

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040038

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

Annual Reporting Year Option Selected by MS4:

Calendar Year: X

Permit Year: 5

Fiscal Year: _____ Last day of fiscal year: (_____)

Reporting period beginning date: (month/date/year) January 1, 2023

Reporting period end date: (month/date/year) December 31, 2023

MS4 Operator Level: Level 2 Name of MS4: City of Glenn Heights

Contact Name: Andrew Waits Telephone Number: 972/223/1690 ext. 430

Mailing Address: 1938 S. Hampton Building C. Glenn Heights, TX 75154

E-mail Address: andrew.waits@glennheightstx.gov

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.	✓		TCEQ approved permit 12/7/23
Permittee is currently in compliance with recordkeeping and reporting requirements.		XX	Previous staff failed to submit report to TCEQ

Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	✓		Based on the 2022 Integrated Report, no new water bodies within our permitted area have been added to the list of impaired water bodies.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	✓		

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)
		Yes, please see the attached summary table.

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

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	1. Distribute educational material	Stormwater Brochures	100	Brochures distributed to 3 City events	No, but provides education to help reduce pollutants

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	2. Website / Social Media	Social Media	2	Posts regarding MS4 Program	No, but provides education to help reduce pollutants
1	3. Event Participation	City Events	4	Events	No, but handing out brochures at events provides education to help reduce pollutants
1	4. Animal Waste Control Ordinance	Enforce existing ordinance	0	Enforcement Actions	No, but taking enforcement action will deter people from leaving pet waste that could wash into creeks
1	5. Trash-off Event/ Participation	Collection Event	62.91	Tons of brush and bulky items	Yes, collection of litter, tires, electronics, recycling, brush and bulky items prevents them from being illegally dumped
1	6. Public Opinion / Report-a-Concern	Citizen Concern Reporting System	17	Comments Received	Yes, citizens have the ability to report issues such as illicit discharges and illegal dumping
2	7. Nuisance Abatement Ordinance	Enforce existing ordinance	23	Comments Received and Enforcement Actions	Yes, taking enforcement action will deter people from accumulating waste and other conditions that may reduce pollutants
2	8. Employee Training	IDDE training for employees	15	Employees Trained	No, but training employees will help identify and prevent more illicit discharges
3	9. Citizen Complaint/Illegal Dumping	Citizen Concern Reporting System	3	Comments Received	Yes, citizens have the ability to report issues such as illicit discharges and illegal dumping

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
3	10. Citizen Complaint/Illegal Dumping	Citizen Concern Reporting System	1	Enforcement Action	Yes, citizens have the ability to report issues such as illicit discharges and illegal dumping, and the City conducts enforcement actions if necessary.
3	11. Site Inspections and Enforcement	Conduct site inspections and enforce ordinances	4	Inspections	Yes, conducting inspections ensures that proper construction BMPs are utilized to reduce pollutants from leaving the site
3	12. Development Review Committee/Plan Review and Approval Procedures	Construction plan review to address water quality impacts	10	Reviews Conducted	Yes, reviewing plans ensures that proper construction BMPs are utilized to reduce pollutants from leaving the site
4	13. Stormwater Ordinance- Post Construction Runoff Control Section	Enforce ordinance related to new development and redevelopment to require permanent stormwater quality controls and to ensure compliance and long-term O&M provisions	8 permits and 8 inspections	Permits Issued and Inspections Conducted	Yes, conducting erosion control inspections ensures that proper construction BMPs are utilized to reduce pollutants from leaving the site

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
5	14. Ditch Cleaning/Drainage System O&M	Reduce sediment and floatable materials by routinely cleaning MS4 ditches and culverts, and maintaining structural controls. Conduct activities to maintain proper operation of stormwater drainage, detention and water quality features including post construction BMP's owned, operated and/or maintained by the City	The City performed outfall inspections in 2023. 1,880 linear feet were cleaned and 10,000 CF material was removed.	Linear feet of ditches, channels and culverts cleaned and CF of material removed	Yes, structural controls are maintained to remove existing pollutants and reduce future pollutants
5	15. Employee Training	Continue implementing an employee training program regarding stormwater quality issues and good housekeeping procedures	16	Employees Trained	No, but educating employees should provide the knowledge to reduce and prevent future pollutant generation

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
5	17. Other Operation & Maintenance (O&M) Activities	Reduce the amount of pollutants and floatables entering the MS4 by activities such as daily park clean up, ROW/median maintenance and maintenance of public facilities. Contractors hired by City to perform O&M must comply with procedures for reducing pollutants	14,810 pounds	Pounds of trash and other pollutants removed	Yes, prevents pollutants from getting in the waterways

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.
		Please see the attached summary table.

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 Glenn Heights MS4 conducted visual inspections, cleaned numerous inlets, looked for illicit discharges, cleaned streets, and looked for flow during dry weather. The City has record of these activities.

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.

Based on the 2022 Integrated Report, no new water bodies within our permitted area have been added to the list of impaired water bodies.

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. **N/A**
3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL. **N/A**
4. Report the benchmark identified by the MS4 and assessment activities:

Benchmark Parameter <i>(Ex: Total Suspended Solids)</i>	Benchmark Value	Description of additional sampling or other assessment activities	Year(s) conducted
N/A	N/A	N/A	N/A

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

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark
N/A	N/A	N/A

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

Description of bacteria-focused BMP	Comments/Discussion
N/A	N/A

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

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

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

Benchmark Indicator	Description/Comments
N/A	N/A

E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	1	Distribute Educational Material	Continue to distribute general stormwater brochures to a minimum of two City and/or community events by December 2024. The brochures will be available to the general public at the City Public Works Building and the City Hall. The City will maintain a file copy of the brochure and review the information at least once a year and update as necessary.

1	2	Website / Social Media	The City will maintain annual updates, annual reports (within 30 days of the due date) and the SWMP (within 30 days of TCEQ approval) on its stormwater page. The City will include information related to stormwater education, SWMP program contact information, and event schedules and dates, as needed. The City will advertise the webpage in brochures and print materials. The City will use social media to post a minimum of two times regarding information relating to the SWMP program by December 2024.
1	3	Event Participation	The City will work with the Parks Department or Library Staff to provide new exhibits and materials for relevant public events. Staff will keep a list of events attended, the materials distributed at each event, and the approximate number of attendees at each event.
1	4	Animal Waste Ordinance	The City will record any complaints received. Complaints necessitating City action will be delegated to appropriate personnel. All enforcement actions associated with ordinance violations will be tracked.
1	5	Trash-off Event/ Participation	The City will continue its annual Trash-off event and monthly Brush Pick-up program and evaluate opportunities, public receptiveness, and budgetary requirements for continued clean up events.

1	6	Public Opinion/ Report-a-Concern	<p>Continue documenting each call and dispatching to appropriate department for proper response.</p> <p>The City will review the procedures for receiving, considering, and tracking comments from the public for Stormwater issues at least once by December 2024 and will update the procedures as necessary. The City will document comments received and consideration made for each set of comments.</p>
2	7	Nuisance Abatement Ordinance	<p>The City will record any complaints received. Complaints necessitating City action will be delegated to appropriate personnel. All enforcement actions associated with ordinance violations will be tracked.</p>
2	8	Stormwater Pollution Prevention Ordinance	<p>City to document the number of updates to ordinance, inspections and any violations/enforcement action.</p> <p>City to develop an approach for written procedures describing the basis for conducting inspections in response to illicit discharge complaints and conducting follow-up inspections by December 2024.</p>
2	9	Employee Training	<p>Implement training at least once a year by December 2024 that educates City personnel on the identification of illicit discharge and procedures for reporting observation to appropriate personnel.</p>
3	10	Citizen Complaint/Illegal Dumping	<p>Continue documenting each complaint and dispatching to appropriate department for proper response.</p> <p>Document enforcement actions taken for each complaint.</p>

3	11	Site Inspections and Enforcement	Continue site inspections and enforcements. City to develop an approach for proposed written procedures describing construction site inspection and enforcement requirements during the active construction phase by December 2024.
4	12	Development Review Committee/Plan Review and Approval Procedures	Continue construction site plan review procedures.
4	13	Stormwater Ordinance- Post Construction Runoff Control Section	Continue enforcement of the ordinance. Document the number of permits issued, the number of inspections conducted and enforcement actions.
5	14	Ditch Cleaning/Drainage System O&M	Continue implementation of scheduled assessments, cleaning, and maintaining ditches and drainage systems throughout 2024.
5	15	Municipal Operations Audit	Conduct one self-audit by December 2024.
5	16	Employee Training	Conduct BMP training for the municipal employees responsible for activities that may impact stormwater quality at least once a year by December 2024.
5	17	Other Operation & Maintenance (O&M) Activities	Maintain a log of O&M activities during 2024 including the amount of trash collected and dates of activities.

F. SWMP Modifications

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

Yes No

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

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

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

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

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

G. Additional BMPs for TMDLs and I-Plans

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

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

H. Additional Information

1. Is the permittee relying on another entity to satisfy any permit obligations?
 Yes No

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

Name and Explanation:

Name and Explanation:

Name and Explanation:

Name and Explanation:

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

Yes No

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

Yes No

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

Authorization Number: _____ Permittee: _____

I. Construction Activities

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

8

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

Yes No

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

<p>The number of municipal construction activities authorized under this general permit</p>	
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The total number of acres disturbed for municipal construction projects	N/A
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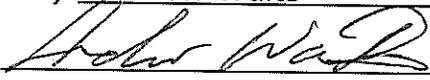
Note: Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

J. Certification

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

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

Name (printed): Andrew Waits Title: Public Works Superintendent

Signature:  Date: 07/24/2024

Name of MS4 City of Glenn Heights

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name of MS4 _____

Name (printed): _____

Title: _____ Signature: _____

Date: _____

Name of MS4 _____

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.

Stormwater Activities Summary Table

MCM 1: Public Education, Outreach and Involvement

BMPs & Measurable Goals Status

BMP ID	BMP	Activity	Measurable Goal	Due Date	Measurable Goal Success	BMP Appropriate for Reducing Discharge of Pollutants
1	Distribute Educational Material	Continue distribution of Stormwater Brochures at city centers and public events.	Document the number of brochures distributed.	Annually	Met Goal	Yes, distributed 100 brochures at 2 events.
		Review at least once per year and update as necessary.	Document updates as necessary.	Annually	Met Goal	Brochures were reviewed- no updates needed.
2	Website / Social Media	Maintain and update current stormwater page on the City website which includes information related to stormwater education; SWMP program contact information; event schedules and dates.	Document the number of updates.	Annually	Met Goal	Yes, website was updated once.
		Use social media to post a minimum of two times regarding the SWMP program.	Document the number of posts.	Annually	Pending	Will be posted on City website prior to December 2024
3	Event Participation	Sponsor and co-sponsor special events Trash Off; and various City wide events throughout the year where information regarding stormwater issues can be distributed.	Document the name and date of each event. Document approximate number of attendees, and the materials distributed at each event.	Annually	Met Goal	Yes. Trash Off (4/13/24): 300 attendees.

4	Animal Waste Ordinance	Enforce existing ordinance prohibiting excreta deposited by animals on public walks, public ROWs, recreational areas or private property owned by another.	Document the number of enforcement actions.	Annually	Met Goal	Yes, no enforcement actions were required
5	Trash-off Event/ Participation	Continue annual community Trash-off Event and monthly Brush Pick-up programs. The programs will emphasize litter pick-up and maintenance of healthy vegetation.	Record the amount of trash received annually.	Annually	Met Goal	Yes, 48.25 tons of brush and bulky trash items were collected and disposed of properly, 300 attendees
			Document the approximate number of participants.	Annually	Met Goal	
6	Public Workshops on SWMP	Arrange public workshops following submittal of NOI and SWMP as required by TCEQ, per required procedures.	Record the agenda, minutes, and number of attendees for all public workshops. Official responses to public comment will be prepared per TCEQ.	As required by TCEQ	Met Goal	Yes, no workshops were required
7	Legal Public Notice	Provide public notice regarding specific city actions related to stormwater that require public notice.	Document public notice.	As required by TCEQ	Met Goal	Yes, no public notices were required
8	Public Opinion/ Report-a-Concern	Maintain and Update, as necessary, current Report-A-Concern program to allow for receipt and consideration of public comments regarding stormwater management. Use information to determine how best to incorporate the public's needs and desires into the overall goals of a stormwater management program.	As necessary, update procedures for receiving, considering, and tracking comments from the public for stormwater issues.	Annually	Met Goal	Yes, the program was maintained to receive and respond to citizen comments. Program was reviewed in 2023. No updates needed.
			Document comments received and consideration made for each set of comments.	Annually	Met Goal	0 citizen comments were received.

MCM 2: Illicit Discharge Detection and Elimination

BMPs & Measurable Goals Status

BMP ID	BMP	Activity	Measurable Goal	Due Date	Goal Success	BMP Appropriate
9	Nuisance Abatement Ordinance	Enforce and track violations to the existing ordinance prohibiting the creation of nuisance conditions, including accumulation of waste/refuse and stagnant water.	Document and track the number of enforcement actions.	Annually	Met Goal	Yes, 0 enforcement actions taken in 2023.
10	Stormwater Pollution Prevention Ordinance	Review existing ordinance annually and update as necessary. City to consider items to be included in the written procedures describing the basis for conducting inspections in response to illicit discharge complaints to help identify possible violations.	Document the number of updates. Document inspections and any violations/enforcement action.	Annually Annually	Met Goal	Yes, ordinance was reviewed in 2019, but update was not necessary. Items were considered for written procedures. Performed 8 inspections. 0 violation letters were distributed.
11	Employee Training	Educate City personnel on the identification of illicit discharge and procedures for reporting observations to appropriate personnel.	Implement training program and record the number of employees trained.	Annually	Met Goal	Training was implemented. 16 employees trained.

MCM 3: Construction Site Stormwater Runoff Control

BMPs & Measurable Goals Status

BMP ID	BMP	Activity	Measurable Goal	Due Date	Goal Success	BMP Appropriate
12	Development Review Committee/Plan Review and Approval Procedures	Continue participating in construction site plan review procedures to address potential water quality impacts.	Document the number of reviews conducted.	Annually	Met Goal	Yes, 10 reviews completed
13	Citizen Complaint/Illegal Dumping	Continue enforcing illegal dumping violations and investigating complaints.	Document the number of complaints received and any enforcement action.	Annually	Met Goal	Yes, 2 complaints were received. Enforcement action taken regarding 1 complaint.
14	Development Guide	Update as necessary and distribute the Guide to developers that request development information.	Document the number of updates.	Annually	Met Goal	Yes, no updates to the guide were necessary in 2023. The guide is available on the City's website.
15	Site Inspections and Enforcement	Continue site inspections and enforcements. City to consider items to be included in written procedures describing construction site inspections and enforcement requirements during the active construction phase.	Document the number of inspections and any follow-up activities including enforcement.	Annually	Met Goal	Yes, 4 inspections were conducted, and 0 violation letters were distributed.

MCM 4: Post-Construction Stormwater Management in New Development and Redevelopment BMPs & Measurable Goals Status						
BMP ID	BMP	Activity	Measurable Goal	Due Date	Goal Success	BMP Appropriate
16	Development Review Committee/Plan Review and Approval Procedures	Continue participating in construction site plan review procedures to address potential water quality impacts.	Document the number of reviews conducted.	Annually	Met Goal	Yes, 8 reviews completed
17	Stormwater Ordinance- Post Construction Runoff Control Section	Continue enforcing ordinance related to new development and redevelopment to require permanent stormwater quality controls and to ensure compliance and long-term O&M provisions, as required during permitting.	Document the number of permits issued, and the number of inspections conducted. Document any enforcement actions.	Annually Annually	Met Goal	Yes, 8 permits issued, 8 inspections conducted, 0 enforcement actions taken

MCM 5: Pollution Prevention and Good Housekeeping for Municipal Operations BMPs & Measurable Goals Status						
BMP ID	BMP	Activity	Measurable Goal	Due Date	Goal Success	BMP Appropriate
18	Ditch Cleaning/Drainage System O&M	Reduce sediment and floatable materials by routinely cleaning MS4 ditches and culverts and maintaining structural controls. Conduct activities to maintain proper operation of stormwater drainage, detention and water quality features including post construction BMP's owned, operated and/or maintained by the city.	Maintain a log of O&M activities to include documenting the linear footage of ditches cleaned, date, and amount of material removed.	Annually	Met Goal	Yes, 1,800 linear feet of ditches and channels cleaned, 10,000 CF of material removed.
19	Municipal Operations Audit	Conduct a self-audit of City facilities to determine the nature of activities, identify appropriate BMP's (including structural controls) between January 2022 and December 2023. Make adjustments as necessary.	Complete a self-audit once by December 2024. Determine which BMPs are in place at each City facility.	Dec 2024	Will meet goal in 2024.	Yes, self-audit will be completed by Dec 2024.
20	Employee Training	Continue implementing an employee training program regarding stormwater quality issues and good housekeeping procedures.	Document the number of employees trained.	Annually	Met Goal	Yes, 16 employees trained

21	Other Operation & Maintenance (O&M) Activities	<p>Reduce the amount of pollutants and floatables entering the MS4 by activities such as daily park clean up, ROW/median maintenance and maintenance of public facilities. Contractors hired by City to perform O&M must comply with procedures for reducing pollutants.</p> <p>City to consider items to be included in written procedures describing frequency of inspection of pollution prevention measures at City-owned facilities and structural controls.</p>	Maintain a log of O&M activities including the amount of trash collected and dates of activities.	Annually	Met Goal	Yes, removed 5,680 pounds.
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July 24, 2024

Texas Commission on
Environmental Quality Region 4
2309 Gravel Drive
Fort Worth, Texas 76118-6951

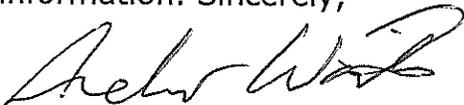
Re: Phase II MS4 Annual Report Transmittal for City of
Glenn Heights TPDES Authorization: TXR040038

Dear Team Leader:

As required by the general permit, a copy of the Year 5 Annual Report for Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040038 for the City of Glenn Heights is being submitted to you. The reporting period's beginning January 1, 2022, and ending December 31, 2023.

Please do not hesitate to contact me if you require additional

information. Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Waits". The signature is fluid and cursive, with a large initial "A" and "W".

Andrew Waits

Public Works Superintendent