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
1.2	1. Review and revise website once per year. 2. Make City SWMP available for viewing on stormwater webpage. Document the number of web visitors to the stormwater webpage once per year. Maintain on webpage until end of permit term. 3. Post stormwater pollution prevention "fact sheets" on the city website for all relevant sectors of the community (residences and visitors, public service employees, businesses, and construction site personnel). Update the post stormwater pollution prevent "fact sheets" once per year.	Partially met goal. The City reviews their website annually and their SWMP is available on the stormwater webpage. The City is working on creating a fact sheet to display on their stormwater website. Due to staff turnover in 2019, the City was not able to meet all aspects of this BMP.
1.3	1. The City hosts an organized collection location for volunteer efforts once per year to clean up debris and trash in the creeks or that could end up in local creeks and streams. Repeat annually until end of permit term.	Met goal. The annual cleaning event at Walker Hawk Sports Complex took place in 2019. The City also provides trash collection and disposal information to residents in welcome letters.
1.4	1. Monitor email on City website for commenting on SWMP and method for addressing community comments (review monthly).	Partially met goal. The City has their SWMP displayed on their website and has not received any comments on it.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
2.1	1. Implement and enforce current ordinance (City Ordinance 13.08.002) by conducting 100% of required construction inspections. 2. Implement and enforce current ordinance (City Ordinance 13.08.002) by verifying the required course of action for 100% of complaints and taking corrective action in response to verified violation of the ordinance. 3. Review Ordinance once per year.	Met goal. The City has implemented and enforced their ordinance. No enforcement action was required. The City reviews it annually and did not make any revisions in 2019. Construction inspections also took place as necessary in 2019.
2.2	1. Annual review of dry weather inspection procedure and form. 2. Review/Revise the current criteria for ranking stormwater pollution potential and outfalls.	Partially met goal. The City has an inspection report form to use for outfall inspections. The City conducted inspections but did not track them. The City is looking into setting up a tracking system after staff turnover subsides.
2.3	1. Update Record Drawings with 50% of new outfall locations each year. 2. Perform annual updates to electronic and paper stormwater outfall location map with receiving waters once per year.	Partially Met Goal. The City is currently working on updating their storm sewer map. Staff turnover at the City has made this difficult to keep up with, but the City is determined to get back on track next permit term.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
2.4	1. Review educational material once per year. 2. Distribute targeted stormwater educational materials to utility bill customers. Educational pamphlets and/ or brochures will be printed and distributed annually until end of permit. Educational materials will be placed in public areas or distributed at community events. 3. Distribute stormwater education material to visitors through materials placed in kiosks in motels, restaurants, and postings online. 4. Distribute targeted stormwater educational materials to 100% of public service employees. Materials will be distributed annually until end of permit term with a goal to reach all public service employees each year. 5. Distribute targeted stormwater educational materials targeted to 100% of business, commercial, and industrial utility bill customers via utility bills. Educational pamphlets and/ or brochures will be printed and distributed once per year until end of permit.	Partially met goal. The City has multiple educational documents that cover the following topics: Degreening Water, Fish Water Habitat, Green Yard Guide, Leaves Clean Up, Oil Recycling Guide, and Spring Cleaning Tips. The City also has a stormwater education slide show that educates about the hazards associated with illegal discharges. The documents are provided on their website and distributed. Due to staff turnover it has been difficult for the City to track specific numbers of the documents and distributing to multiple locations around the City.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
2.5	1. Respond to 100% of comments and questions with an actional request within two weeks.	Met goal. The City has not had any reports of illicit discharges in 2019. The City is working on creating a tracking spreadsheet to better document these reports once staff turnover subsides.
2.6	1. Continue to implement illicit Discharge Form and maintain records for all violations. 2. Respond to 100% of comments and questions with an actionable request within two weeks.	Met goal. The City reviews the ordinance annually and no revisions have been made in 2019. The City has implemented their illicit discharge inspection form and has not had any reports of illicit discharges in 2019.
3.1	1. Enforce current ordinance based on inspections and complaints. 2. Review current ordinances once per year. 3. Enforce updated ordinance until end of permit term.	Met goal. The City enforces their ordinance and reviews it yearly. No revisions were made to the ordinance in 2019. The City addresses water, erosion, and sediment controls at construction sites in pre-construction meetings. In these meetings the City goes over ECP, SWPPP, and notice to proceed actions. No enforcement actions were taken in 2019.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
3.2	1. Require SWPPPs for 100% of construction projects of >= 1 acre.	Met goal. The City requires SWPPPs on all work done per TCSS and TCEQ. This SWPPP conversation is had at all preconstruction meetings and is documented by the City. The City also uses a construction inspection form and reviews the construction checklist annually. The City also has a document guide for construction sites about developing their stormwater pollution prevention plan.
3.3	1. Inspect 100% of construction site per current procedures.	Partially met goal. The City has an construction site inspection form that is used for inspections and reviewed annually. Due to staff turnover, the City has not been able to track these inspections, but once resolved plan to implement a plan to track construction inspections more efficiently.
3.4	1. Review training materials once per year and update in accordance with any changes in local, state or federal regulations.	Partially met goal. The City reviews training materials annually and did not make any revisions in 2019.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
3.5	1. Continue to maintain email discussion of stormwater issues. Update email list once per year. 2. Address 75% of comments or questions within two weeks of receipt.	Met goal. The City maintains correspondence with contractors through email and pre construction meetings. The City has ECP, SWPPP, and notice to proceed conversations with contractors at these meetings. If any contractors reached out with other items to discuss, the City responded to all comments or questions in a timely manner.
4.1	1. Annual review of current ordinance	Met goal. The City implements and maintains the ordinance to require post construction stormwater management in new development. The City includes this information in the TCSS General Construction notes on each construction plan set. No enforcement actions were taken in 2019.
4.2	1. Annual review of educational material 2. Educational materials will be distributed to 100% of permit applicants who plan to manage stormwater through post-construction controls. Distribution will continue until end of permit term.	Met goal. The City goes over information regarding post-construction stormwater controls at preconstruction meetings. This is included in the ECP, SWPPP, and notice to proceed conversation. The City also has a stormwater education presentation.
5.1	N/A	N/A

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
5.2	1. Implement the developed plan to reduce pollutants from City Hall/fire station operation and street repair/maintenance. Perform inspections each year through the end of the permit. 2. Perform inspections each year through the end of the permit.	Partially met goal. The City did periodic visual checks on City-owned properties. Due to staff turnover, there has not been a way to track this activity. The City will better track this going forward.
5.3	N/A	N/A
5.4	1. Review policy, procedures, and schedule, including proper disposal of waste as defined in the General Permit, for storm sewer maintenance once per year. 2. Conduct annual inspections and perform maintenance according to developed schedule. Continue inspections according to developed schedule until end of permit term.	Partially met goal. The City did periodic visual checks to the storm sewer system. The City has also implemented an stormwater outfalls inspection form to use as needed. Due to staff turnover the City has not tracked or set a schedule for these inspections, but plan to implement a better system in the next permit cycle.

C. Stormwater Data Summary

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

D. Impaired Waterbodies

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

   No new impaired waters were added to the 303(d) list in 2019. Royse City does not have any impaired waterbodies within their municipal boundary. However, Royse City does discharge to Sabine Creek which confluences with the South Fork of the Sabine River, Segment 0507G (5b Impairment for Bacteria in water). The 2018 Texas 303(d) list does not include any additional impairments within the Royse City area. The City is aware of the impairment and participates in the regional stormwater efforts to address said impairments.

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

   The City has implemented procedures and an inspection form for illicit discharges. This will let the City know where these are occurring and address these issues as they arise.

   The City also has educational documents to help educate the public and discourage pollution. This will lead to the public to practice strategies that will result in less bacteria getting into the impaired water body.

   The City also has a BMP related to river / stormwater system clean ups. This would directly take pollutants out of the water and help contribute to less bacteria in the impaired waterbody.

   The City is actively enhancing its infrastructure through a funded Capital Improvement Program to address aging infrastructure. An example project being project to upgrade the sanitary sewer trunk main to sizes ranging from 42 inches to 60 inches. This will help to decrease pollutants in the discharge.

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

   The City of Royse City discharges to Sabine Creek that confluences with the South Fork of the Sabine River, which is an impaired waterbody without an approved

TMDL, Segment 0507G. The 303(d) List shows an impairment for bacteria. Bacteria is a concern within the South Fork of the Sabine and the following targeted controls are being implemented by the City.

- Illicit Discharge and Dumping – The City continues to target outreach and education efforts to encourage reporting of any illegal dumping or discharges to the system.

- Sanitary Sewer Systems - The City continues to improve and update sanitary sewer infrastructure to reduce overflows and address aging systems.
- Public Education - The City also provides educational material, including information on the City website, various brochures for stormwater education.
- Construction Site Inspections – The City has implemented procedures for construction site inspection of runoff controls. The City also requires submittal of a SWPPP for each construction site and is reviewed for each project.

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

Benchmark Parameter ***(Ex: Total Suspended Solids)***	**Benchmark Value**	**Description of additional sampling or other assessment activities**	**Year(s) conducted**
Bacteria	126 MPN/100 mL	Benchmark value set based on stream's standard criteria. The City continues to address concerns regarding illicit discharges and dumping to reduce pollutants in stormwater runoff.	0

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

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark
Bacteria	Procedure for addressing Illicit Discharge Violations	These procedures will aid in reducing bacteria through responding to illicit discharge violations.
Bacteria	Development of Storm Sewer Map Showing All Outfalls and Names of Waters of the United States	The storm sewer map shows the potential areas that may be impacted by illicit discharges.
Bacteria	Implement Procedures for Construction Site Inspection of Runoff Controls	These procedures will aid in reducing bacteria through conducting construction site inspections of runoff controls.
Bacteria	Develop and Implement a Plan to Reduce Pollutants from Operation and Maintenance procedures at 100% of the City owned properties	This plan to reduce pollutants from operation and maintenance procedures will reduce bacteria.

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

Description of bacteria-focused BMP	Comments/Discussion
Implement Mechanism for Public Reporting of Illicit Discharge	The City responds to reports received associated with potential illicit discharge and dumping activities.
Educate City Employees, Business, and the General Public re: Hazards Associated with Illegal Discharges	The City provides educational information on stormwater. Public education reduces improper pollutant disposal by changed behavior.

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

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

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

Benchmark Indicator	Description/Comments
Reduction in Illicit Discharges	Reducing illicit discharges will lead to less bacteria in the impaired water body. The City did not have any reports of illicit discharges in 2019.
Construction Site Inspection of Runoff Controls	The City conducts construction site inspections of runoff controls. No enforcement measures were taken in 2019.

Benchmark Indicator	Description/Comments
Stormwater Education	The City provides educational information on stormwater. Public education reduces improper pollutant disposal by changed behavior.
Reduction in Pollutants from operations and maintenance at City-owned properties	Reducing pollutants will lead to less bacteria in the impaired water body. The City did not have any pollutants reported from operations and maintenance at City-owned properties.

E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1.1	Distribute Stormwater Educational Materials	Public Education and Outreach	1. When were materials produced 2. Numbers of materials produced / developed 3. Dates first available 4. Copy of the stormwater education materials in utility bills 5. Copy of the stormwater education materials in kiosks in motels, restaurants, and postings online 6. Copy of the stormwater education materials given to public service employees 7. Copy of the stormwater education materials given to business, commercial and industrial utility bills 8. Copy of the stormwater education materials (pamphlets / brochures) to construction site personnel

MCM(s)	BMP	Stormwater Activity	Description/Comments
1.2	Stormwater Message(s) with Links on City of Royse City Website	Public Education and Outreach	1. Link to website with timestamp 2. Documentation of any changes made to website 3. Website link to SWMP showing its available for viewing 4. Number of web visitors yearly 5. Link to post stormwater pollution prevention fact sheets 6. Link to post stormwater pollution prevent fact sheets on the website
1.3	River/Stormwater System Volunteer Cleanups	Public Education and Outreach	1. Publicity materials for cleaning debris and trash in creeks / streams 2. Approximate number of participants
1.4	Display Stormwater Management Program on City Website for Public Review and Comment	Public Education and Outreach	1. Documentation of public comments received from email, or similar outlet commenting on SWMP 2. Documentation from any meetings held (numbers / list of attendees / nature of discussion / meeting minutes) 3. SWMP Permit on City website

MCM(s)	BMP	Stormwater Activity	Description/Comments
2.1	Implement City Ordinance and Enforcement Procedures to Prohibit and Remove Illicit Discharges	Illicit Discharge Detection and Elimination	1. Copy of current ordinance 2. Descriptions of revisions to ordinance and enforcement procedures. (may be in agendas / meeting minutes) 3. Ordinance and enforcement procedures revision dates 4. Any correspondence related to ordinance and enforcement procedures (emails, letters, phone conversations) 5. Construction Inspections documentations
2.2	Visual Inspection of Selected Stormwater Outfalls During Dry Weather	Illicit Discharge Detection and Elimination	1. Documentation for each outfall inspected (including date, time, and description of any observed discharges) 2. Count of how many were inspected. 3. Documentation of actions taken if illicit discharge is detected 4. Photographs 5. Copy of dry weather inspection procedure and form

MCM(s)	BMP	Stormwater Activity	Description/Comments
2.3	Development of Storm Sewer Map Showing All Outfalls and Names of Waters of the United States	Illicit Discharge Detection and Elimination	1. Documentation of the process to compile necessary stormwater system data 2. Documentation of updated record drawings with 50% of new outfall locations 3. Documentation of annual updates to electronic and paper stormwater outfall location map with receiving waters
2.4	Educate City Employees, Business, and the General Public re: Hazards Associated with Illegal Discharges	Illicit Discharge Detection and Elimination	1. Any written discussion of educational material 2. Copy of distributed targets for stormwater education materials 3. Copy of any education materials distributed in public areas or community events 4. Copy of any education material in kiosks in motels, restaurants, and postings online 5. Copy of any educational materials to public service employees 6. Copy of educational materials to business, commercial, and industrial utility bill customers 7. Copy of any pamphlets or brochures distributed

MCM(s)	BMP	Stormwater Activity	Description/Comments
2.5	Implement Mechanism for Public Reporting of Illicit Discharge	Illicit Discharge Detection and Elimination	1. Discussion of any revisions to the communication mechanism developed, and review procedures. (agendas, summaries, numbers and lists of attendees, and nature of discussions; including letters, memos, and phone conversation records) 2. Any Documentation about reviewing city website annually
2.6	Procedure for addressing Illicit Discharge Violations	Illicit Discharge Detection and Elimination	1. Link and copy of illicit discharge form 2. Documentation of illicit discharge violations and possible violations reports and complaints (agendas, summaries, numbers and lists of attendees, and nature of discussions; including letters, memos, emails, and phone conversation records) 3. Documentation of annual review or any revisions made
3.1	Implement/Maintain Ordinance and Enforcement Mechanism to Require Erosion and Sediment Control at site>1 Acre	Construction Site Runoff Controls	1. Copy of ordinance 2.Documenation of enforcing ordinance from inspections and complaints 3. Documentation of any revisions made to the ordinance 4. Documentation of relevant meetings if ordinance is revised (meeting minutes/agendas/copies of correspondence/emails/letters/memos)

MCM(s)	BMP	Stormwater Activity	Description/Comments
3.2	Require Submittal of Construction Site SWPPP for Review by City Staff	Construction Site Runoff Controls	1. Documentation of TCEQ Construction SWPPP 2. Copy of construction plan checklist 3. Documentation of any changes to the checklist or Construction SWPPP 4. Documentation of the review of construction plan checklist once per year
3.3	Implement Procedures for Construction Site Inspection of Runoff Controls	Construction Site Runoff Controls	1. Copy of construction site inspection procedures 2. Documentation of construction site inspections conducted and correspondence (letters, emails, and memos) 3. Documentation of research of other municipality inspection procedures and forms
3.4	Train City Inspectors in Conducting Proper Site Inspections	Construction Site Runoff Controls	1. Copy of training program materials used. (copies of any materials distributed during training; attendees, copies of relevant correspondence, including letters, e-mails, memos, and phone conversations) 2. Certificates from completed training

MCM(s)	BMP	Stormwater Activity	Description/Comments
3.5	Implement mechanism for contractor Comment and Procedures for Comment Consideration in regard to Runoff Control	Construction Site Runoff Controls	1. Documentation of stormwater issues and any discussions and revisions (agendas, summaries, numbers and lists of attendees, and nature of discussions; including letters, emails, memos, and phone conversation records) 2. Documentation of any email list updates
4.1	Implement and Maintain Royse City Ordinances and Enforcement Mechanism to Require Post Construction Stormwater Management in New Development	Post Construction Stormwater Management in New Development and Redevelopment	1. Copy of ordinance, enforcement policy, and procedures 2. Documentation of any revisions and enforcement mechanisms (meeting minutes, agendas, correspondence, emails, letters, and memos)
4.2	Create and Distribute Educational Materials for Area Developers Regarding Post-Construction Stormwater Controls	Post Construction Stormwater Management in New Development and Redevelopment	1. Documentation of educational materials (date materials were finalized and the date on which distribution began; discussion of any feedback from recipients of materials) 2. Documentation of permit applicants that educational materials were distributed to

MCM(s)	BMP	Stormwater Activity	Description/Comments
5.1	Identify Possible Pollutants from Operation and Maintenance procedure at 100% of City-owned properties	Pollution Prevention and Good Housekeeping	N/A
5.2	Develop and Implement a Plan to Reduce Pollutants from Operation and Maintenance procedures at 100% of the City owned properties	Pollution Prevention and Good Housekeeping	1. Documentation of the plan being implemented to reduce possible pollutants during street repairs and maintenance 2. Documentation of inspections (Written field logs of inspections for operations on City owned property and during street repairs and maintenance)
5.3	City Staff and Contractor Training, Developed Plan to Reduce Possible Pollutants from Operations and Maintenance procedures at the City Owned Property and Street Maintenance	Pollution Prevention and Good Housekeeping	N/A

MCM(s)	BMP	Stormwater Activity	Description/Comments
5.4	Written Policy, Procedures, and Schedule for Periodic Inspection and Maintenance of Stormwater System	Pollution Prevention and Good Housekeeping	1. Documentation of discussion of any stormwater system research and maintenance procedures and schedule creation; documentation of any relevant correspondence 2. Documentation of discussion of any revisions to policy, procedures, and schedule for system maintenance

F. SWMP Modifications

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

   _X_ Yes ___No

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

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

No changes requested at this time.

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

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

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

   No changes are proposed at this time.

G. Additional BMPs for TMDLs and I-Plans

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

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

H. Additional Information

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

___ Yes _X_ No

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

Name and Explanation: N/A

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

___ Yes _X_ No

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

___ Yes _X_ No

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

Authorization Number: _____N/A_____ Permittee:_____

I. Construction Activities

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

___zero notices of intent; zero site notices___

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

____ Yes __X__ No

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

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

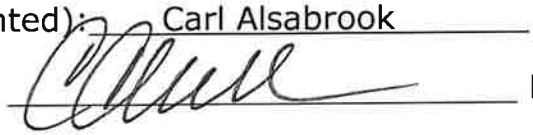
Note: *Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.*

J. Certification

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

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (printed): Carl Alsabrook Title: City Manager

Signature:  Date: 7/25/24

Name of MS4 City of Royse City, TX

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

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