

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: **TXR040007**

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

Annual Reporting Year Option Selected by MS4:

Fiscal Year: **FY 2020** Last day of fiscal year: **9/30/2020**

Reporting period beginning date: (month/date/year) **10/01/2019**

Reporting period end date: (month/date/year) **9/30/2020**

MS4 Operator Level: **Level 2** Name of MS4: **City of Southlake**

Contact Name: **Madisson Dunn** Telephone Number: **(817) 748-8638**

Mailing Address: **1950 E. Continental Boulevard, Southlake, TX 76092**

E-mail Address: **medunn@ci.southlake.tx.us**

A copy of the annual report was submitted to the TCEQ Region: YES **X**

NO___Region the annual report was submitted to: **TCEQ Region 4**

B. Status of Compliance with the MS4 GP and SWMP

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

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		
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		

Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		
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2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
1	Continue to maintain a stormwater page on the City of Southlake website.	Yes – This is a simple and efficient way to communicate instantly with residents, builders, and business owners.
1	Continue distribution of educational and promotional material.	Yes – Distribution occurs to many targeted audiences with a specific outreach message tailored to them.
1	Continue participation in NCTCOG stormwater education subcommittee.	Yes – Staff is able to collaborate on regional efforts to manage pollutants to stormwater, regardless of what MS4 the stormwater runs through.
1	Continue ongoing support of Keep Southlake Beautiful.	Yes – Keep Southlake Beautiful runs several programs and initiatives that benefit stormwater quality, such as Adopt-a-Street, the Street Tree program, leaf recycling, and Christmas tree recycling.
2	Maintain an up-to-date MS4 map.	Yes – The ability for staff to quickly identify and track illicit discharges through the MS4 is imperative to eliminating issues.
2	Continue to inform and train MS4 field staff on IDDE.	Yes – More trained eyes in the field means that current issues are identified and addressed in an efficient manner.
2	Continue to implement a Liquid Waste Hauler and Grease Interceptor Maintenance Program.	Yes – Fats, oils, and grease overflows and sewer backups can introduce pollutants into the MS4, so proactive measures taken at food service establishments are necessary.

2	Develop an SOP for responding to illicit discharges and spills, including source investigation and source removal.	Yes – If no uniform process is in place, then responses to illicit discharges become delayed or are handled inappropriately.
2	Partner with Tarrant County Environmental Health Division to develop procedures to respond to leaking on-site sewage facilities (OSSF).	Yes – Septic waste can pose a potential threat to stormwater if systems are not properly inspected and maintained.
3	Continue plan review procedures.	Yes – Having staff members who can accurately identify stormwater pollution prevention measures and inadequacies in plans can prevent bad practices at construction sites.
3	Continue inspection and enforcement program.	Yes – Inspections are the only way for staff to identify stormwater violations and ensure the Stormwater Pollution Prevention Plans are being implemented.
3	Ensure municipal staff receive training for regulating construction sites.	Yes – Construction Inspectors and Building Inspectors must know what to look for during inspections in order to identify and address issues immediately.
4	Review new development and redevelopment projects for post-construction runoff using local development standards.	Yes – Implementing design standards for stormwater controls helps ensure stormwater quality and quantity is managed after construction has finished.

4	Review local standards and zoning ordinances and adopt, as necessary, new standards and requirements for post-construction controls.	Yes – Ensuring the City of Southlake stays up-to-date with the most current design standards and ordinances is one way to receive quality post-construction control designs.
4	Ensure long-term maintenance of post-construction stormwater control measures.	Yes – If structural stormwater controls are not inspected and maintained, there is no way to ensure they are functioning as intended.
5	Continue employee training and education on pollution prevention and good housekeeping practices.	Yes – Field staff should always be aware of how their actions and operations could be affecting the environment.
5	Enforce contractor requirements and oversight.	Yes – Any contractor who does work on behalf of the City of Southlake should follow the same practices as the city itself; standards should set an example to others.
5	Assess municipal operations and maintenance activities and identify pollutants of concern .	Yes – The only way to assess whether the City of Southlake is not contributing to stormwater pollution is to assess our own operations, activities, and facilities.
5	Develop pollution prevention measures for municipal operations and maintenance activities.	Yes – Establishing pollution prevention measures will ensure that any new employees know how to properly protect stormwater quality as they conduct their daily operations.
5	Maintenance of structural controls for municipally-owned facilities.	Yes – If structural stormwater controls are not inspected and maintained, there is no way to ensure they are functioning as intended.

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

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	Continue to maintain a stormwater page on the City of Southlake website.	Website	2	Annual Review	No – This is an indirect measurement of potential behavior change and thus, a potential reduction in pollutants.
1	Continue distribution of educational and promotional material.	Consumer Confidence Report	12,000	Reports	No – This is an indirect measurement of potential behavior change and thus, a potential reduction in pollutants.

		My Southlake News	6	Articles	No – This is an indirect measurement of potential behavior change and thus, a potential reduction in pollutants.
		Facebook	8	Posts	No – This is an indirect measurement of potential behavior change and thus, a potential reduction in pollutants.
		Events/workshops	4	Events/workshops	No – This is an indirect measurement of potential behavior change and thus, a potential reduction in pollutants.
1	Continue participation in NCTCOG stormwater education subcommittee.	Agendas	6	Meetings	No – This is an indirect measure of staff networking and collaboration efforts.

1	Continue ongoing support of Keep Southlake Beautiful.	Adopt-a-Street	74	Volunteers	Yes – The volunteers that participated cleaned up pollutants in their designated areas.
		Adopt-a-Street	112.5	Service hours	Yes – The volunteer hours served were directly spent cleaning up pollutants in designated areas.
		Adopt-a-Street	34.5	Bags of trash collected	Yes – Removal of trash directly reduces pollutants that can enter the MS4.
		Community Cleanup	1	Cleanup	Yes – Removal of trash directly reduces pollutants that can enter the MS4.

2	Maintain an up-to-date MS4 map.	GIS procedures	1	Annual review	No – This is an indirect measure intended to assist field staff who track illicit discharges.
2	Continue to inform and train MS4 field staff on IDDE.	Digital training materials	59	Attendees	No – This is an indirect measure that will educate employees on identifying potential pollutants.
2	Continue to implement a Liquid Waste Hauler and Grease Interceptor Maintenance Program.	Liquid waste hauler manifests	513	Manifests	Yes – Cleaning ensures that blockages do not form in interceptors and cause sewage overflows.
		Inspection/field verification checklists	68	Establishments Inspected	Yes – Inspections lead to corrections and repairs, which minimize the amount of fats, oils, and grease that comes into contact with stormwater.

2	Develop an SOP for responding to illicit discharges and spills, including source investigation and source removal.	Previously-established response procedures and tracking methods	1	Review	No – This is an indirect measure which will guide staff in identification and elimination of pollutants.
2	Partner with Tarrant County Environmental Health Division to develop procedures to respond to leaking on-site sewage facilities (OSSF).	Previously-established response procedures	1	Review	No – This is an indirect measure which will guide staff in identification and elimination of pollutants.
3	Continue plan review procedures.	Stormwater Pollution Prevention Plans	41	Plans	No – This is an indirect measure of construction site management, but proper management will decrease pollutants.

3	Continue inspection and enforcement program.	EnerGov stormwater inspections and code violations	298	Cases	Yes - Failed inspections means corrective action must be taken immediately to continue operation.
3	Ensure municipal staff receive training for regulating construction sites.	NCTCOG Course - Stormwater Pollution Prevention Under Construction	0	Attendees (no new staff)	No - This is an indirect measure which will train staff to be able to identify failing site controls that are directing pollutants into stormwater.
4	Review new development and redevelopment projects for post-construction runoff using local development standards.	Drainage policy and drainage review checklist	2	Documents	No - This is an indirect measure which will document the installation of stormwater controls.

4	Review local standards and zoning ordinances and adopt, as necessary, new standards and requirements for post-construction controls.	City ordinance templates	2	Ordinances reviewed	No – This is an indirect measure which requires certain maintenance and installation specifications for post-construction stormwater controls.
4	Ensure long-term maintenance of post-construction stormwater control measures.	Maintenance/Inspection Checklists	18	Inspections	Yes – The inspection and maintenance of stormwater controls directly leads to reducing pollutants.
5	Continue employee training and education on pollution prevention and good housekeeping practices.	In-house training materials	59	Attendees	No – This is an indirect measure that will educate employees on identifying potential pollutants.

5	Enforce contractor requirements and oversight.	Request for Proposals (Power-washing)	0	Document (no new RFPs related to stormwater)	Yes – Requiring contractors to minimize litter and debris from contracted activities leads to a reduction in pollutants.
5	Assess municipal operations and maintenance activities and identify pollutants of concern.	Facility assessments for Bob Jones Park Maintenance Facility and Department of Public Safety North Training Facility	2	Reports	Yes – Issues identified through reports are addressed and remedied as soon as practicable.
5	Develop pollution prevention measures for municipal operations and maintenance activities.	Assessment recommendations for pollution prevention	2	Reports	Yes – Pollution prevention measures implemented directly reduce pollutants.
		Procedures for conducting cold weather operations and remediating unplanned potable water line discharges.	2	Standard Operating Procedures	Yes – Pollution prevention measures implemented directly reduce pollutants.

5	Maintenance of structural controls for municipally-owned facilities.	Maintenance/Inspection Checklists	18	Inspections	Yes – The inspection and maintenance of stormwater controls directly leads to reducing pollutants.
		Work order system (Both Public Works Operations ponds)	2	Maintenance events	Yes – The maintenance of stormwater controls removes pollutants from the MS4.

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

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
1	Review the information on the stormwater webpages annually.	Met goal – Review and updates occurred on October 23 rd , 2019 and December 31 st , 2019. Staff added significance of stormwater, improved readability, and implemented ADA text.
1	Distribute information about stormwater through at least one publication or event annually.	Met goal – Distributed stormwater information through the annual Consumer Confidence Report to 12,000 residences and businesses, 8 social media posts, 6 My Southlake News articles, and 4 events.

1	Document participatory activities with North Central Texas Council of Governments	Met goal – Attended 6 meetings during FY 2020. Meetings included the Stormwater Public Education Task Force, Illicit Discharge Detection and Elimination, Wastewater Treatment and Education Roundtable, and Pollution Prevention Task Force.
1	Review the number of hours of participation in Keep Southlake Beautiful programs.	Met goal – 112.5 service hours were documented in Keep Southlake Beautiful’s Adopt-a-Street Program. Other Keep Southlake Beautiful metrics in addition to the one listed here were gathered and are reported in the preceding section of this report.
2	Review procedures for updating the GIS data set annually.	Met goal – Staff reviewed procedures in FY 2020.
2	Document an annual training on Illicit Discharge Detection and Elimination.	Met goal – Staff hosted a combined Illicit Discharge and Good Housekeeping training session for field staff and documented a total of 59 attendees in the FY 2020 IDDE/Good Housekeeping training. The training was held virtually this year due to COVID-19. The training consisted of a 30-minute recorded presentation and 4 video & quiz modules provided by NCTCOG. Staff surveyed participants afterward and received positive feedback.
2	Document the review of liquid waste hauler manifests submitted to the City.	Met goal – Staff documented 513 manifests submitted to the City in FY 2020.
2	Document the inspection of grease interceptors.	Met goal – Staff documented 68 grease interceptor inspections in FY 2020.

2	Document the development and adoption of an Illicit Discharge Detection and Elimination SOP	Previously met goal – The City of Southlake IDDE SOP was adopted on 10-23-2017. Staff upgraded the IDDE paper forms to electronic forms in FY 2020.
2	Document the development and adoption of procedures to respond to leaking on-site sewage facilities.	Previously met goal – Staff developed OSSF response procedures with Tarrant County Environmental Health on 7-1-2015.
3	Document the review of Stormwater Pollution Prevention Plans for construction sites.	Met goal – Staff documented the review of 41 SWPPPs for compliance with the TXR150000 Construction General Permit.
3	Count the number of stormwater inspections conducted on construction sites.	Met goal – Staff documented a total of 298 stormwater inspections between Code Enforcement and Building Inspections.
3	Document stormwater training that any new staff have undertaken within six months of employment.	Previously met goal – 2 employees attended the NCTCOG Stormwater Pollution Prevention Under Construction course in FY 2019. No new employees hired in FY 2020.

4	Document that projects are reviewed for post-construction controls, when appropriate.	Met goal – Staff worked with stormwater consultants to review and suggest changes to the current storm drainage policy and construction plan checklist.
4	Document the review of development standards and ordinances.	Met goal – In FY 2020, staff worked with stormwater consultants to review the City’s Erosion and Sediment Control ordinance as well as the Storm Drainage ordinance.
4	Document the maintenance plan and installation of control measures.	Previously met goal – The checklist utilized by third-party engineering firm Teague Nall & Perkins requires maintenance plans. In FY 2019, the Engineering division enhanced the language on plan sets that includes an extended version of “Maintenance is the responsibility of the property owner, not the City of Southlake.”
5	Document an annual training on Good Housekeeping Practices.	Met goal – Staff hosted a combined Illicit Discharge and Good Housekeeping training session for field staff and documented a total of 59 attendees in the FY 2020 IDDE/Good Housekeeping training. The training was held virtually this year due to COVID-19. The training consisted of a 30-minute recorded presentation and 4 video & quiz modules provided by NCTCOG. Staff surveyed participants afterward and received positive feedback.
5	Document a list of contractors performing work and their written oversight procedures.	Previously met goal – There were no new contractors in FY 2020.
5	Develop a written assessment of facilities and operations and maintenance.	Met goal – Staff continued assessments with stormwater consultants. In FY 2020, the Bob Jones Park Maintenance Facility and Department of Public Safety North Training Facility were assessed, and pollutants were identified.

5	Develop an inventory of pollution prevention measures.	Met goal – As a part of the written assessments identified above, pollution prevention measures were also documented for each facility. In addition, a Standard Operating Procedures Cold Weather Road Applications was adopted.
5	Develop a maintenance schedule and document maintenance of structural controls.	Met goal – Staff determined annual inspections were appropriate for City-owned structural controls and documented 18 inspections and 2 maintenance events in FY 2020.

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.?

The City of Southlake is not required to conduct dry weather field screening or any lab sampling due to our classification as a Level 2 MS4. However, the City inspected 469 curb inlets and swept 4,995.6 miles of City streets in FY 2020. 22 illicit discharges were also detected and eliminated.

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.

Southlake does not discharge to any impaired segments on the latest 303(d) list, but the City does recognize bacteria is a concern further downstream in the Trinity River and thus takes measures to control this pollutant.

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.

Not Applicable.

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

Trinity River Bacteria TMDL

Per prior TCEQ communications as established in previous annual reports, the City of Southlake does not have any allocations to permitted stormwater discharges to Big Bear Creek. The City has not collected any samples in regards to this impairment, nor is the City required to comply with Part II Section D.4.

However, the city does recognize bacterial discharges are ubiquitous and has taken action to reduce bacteria in stormwater. Activities implemented during this permit term and that have been identified administratively to have an impact in reducing bacteria in stormwater are listed in the table below.

MCM(s)	Measurable Goal(s)	Success in Reducing Bacteria
1	Distribute information through a publication/event at least once annually.	The Consumer Confidence Report included information about storm water pollution solutions, including information about disposing grease, medications, and trash properly.
1	Participate in NCTCOG stormwater subcommittee activities.	The SmartScape campaign included information about nutrient pollution, which we incorporated into our "Yard Smart" social media promotion.
2	Continue liquid waste hauler and grease interceptor maintenance program.	The liquid waste program prevents sewer overflows, reducing the potential for introducing bacteria from sewage and restaurant waste.
3	Continue inspection and enforcement program.	Bacteria are believed to be transported through attachment to sediment particles. Reducing turbulence through controlling construction site runoff is believed to attribute to reducing bacteriological discharges.

Trinity River, elevated levels of PCB

Because no permitted discharge is directly to one or more water quality impaired water bodies involved in the development of this TMDL, the City has not identified any activities to reduce PCBs in the Trinity River.

Grapevine Lake pH Levels

As explained in a previous Annual Report (August 17, 2013 to September 30, 2014) the City of Southlake will not take action regarding this impairment.

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

Not Applicable.

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

Not Applicable.

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

Not Applicable.

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.

Not Applicable.

E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	Continue distribution of educational and promotional materials.	Develop proper lawn care education materials to hand out to residents and landscape professionals.	Staff plans to design education materials in the form of flyers or brochure to pass out to landscape professionals when a stormwater management issue is discovered.
1	Continue ongoing support of Keep Southlake Beautiful.	Host at least one community cleanup per year.	Staff will conduct litter surveys in potential cleanup areas and then recruit volunteers for a community cleanup.
2	Continue to implement a liquid waste hauler and grease interceptor maintenance program.	Finalize GPS project for our newly implemented grease interceptor physical inventory.	Staff will geo-locate all grease traps present in the City, along with other quantitative and qualitative data in the form of capacity, type of trap, and photos.
4	Continue to develop standard operation procedures.	Develop and adopt procedures for stormwater related events.	Staff plans to develop and adopt standard operating procedures for unplanned potable water line response and storm drain system maintenance.

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

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.

Not Applicable.

H. Additional Information

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

____ Yes No

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

____ Yes No

I. Construction Activities

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

33 new sites

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

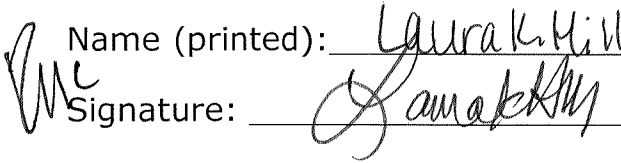
____ Yes No

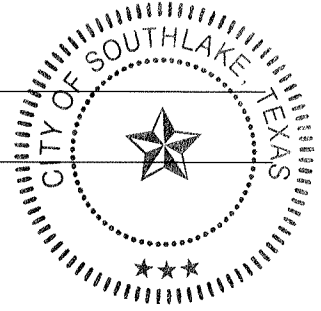
J. Certification

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): Laura K Hill Title: Mayor
Signature:  Date: 10/28/20



Name of MS4: City of Southlake

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.