

**PHASE II MS4  
YEAR 6  
ANNUAL REPORT  
for  
ROYSE CITY, TEXAS**



Stormwater Management Program  
Year 6 (January 1, 2024– December 31, 2024)  
Permit # TXR040569/TXR040834

Prepared for  
Texas Commission of Environmental Quality



AVO 56406



2601 Meacham Blvd Suite 600  
Fort Worth, TX 76137



March 28th, 2025  
AVO 56406.003

Texas Commission on Environmental Quality  
Stormwater Team Leader (MC-148)  
P.O. Box 13087  
Austin, Texas 78711-3087  
512-239-4671

RE: Phase II (Small) MS4 Annual Report for City of Royse City  
TPDES Authorization: TXR040569/TXR040834

Dear TCEQ Stormwater & Pretreatment Team:

This letter serves to transmit the Annual Report for the City of Royse's Phase II MS4 Stormwater Management Program. This report documents the progress made during Year 6 (January 1 - December 31, 2024) as required by the Texas Pollutant Discharge Elimination System (TPDES) General Permit No. TXR040569/TXR040834.

The City of Royse City is a Level 2, Traditional MS4 with a population of at least 10,000 but less than 40,000 within a UA. Please address all correspondence to Josh White and Stephanie Griffin:

Josh White  
City of Royse City  
305 N. Arch Street  
Royse City, TX 75189  
(972) 524-4502  
josh.white@roysecity.com

Stephanie Griffin  
Halff Associates, Inc.  
2601 Meacham Blvd Suite 600  
Fort Worth, TX 76137  
(817) 813-5704  
sgriffin@halff.com

Please feel free to contact us with any questions or comments.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Stephanie W. Griffin".

Stephanie W Griffin, PE, CFM  
Director of Water Resources

C: Alyssa Taylor  
TCEQ Region 4 Director  
2309 Gravel Dr  
Fort Worth, TX 76118-6951  
817-588-5800



March 28th, 2025  
AVO 56406.003

TCEQ Region 4 Dallas/Fort Worth  
Stormwater Team Leader  
2309 Gravel Dr  
Fort Worth, TX 76118-6951  
817-588-5800

RE: Phase II (Small) MS4 Annual Report for City of Royse City  
TPDES Authorization: TXR040569/TXR040834

Dear TCEQ Stormwater & Pretreatment Team:

This letter serves to transmit the Annual Report for the City of Royse's Phase II MS4 Stormwater Management Program. This report documents the progress made during Year 6 (January 1 - December 31, 2024) as required by the Texas Pollutant Discharge Elimination System (TPDES) General Permit No. TXR040569/TXR040834.

The City of Royse City is a Level 2, Traditional MS4 with a population of at least 10,000 but less than 40,000 within a UA. Please address all correspondence to Josh White and Stephanie Griffin:

Josh White  
City of Royse City  
305 N. Arch Street  
Royse City, TX 75189  
(972) 524-4502  
josh.white@roysecity.com

Stephanie Griffin  
Halff Associates, Inc.  
2601 Meacham Blvd Suite 600  
Fort Worth, TX 76137  
(817) 813-5704  
sgriffin@halff.com

Please feel free to contact us with any questions or comments.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Stephanie W. Griffin".

Stephanie W Griffin, PE, CFM  
Director of Water Resources

C: Alyssa Taylor  
TCEQ Region 4 Director  
2309 Gravel Dr  
Fort Worth, TX 76118-6951  
817-588-5800

# Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

## A. General Information

Authorization Number: TXR040569 / TXR040834

Reporting Year (year will be either 1, 2, 3, 4, or 5): 6

Annual Reporting Year Option Selected by MS4:

Calendar Year: 2024

Permit Year: n/a

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

Reporting period beginning date: (month/date/year) 01/01/2024

Reporting period end date: (month/date/year) 12/31/2024

MS4 Operator Level: 2 Name of MS4: City of Royse City

Contact Name: Josh White Telephone Number: 972-524-4502

Mailing Address: 305 N. Arch Street, P.O. Box 638, Royse City, Tx 75189

E-mail Address: josh.white@roysecity.com

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)

	<b>Yes</b>	<b>No</b>	<b>Explain</b>
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 6.
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**):

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
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.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
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.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
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 storm sewer system which helps the city 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 may contribute to behavioral change and in turn help reduce pollutants in stormwater.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
2.5	Implement Mechanism for Public Reporting of Illicit Discharge	Yes. Providing the residents and visitors with 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.
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 and requiring submittal of SWPPP with considerations of water quality impacts will help reduce pollutants by keeping construction sites in

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
3.3	Implement Procedures for Construction Site Inspection of Runoff Controls	Yes. Inspecting construction sites, implementing, and updating procedures will ensure a process is in place for identifying and removing pollutants which will help 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 Regards to Construction Site Runoff Controls	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.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
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.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
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.
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 more consistent and effective upkeep of stormwater infrastructure, leading to reduced 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**):

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
1.1	Distribute Stormwater Educational Materials	Stormwater Education Materials and Articles	6  Amount unknown	Education materials developed  Materials distributed	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  8  0	Webpage  SWMP Link on webpage  Education Materials linked on website  Fact sheet	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	0 0 1  Amount unknown	Cleaning Events  Participants  Trash Information Welcome Packet Document  Welcome packets distributed	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	Web page  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.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
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 2024.
2.2	Visual Inspection of Selected Stormwater Outfalls During Dry Weather	Documentation of Outfalls Inspected	1  1  7  0	Annual review of procedures  Inspection Form  Count of Outfalls Inspected  Actions Taken	Yes. Conducting visual inspections of stormwater outfalls reduces pollutants by making sure outfalls are functioning properly. The City performed many visual inspections of outfalls in 2024, but only 7 were noted in punch list documentation. 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 is working on updating their 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  Amount unknown	Education Materials  Materials distributed	No. Articles and educational materials do not directly reduce pollutants. However, public education 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)
2.5	Implement Mechanism for Public Reporting of Illicit Discharge	Mechanisms and procedures developed for reporting illicit discharges	1  0  0  0	Inspection Form Reporting System Established  Illicit discharges reported  Comments received	Yes. Establishing a mechanism for public reporting of illicit discharge will directly reduce pollutants and let the City know where the issues are located. The City projects this mechanism to be established in 2025. No illicit discharges reports were received by other methods and the City did not identify any when conducting inspections in 2024.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
2.6	Procedure for addressing Illicit Discharge Violations	Plan for addressing illicit discharge violations	1  0	Inspection 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.
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.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
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  Amount Unknown  1  0  29	How to Develop SWPPP Guide  Amount Distributed of Guide  Inspection Form  Revisions  SWPPPs	No. SWPPPs and meetings with developers/contractors do not directly reduce pollutants. However, these interactions allow City staff to educate them on stormwater quality requirements. The City reviews plans and requires SWPPP and ECP for developments over 1 acre and smaller sites within larger projects.

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 11	Inspection form How to obtain construction permits for stormwater discharge PDF Revisions Site inspections	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	1 3	Annual review of training materials Staff that attended SWPPP During Construction Field Inspectors' Training	No. Training does not directly reduce pollutants. However, educating staff on proper disposal of materials improves understanding.



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.

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
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  Amount unknown	Inspection form  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	Amount unknown	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.

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
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	3	Staff that attended SWPPP During Construction Field Inspectors' Training	No. Training does not directly reduce pollutants. However, educating staff on proper disposal of materials improves understanding.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
5.4	Written Policy, Procedures, and Schedule for Periodic Inspection and Maintenance of Stormwater System	Written policy for maintenance procedures	1  Amount unknown  Amount unknown	Annual review of policy, procedures, and schedule  Periodic checks on the maintenance of the stormwater system  Daily visual checks on 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**):

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
1.1	<p>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.</p> <p>2. Distribute stormwater education material to visitors through materials placed in kiosks in motels, restaurants, and postings online.</p> <p>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.</p> <p>4. Distribute targeted stormwater educational materials to 100% of business, commercial and industrial utility bill customers via utility bills.</p> <p>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).</p>	<p>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. The City has experienced staff turnover that has made it difficult to track specific numbers of the documents and distributing to multiple locations around the City.</p>

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
1.2	<p>1. Review and revise website once per year.</p> <p>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.</p> <p>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.</p>	<p>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. The City has experienced staff turnover in 2024, and it has affected the City to meet all aspects of this BMP.</p>
1.3	<p>1. The City will organize 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.</p>	<p>Did not meet goal. No cleaning events took place in 2024, but the City is working to start these cleaning events back up again next year. However, the City does provide enhanced trash collection and disposal service which involves having two bulk pick up times per trash cycle and extra bags per month.</p>
1.4	<p>1. Display SWMP on City website at beginning of plan period.</p> <p>2. Monitor email on City website for commenting on SWMP and method for addressing community comments (review monthly).</p>	<p>Met goal. The City has their SWMP displayed on their website and has not received any comments on it.</p>

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
2.1	<ol style="list-style-type: none"> <li>1. Implement and enforce current ordinance (City Ordinance 13.08.002) by conducting 100% of required construction inspections</li> <li>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.</li> <li>3. Review Ordinance once per year.</li> </ol>	<p>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 2024. Construction inspections also took place as necessary in 2024.</p>
2.2	<ol style="list-style-type: none"> <li>1. Annual review of dry weather inspection procedure and form.</li> <li>2. Review/Revise the current criteria for ranking stormwater pollution potential and outfalls.</li> <li>3. Conduct visual inspections of 25% of stormwater outfalls each year during dry weather conditions.</li> </ol>	<p>Partially met goal. The City has an inspection report form to use for outfall inspections and reviews this annually. The City conducted many inspections in 2024, 7 of those inspections were included in construction site inspections documented in punch lists. The City is looking into setting up a tracking system after staff turnover issues lighten up to better track inspections.</p>

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
2.3	<ol style="list-style-type: none"> <li>1. Update Record Drawings with 50% of new outfall locations each year.</li> <li>2. Ensure that 100% of new outfall locations are included in City maps and record drawings at the close of the SWMP permit term.</li> <li>3. Perform annual updates to electronic and paper stormwater outfall location map with receiving waters once per year.</li> </ol>	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.

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
2.4	<ol style="list-style-type: none"> <li>1. Review educational material once per year.</li> <li>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.</li> <li>3. Distribute stormwater education material to visitors through materials placed in kiosks in motels, restaurants, and postings online.</li> <li>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.</li> <li>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.</li> </ol>	<p>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. The City has experienced staff turnover that has made it difficult to track specific numbers of the documents and distributing to multiple locations around the City.</p>

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
2.5	<ol style="list-style-type: none"> <li>1. Review City website once per year to clarify contact information for the reporting of illicit discharge violations.</li> <li>2. Respond to 100% of comments and questions with an actional request within two weeks.</li> </ol>	<p>Met goal. The City reviews their website annually and makes sure all contacts are up to date. The City has not had any reports of illicit discharges in 2024. The City also did not observe any illicit discharges on site visits. The City is working on creating a tracking spreadsheet to better document these reports once staff turnover subsides.</p>
2.6	<ol style="list-style-type: none"> <li>1. Review annually and revise Illicit Discharge Ordinance as needed or once per year at a minimum (Ordinance 13.08.003)</li> <li>2. Continue to implement illicit Discharge Form and maintain records for all violations.</li> <li>3. Respond to 100% of comments and questions with an actionable request within two weeks.</li> </ol>	<p>Met goal. The City reviews the ordinance annually and no revision have been made in 2024. The City has implemented their illicit discharge inspection form and has not had any reports of illicit discharges in 2024.</p>

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
3.1	<ol style="list-style-type: none"> <li>1. Enforce current ordinance based on inspections and complaints.</li> <li>2. Review current ordinances once per year.</li> <li>3. Implement and update once per year or as necessary the final ordinance requiring water, erosion, and sediment controls at construction <math>\geq 1</math> acres</li> <li>4. Enforce updated ordinance until end of permit term.</li> </ol>	<p>Met goal. The City enforces their ordinance and reviews it annually. No revisions were made to the ordinance in 2024. 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 2024.</p>
3.2	<ol style="list-style-type: none"> <li>1. Require SWPPPs for 100% of construction projects of <math>\geq 1</math> acre.</li> <li>2. Review construction plan checklist once per year.</li> <li>3. Review draft construction plan checklist and propose revisions as needed once per year.</li> <li>4. Continue review of 100% of Construction SWPPPs to ensure compliance with City ordinance until end of permit term.</li> </ol>	<p>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. No changes were made to these documents in 2024. The City also has a document guide for construction sites about developing their stormwater pollution prevention plan. The City reviews plans and requires SWPPP and ECP for developments over 1 acre and smaller sites within larger projects. There were 29 SWPPPs documented and reviewed in 2024.</p>

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
3.3	<ol style="list-style-type: none"> <li>1. Inspect 100% of construction site per current procedures.</li> <li>2. Research other municipality inspection procedures and forms once per year.</li> <li>3. Review and revise as necessary the construction site inspection procedures once per year.</li> </ol>	<p>Met goal. The City has an construction site inspection form and construction inspection procedures that are reviewed annually. The City has considered updating their inspection procedures and forms based on completed research. The City hired an construction inspector in 2024 to better manage these inspections. No changes were made to the inspection procedures in 2024. The City inspected 100% of construction sites and conducted 11 construction site inspections in 2024.</p>
3.4	<ol style="list-style-type: none"> <li>1. Review training materials once per year and update in accordance with any changes in local, state or federal regulations.</li> <li>2. Training 50% of City inspectors in procedures for ensuring construction sites have the required stormwater runoff controls each year.</li> </ol>	<p>Met goal. The City reviews training materials annually and did not make any revisions in 2024. Three City employees attended Stormwater Pollution Prevention Practices During Construction Field Inspectors' Training at NCTCOG. The City plans to attend more trainings in 2025.</p>

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
3.5	<ol style="list-style-type: none"> <li>1. Continue to maintain email discussion of stormwater issues. Update email list once per year.</li> <li>2. Address 75% of comments or questions within two weeks of receipt.</li> </ol>	<p>Met goal. The City maintains correspondence with contractors through email and pre-construction meetings and have addressed 100% of concerns or questions received. The City updates and maintains their email list annually. The City has ECP, SWPPP, and notice-to-proceed conversations with contractors at these meetings. For construction site runoff issues, the City initiates email threads to resolve concerns, and contractors also reach out as needed. The City responds to all comments or questions in a timely manner.</p>
4.1	<ol style="list-style-type: none"> <li>1. Annual review of current ordinance</li> <li>2. Submit draft of ordinance revisions each year if required by changes in state or national regulations.</li> <li>3. Enforce updated ordinance until end of permit term.</li> </ol>	<p>Partially met goal. The City is working on developing their post construction stormwater ordinance. The City includes some of this information in the TCSS General Construction notes on each construction plan set. No enforcement actions were taken in 2024.</p>

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
4.2	<ol style="list-style-type: none"> <li>1. Annual review of educational material</li> <li>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.</li> </ol>	Partially 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 to reference.
5.1	<ol style="list-style-type: none"> <li>1. Document possible sources of pollutants from operations at City owned property twice per year.</li> </ol>	Partially met goal. The City did periodic visual checks on City owned property and did not report any sources of pollutants occurring in 2024. The City will document possible sources for City operations going forward.
5.2	<ol style="list-style-type: none"> <li>1. Update the plan to reduce pollutants from City Hall/fire station operation and street repair/maintenance and review each year.</li> <li>2. 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.</li> <li>3. Perform inspections each year through the end of the permit.</li> </ol>	Partially met goal. The City did periodic visual checks on City owned property and did not report any pollutants occurring in 2024. Due to staff turnover, there has not been a way to track this activity. The City will better track this going forward.

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
5.3	1. Conduct training to City staff and contractors based on the developed plan from BMP 5.2 once every other year. (2021 and 2024)	Met goal. The City reviews training materials annually and did not make any revisions in 2024. Three City employees attended Stormwater Pollution Prevention Practices During Construction Field Inspectors' Training at NCTCOG. The City plans to attend more trainings in 2025.
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 daily visual checks to the storm sewer system in 2024. The City has also implemented a stormwater outfall inspection form to use as needed. The City hired an inspector in 2024 to better manage these inspections. Due to staff turnover the City has not tracked or set a schedule to 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 2024. Royse City does not have any impaired waterbodies within their municipal boundary. 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 2024 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 with estimated completion date of May 2025. 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. Although the City does not directly discharge to an impaired waterbody with an approved TMDL, 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:

<b>Benchmark Parameter</b> <i>(Ex: Total Suspended Solids)</i>	<b>Benchmark Value</b>	<b>Description of additional sampling or other assessment activities</b>	<b>Year(s) conducted</b>
N/A – There is no TMDL for South Fork of the Sabine River, and therefore, no Benchmark	N/A	N/A	N/A

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

<b>Benchmark Parameter</b>	<b>Selected BMP</b>	<b>Contribution to achieving Benchmark</b>
N/A – There is no TMDL for South Fork of the Sabine River, and therefore, no Benchmark	N/A	N/A

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

<b>Description of bacteria-focused BMP</b>	<b>Comments/Discussion</b>
Procedure for addressing Illicit Discharge Violations	These procedures will aid in reducing bacteria through responding to reports of illicit discharge violations.
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
N/A – There is no TMDL for South Fork of the Sabine River, and therefore, no Benchmark	N/A

### E. Stormwater Activities

Describe activities planned for the next reporting year: The City has submitted its NOI/SWMP through the NeT-MS4 platform and updated its SWMP for 2024-2029 to comply with the permit issued by TCEQ in August 2024. Until TCEQ approves the new SWMP, the City will continue implementing its existing SWMP for 2025. Activities may change for 2025 based on when TCEQ approves the City’s NOI/SWMP submittal.

MCM(s)	BMP	Stormwater Activity	Description/Comments
N/A	N/A	N/A	N/A

### F. SWMP Modifications

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

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  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  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  No

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

Yes  No



## 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: 3/20/25

Name of MS4 City of Royse City, Texas

**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.