



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

Within 90 days of the end of each permit year (see table below), regulated Phase II Municipal Separate Storm Sewer Systems (MS4s) must submit annual reports to the Texas Commission of Environmental Quality (TCEQ) for that permit year. As required by the Texas Pollutant Discharge Elimination System (TPDES) General Permit Number TXR040000, an MS4 operator must annually review its Storm Water Management Program (SWMP) in conjunction with the preparation of the annual report. This document contains a suggested format for annual reporting.

Permit Year	Permit Year Dates	Due Date
1	8/13/07 – 8/12/08	11/12/2008
2	8/13/08 – 8/12/09	11/12/2009
3	8/13/09 – 8/12/10	11/12/2010
4	8/13/10 – 8/12/11	11/12/2011
5	8/13/11 – 8/12/12	11/12/2012

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

If MS4s share a common SWMP, all permittees must contribute to a system-wide report (if applicable). Each permittee must sign and certify the annual report in accordance with 30 TAC ' 305.128 (relating to Signatories to Reports).

The annual report must include:

the status of compliance with permit conditions, an assessment of the appropriateness of best management practices (BMPs), a description of progress towards reducing the discharge of pollutants to the maximum extent practicable (MEP), the measurable goals for each of the minimum control measures (MCM), and an evaluation of the program's progress;

- (a) if applicable, the status of any control measures implemented by the permittee during the permit year;
- (b) a summary of any information (including monitoring data) collected and analyzed during the permit year that was used to evaluate reductions in the discharge of pollutants;

- (c) a summary of the storm water activities the MS4 operator plans to undertake during the next permit year;
- (d) proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements;
- (e) the number of municipal construction activities authorized under this general permit and the total number of acres disturbed;
- (f) the number of non-municipal construction activities that occurred within the jurisdiction of the permittee (as noticed to the permittee by the construction operators); and
- (g) if applicable, notification that the MS4 operator is relying on another government entity to satisfy some of its permit obligations.

The annual report must be submitted to the following address:

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

A copy of the annual report must also be submitted to the TCEQ Regional Office. To locate the TCEQ Regional Office that serves the area of the regulated small MS4, visit <http://www.tceq.state.tx.us/about/directory/region/reglist.html>.

**Instructions for Phase II (Small) MS4 Annual Report  
TPDES General Permit Number TXR040000**

Use these instructions to assist in completing the MS4 Annual Report Form starting on page 11.

## **A. General Information**

1. Provide the:
  - assigned permit number, beginning and end dates of the annual reporting period (permit year),
  - name of the permittee (municipality or owner/operator of the MS4),
  - name, telephone number, mailing address and e-mail address for the appropriate contact person.
2. If the MS4 is relying on another government entity to satisfy some of the permit obligations, provide 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.
3. For a shared SWMP, list all associated permit numbers and permittee names. Add more spaces or pages if needed.
  - (a) Indicate if this 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 30 Texas Administrative Code (TAC) §305.128.
4. Indicate whether a copy of the annual report has been submitted to the TCEQ Regional Office. To locate the TCEQ Regional Office that serves the area of the regulated small MS4, visit <http://www.tceq.state.tx.us/about/directory/region/reglist.html>.

## **B. 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 II Section D 3 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) Describe changes made to or proposed for the SWMP during the permit year, including changes to BMPs, measurable goals, dates, contacts, procedures or details during the permit year.

- (b) 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.
- (c) 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 to the address shown on the NOC form. Do not attach the form to this report.
2. If the MS4 has annexed land, attach a description (or map) indicating the newly annexed area located within a regulated area, the BMPs to be implemented, and any resulting updates to the SWMP.
  3. If the receiving water body is newly listed as impaired or a Texas Maximum Daily Load (TMDL) has been established, refer to Part II Section C 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. Constituents of concern are those for which the water body is listed as impaired. New sources or new discharges of the constituent(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 Texas 2008 List of Impaired Waters on the TCEQ website at <http://www.tceq.state.tx.us/compliance/monitoring/water/quality/data/o8twqi/twqi08.html>.
    - 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 information about TMDLs is located on the TCEQ website at <http://www.tceq.state.tx.us/implementation/water/tmdl/tmdlprogram.html>.
    - NOTE: Discharges of constituent(s) of concern to impaired water bodies for which there is a TMDL implementation 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.
  4. Indicate whether the MS4 has conducted analytical monitoring of storm water quality. Provide an explanation along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable (MEP). Include a discussion of results with the explanation or summary.

## C. Narrative Provisions

1. Provide a brief description on the status of complying with permit conditions, including compliance with the SWMP that TCEQ approved, compliance with record keeping and reporting requirements, and compliance with permit eligibility requirements.
2. Provide a general assessment of the appropriateness of the selected BMPs, including whether any of the selected BMPs are not appropriate.
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 described in a narrative format following the table.
4. Provide a general evaluation of the program's progress, including any obstacles or challenges in meeting the SWMP schedule, etc.
5. 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).
6. 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.
  - (a) If "Yes," then provide information about the number of municipal construction activities authorized under this general permit and the total number of acres disturbed for municipal construction projects.
7. Requirements for Specific Minimum Control Measures (MCMs):
  - (a) For MCM 1 - Public Education and Outreach, provide documentation of activities conducted and materials used to fulfill the requirements of this MCM.
  - (b) Also for MCM 1, provide documentation of the amount of resources used to address each group (e.g., visitors, businesses, etc.).
  - (c) For MCM 3 – Illicit Discharge Detection and Elimination (IDDE), include a synopsis of the changes to the SWMP that are necessary to meet any local controls, conditions and/or programs being established for non-storm water discharges. Indicate if not applicable.
8. Other than the SWMP modifications indicated in Section B, describe any proposed changes to the SWMP in the coming reporting year.
9. Describe any activities that are planned for the next permit year that have not already been described above.

## D. Storm Water Management Program Status

Each MS4 is required to evaluate compliance with permit requirements and assess the appropriateness of the BMPs in reducing the discharge of pollutants to the maximum extent

practicable. The purpose of the annual report is to describe the status of compliance with permit conditions – specifically the implementation of selected BMPs and the progress towards achieving the measurable goals for each BMP. Using Table 1 provided with these instructions, summarize the status of all BMPs specified in the SWMP, as follows:

**Minimum Control Measures:** Specify the MCM addressed by each BMP. The six MCMs are listed in Part III A of the permit. Some BMPs may address more than one MCM. Include at least one BMP for each MCM.

**Best Management Practices:** BMPs are the specific long-term activities and practices that will be implemented to prevent or reduce storm water pollution. Examples include public service announcements, outfall inspections, and construction site plan reviews. List all of the BMPs specified in the SWMP, including any new BMPs. For a shared SWMP, include the name of the responsible MS4 operator(s) in this column. See Example 1: BMP Status

**Measurable Goals:** Measurable goals are the ongoing tasks and interim steps that demonstrate progress toward implementing a specific BMP. List all measurable goals from the SWMP, and include any new measurable goals. If you have developed a storm water ordinance during the permit year, include a description or citation of the ordinance, or simply attach a copy of the ordinance. See Example 2: Measurable Goals Status

**New or Revised:** Indicate whether the BMP or measurable goal is new or revised. Examples include replacement of a BMP with another, addition of a new measurable goal, revision of a start date, etc. Briefly explain the change.

**Start Date:** Specify the scheduled start date (month and year) for each BMP as described in the schedule provided in the SWMP.

**Implementation Status:** Describe the implementation status (such as completed, in progress, or not started) of each BMP as of the end of the permit year. If an activity has been completed, indicate the completion date. If an activity has not yet been started or is in progress, provide the expected completion date. Briefly describe the frequency with which ongoing BMPs are conducted. The following tables are examples of the type of information to be provided in the annual report.

See: Example 1. BMP Status

Example 2. Measurable Goals Status

**Example 1 – BMP Status**

<b>MCM(s)</b>	<b>BMP</b>	<b>Year 1 Milestone(s)</b>	<b>New or Revised (submit NOC as needed)</b>	<b>Start Date</b>	<b>Status / Completion Date (completed, in progress, not started)</b>
3: Illicit Discharge Detection and Elimination	Map all outfalls and all water bodies receiving discharges from MS4.	Completed storm sewer system map includes all outfalls and names and locations of all water bodies		January 2008	Completed June 2008.
3: Illicit Discharge Detection and Elimination	Perform field screening of outfalls.	Develop protocol to screen outfalls, and research sampling equipment.		August 2008	Did not complete. City was not required to implement SWMP because SWMP was not approved by TCEQ. City revised original schedule during initial SWMP review to require this milestone be met in Years 1 or 2.
4/5: Construction Site Control and Post-Construction Site Control	Implement storm water ordinance for construction and post-construction runoff control	Researched other municipalities' ordinances	X	July 2007	Completed - Revised start date from March 2007 to July 2007.
4/5: Construction Site Control and Post-Construction Site Control	Implement storm water ordinance for construction and post-construction runoff control	Integrated language from model ordinance		September 2007	Completed December 2007.
4/5: Construction Site Control and	Implement storm water ordinance for	Storm water ordinance has been drafted		March 2008	In progress - Draft ordinance presented to City

<b>MCM(s)</b>	<b>BMP</b>	<b>Year 1 Milestone(s)</b>	<b>New or Revised (submit NOC as needed)</b>	<b>Start Date</b>	<b>Status / Completion Date (completed, in progress, not started)</b>
Post-Construction Site Control	construction and post-construction runoff control				Council June 2008 - Approval pending, expected completion date July 2009.
6: Pollution Prevention & Good Housekeeping for Municipal Operations	Train all public works and streets staff	Approx. 20 staff trained. Staff educated on good housekeeping/ pollution prevention and upcoming storm water ordinance		April 2007	In progress - annual training every April



### Example 2– Measurable Goals Status

<b>MCM</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
1	Provide utility bill inserts to each utility customer at least once each year.	Met goal	None
2	Conduct one public meeting or city-wide cleanup day each year.	Exceeded goal: conducted one public meeting and two cleanup days.	None
3	Map 25% of outfalls and 50% of receiving waters during Year 1 (same as milestone)	Met goal	None
4	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.	Revise goal to perform site inspections of 25% of all active construction sites, or a minimum of 50 sites per year. Submitted NOC along with the annual report to reflect this change.
4	Respond to 100% of construction complaints received.	Met goal	None
5	Review all site plans submitted for new development projects.	Met goal	None

<b>MCM</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
6	Sweep 50% of roads each year.	Exceeded goal – swept all city streets in Year 1.	None
	Send two employees each year to a storm water training workshop.	Met goal	None

## E. 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 and system-wide annual report.

## F. Cover Letter

Please submit the annual report with a cover letter to insure that the report reaches the Storm Water & Pretreatment Team. Send the report and cover letter to the TCEQ at the following address. See cover letter template on page 19.

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

## Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

### A. General Information

1. Permit Number TXR040271 Annual Report Year: 5

Name of MS4 / Permittee: City of Dickinson

Contact Name: Julie M. Johnston, City Administrator Telephone Number: (281) 337-6204

Mailing Address: 4403 Highway 3, Dickinson, TX 77539

E-mail Address: jjohnston@ci.dickinson,tx.us

2. Is the named 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: Galveston County Water Control & Improvement District No. 1. As the water and sewer provider for the City of Dickinson, Galveston County Water Control & Improvement District No. 1 assists the City with BMP 1.3 and BMP 3.2.

Name and Explanation: Keep Dickinson Beautiful. Due to limited City Resources, Keep Dickinson Beautiful assists the City of Dickinson with BMP 2.2, BMP 2.3, BMP 2.5 and BMP 3.6

Name and Explanation: Galveston County Health District. Due to limited City Resources, Galveston County Health District assists the City of Dickinson with BMP 1.2, BMP 2.4, BMP 3.5, BMP 3.6 and BMP 6.3.

3. Is the named permittee sharing a SWMP with other entities? \_\_\_\_\_ Yes  No

a. If the answer to Number 3 is "Yes," list all associated permit numbers and permittee names (add additional spaces or pages if needed):

Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

b. If the answer to Number 3 is "Yes," is this a system-wide annual report including information for all permittees?

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

Explanation, if any \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Has a copy of this annual report been submitted to the TCEQ Regional Office?  Yes \_\_\_\_\_ No

**B. SWMP Modifications and Additional Information.**

Include a brief explanation if you check "Yes" to any of the following statements.

1. a. 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

A Notice of Change with revised descriptions of measurable goals and completion years, based on the City's actual experience, was submitted and received by TCEQ on December 2, 2010. The NOC request was approved by TCEQ on December 16, 2010.

b. If the answer to Number 1.a. is "Yes," has the TCEQ already approved the original SWMP?  Yes  No

The City's original SWMP had already been approved by TCEQ before the NOC was submitted.

c. If the answer to Number 1.a. is "Yes," indicate whether an NOC (or letter) has been submitted to document the changes to the approved SWMP as required by the general permit. (Note that if an NOC is required, it must be submitted to the address shown on the NOC. Do not attach the original NOC form to this report.)  Yes  No

The NOC was received by TCEQ on December 2, 2010 and the changes have been approved.

2. The MS4 has annexed lands since obtaining permit coverage. If "Yes," please explain.  Yes  No

3. A receiving water body is newly listed as impaired or a TMDL has been established. If yes, please explain.

Yes  No

4. The MS4 has conducted analytical monitoring of storm water quality.  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 of Dickinson currently does not have the resources available to conduct analytical monitoring of storm water quality.

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### C. Narrative Provisions

1. Provide information on the status of complying with permit conditions:

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		The City has continually worked to complete all BMPs approved in the SWMP.
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		The City has submitted its report for all previous years and has kept all documentation needed for proof of BMP completion.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance	X		The City meets all eligibility requirements.

history, etc.)			
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2. Provide a general assessment of the appropriateness of the selected BMPs:

Has the permittee determined that any of the selected BMPs are not appropriate for reducing the discharge of pollutants in storm water?     Yes     No

Provide explanation: All BMPs selected and implemented through the SWMP are appropriate for reducing and preventing the discharge of pollutants in storm water in some way.

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

MCM	BMP	Parameter	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)

Or, provide explanation below:

The City of Dickinson continues to believe that the best way to reduce discharge of pollutants is through education. The City is working to educate developers, contractors and the general public on the importance of preventing storm water runoff.

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4. Provide a general evaluation of the program's progress, including any obstacles or challenges encountered in implementing BMPs, meeting the program's schedule, etc.:

Overall, the City of Dickinson has continued to carry out the program successfully through the fifth permit year. Continuing obstacles encountered by the City are shortage of resources and reliance on other entities to meet the Permit BMPs each year.

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5. Provide the number of construction activities (other than those where the permittee was the operator) that occurred within the regulated area as indicated by notices of intent or site notices:

2 NOIs were submitted to the City during Permit Year 5.

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6. Does the permittee utilize the optional seventh MCM related to construction? \_\_\_\_\_ Yes  No

If "Yes," then provide the following information for this permit year:

- a. The number of municipal construction activities authorized under this general permit: \_\_\_\_\_
- b. The total number of acres disturbed for municipal construction projects: \_\_\_\_\_



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

7. Requirements for Specific Minimum Controls Measures (MCMs):

a. For MCM 1 - Public Education and Outreach, provide documentation of activities conducted and materials used to fulfill the requirements of this MCM.

In Permit Year 5, the City of Dickinson posted a storm water quality related message to the City's website, issued an insert in the water utility bill and distributed various storm water related brochures at different events and at our City Hall and Library facilities. Copies of all these messages are included with the report and are labeled with the appropriate BMP number under MCM 1.

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b. Also for MCM 1, provide documentation of the amount of resources used to address each group (e.g., visitors, businesses, etc.).

The amount of resources used to address each group is listed under its respective BMP in the report.

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c. For MCM 3 – Illicit Discharge Detection and Elimination (IDDE), indicate whether you have developed a list of allowable non-storm water discharges, other than those already listed in the general permit. If you have developed a list and have made any changes to the local controls, conditions and/or programs being established for discharges, include this information below. If you do not have any changes for this permit year, indicate that this item is not applicable.

Not applicable

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8. Describe any proposed changes to the SWMP in the coming reporting year.

There will be no proposed changes to the City's SWMP in the coming reporting year.

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9. Describe any activities planned for the next permit year, not already described.

Many of the activities planned for Permit Year 6 will be similar to those accomplished in Permit Year 5. The City will continue to educate the public and employees by distributing storm water-related material, posting messages on its website and including a storm water quality message as a water utility bill insert. Trash bash, neighborhood clean-up, and a wetlands restoration project are expected to be conducted to encourage public involvement and participation. The City will distribute illicit discharge detection training materials to employees, businesses, and the general public and will also continue efforts to remove all illegally dumped debris.

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## **D.D. Storm Water Management Program Status**

Provide the status of every BMP and measurable goal listed in the SWMP, as described in the instructions. Each MCM, but not necessarily each BMP, must include the measurable goals described in the SWMP. For a shared SWMP, include the name of the responsible MS4 operator(s) in the "BMP" column. *(Though an MS4 is not required to implement BMPs until the initial SWMP is approved by the TCEQ, the MS4's initial annual report should include a description of what has been done to date, even if the SWMP has not yet been approved. The MS4 will receive credit for all BMPs implemented prior to and during the first permit year if they are described in the initial annual report.)*

**Table 1 – BMP Status**

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
1. Public Education and Outreach	1.1) Post one storm water quality related message per permit year	One storm water related message was posted to the City's website on March 26, 2012 where it remains. A copy of the message is provided with this report.		March 2012	Completed, March 2012. Will continue in every permit year.
1. Public Education and Outreach	1.2) Annually distribute book covers or homework folders to Dickinson Independent School District for students during school year.	2,500 book covers were provided to students at Dunbar Middle School, Barber Middle School, and McAdams Jr. High for the 2011-2012 Academic Year. One of the book covers is provided with this report.		August 2011	Completed, August 2011. Will continue every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
1. Public Education and Outreach	1.3) Raise awareness of storm water issues for citizens by placing one (1) informational insert each year in the water utility bill.	The City sent an informational insert with the water utility bill generated by Galveston County WCID #1 in April 2012. This insert reached 7,400 homes. A copy of the insert is provided with this report.		April 2012	Completed, April 2012. Will continue every permit year.
1. Public Education and Outreach	1.5) Distribute various brochures and other literature to the public to raise awareness of individual actions that impact storm water in different ways.	Though not required for Permit Year 5, the City continued to distribute an illegal dumping brochure designed and printed by Houston-Galveston Area Council and TCEQ and also distributed the Law Enforcement Anti-Littering brochure, a copy of both are provided with this report. These brochures are available year round at City Hall and Library facilities, on the City's website and are handed out during presentations to the public.		August 2011	Completed, August 2012. Will continue distributing these brochures in future permit years.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
1. Public Education and Outreach	1.6) Create fact sheets for developers regarding requirements for permitting and pollution prevention.	In Permit Year 4, the City created a brochure for developers regarding requirements for permitting and pollution prevention with information provided by City of Friendswood, the United States Environmental Protection Agency and Galveston County Health District Air & Water Pollution Services. The brochures are available at City Hall and are distributed to all contractors as they apply for permits from our Community Development Department. A copy of the brochure is provided with this report.		August 2011	Completed, August 2012. Will continue to distribute the brochure as permits are requested.
2. Public Involvement and Participation	2.1) Follow public notice requirements specified in general permit. Maintain copies of legal public notice.	No legal notices were required during Permit Year 5. Additionally, all legal public notices previously issued have been maintained.			Completed. No action required during Permit Year 5.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
2. Public Involvement and Participation	2.2) Conduct Trash Bash one time per year during each permit year.	Keep Dickinson Beautiful, along with the City of Dickinson, hosted the Annual Bayou Trash Bash on March 31, 2012, during which approximately 216 tires were removed from Dickinson Bayou and 12 miles of Dickinson Bayou frontage and drainage ditches were cleaned. Over 302 volunteers removed an estimated 30,000 lbs of trash and debris from bayous, tributaries, and ditches.		March 2012	Completed, March 2012. Will continue in every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
2. Public Involvement and Participation	2.3) Conduct Neighborhood clean-up one time per year during each permit year.	Instead of focusing on a neighborhood this year, Keep Dickinson Beautiful focused on Dickinson Bayou and its tributaries due to the amount of debris in the Bayou. Three separate clean-up projects occurred January and October of 2012, two of which have been described in BMPs 2.2 and 2.5. The third clean-up occurred the week of October 22, 2012, and resulted in 630 cubic yards of fallen trees and brush being removed from the bayou and recycled into mulch.		January through October 2012	Completed clean-up of Dickinson Bayou from January through October 2012. Will continue in every permit year.
2. Public Involvement and Participation	2.4) Make one presentation to a community group each year.	City Administrator Julie Johnston made a presentation to the Dickinson Rotary Club (approximately 30 members) on or about July 18, 2012 to educate the public on storm water issues and good housekeeping practices. A copy of the presentation is provided with this report.		July 2012	Completed, July 2012. Will continue in every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
2. Public Involvement and Participation	2.5) Conduct one (1) wetland restoration project each permit year.	Keep Dickinson Beautiful along with Clear Creek Environmental Foundation and the City of Dickinson worked to remove trash and debris from the shores and wetlands of Dickinson Bayou. 20,000 pounds of debris and 173 tires were removed.		January 2012	Completed, January 2012. Will continue in every permit year.
3. Illicit Discharge Detection and Elimination	3.1) Implement enforcement procedures and actions on Illicit Discharge Ordinance	The City has continued to implement illicit discharge regulations in Permit Year 5 and has enforced the ordinance as issues arise.		August 2011	Completed, August 2012. Will continue in every permit year.
3. Illicit Discharge Detection and Elimination	3.2) Review and update drainage system map to include new growth during permit year.	The drainage system map is updated by Galveston County WCID #1 and is available to the City whenever needed.		August 2011	Completed, August 2012. Will continue in every permit year.



<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
3. Illicit Discharge Detection and Elimination	3.3) Advertise link by placement of one (1) ad in the local newspaper.	The City was unable to complete this item during Permit Year 5. However, the City will place 2 ads in Permit Year 6.			Not Completed. Will complete for Permit Year 6 and continue in every permit year.
3/6 Illicit Discharge Detection and Elimination/Pollution Prevention and Good Housekeeping	3.5/6.3) Distribute training materials from Galveston County Health District and other entities to City Employees.	The City was unable to complete this item in Permit Year 5. This BMP will be completed in Permit Year 6 and continue in every permit year thereafter.			Not Completed. Will complete for Permit Year 6 and continue in every permit year.
3. Illicit Discharge Detection and Elimination	3.6) Distribute materials acquired from Galveston County Health District and other entities to potential polluting businesses and general public one time per permit year.	Various brochures are available at the City Hall and Library facilities and on the City's website for all residents and businesses. Keep Dickinson Beautiful also distributes various storm water materials at fairs and events throughout the year. Copies of the materials available to the public and businesses are provided with this report.		August 2011	Completed, August 2012. Will continue in every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
3. Illicit Discharge Detection and Elimination	3.7) Continue Efforts to remove all illegally dumped debris.	City staff continued to investigate and address illegal dumping in a timely manner throughout Permit Year 5. The City has effectively decreased the number of illegally dumped tires, trash and debris by cleaning up Dickinson Bayou during the annual Trash Bash held in March and also the water shed clean up activities held between January and October of 2012. The City also continues to operate a tire recycling program open to all Galveston County residents in order to reduce the amount of illegally dumped tires.		August 2011	Completed, August 2012. Will continue in every permit year.
3/6 Illicit Discharge Detection and Elimination/Pollution Prevention and Good Housekeeping	3.8/6.4) Successfully recycle 50 gallons of oil and 20 filters per year during each permit year.	The City successfully recycled approximately 125 gallons of oil and 16 oil filters during Permit Year 5.		August 2011	Completed, August 2012. Will continue in every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
4. Control of Construction Site Runoff	4.1) Distribute brochures during the application process necessary to obtain a building and or land use permit.	The City continued to distribute its Storm Water Pollution Prevention for Contractors brochure to all contractors during the application process for obtaining a permit. The City will also search for other available literature on construction site storm water management during Permit Year 6 to make available to contractors.		August 2011	Completed, August 2012. Will continue in every permit year.
4. Control of Construction Site Runoff	4.2) Continue to require erosion control plans in submittals.	The City continued to require submission of erosion control plans with all development applications.		August 2011	Completed, August 2012. Will continue in every permit year.
4. Control of Construction Site Runoff	4.4) Require submission of a certification statement and copy of the NOI from the contracting authority before a construction permit can be issued.	The City continued to require submission of a certification statement and copy of the NOI from the contracting authority before a construction permit was issued. Two NOIs were received in Permit Year 5. A copy of each is provided with this report.		August 2011	Completed, August 2012. Will continue in every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
4. Control of Construction Site Runoff	4.5) Continue to inspect general erosion control measures during inspections.	City staff continued to inspect developments to ensure erosion control measures were installed and maintained.		August 2011	Completed, August 2012. Will continue in every permit year.
4. Control of Construction Site Runoff	4.5) Document any erosion control violations and provide follow-up inspections ensuring enforcement of permit provisions.	City staff inspected developments during construction and investigated alleged erosion control measures. Follow up inspections were conducted as-needed to ensure violations were corrected.		August 2011	Completed, August 2012. Will continue in every permit year.
4. Control of Construction Site Runoff	4.6) Ensure that all new development utilizes appropriate storm drain markers during each permit year.	All new development was inspected to ensure that appropriate storm drain markers were utilized. City staff will continue to inspect new development to ensure appropriate storm drains and markers are being utilized.		August 2011	Completed, August 2012. Will continue in every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
5. Post-Construction Storm Water Management	5.1) Continue to review all development plans for mitigation of impact through compliance with floodplain requirements and adequate infrastructure design for grading and the use of detention ponds.	All development plans were reviewed for mitigation of impact of the development on storm water runoff during Permit Year 5. City staff will continue to review all development plans for mitigation of impact.		August 2011	Completed, August 2012. Will continue in every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
5. Post-Construction Storm Water Management	5.2) Educate and inform the public of adopted regulations to address storm water runoff from new development and redevelopment.	Illicit Discharge regulations were adopted by City Council during Permit Year 2. A copy of this ordinance was made available on the City's storm water management page, which received 413 page views during Permit Year 5. Additionally, the presentation made by the City Administrator to the Dickinson Rotary Club in July of 2012 as discussed in BMP 2.4 included information on the illicit discharge regulations. The City will find additional ways to educate and inform the public of these regulations in Permit Year 6.		August 2011	Completed, August 2012. Will find additional ways of making this information available in Permit Year 6.
5. Post-Construction Storm Water Management	5.3) Review and revise existing pollution prevention review procedures as needed.	City reviewed current development review procedures regarding the adoption of any post-construction storm water management regulations for new development and redevelopment and it was determined that no changes were needed at the time. Staff will continue to review these procedures in Permit Year 6 and will make changes as needed.		August 2011	Completed, August 2012. Will continue in every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
5. Post-Construction Storm Water Management	5.4) Evaluate the need for an ordinance or regulatory mechanism requiring the maintenance of detention ponds.	A new Drainage Criteria Manual that includes continued maintenance requirements for detention ponds was adopted by the City Council on August 23, 2011, and a copy of the Drainage Criteria Manual was submitted with the City's Permit Year 4 Report. Throughout Permit Year 5, the City monitored compliance with the new Drainage Criteria Manual including the maintenance of detention ponds. No formal program to monitor detention ponds separate from the City's Drainage Criteria Manual is needed at this time.		August 2011	Completed, August 2012.
6. Pollution Prevention and Good Housekeeping	6.1) Review current operations and procedures related to cleaning of debris from storm drains and prioritize locations on an as-needed basis.	Public Works reviewed current operations and procedures regarding the cleaning of ditches and storm drains and has prioritized locations in need of work. The department also inspects the City's drainage system monthly as well as on a complaint basis.		August 2011	Completed, August 2012. Will continue in every permit year.

<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
6. Pollution Prevention and Good Housekeeping	6.2) Conduct street sweeping throughout the City at least two times per permit year.	The Public Works Department continued sweeping all concrete curb and gutter streets in the City. Three (3) full rotations were completed in Permit Year 5.		August 2011	Completed, August 2012. Will continue in every permit year.
6. Pollution Prevention and Good Housekeeping	6.5) Develop policies and procedures to implement storm water BMPs as deemed necessary in the municipal operations and facility inspection.	While not reduced to writing, the City's Public Works Department installed silt fencing around material stockpiles as recommended in the municipal operations and facility inspection. This was completed in September of 2011. The City will develop written policies and procedures to implement any storm water BMPs deemed necessary in municipal operations and facility inspection.		September 2011	In progress. Will complete in Permit Year 6.



<b>MCM(s)</b>	<b>BMP</b>	<b>Milestones of Permit Year</b>	<b>New or Revised</b>	<b>Start Date</b>	<b>Status / Completion Date(completed, in progress, not started)</b>
6. Pollution Prevention and Good Housekeeping	6.6) Develop and implement policies and procedures detailing the vehicle and equipment washing requirements necessary to protect water quality.	The City continued to implement the Vehicle and Equipment Washing Policy. Staff will continue to review the policies and procedures and make changes as necessary. A copy of the policy is provided with this report.		August 2011	Completed, August 2012. Will continue every permit year.

**Table 2 – Measurable Goals Status**

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
1	1.1) Post one storm water quality related message per permit year.	Met goal. Will continue every permit year.	None
1	1.2) Annually distribute book covers or homework folders to Dickinson Independent School District for students during school year.	Met goal. Will continue every permit year.	None
1	1.3) Raise awareness of storm water issues for citizens by placing one (1) informational insert each year in the water utility bill.	Met goal. Will continue every permit year.	None
1	1.5) Distribute various brochures and other literature to the public to	Exceeded goal since was not required for Permit Year 5. Will continue in future permit years.	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
	raise awareness of individual actions that impact storm water in different ways.		
.1	1.6) Create fact sheets for developers regarding requirements for permitting and pollution prevention.	Met goal.	None
2	2.1) Follow public notice requirements specified in general permit. Maintain copies of legal public notice.	Met goal. Copies of legal public notice will be maintained by City in every permit year.	None
2	2.2) Conduct Trash Bash one time per year during each permit year.	Met goal. Will continue every permit year.	None
2	2.3) Conduct Neighborhood clean-up one time per year during each permit year.	Met goal. Will continue every permit year.	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
2	2.4) Make one presentation to a community group each year.	Met goal. Will continue every permit year.	None
2	2.5) Conduct one (1) wetland restoration project each permit year.	Met goal. Will continue every permit year.	None
3	3.1) Implement enforcement procedures and actions on Illicit Discharge Ordinance.	Met goal. Will continue every permit year.	None
3	3.2) Review and update drainage system map to include new growth during permit year.	Met goal. Will continue every permit year.	None
3	3.3) Advertise link by placement of one (1) ad in the local newspaper.	Not Completed. Will complete for Permit Year 6 and continue in every permit year.	None
3/6	3.5/6.3) Distribute training materials from Galveston County Health District and other	Not Completed. Will complete for Permit Year 6 and continue in every permit year.	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
	entities to City Employees.		
3	3.6) Distribute materials acquired from Galveston County Health District and other entities to potential polluting businesses and general public one time per permit year.	Met goal. Will continue in every permit year.	None
3	3.7) Continue efforts to remove all illegally dumped debris.	Met goal. Will continue every permit year.	None
3/6	3.8/6.4) Successfully recycle 50 gallons of oil and 20 filters per year during each permit year.	Met goal. Will continue every permit year.	None
4	4.1) Distribute brochures during the application process necessary to obtain a building and or land use	Met goal. Will continue every permit year.	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
	permit.		
4	4.2) Continue to require erosion control plans in submittals.	Met goal. Will continue every permit year.	None
4	4.4) Require submission of a certification statement and copy of the NOI from the contracting authority before a construction permit can be issued.	Met goal. Will continue every permit year.	None
4	4.5) Continue to inspect general erosion control measures during inspections.	Met goal. Will continue every permit year.	None
4	4.5) Document any erosion control violations and provide follow-up inspections ensuring enforcement of permit provisions.	Met goal. Will continue every permit year.	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
4	4.6) Ensure that all new development utilizes appropriate storm drain markers during each permit year.	Met goal. Will continue every permit year.	None
5	5.1) Continue to review all development plans for mitigation of impact through compliance with floodplain requirements and adequate infrastructure design for grading and the use of detention ponds.	Met goal. Will continue every permit year.	None
5	5.2) Educate and inform the public of adopted regulations to address storm water runoff from new development and redevelopment	Met goal. Will continue every permit year.	None
5	5.3) Review and revise existing pollution prevention	Met goal. Will continue every permit year.	None

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
	review procedures as needed.		
5	5.4) Evaluate the need for an ordinance or regulatory mechanism requiring the maintenance of detention ponds.	Met goal. Will continue to implement adopted Drainage Criteria Manual requirements every permit year.	None
6	6.1) Review current operations and procedures related to cleaning of debris from storm drains and prioritize locations on an as-needed basis.	Met goal. Will continue every permit year.	None
6	6.2) Conduct street sweeping throughout the City at least two times per permit year.	Exceeded goal. The Public Works Department completed three full rotations in Permit Year 5.	None



<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Success</b>	<b>Proposed Changes (submit NOC as needed)</b>
6	6.5) Develop policies and procedures to implement storm water BMPs as deemed necessary in the municipal operations facility inspection.	In progress. Will complete in Permit Year 6.	None
6	6.6) Develop and implement policies and procedures detailing the vehicle and equipment washing requirements necessary to protect water quality.	Met goal. Will continue to implement in every permit year.	None

## E. 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): \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Name (printed): \_\_\_\_\_

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

Add pages as needed.

Texas Commission on Environmental Quality  
Storm Water & 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 Number: TXR04 \_\_\_\_

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 {MS4 name}.

A separate Notice of Change [ has / has not been / will be ] submitted based on the fact that changes have / 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}