



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

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

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

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

### Report Content

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

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

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

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

## **A. General Information**

1. Provide the:

- assigned authorization number, beginning and end dates of the annual reporting period (permit year, fiscal year, or calendar year),
- MS4 Operator Level:
  - Traditional small MS4s – level is based on the population served within the 2010 Urbanized Area,
  - Non-traditional small MS4s – *all* non-traditional small MS4s are categorized as *Level 2* regardless of population served within the Urbanized Area. These include counties, drainage districts, transportation entities, military bases, universities, colleges, correctional institutions, municipal utility districts and other special districts.
- name of the permittee (owner/operator of the MS4, i.e. municipality, water district, etc.),
- name, telephone number, mailing address and e-mail address for the appropriate contact person.

## **B. Narrative Provisions**

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

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

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

### **C. Stormwater Monitoring Data**

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

### **D. Impaired Waterbodies**

If the receiving water body is newly listed as impaired or a Texas Total Maximum Daily Load (TMDL) has been established, refer to Part II Section D of general permit TXR040000 for additional information about limitations on permit coverage, compliance with water quality standards, and prohibited discharges (Edwards Aquifer Recharge Zone, specific watersheds, etc.).

Impaired waters are those that do not meet applicable water quality standards and are listed on the Clean Water Act §303(d) List. Pollutants of concern are those for which the water body is listed as impaired. New sources or new discharges of the pollutant(s) of concern to impaired waters are not authorized by the permit unless otherwise allowable under 30 TAC Chapter 305 and applicable state law.

To determine if your receiving water has been listed as impaired, refer to the most recent Texas List of Impaired Waters on the TCEQ website at [Texas List of Impaired Waters](#)

- Texas 303(d) List

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

- Index of All Impaired Waters

Categories 4 and 5 together comprise the list of all impaired waters. Category 4 includes impaired waters for which TMDLs have already been adopted, or for which other management strategies are underway to improve water quality. Category 5 includes impaired waters for which TMDLs or other management strategies are planned.

A TMDL is the maximum amount of a water quality contaminant that can be discharged into a body of surface water on a daily basis without causing an exceedance of surface water quality standards. More general information about TMDLs is located on the TCEQ website at:

<<http://www.tceq.state.tx.us/implementation/water/tmdl/tmdlprogram.html>>.

For specific information on segments with TMDLs adopted by the Commission see: [TMDLs](#)

**NOTE:** Discharges of pollutant(s) of concern to impaired water bodies for which there is a TMDL implementation plan (I-Plan) are not eligible for coverage under this general permit unless they are consistent with the approved TMDL and the implementation plan. In order to be eligible for permit coverage, MS4 operators must incorporate into their SWMP the limitations, conditions and requirements applicable to their discharges, including monitoring frequency and reporting as required by the TCEQ rules. For discharges not eligible for coverage under this general permit, the discharger must apply for and receive an individual TPDES permit.

1. If applicable, explain in the worksheets or attach a summary of any activities taken to address the discharge to impaired waterbodies, including any in-stream or outfall sampling results or other available data (include the source of the data) and a summary of the small MS4's BMPs used to address the pollutant of concern. Data may be acquired from TCEQ, local river authorities, partnerships, and/or other local efforts as appropriate.
2. Indicate information about implementing targeted controls.
3. Report the benchmark and assessment activities. Annual reports should include the benchmark and the year(s) during the permit term that the MS4 conducted additional sampling or other assessment activities.
4. Add an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark.
5. Include focused BMPs to address impairment. If the impairment is for bacteria refer to Part II.D.4(5) of the general permit.
6. Assess progress in achieving the benchmark.

## **E. Stormwater activities next reporting year**

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

## **F. SWMP Modifications and Additional Information**

1. If changes have been made or are proposed to the SWMP, those modifications must be addressed in the annual report as required in Part IV Section B2 of the permit. If the TCEQ has notified you in writing that changes to the SWMP are necessary, those changes must be included in the report. Be sure to provide the following information in the explanation:

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

- i. Describe changes made to or proposed for the SWMP during the reporting year, including changes to BMPs, measurable goals, dates, contacts, procedures or details during the permit year.
- ii. If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible and why the replacement BMP is expected to achieve the goals of the original BMP.

**Note:** A Notice of Change (NOC) is required if revisions are proposed to a SWMP that has already been approved by the TCEQ. If the initial SWMP has not been approved, submit a letter describing the change(s) so that information may be considered during the SWMP review process. If an NOC is required, it must be submitted separately to the address shown on the NOC form. Do not attach the form to this report.

## **G. Additional BMPs**

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

## **H. Additional Information**

1. Indicate if the MS4 is relying on another entity to satisfy some of the permit obligations. Include the name of the other entity and an explanation of the elements of the SWMP that the entity is responsible for implementing. A description of the agreement or written documentation of the agreement must be included in the SWMP.
2. If permittees share a common SWMP, list all associated authorization numbers and permittee names. Add more spaces or pages if needed.
3. Indicate if this is a system-wide annual report including information for all permittees. If "Yes," all represented permittees must sign the report in accordance with signatory requirements. The regulation governing who may sign an application form is at 30 Texas Administrative Code (TAC) §305.128.

## I. Construction Activities

1. Provide the number of construction projects in the jurisdiction of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent or site notices).
2. Does the permittee utilize the seventh MCM related to construction? To answer "Yes," this must have been requested on the Notice of Intent (NOI) or on an NOC and approved by the TCEQ.
  - If "Yes," then provide information about the number of municipal construction activities authorized under this general permit during the reporting period and the total number of acres disturbed for municipal construction projects.

## J. Certification

The annual report must be signed by a principal executive officer or ranking elected official, or by a duly authorized representative as referenced in 30 TAC §305.128. The Delegation of Signatories to Reports (TCEQ Form 20403) can be located by visiting <http://www.tceq.state.tx.us> and selecting the Forms option.

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

### Example 1– BMP Status

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
2: Illicit Discharge Detection and Elimination	Map all outfalls and all water bodies receiving discharges from the MS4.	Yes, identified 10 new sources and eliminated 2.
2: Illicit Discharge Detection and Elimination	Perform field screening of outfalls.	Yes, there was an increase in illegal discharge detection through screening.

3/4: Construction Site Control and Post-Construction Site Control	Implement stormwater ordinance for construction and post-construction runoff control	Yes, there were reductions in sanitary sewer flows (SSOs).
5: Pollution Prevention & Good Housekeeping for Municipal Operations	Train all public works and streets staff	Yes, conducted 5 educational opportunities for staff.
6. Industrial stormwater sources – if applicable	Inspect industrial facilities	Yes, there was a decrease in illegal dumping into water bodies.

## Example 2– Measurable Goals Status

<b>MCM</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
1	Provide utility bill inserts to each utility customer at least once each year.	Met goal
1	Conduct one public meeting or city-wide cleanup day each year.	Exceeded goal: conducted one public meeting and two cleanup days.
2	Map 25% of outfalls and 50% of receiving waters during Year 1 (same as milestone)	Met goal
3	Perform site inspections of 25% of all active construction sites.	Did not meet goal. Number of construction sites in city was far above normal for the year.
3	Respond to 100% of construction complaints received.	Met goal

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



### Example 3 – Cover Letter Template

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

Re: Phase II MS4 Annual Report Transmittal for {*Small MS4 Name*}  
TPDES Permit Authorization: TXR04\_ {*include your unique authorization number*}

Dear Team Leader:

This letter serves to transmit the \_\_\_\_\_ [year] Annual Report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040\_\_\_\_ for the [Small MS4 name].  
A separate Notice of Change [has been / has not been / will be] submitted based on the fact that changes [have been / have not been] proposed for the next permit year.  
As required by the general permit, a copy of this submittal has also been mailed to the TCEQ's regional office in \_\_\_\_\_, Texas.

Sincerely,

{Name}

## Phase II (Small) MS4 Annual Report Form

**TPDES General Permit Number TXR040000**

### A. General Information

Authorization Number: TXR040025 Annual Reporting Year: (**calendar year**, permit year, or fiscal year): 2022 Last day of fiscal year, if applicable: n/a

MS4 Operator Level: Phase 2 Name of MS4/Permittee: City of University Park

Contact Name: Jodie Ledat Telephone Number: 214-987-5447

Mailing Address: 3800 University Boulevard, University Park, TX 75205

E-mail Address: jledat@uptexas.org

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

Provide information on the status of complying with permit conditions: (Part V - Standard Permit Conditions):

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	x		
Permittee is currently in compliance with recordkeeping and reporting requirements.	x		
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.)	x		

2. Provide a general assessment of the appropriateness of the selected BMPs. Use table below or attach a summary, as appropriate (See Example 1 in instructions):

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
1	1.1 Utility Bill Insert	Yes. This practice serves to educate residents and businesses.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
1	1.1 Article in City Newsletter	Yes. This practice serves to educate residents and businesses.
1	1.1 and 1.6 Make utility bill inserts available at the Public Library	Yes. This practice serves to educate residents.
1	1.2 Texas Smartscape Link	Yes. This practice serves to educate residents and businesses.
1	1.3 University Park Stormwater Website	Yes. This practice serves to educate residents and businesses and provides an avenue for residents to report issues and concerns.
1	1.4 City Hotline	Yes. This practice provides an avenue for residents to report issues and concerns and to ask questions.
1	1.5 Storm Drain Markers	Yes. This practice serves to educate residents and businesses.
1	1.6 Library Reference	Yes. This practice serves to educate residents.
1	1.7 Classroom Education	Yes. This practice serves to educate young residents who take those lessons home with them and share them with their families.
1	1.8 Lawn Care Education	Yes. This practice serves to educate landscapers and residents in proper leaf disposal / composting.
1	1.9 SMU Stormwater Awareness	Yes. This practice serves to educate residents and university staff and employees.
1	1.10 Education for Elected Officials	Yes. This practice serves to educate residents and influence policy.
1	1.11 Education for Public Service Employees	Yes. This practice serves to educate employees who are trained in hazardous materials cleanup.
1	1.12 Business / Commercial Education	Yes. This practice serves to educate residents and businesses.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
1	1.13 City Inspector Training	Yes. This practice serves to educate employees who inspect construction sites.
1	1.14 Developer, Builder, Engineer Education and Training	Yes. This practice serves to educate those who design and construct buildings on sites within the MS4.
1	1.15 Public Meetings	Yes. This practice serves to educate residents.
1	1.16 Continue Various Volunteer Committees	Yes. This practice serves to educate residents and potentially impact policy.
1	1.17 Recycling Program	Yes. This practice serves to educate residents in the proper disposal of recyclable materials.
1	1.18 Pet Waste Management	Yes. This practice serves to educate residents and provides bags to enable residents to collect and properly dispose of pet waste. This practice reduces the potential contaminants reaching water bodies.
1	1.19 Public Notice Requirements	Yes. This practice serves to educate residents and to review the City's SWMP as well as provides the opportunity to express concerns and ask questions.
1	1.20 Bacteria Specific Public Education	Yes. This practice serves to educate residents to properly dispose of pet waste.
1	1.21 Partnerships	Yes. This practice serves to educate residents and businesses on local programs.
1	1.22 Proper Waste Disposal Educational Events	Yes. This practice serves to educate residents and businesses on proper disposal of waste items.
2	2.1 Code Enforcement	Yes. This practice allows staff to review current policy and make revisions as necessary.
2	2.2 Dry Weather Monitoring	Yes. This practice serves as a monitoring tool for the MS4.
2	2.3 Code Enforcement Training	Yes. This practice serves to educate employees who inspect code violations including illegal dumping.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
2	2.4 Illicit Discharge Inspections	Yes. This practice serves to educate employees who inspect code violations including illegal dumping and employees who maintain and service the storm sewer system.
2	2.5 Storm Sewer Mapping	Yes. This practice serves as a tool for staff monitoring of the system.
2	2.6 Eliminations of Illicit Connections	Yes. This practice serves to remove potential sources of contaminants into the system.
2	2.7 Spill Response	Yes. This practice serves to train staff in proper clean-up procedures.
2	2.8 City Hotline	Yes. This practice serves as a tool for residents to contact the City with storm water concerns and issues.
2	2.9 Public Information Program	Yes. This practice serves to educate residents and staff.
2	2.10 Household Hazardous Waste Collection and Recycling	Yes. This practice serves to provide residents with a service to properly dispose of household hazardous waste.
2	2.11 Prevent and Correct Leaking On-Site Sewage Disposal Systems	Yes. This practice serves to remove a potential contaminant source from stormwater. Please note the MS4 has no On-Site Sewage Disposal Systems.
2	2.12 Tracking Sanitary Sewer Overflows	Yes. This practice serves to monitor discharges from the sanitary system to the storm sewer system.
3	3.1 Controlling Ordinances	Yes. This practice serves to provide builders and residents with requirements for stormwater controls on building sites as well as regulatory authority for enforcement of requirements.
3	3.2 Requirements for Construction Site Contractors	Yes. This practice serves to ensure builders and contractors are aware of the City's requirements and to ensure implementation of best management practices for construction sites.
3	3.3 Site Plan Review	Yes. This practice serves to ensure builders and contractors are aware of the City's requirements and to ensure implementation of best management practices for construction sites.
3	3.4 Site Inspection and Enforcement	Yes. This practice serves to ensure builders and contractors are aware of the City's requirements and to ensure implementation and maintenance of best management practices for construction sites.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
3	3.5 Receipt and Consideration of Information from the Public	Yes. This practice provides an avenue for residents to report issues and concerns and to ask questions and for staff to monitor input.
3	3.6 Review Erosion and Sediment Control Program	Yes. This practice serves to allow program monitoring by staff.
3	3.7 City of University Park Staff Training	Yes. This practice serves to educate employees who inspect construction sites, review building plans, perform work in the City, and implement programs.
4	4.1 iSWM Manual Development and Implementation	Yes. This practice allows the City to participate in a watershed-wide storm water management program.
4	4.2 Engineering Design Review	Yes. This practice serves to ensure contractors are aware of the City's requirements and to ensure implementation of best management practices for construction sites.
4	4.3 Land Use Plan	Yes. This practice serves as a tool for staff to review current land use and to make appropriate changes as needed.
4	4.4 Long Term Operation and Maintenance of BMPs	Yes. This practice serves as a tool for staff to inspect post construction BMPs to ensure proper functioning of permanent stormwater controls.
4	4.5 Requirements for Owners or Operators of New Development and Redeveloped Site Design	Yes. This practice serves to ensure contractors are aware of the City's requirements and to ensure implementation of best management practices for properties in design.
5	5.1 Storm Drainage System Cleaning	Yes. This practice serves to reduce the pollutant load of stormwater and as a tool to monitor inlets and structural controls.
5	5.2 Street Sweeping	Yes. This practice serves to remove debris from streets and alleys before it is washed into the storm sewer system.
5	5.3 Herbicide Management	Yes. This practice serves as a tool to manage herbicides used in City parks and green spaces and to track their use.
5	5.4 Pesticide Management	Yes. This practice serves as a tool to manage pesticides used in City parks and green spaces and to track their use.
5	5.5 Safe Material Storage	Yes. This practice serves as a tool for staff in managing materials storage.

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
5	5.6 Fleet Service Center BMPs	Yes. This practice serves as a tool for Fleet Services staff to ensure proper handling and management of material.
5	5.7 Facilities, Stormwater Controls, and Structural Controls Inventory	Yes. This practice serves as a tool for staff to monitor City controls and facilities.
5	5.8 Operations and Maintenance	Yes. This practice serves to provide employee training and guidelines for proper operation and maintenance for municipal activities.
5	5.9 Operating Procedures for Contractors	Yes. This practice serves to ensure contractors are aware of the City's requirements and to ensure implementation of best management practices for construction sites.
5	5.10 Employee Training	Yes. This practice serves to educate employees and to stress the importance of pollution prevention.
5	5.11 Stormwater Management Program Committee	Yes. This practice serves to allow staff to coordinate efforts and to review opportunities for revision of the program.

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

The MS4 has made considerable progress towards reducing the discharge of pollutants to the maximum extent practicable since its SWMP was first approved by the TCEQ. Outreach and public education efforts continue and feedback and questions from residents during presentations and events indicate an interest in and concern for the quality and quantity of stormwater in the City. Reports of blocked inlets continue to decrease with no reports from residents in 2021, though there were two incidents reported by staff, indicating street sweeping and outreach efforts are continuing to make an impact. Additionally, watering restrictions enacted in 2014 have the added benefit of reducing runoff of pesticides and herbicides into the system. While the MS4 is no longer a Sanitary Sewer Overflow Initiative member, we continue the program measures including annual testing for illicit connections, replacement of mains and service lines and inspection of manholes and other system components. We continue to provide and maintain pet waste management stations and educational outreach material specific to pet waste. These efforts directly impact the *E.coli* bacterial load of the stormwater.

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (See Example 2 in instructions):

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
1.1 Article in City Newsletter	Distribute educational flyer as a utility bill insert one time per year; include one article in the City newsletter; make inserts available at the public library	Goal exceeded. An article on stormwater pollution prevention was published in the May 2022 edition of the Arbor, the City's newsletter, which is distributed online. In March 2022, April 2022, July 2022, October 2022, and November 22 articles were distributed in the Arbor and UPdate with information on the proper disposal of recycling materials and notification of upcoming community recycling events. The June Arbor newsletter included information on the Water My Yard program designed to reduce overwatering and resulting runoff as well as water conservation. Articles on the Prescription Drug collections and Take Back Days were published in the April 2022 and October 2022 editions of the Arbor.
1.1 and 1.6 Make utility bill inserts available at the Public Library	Make utility bill inserts available at the Public Library	Goal exceeded. Library patrons were provided with 75 bookmarks, 100 stickers, and 100 outreach and conservation handouts. The bookmarks specifically provide information on the importance of cleaning up pet waste. They were purchased by the City on a cooperative purchase from the North Central Texas Council of Governments and provided to the library in May 2022.
1.2 Texas Smartscape Link	Continue NCTCOG's Texas Smartscape link on the City website	Goal met. Ongoing.
1.3 University Park Stormwater Website	Update website as necessary; solicit program feedback	Goal met. The website was updated with the Permit Year 2021 Annual Report and web visitors are invited to contact the City via the online Citizen request module on the website. Staff contacts are also provided on the stormwater web page.
1.4 City Hotline	Evaluate citizen's input to identify potential trends in stormwater issues.	Goal met. In 2022, staff received one request from a resident regarding stormwater concerns, specifically with stormwater quantity and flooding during heavy rain events. In 2018 staff received an increased number of calls regarding urban street flooding during high intensity rain events. In response, a study of the storm sewer system and drainage was performed for a portion of the City where the majority of the concerns originated. The study results were provided to residents and City Council on February 6, 2018 and a storm



<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
		water master plan was completed for the watershed in November. A final summary of the findings was provided to City Council on November 20, 2018. In 2020, construction of the first phase of improvements was completed and phase 2 improvements were completed in 2022. A master plan effort for subsequent watersheds was completed in 2020, and staff are working with the design engineers to prepare proposals for additional improvements.
1.5 Storm Drain Markers	Continue to maintain storm drain markers	Goal met. Markers are inspected as part of our storm inlet inspection program and are replaced when discovered to be in poor condition.
1.6 Make utility bill inserts available at the Public Library	Make utility bill inserts and outreach material available at the Public Library	Goal exceeded. Library patrons were provided with 75 bookmarks, 100 stickers, and 100 outreach and conservation handouts. The bookmarks specifically provide information on the importance of cleaning up pet waste. They were purchased by the City on a cooperative purchase from the North Central Texas Council of Governments and provided to the library in May 2022.
1.7 Classroom Education	Distribute educational information to at least one school or group	Goal met. In February 2022, staff met with the Bradfield Elementary Girl Scout Troops, Kindergarten to 5 <sup>th</sup> grade, and held interactive presentations on the proper disposal of waste material including recycling and litter clean up. In September 2022, staff made a presentation to the HPHS Environmental Architecture class to discuss recycling in advance of their visit to Republic Services and development of their outreach program for other HPISD schools. Additionally, outreach material appropriate for school-age children was made available at the public library.
1.8 Lawn Care Education	Distribute educational materials to landscapers	Goal met. Material is provided at the Community Development counter as well as through distribution by City employees in the field.
1.9 SMU Stormwater Awareness	Work to promote awareness of pollution prevention for SMU through public information programs	Goal met. Students receive information via utility bills and the City website. Documentation is provided in BMP 1.1.

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
1.10 Education for Elected Officials	Provide material and program updates annually	Goal met. An update on the annual stormwater management activities and program was provided in October 2022.
1.11 Education for Public Service Employees	Provide educational material to police and fire departments annually	Goal met. The City's web page for storm water quality was updated and is available to all City employees. The annual article in the Arbor was provided in May 2022 which is emailed to all employees.
1.12 Business / Commercial Education	Provide information annually to the University Park business / commercial sector	Goal exceeded. An article on stormwater pollution prevention was published in the May 2022 edition of the Arbor, the City's newsletter, which is distributed online. In March 2022, April 2022, July 2022, October 2022, and November 22 articles were distributed in the Arbor and UPdate with information on the proper disposal of recycling materials and notification of upcoming community recycling events. The June Arbor newsletter included information on the Water My Yard program designed to reduce overwatering and resulting runoff as well as water conservation. Articles on the Prescription Drug collections and Take Back Days were published in the April 2022 and October 2022 editions of the Arbor.
1.13 City Inspector Training	Provide at least 4 hours of training every 3 years	Goal met. The City provided 4-hour Construction Site Runoff Control for MS4 training for 7 employees including Building Inspectors, Code Enforcement Officers, Construction Inspectors and additional staff in Permit Year 2021. Training will be offered again in 2023 per our SWMP.
1.14 Developer, Builder, Engineer Education and Training	Provide educational material and / or training once per year; provide developers, builders, and engineers the opportunity to participate in training once every 2 years	Educational material is available to builders, developers, and engineers in the Community Development Department.  The City offered a 1.5-hour online training class to all builders, engineers, and developers in University Park in Permit Year 2019. The course, Intro to Erosion and Sediment Control / Contractor Awareness Course, is provided by Stormwater One. The City offered the class at no charge and advertised and provided a registration form at the Community Development Counter in May 2019. There were no registrants for the class. Training was planned for Permit Year 2021 but restrictions to meetings and office closures due to the Covid-19 pandemic restricted the City's

MCM(s)	Measurable Goal(s)	Success
		ability to offer the class. The training will be offered in Permit Year 2023.
1.15 Public Meetings	Conduct one public meeting annually	A Stormwater Management Program update was provided to the City Council and information provided to the public on the City website. All City Council meetings are open to the public and are also recorded and made available on the City website.
1.16 Continue Various Volunteer Committees	Provide an update on stormwater issues and receive feedback annually	Goal met. Stormwater discussions with PWAC occurred throughout the year. Discussions were held on April 25, 2022. Program updates were also provided to the committee on 10/27/2022 via email. No comments were received.
1.17 Recycling Program	Continue existing recycling program	Goal exceeded. The City provides single stream recycling collection. City staff collected 2,802 tons of recyclables in 2022. In Permit Year 2, the City also began providing electronics recycling at our transfer station in addition to two annual collection events for e-waste, paper shredding, and household goods (donated to charities). The City has a pharmaceutical disposal location available 24 hours / day and hosted a Prescription Drug Take Back event in April 2022 and October 2022. The city typically holds two collection events per year where electronics, paper, and household goods are recycled (paper and electronics) or donated (household goods). In 2022, the City was able to hold both events.
1.18 Pet Waste Management	Continue to maintain existing pet waste management stations	Goal met.
1.19 Public Notice Requirements	Publish revised SWMP and the executive director's preliminary determination on the NOI and SWMP once the City receives written instruction from TCEQ	Goal met. The City's website is updated with the Revised SWMP. As of the end of the permit period, the MS4 has not received the preliminary determination of the executive director regarding the revised SWMP submitted on July 18, 2019.

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
1.20 Bacteria Specific Public Education	Review bacteria-specific public education materials and use as applicable	Goal met. Ongoing. Bookmarks addressing pet waste as a pollutant are provided to residents at the UP Public Library. Information is also provided at the pet waste collection points. Outreach material is provided at the Public Library and copies of the material are provided in the supporting documents for BMP 1.6.
1.21 Partnerships	Include SMU environmentally-focused events on the city website and include links to SMU groups	Goal partially met. The City's website provides a link to the SMU website which lists upcoming events as well as student organizations. The SMU website also provides information on the city's recycling events. In Permit Year 2023, the MS4 will work to develop contacts with SMU to provide educational material for environmentally-focused events. This was a planned activity for 2020 and 2021 but the MS4 was unable to complete this effort due to the closure of the school during the pandemic and meeting restrictions.
1.23 Proper Waste Disposal Educational Events	Hold one event per year and document number of participants or amount recycled.	<p>Goal met. Two (2) recycling events were held in Permit Year 2022 - on 5/7/2022 and 11/12/2022.</p> <p>Collection totals for the 5/7/22 event were:</p> <p>4,673 pounds of electronics collected; 6 truckloads of shredded paper, and 2 truckloads of clothing and household items. An estimated 1,100 pounds of cardboard was collected.</p> <p>Collection totals for the 11/12/22 event were:</p> <p>Weight of electronics collected not available; 6 truckloads of shredded paper, and 2 truckloads of clothing and household items. An estimated 1,800 pounds of cardboard was collected.</p> <p>The collection events are a popular community event and widely advertised on the City website, multiple social media sites, and the City's email newsletter, the Arbor.</p>
2.1 Code Enforcement	Monitor and enforce ordinances	Goal met. Ongoing.

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
2.2 Dry Weather Monitoring	Visually inspect 20% of outfall locations annually	Visual inspections of 7 outfalls were performed Permit Year 2022. The City has 19 outfalls. In Permit Year 4, the City began using a new asset management software solution that classifies each of our outfalls as assets and allows for the creation of inspection and maintenance events, activities, and documents to be saved to the asset. Tracking of inspection activity began in Permit Year 5 (2018).
2.3 Code Enforcement Training	Provide training to code enforcement officers every two years	Goal met. The City provided 4-hour Construction Site Runoff Control for MS4 training for 7 employees including Building Inspectors, Code Enforcement Officers, Construction Inspectors and additional staff in Permit Year 2021. Training will be offered again in 2023 per our SWMP.
2.4 Illicit Discharge Inspections	<p>Perform illicit discharge inspections at locations identified by Dry Weather Monitoring and complaints received from residents</p> <p>In 2020, staff will adopt or develop written standard inspection procedures and train appropriate personnel.</p>	<p>Goal met. Mock IDDE inspection hosted by NCTCOG on 12/4/15 was attended by Infrastructure Maintenance Supervisors. Inspection procedures were developed by the NCTCOG and adopted by the City.</p> <p>There were no illicit discharge and no dumping complaints by residents in Permit Year 2022 nor did visual inspections of the outfalls by staff indicate illicit connection or discharges to the system.</p> <p>Development of written standard inspection procedures and staff training are planned for 2023. We were unable to complete these efforts previously due to the Covid-19 pandemic restrictions and staffing shortages.</p>
2.5 Storm Sewer Mapping	Regularly update storm sewer map	Goal met. Maps are updated as changes to assets occur. In 2020, the MS4 hired an Asset Management Coordinator who works daily to update spatial and attribute data for all assets.
2.6 Eliminations of Illicit Connections	Require and verify elimination of identified illicit connections; track	Goal met. No illicit connections to the storm sewer system were identified in Permit Year 2022. Additionally, there were no illicit connections found during smoke testing of sanitary sewer mains (performed in November 2021 and again in March 2023. Staffing shortages delayed smoke testing efforts in 2022).

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
2.7 Spill Response	Continue implementation of existing spill response procedures and training	Goal met. Ongoing. FD Hazardous Material Training occurred throughout the year. Seventeen (17) PW, Parks, and Equipment Services employees of various departments attended annual Chemical Spill Response training on July 21, 2022. PW and Equipment Services / Fleet staff are trained on basic spill cleanup and good housekeeping efforts.
2.8 City Hotline	Track calls regarding discharge violations and illegal dumping	Goal met. The MS4 received no reports of illicit discharges or illegal dumping. Regular inspections of outfalls found no evidence of illicit discharges.
2.9 Public Information Program	Distribute information on stormwater issues via utility bill once per year	<p>Goal exceeded. An article on stormwater pollution prevention was published in the May 2022 edition of the Arbor, the City's newsletter, which is distributed online. In March 2022, April 2022, July 2022, October 2022, and November 22 articles were distributed in the Arbor and UPdate with information on the proper disposal of recycling materials and notification of upcoming community recycling events. The June Arbor newsletter included information on the Water My Yard program designed to reduce overwatering and resulting runoff as well as water conservation. Articles on the Prescription Drug collections and Take Back Days were published in the April 2022 and October 2022 editions of the Arbor.</p> <p>The MS4 also participates with the North Central Texas Council of Governments (NCTCOG) for stormwater outreach and public education. According to their annual report for 2022, 1 University Park resident viewed the Texas Smartscares website. The program provides outreach material and cooperative purchasing opportunities annually. The MS4 financial contribution to the program for 2022 was \$3,161.00.</p>
2.10 Household Hazardous Waste Collection and Recycling	Evaluate contract and renew as allowed	Goal met. Contract renewed September 20, 2022.
2.11 Prevent and Correct Leaking On-Site Sewage	Continue implementation of existing programs	Goal met. There are no on-site sewage disposal systems in the MS4. Existing requirements for grease traps and backflow prevention devices met.

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
Disposal Systems		
2.12 Tracking Sanitary Sewer Overflows	Continue the Sanitary Sewer Overflow Initiative and track number of overflows	Goal met. There were no sanitary sewer overflows in University Park in 2022. The fourth annual and final reports on the City's Sanitary Sewer Overflow Initiative were submitted to the TCEQ on January 30, 2018. Annual efforts to reduce infiltration and inflow to the sanitary sewer system include replacement of mains and service lines, smoke testing and televising of mains and inspections of manholes and cleanout caps for private service lines.
3.1 Controlling Ordinances	Continue implementation of existing programs	Goal met. Ongoing.
3.2 Requirements for Construction Site Contractors	Continue existing programs to review construction site plans prior to construction	Goal met. Ongoing. The City permitted 183 building projects in Permit Year 2021. This includes New Construction, Remodels, and Additions.
3.3 Site Plan Review	Review construction site plans for potential water quality impacts according to stormwater ordinance	Goal met. Ongoing. The City permitted 183 building projects this Permit Year.
3.4 Site Inspection and Enforcement	Continue implementation of existing inspection program; add portable toilet facilities to site inspection list	Goal met. Sites were inspected per inspection program including portable toilet facilities which were added to inspection list in Permit Year 3. As of December 2022, there were four (4) active construction sites in excess of 1 acre. There were as many as five (5) earlier in the year. The sites were inspected randomly.
3.5 Receipt and Consideration of Information from the Public	Track public comments from helpline and website that are related to erosion control	Goal met. Resident concerns are logged in an online system; reports are generated and reviewed by staff for program monitoring.

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
3.6 Review Erosion and Sediment Control Program	Continue implementation of existing programs	Goal met. Ongoing.
3.7 City of University Park Staff Training	Continue staff training and document attendance	Goal met. The City provided 4-hour Construction Site Runoff Control for MS4 training for 7 employees including Building Inspectors, Code Enforcement Officers, Construction Inspectors and additional staff in Permit Year 2021. Training will be offered again in 2023 per our SWMP.
4.1 iSWM Manual Development and Implementation	Continue implementation of the iSWM manual	Goal met. Ongoing. New erosion control specs and details were released in 2018 for the iSWM Manual which the MS4 adopted.
4.2 Engineering Design Review	Continue design review of construction projects in excess of one acre	Goal met. At one time or another in 2021, there were at the most five (5) building projects in excess of one acre. These sites are randomly inspected every 6-12 weeks.
4.3 Land Use Plan	Continue existing process and review codes and ordinances and revise as necessary	Goal met. A comprehensive review of and revisions to the Zoning Ordinance was in Permit Year 2019 and some minor revisions were considered in 2020 and early 2021. There are no proposed changes to the current watering restrictions, which are in place for twice a week watering to conserve water but which also reduces runoff and pollutants. Multiple advisory committees reviewed master plan initiatives, some of which include changes in the regulation of stormwater concerns including permeable allowances and on-site detention. Update of the City's Master Plan is a multi-year process, spanning 2-3 permit years. The Centennial Master Plan was adopted in 2022 and includes initiatives to address both stormwater quality and quantity.
4.4 Long Term Operation and Maintenance of BMPs	Continue existing programs to inspect post-construction BMPs	Goal met. In Permit Year 3, a long-term operation and maintenance review program was developed. In 2021, one post-construction BMPS was identified and execution of the maintenance / inspection agreement is currently in progress.
4.5 Requirements for Owners or Operators of New Development and	Continue to implement and enforce	Goal met. There is one (1) structural or non-structural control, besides the City's storm sewer system and ponds, for owners and / or operators to maintain. Execution of the



<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>
Redeveloped Site Design	requirements; document and maintain records of enforcement actions; document operation and maintenance practices	maintenance / inspection agreement is currently in progress. In Permit Year 3, a long-term operation and maintenance review program was established so a program is in place should controls, besides the City-maintained storm sewer system, be utilized.  University Park is fully built-out and there are no large-scale redevelopments.
5.1 Storm Drainage System Cleaning	Develop visual inspection schedule; clean inlets as necessary	Goal met. Visually inspected inlets on a daily basis; cleaned inlets as necessary. The City is now able to track work efforts on stormwater assets. There were 118 inspection and maintenance events in 2022.
5.2 Street Sweeping	Sweep major arterials once every two weeks; commercial streets every week, residential streets every 2 months, and alleys every 2 months	Goal met. Street sweeping scope was increased again in Permit Year 2019 to provide for hand sweeping of the retail parking lot areas in the City.  In 2022, City staff completed a contract for sweeping services in March and began a trial period of performing the street sweeping services in-house rather than contracting. This program is still under evaluation.
5.3 Herbicide Management	Continue implementation of management plan and evaluate appropriateness of program; update	Goal met. Ongoing.
5.4 Pesticide Management	Continue implementation of management plan and evaluate appropriateness of program; update	Goal met. Ongoing.
5.5 Safe Material Storage	Continue existing material storage program	Goal met. Ongoing.
5.6 Fleet Service Center BMPs	Continue fleet service BMPs	Goal met. Ongoing

MCM(s)	Measurable Goal(s)	Success
5.7 Facilities, Stormwater Controls, and Structural Controls Inventory	Maintain inventory of controls; update as necessary	Goal met. The storm sewer system is mapped as well as area ponds which receive stormwater from the system. In Permit Year 5, the City began utilization of a new asset management software solution which allows for improved tracking of inspection and maintenance activity on stormwater collection system components.
5.8 Operations and Maintenance	Identify pollutants of concern; develop and implement pollution prevention measures; inspect measures at City facilities	Ongoing. Inspections are performed and recorded.
5.9 Operating Procedures for Contractors	Implement contractor oversight procedures; update as necessary	Goal met. City Construction Inspectors provide oversight of contractors.
5.10 Employee Training	Train new employees within 6 months	Goal met. PW staff training took place in March and April 2022.
5.11 Stormwater Management Program Committee	Coordinate committee's activities once every two years	The stormwater committee did not meet during Permit Year 2022.

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

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

Yes  No

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

The City has monitored the stormwater quality visually and by evaluating resident feedback and system status.

The MS4 has made considerable progress toward reducing the discharge of pollutants to the maximum extent practicable since its SWMP was first approved by the TCEQ. Outreach and public education efforts continue, though these efforts were reduced in the last two years due to the restrictions enacted in response to the Covid-19 pandemic. Feedback and questions from residents during presentations and events indicate an interest in and concern for the quality and quantity of stormwater in the City. Reports of blocked inlets have decreased; potentially due to fewer floatables indicating increased street sweeping and outreach efforts are making an impact. Additionally, watering restrictions enacted in 2014 have the added benefit of reducing runoff of pesticides and herbicides into the system. While the MS4 is no longer a Sanitary Sewer Overflow Initiative member, we continue the program initiatives and we provide and maintain pet waste management stations and educational outreach material specific to pet waste. These efforts directly impact the *E.coli* bacterial load of the stormwater. The City of University Park has performed no sampling, though it does participate in the NCTCOG's Regional Stormwater Management Program which performs sampling and monitoring. The NCTCOG submits annual monitoring and sampling reports to the TCEQ.

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

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

*E. coli* are the preferred indicator bacteria for assessment for recreational use in fresh water and were used for analysis to support TMDL development on water bodies in the Greater Trinity River region. BMPs used to address bacteria in the stormwater include educational outreach to residents, businesses, and contractors working in the City, proper waste disposal events and opportunities, efforts to eliminate sanitary sewer overflows, street sweeping, and storm system cleaning.

The City of University Park has performed no sampling, though it does participate in the NCTCOG's Regional Stormwater Management Program which performs sampling and monitoring. The NCTCOG submits annual monitoring and sampling reports to the TCEQ. Feedback from residents indicate educational efforts focused on the importance of stormwater quality are making an impact, while visual system monitoring indicates there is progress on a reduction of pollutants of concern such as pet waste. There were no sanitary sewer overflows on public mains in the MS4 this permit year.

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

Many of the targeted controls adopted in the City's Revised SWMP to address pollutants of concern are practices continued from the City's initial SWMP. These continued practices were reviewed for effectiveness, revised when deemed appropriate, and implementation continued for practices deemed effective. Inspection of portable facilities was added in Permit Year 3,

and an effort to partner with SMU will continue. All other targeted controls are existing BMPs for the MS4 and their measures continue. With the revisions in 2019, clear, measurable goals were added to many best practices. These goals will help shape the MS4s measures that ensure program success.

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

<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>
Waste Load Allocation (WLA)	1,480	The City cooperates with the North Central Texas Council of Governments who oversees and manages sampling and monitoring of several monitoring sites at the Trinity River in Section 08_04 to which the MS4 discharges.	2010, 2011, 2012, 2013, 2014 and 2015, 2018, 2019, and 2020 (years reports are available to the City).

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

<b>Benchmark Parameter</b>	<b>Selected BMP</b>	<b>Contribution to achieving Benchmark</b>
Resident Education	BMP 1.1, BMP 1.2, BMP 1.3, BMP 1.5, BMP 1.6, BMP 1.7, BMP 1.8, BMP 1.9, BMP 1.10, BMP 1.12, BMP 1.15, BMP 1.16, BMP 1.18, BMP 1.20, BMP 1.22,	Educate residents - Reduce pollutant load
Pet Waste Management and Waste Management	BMP 1.18, BMP 1.20, BMP 2.1	Reduce pollutant load
Eliminate Sanitary Sewer Overflows	BMP 2.11, BMP 2.12	Reduce pollutant load

<b>Benchmark Parameter</b>	<b>Selected BMP</b>	<b>Contribution to achieving Benchmark</b>
Construction Inspection and Street Sweeping	BMP 3.1, BMP 3.4, BMP 3.5, BMP 3.7, BMP 4.1, BMP 5.2	Reduce Pollutant Load

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

<b>Pollutant to Address</b> <i>(Ex: Bacteria)</i>	<b>Description of Focused BMP</b>	<b>Comments/Discussion</b>
<i>Bacteria</i>	Bacteria- specific public education	The City provides bacteria-specific educational information at the UP Public Library in the form of bookmarks as well as information provided on the City's website, in annual utility bill inserts, and at pet waste management stations in City Parks.
Bacteria	Pet Waste Management	The City provides pet waste management stations throughout City Parks. Residents are responsible for proper pet waste disposal by ordinance.
Bacteria	Storm Drainage System Cleaning	The City removes floatables, debris, sediment, and other materials from inlets and storm drainage system as needed.  Dredged material and other material collected is properly disposed of at the transfer station, landfill, or other approved facility based on results from environmental testing firms. Surface of impounded waters are also skimmed. Bacteria may attach

Pollutant to Address <i>(Ex: Bacteria)</i>	Description of Focused BMP	Comments/Discussion
		<p>to floatables, debris, sediment, and other materials. Refraining to remove such materials could possibly influence bacteria levels in waterways.</p> <p>In Permit Year 3, one impoundment was dredged and 18 cubic yards of sediment and debris were removed. An additional pond was dredged in Permit Year 2021, and 2,917 cubic yards of sediment and debris were removed.</p>

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

For example, the MS4 may use the following indicators:

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

Benchmark Indicator	Description/Comments
Reduction in sanitary sewer overflows	The City experienced no sanitary sewer overflows on public mains in 2022.
Illegal dumping	There have no reports of illegal dumping in the MS4.
Educational Outreach	The MS4 provides information to residents at the UP Public Library. Annual articles in the City's newsletter are distributed to all residents and businesses in the City, and an educational insert is

	included annually in utility bills. Interactive presentations are made to school students when the school's schedule allows. Additional outreach opportunities are found in meeting with girls scout troops and other groups. Annual presentations and discussions are made to various citizen advisory committees and the City Council.
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**E. Stormwater Activities (Part IV Section B.2.(d))**

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

In 2019, the City revised its Storm Water Management Plan as required by the TCEQ to conform to the new effective General Permit TXR040000. Due to their effectiveness, review of existing BMPs determined the continued use of many with a few revisions. Below are the practices and activities to be pursued in Permit Year 2023.

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
1	1.1 Article in City Newsletter	Distribute educational flyer as a utility bill insert one time per year; include one article in the City newsletter; make inserts available at the public library	An educational flyer will be distributed in utility bills once per year. Inserts will be provided to the UP Library.  Additionally, an article in the City's monthly newsletter will be published and is distributed to residents via the City website.
1	1.1 and 1.6 Make utility bill inserts available at the Public Library	Make utility bill inserts available at the Public Library	The educational flyers distributed via utility bills will be made available at the Public Library as well as bookmarks. The bookmarks provide information on the importance of cleaning up after pets and were purchased by the City on a cooperative purchase from the North Central Texas Council of Governments.

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	1.2 Texas Smartscape Link	Continue NCTCOG's Texas Smartscape link on the City website	Link on City website will be reviewed to ensure it is still active. Based on the NCTCOG Annual Report, 1 University Park resident visited the Texas Smartscape website this permit year.
1	1.3 University Park Stormwater Website	Maintain a stormwater page on the city's website. Update as necessary and provide specific information on the city's TPDES program.	The website will be updated with the Permit Year 2022 Annual Report and web visitors are invited to contact the City via the online Citizen request module on the website. The revised SWMP is available on the website as well as staff contact information and stormwater program information.
1	1.4 City Hotline	Evaluate citizen's input to identify potential trends in stormwater issues.	The hotline is advertised on the city's website and calls and web requests are logged in the citizen request software and monitored weekly.
1	1.5 Storm Drain Markers	Continue to maintain storm drain markers	Missing storm drain markers will be replaced. At least 20% of inlets will be inspected.
1	1.6 Library Reference	Make utility bill inserts available at the Public Library	The educational flyers distributed via utility bills will be made available at the Public Library as well as bookmarks. The bookmarks provide information on the importance of cleaning up after pets and were purchased by the City on a cooperative purchase from



<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
			the North Central Texas Council of Governments.
1	1.7 Classroom Education	Continue to distribute information	Will provide information to at least one group, typically the girl scouts or boy scouts, or school.
1	1.8 Lawn Care Education	Distribute educational materials to landscapers	Continue distribution of educational material.
1	1.9 SMU Stormwater Awareness	Distribute information to the University through campus broadcasting and flyers	Students will receive information via the City website. BMP posters are provided for university staff as requested.
1	1.10 Education for Elected Officials	Provide material and program updates annually	A program update will be provided to the City Council during a City Council meeting. Any revisions to the SWMP will be reported to the City Council.
1	1.11 Education for Public Service Employees	Provide educational material to police and fire departments annually	Information will be distributed to all City staff in the Arbor, the City's monthly newsletter.
1	1.12 Business / Commercial Education	Distribute educational flyer as a utility bill insert once per year.	A flyer will be distributed as a utility bill insert.
1	1.13 City Inspector Training	Provide at least 4 hours of training every 3 years	Will provide erosion control training to new inspection employees within 12 months of hire date if applicable. Staff training took place in Permit Year 2021 and is required once every three years.
1	1.14 Developer, Builder, Engineer Education and Training	Provide educational material and / or training once per year; provide	Will provide developers, builders, and engineers educational material. An

MCM(s)	BMP	Stormwater Activity	Description/Comments
		developers, builders, and engineers the opportunity to participate in training once every 2 years	opportunity to participate in training was provided in Permit Year 2019 and will be provided again in 2023.
1	1.15 Public Meetings	Conduct one public meeting annually	A public meeting will be held and the City Council updated on the annual SWMP activities. The Council meeting video will be available on the city website at <a href="http://www.uptexas.org">www.uptexas.org</a>
1	1.16 Continue Various Volunteer Committees	Provide an update on stormwater issues and receive feedback annually	Program updates will be provided to certain advisory committees provided they meet.
1	1.17 Recycling Program	Continue existing recycling program	The MS4 is expanding commercial recycling collection when possible. Review of the recycling program took place as part of the City's Master Plan Update. Collection events will take place in the spring and fall, weather permitting.
1	1.18 Pet Waste Management	Continue to maintain existing pet waste management stations	Will continue to maintain pet waste stations in City parks.
1	1.19 Public Notice Requirements	Conduct SWMP public hearings	Upon receipt, the MS4 will publish notice of the executive director's preliminary determination on the NOI and SWMP. A public hearing will be held in conjunction with program updates to City Council.

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
1	1.20 Bacteria Specific Public Education	Review bacteria-specific public education materials and use as applicable	Ongoing. Pet waste bookmarks will be provided to residents at the UP Public Library. Outreach information is provided at pet waste management stations daily.
	1.21 Partnerships	Include SMU environmentally-focused events on the city	Links to the SMU website will be maintained on the City website and the MS4 will provide outreach material to SMU that can be distributed at environmentally-focused events.
1	1.22 Proper Waste Disposal Educational Events	Hold one event per year and document number of participants or amount recycled.	There are typically two events planned every year, though some adjustments have been required to comply with Covid-19 restrictions and social distancing and group gathering requirements. Events are widely publicized on the city's website, email newsletters, as well as multiple social media platforms.
2	2.1 Code Enforcement	Monitor and enforce ordinances	Will continue to monitor and enforce ordinances.
2	2.3 Code Enforcement Training	Provide training once per year	Training was provided in Permit Year 2021 and required every two years. Training will be provided in 2023.
2	2.2 Dry Weather Monitoring	Visually inspect outfall locations on a periodic basis	Outfalls will be inspected per the inspection schedule and in response to calls.

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
2	2.4 Illicit Discharge Inspections	Develop or adopt a written standard inspection procedure and train personnel	Personnel will be trained as deemed appropriate.
2	2.5 Storm Sewer Mapping	Regularly update storm sewer map	Updates to the map will continue.
2	2.6 Eliminations of Illicit Connections	Require and verify elimination of identified illicit connections; track	If illicit connections are found, the MS4 will require removal and document the effort.
2	2.7 Spill Response	Continue implementation of existing spill response procedures and training	Training will be provided.
2	2.8 City Hotline	Track calls regarding discharge violations and illegal dumping	Calls will be tracked via an online request system and reporting information is provided on the city website.
2	2.9 Public Information Program	Distribute information on stormwater issues via utility bill once per year	Material will be distributed in a utility bill at least once per year and in the city newsletter.
2	2.10 Household Hazardous Waste Collection and Recycling	Evaluate contract and renew as allowed	HHW contract will be reviewed annually.
2	2.11 Prevent and Correct Leaking On-Site Sewage Disposal Systems	Continue implementation of existing programs	There are no on-site sewage disposal systems in the MS4.
2	2.12 Tracking Sanitary Sewer Overflows	Document the number of overflows annually and continue implementing efforts to reduce overflows.	In 2018, the City completed all SSOI obligations and was not required to continue participation in the program. While no longer a SSOI participant, the City intends to continue replacement, inspection, and maintenance activities as outlined in the SSOI as best management

MCM(s)	BMP	Stormwater Activity	Description/Comments
			practices for system maintenance.
3	3.1 Controlling Ordinances	Continue implementation of existing programs	Existing programs will be continued.
3	3.2 Requirements for Construction Site Contractors	Continue existing programs to review construction site plans prior to construction	Construction site plans will continue to be reviewed for erosion and sediment control measures.
3	3.2 Requirements for Construction Site Contractors	Continue existing programs to review construction site plans prior to construction	The MS4 will continue to require a sediment and erosion control plan and waste management plan for all construction sites.
3	3.3 Site Plan Review	Review construction site plans for potential water quality impacts according to stormwater ordinance	Construction site plans will continue to be reviewed for erosion and sediment control measures.
3	3.4 Site Inspection and Enforcement	Continue implementation of existing inspection program; add portable toilet facilities to site inspection list	Adopt or develop and implement updated written procedures outlining inspection and enforcement requirements in response to complaints as well as conducting follow-up inspections.
3	3.5 Receipt and Consideration of Information from the Public	Track public comments from helpline and website that are related to erosion control.	Residents are encouraged to contact 3-1-1 with concerns. Calls will be tracked via an online request system.
3	3.6 Review Erosion and Sediment Control Program	Continue implementation of existing programs	Adopt or develop written procedures that describe initiating and completing stabilization measures for construction sites and continue implementation of existing program.

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
3	3.7 City of University Park Staff Training	Continue staff training and document attendance.	Training was provided in Permit Year 2021. Training is required every two years and will be provided again in 2023.
4	4.1 iSWM Manual Development and Implementation	Continue implementation of the iSWM manual	Continue implementation of the iSWM manual. Update MS4s program when iSWM manual is updated.
4	4.2 Engineering Design Review	Continue design review of construction projects in excess of one acre	Continue existing design review of projects one acre in size or larger.
4	4.3 Land Use Plan	Continue existing process and review codes and ordinances and revise as necessary	The MS4 reviewed and updated its zoning ordinances in Permit Year 2019. In Permit Year 2022, the City's Centennial Master Plan was adopted. The multi-year effort resulted in the adoption of initiatives to address both stormwater quality and quantity.
4	4.4 Long Term Operation and Maintenance of BMPs	Continue existing programs to inspect post-construction BMPs;	The MS4 implemented its long-term operation and maintenance review program for post construction BMPs and document operation and maintenance efforts as they are provided by property owners or in annual inspection reports produced by City staff. The first post-construction BMPs in the MS4 was identified in Permit Year 2021 and execution of the maintenance / inspection agreement is in progress.
4	4.5 Requirements for Owners or Operators of	Continue to implement and enforce requirements; document	The MS4 implemented a requirement for owners of post-construction BMPs to

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
	New Development and Redeveloped Site Design	and maintain records of enforcement actions; document operation and maintenance practices	maintain the BMPs as well as allow inspections by City staff. Staff will document inspections.
5	5.1 Storm Drainage System Cleaning	Clean inlets as necessary	The MS4 will clean inlets as necessary as well inspect inlets per the inspection schedule. Inspections are logged in the work order software, Beehive.
5	5.2 Street Sweeping	Sweep major arterials once every two weeks; commercial streets every week, residential streets every 2 months, and alleys every month	Street sweeping to be performed. Will renew contract when necessary or continue review of the feasibility of completing this effort in-house..
5	5.3 Herbicide Management	Continue implementation of management plan and evaluate appropriateness of program; update	The MS4 will review its Herbicide Management Program for effectiveness.
5	5.4 Pesticide Management	Continue implementation of management plan and evaluate appropriateness of program; update	The MS4 will review its Pesticide Management Program for effectiveness.
5	5.5 Safe Material Storage	Continue existing material storage program	The MS4 will evaluate the appropriateness of its materials storage program and update if necessary.
5	5.6 Fleet Service Center BMPs	Continue fleet service BMPs	The MS4 will evaluate the appropriateness of its fleet services best management practices and update if necessary.
5	5.7 Facilities, Stormwater Controls, and Structural Controls Inventory	Maintain inventory of controls; update as necessary	The City's storm sewer system is mapped. Revisions will be made as necessary.

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
5	5.8 Operations and Maintenance	Continue operations and maintenance program; update as necessary	The MS4 will continue its existing operations and maintenance program.
5	5.9 Operating Procedures for Contractors	Implement contractor oversight procedures; update as necessary	City Construction Inspectors will provide oversight of contractors. Review operating procedures and requirements; update as necessary.
5	5.10 Employee Training	Train new employees within 6 months	New Public Works employees will be trained within 6 months of hire date.
5	5.11 Stormwater Management Program Committee	Coordinate committee's activities once every two years	The stormwater committee activities will be coordinated in Permit Year 2023. Small group meetings are typically held throughout the year, specifically to perform facility inspections.

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

1. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.  
 Yes  No

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

<b>MCM(s)</b>	<b>Measurable Goal(s) or BMP(s)</b>	<b>Implemented or Proposed Changes (Submit NOC as needed)</b>

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

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



The MS4 proposes no changes.

**G. Additional BMPs (Part IV Section B.2.(f))**

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

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

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

1. Is the permittee relying on another entity/ies to satisfy some of its permit obligations?

Yes  No

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

Name and Explanation:

2.a. Is the named permittee sharing a SWMP with other entities?

Yes  No

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

Yes  No

If 'Yes,' list all associated permit numbers and permittee names (add additional spaces or pages if needed):

Authorization Number: \_\_\_\_\_  
 Authorization Number: \_\_\_\_\_  
 Authorization Number: \_\_\_\_\_  
 Authorization Number: \_\_\_\_\_

Permittee: \_\_\_\_\_  
 Permittee: \_\_\_\_\_  
 Permittee: \_\_\_\_\_  
 Permittee: \_\_\_\_\_

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

1. The number of construction projects in the jurisdiction of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent or site notices) \_\_\_5\_\_\_\_\_

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

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

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

The number of municipal construction activities authorized under this general permit	n/a
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

*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): Thomas H. Stewart Title: Mayor

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

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