

November 24, 2025



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

Re: Phase II MS4 Annual Report Transmittal for City of Roanoke  
TPDES Authorization: TXR040022

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040022 for the City of Roanoke

The annual report is for Year 5. The reporting period's beginning 01/01/2025 and ending 07/21/2025. 2019 MS4 General Permit reporting period ended 07/21/2025 because the 2024 MS4 General Permit was officially approved on 07/21/2025.

A separate Notice of change has not been submitted based on the fact that changes have not been proposed for the next permit year.

As required by the general permit, a copy of the report has been mailed to the TCEQ's regional office 4 in Fort Worth, Texas.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Wilkinson", written over a horizontal line.

Shawn Wilkinson  
Director of Public Works  
City of Roanoke

# Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

## A. General Information

Authorization Number: TXR040022

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

Annual Reporting Year Option Selected by MS4:

Calendar Year:  X

Permit Year: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ Last day of fiscal year: (\_\_\_\_\_)

Reporting period beginning date: 01/01/2025

Reporting period end date: 07/21/2025

MS4 Operator Level: 1 Name of MS4: City of Roanoke

Contact Name: Shawn Wilkinson Telephone Number: 817-491-6099

Mailing Address: 265 Marshall Creek Road

E-mail Address: swilkinson@roanoketexas.com

A copy of the annual report was submitted to the TCEQ Region: YES  X NO  
Region the annual report was submitted to: TCEQ Region 4

## B. Status of Compliance with the MS4 GP and SWMP

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

	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		

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
1.Public Education, Outreach and Involvement	1. Celebrate Roanoke Event	Yes, the event brings awareness and educates our citizens and potential customers
1.Public Education, Outreach and Involvement	2. Stormwater Management Plan Website	Yes, the website educates and brings awareness to our citizens as well as potential customers.
1.Public Education, Outreach and Involvement	3. Household Hazardous Wastes Collection	Yes, this physically reduces contamination and potential contamination.
1. Public Education, Outreach and Involvement	4. Trash Management and Recycling	Yes, this physically reduces the number of debris and potential debris.
1. Public Education, Outreach and Involvement	5. Storm Drain Marking	Yes, this brings awareness to citizens that storm drains affect waterways.
1. Public Education, Outreach and Involvement	6. Fats, Oils and Grease (FOG) Education	Yes, this helps educate restaurant staff on how to properly dispose of fats, oils and grease.
2. Illicit Discharge Detection and Elimination	8. Illicit Discharge Ordinance	Yes, the enforcement procedures and ordinance prohibit illicit discharges

2. Illicit Discharge Detection and Elimination	9. Map of Outfalls and Receiving Streams	Yes, this helps identify outfalls and receiving streams and help eliminate illicit discharges.
2. Illicit Discharge Detection and Elimination	11. Public Reporting of Illicit Discharges, including Construction	Yes, this gives the public an online tool to report Illicit Discharges.
3. Construction Site Stormwater Runoff Control	13. Erosion and Sediment Control Ordinance	Yes, the City of Roanoke's enforcement procedures and ordinances help ensure proper controls are in place at construction sites.
3 Construction Site Stormwater Runoff Control	14. Construction Plan Review	Yes, the City of Roanoke's <i>review</i> process helps ensure that proper measures are in place to help prevent runoff from construction sites.
3. Construction Site Stormwater Runoff Control	15. Construction Site Inspections and Enforcement	Yes, this gives city staff a tool for performing inspections at construction sites.
4. Post Construction Stormwater Management in New Development and Redevelopment	17. Post-Construction Stormwater Management Ordinance	Yes, the City of Roanoke's ordinances help ensure proper controls are in place.
4. Post Construction Stormwater Management in New Development and Redevelopment	18. Long-Term Maintenance of Post-Construction Stormwater Control Measures	Yes, this tool helps keep track of the responsibilities of the owner/operator of new and redevelopment areas.
5. Pollution Prevention and Good Housekeeping for Municipal Operations	19. Municipal Facilities and Stormwater Control inventory	Yes, this gives city staff a tool to help identify where city owned facilities
5. Pollution Prevention and Good Housekeeping for Municipal Operations	21. Contractor Requirement and Oversight	Yes, this tool ensures that service providers know how to perform services for the City of Roanoke.

5. Pollution Prevention and Good Housekeeping for Municipal Operations	22. Municipal Operations and Maintenance (O&M) Activities	Yes, this gives city staff a tool to ensure that proper procedures on performing maintenance activities as well as inspecting them are followed correctly.
5. Pollution Prevention and Good Housekeeping for Municipal Operations	24. Street Sweeping	Yes, this physically reduces debris from the roadways.

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

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
1. Public Education, Outreach and involvement	1. Celebrate Roanoke Event	Grab Bags	500	Educational coloring Books	Yes, this brings awareness to residents and future residents. This event took place on 10/11/2025, after Term III ended. It will be reported for year 1 under Permit Term IV
1. Public Education, Outreach and involvement	2. Stormwater Management Plan Website	City Website		Educational Stormwater Links and Information	Yes, the city website brings awareness to residents and future residents
1. Public Education, Outreach and involvement	3. Household Hazardous Wastes (HHW) Collection	City Website/ Posters  social media	74	Participants	Yes, this physically reduces debris and potential debris

1. Public Education, Outreach and involvement	4. Trash Management and Recycling	City Website	2719	Participants	Yes, this physically reduces debris and potential debris
1. Public Education, Outreach and involvement	5. Storm Drain Marking	Curb Markers	22	Curb Markers	Yes, this brings awareness to citizens that storm drains directly affect waterways
1. Public Education, Outreach and involvement	6. Fats, Oils and Grease (FOG) Education	Posters/Flyers	10	Posters/Flyers	Yes, this helps bring awareness to the restaurant industry.
2. Illicit Discharge Detection and Elimination (IDDE)	8B. Illicit Discharge Ordinance	Illicit Discharge Detection Forms	2	Actions Taken	Yes, this physically reduces illicit discharges or potential illicit discharges
2. Illicit Discharge Detection and Elimination (IDDE)	9B. Map of Outfalls and Receiving Streams	City Website		Interactive Map	Yes, this helps identify where outfalls are located that could affect waterways
2. Illicit Discharge Detection and Elimination (IDDE)	11. Public Reporting of <b>Illicit</b> Discharges, including Construction Site Runoff	City Website	1	Mobile App	Yes, gives citizens a form of reporting
3. Construction Site Stormwater Runoff Control	13B. Erosion and Sediment Control Ordinance	City Ordinance	3	Actions Taken	Yes, this gives staff a tool to use when inspecting construction sites.
3. Construction Site Stormwater Runoff Control	14. Construction Plan Review	Plans	11	Third Party	Yes, ensures that site construction plans have minimum standards in place to help prevent pollutants.

3. Construction Site Stormwater Runoff Control	15B. Construction Site Inspections and Enforcement	Forms	19	Actions Taken	Yes, this gives staff a tool to use when inspecting construction sites.
4. Post Construction Stormwater Management in New Development and Redevelopment	17B. Post Construction Stormwater Management Ordinance	City Ordinance		Inspections	Yes, the ordinance gives staff the ability of enforcement if violations occur.
4. Post Construction Stormwater Management in New Development and Redevelopment	18. Long- Term Maintenance of Post Construction Stormwater <b>Control</b> Measures	Building Inspections		Inspections	Yes, this helps ensure that pollutants are reduced over time into the stormwater system.
5. Pollution Prevention and Good Housekeeping for Municipal Operations	19. Municipal Facilities and Stormwater Control Inventory	Facilities List	37	Facilities List	Yes, this brings awareness to City staff where facilities and controls are owned and operated by the city
5. Pollution Prevention and Good Housekeeping for Municipal Operations	21B. Contractor Requirements and Oversight	Contracts		Third Party	Yes, this ensures that service providers follow the City's stormwater pollution prevention requirements.

5. Pollution Prevention and Good Housekeeping for Municipal Operations	22B. Municipal Operations and Maintenance (O&M) Activities	Contract	10 per month	Third Party	Yes, this physically reduces debris and potential for debris
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4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
1. Public Education, Outreach & Involvement	Hold the Celebrate Roanoke event once per year.	Met Goal- The City of Roanoke held the annual Celebrate Roanoke Event on October 11, 2025. This will also be noted on the Term IV Annual Report
1. Public Education, Outreach & Involvement	Distribute 500 grab bags which include educational content and giveaways for visitors, residents and children of the event	Met Goal- City staff handed out 500 grab bags filled with educational coloring books. This will also be noted on the term IV Annual Report
1. Public Education, Outreach & Involvement	Maintain the educational stormwater information on the website annually	Met Goal- Educational information and links are located on the City's website.
1. Public Education, Outreach & Involvement	Post the SWMP on the stormwater website within 30 days from the approval date and the annual report within 30 days from the due date.	Met Goal-approved SWMP is located on the City's website

1. Public Education, Outreach & Involvement	Maintain educational information about HHW on the City's stormwater website annually. Continue to provide vouchers for resident to drop off HHW at the Ft. Worth Environmental Collection Center	Met Goal- handed out 18 vouchers through July 21, 2025 to residents to take HHW to collection center in Ft. Worth.
1. Public Education, Outreach & Involvement	Continue to provide the HHW collection event for residents using Crud Cruiser once per year.	Met Goal- held annual event where we had 76 residents attend to drop off HHW.
1. Public Education, Outreach & Involvement	Continue to provide solid waste and recycling pick-up for all resident's weekly	Met Goal-continued to provide trash/recycling pickup for all residents
1. Public Education, Outreach and Involvement	Continue to provide bulk and brush pick up for all residents twice a month. Continue to provide a drop off site for bulk items at the Public Works facility during business hours	Met Goal- continued bulk pick up and had 286 residents dump at Public Works facility drop off site from January 1, 2025 to July 21, 2025
1. Public Education, Outreach and Involvement	Install markers on 90% of new inlets. Check existing markers annually and replace worn out or damaged markers, as necessary. Record the number installed/replaced	Met Goal- installed/replaced 22 inlet markers
1. Public Education, Outreach and Involvement	Distribute FOG educational flyers to 5 restaurants per year	Exceeded Goal- Distributed laminated posters and flyers to 10 restaurants.

2.Illicit Discharge Detection and Elimination (IDDE)	Continue to enforce the Illicit Discharge Ordinance. Document all violations and enforcement actions taken.	Met Goal- Enforced the Illicit Discharge Ordinance. Documented 2 violations.
2.Illicit Discharge Detection and Elimination (IDDE)	Maintain and update the map annually as needed.	Met Goal- Map is a living document that helps identify outfalls and receiving streams.
2.Illicit Discharge Detection and Elimination (IDDE)	Continue to provide a phone number and email on the City's website and the mobile app called "Report a Concern" for the public to report illicit discharges, including construction site runoff	Met Goal-On going. Investigated 1 online report of illegal dumping.
3.Construction Site Stormwater Runoff Control	Continue to enforce the Erosion and Sediment Control Ordinance. Document all violations and enforcement action taken.	Met Goal- Enforced ordinance, documented 3 violations.
3.Construction Site Stormwater Runoff Control	Review the Erosion Control Plan of all new regulated construction projects using the existing plan review checklist. Record number of plans reviewed.	Met Goal- Third party reviewed 11 projects.
3.Construction Site Stormwater Runoff Control	Utilize the checklist when performing inspections of active construction sites. Document 80% of the inspection reports and 100% of any enforcement actions taken	Met Goal-Utilized the checklist and documented 3 violations.

4. Post Construction Stormwater Management in New Development and Redevelopment	Continue to enforce the Post-Construction Stormwater Ordinance. Document all violations and enforcement actions taken.	Met Goal-On going.
4. Post Construction Stormwater Management in New Development and Redevelopment	Ensure that the owner or operator of a new development or redevelopment develop a maintenance plan and file the plan in the real property records of the local county. Document 80% of the number of maintenance plans filled per year	Met Goal-On going.
5. Pollution Prevention and Good Housekeeping for Municipal Operations	Develop a list of facilities and stormwater controls that the city owns and operates within the regulated area of the city. Update the list annually.	Met Goal-Developed a list of 37 City owned facilities and stormwater controls. No new facilities erected during this term.
5. Pollution Prevention and Good Housekeeping for Municipal Operations	Include the language in 100% of contracts as soon as they are renewed.	Met Goal-On going
5. Pollution Prevention and Good Housekeeping for Municipal Operations	Implement the SOPs and keep a log of inspections	Met Goal-On going

5. Pollution Prevention and Good Housekeeping for Municipal Operations	Continue to perform street sweeping activities. Clean at least 10 public streets per month.	Met Goal- Third party contractor swept 10 public streets per month.
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### 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 Roanoke currently has a contract with a third-party company to sweep ten public streets per month to remove debris/trash so that they do not enter the waterways.

### 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. **N/A**
  
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:

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

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

<b>Benchmark Parameter</b>	<b>Selected BMP</b>	<b>Contribution to achieving Benchmark</b>
N/A		

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

<b>Description of bacteria-focused BMP</b>	<b>Comments/Discussion</b>
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.

<b>Benchmark Indicator</b>	<b>Description/Comments</b>
N/A	

### **E. Stormwater Activities**

Describe activities planned for the next reporting year: Term IV MS4 permit was officially approved on July 21, 2025.

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
1. Public Education and Outreach	1. Maintain a MS4 operator's website	Check links and update the page at a minimum of once annually.	Website will be maintained annually.
1. Public Education and Outreach	1. Maintain a MS4 operator's website	Maintain the page for the full year annually.	Website will be maintained annually.
1. Public Education and Outreach	2. Social media posts, social media campaign	Post a minimum of four times each year on a minimum of one social media platform.	Four social media posts will be made annually.
1. Public Education and Outreach	2. Social media posts, social media campaign	Make a minimum of one seasonally appropriate post per quarter and all quarterly posts must be visible for the full year each year.	Seasonally appropriate post will be made annually.
1. Public Education and Outreach	3. Maintain or mark storm drains and inlets with, "No Dumping-Drains to Creek" or a similar message	Install markings at 10% of more of all known stormwater inlets in either high impact areas or impairment watersheds within the city each year.	Inlet markings will be installed at a minimum of 10% in high impact areas or impaired watersheds.
1. Public Education and Outreach	3. Maintain or mark storm drains and inlets with, "No Dumping-Drains to Creek" or a similar message	At all known markings maintain them for a minimum of 15% of all known stormwater inlets in either high impact areas or impairment watersheds within the city each year.	All known stormwater markings will be maintained at a minimum of 15% annually at either high impact areas or impaired watersheds.
2. Public Involvement and Participation	1. Hold training events that cover stormwater topics	Provide training about building rain barrels or other stormwater related to topics to residents at HOA meetings annually	One training event will be provided annually to residents.
2. Public Involvement and Participation	2. Educational display booth	Provide at least one booth or display annually each year.	Educational booth will be displayed annually.

3. Illicit Discharge Detection and Elimination (IDDE)	1. Maintain a current and accurate MS4 map	Review and update the map at least one time annually to include added, removed or changed features.	Map will be maintained annually.
3. Illicit Discharge Detection and Elimination (IDDE)	2. Provide Field Staff Training	Conduct at least one training annually for 100% of staff who are directly involved in the IDDE program. Keep a list of all attendees.	Staff training will be conducted annually.
3. Illicit Discharge Detection and Elimination (IDDE)	3. Maintain and publicize a public reporting method for the public to report illicit discharges, illegal dumping or water quality impacts.	Maintain a minimum of one reporting mechanism 100% of the permit term duration.	Online reporting tool will be maintained throughout the permit term.
3. Illicit Discharge Detection and Elimination (IDDE)	3. Maintain and publicize a public reporting method for the public to report illicit discharges, illegal dumping or water quality impacts.	Publicize the public reporting mechanism a minimum of two times annually in a method designed to reach 75% of the intended audience.	Public reporting mechanism will be publicized two times annually.
3. Illicit Discharge Detection and Elimination (IDDE)	4. Develop and maintain procedures for responding to illicit discharges, illegal dumping and spills	Review and update the procedures at least one time annually to address changes and make improvements.	Procedures will be reviewed annually.
3. Illicit Discharge Detection and Elimination (IDDE)	5. Source investigation and elimination of illicit discharges and illegal dumping.	Respond to 100% of known illicit discharges and illegal dumping incidents each year to investigate sources.	Will continue to respond to 100% of known illicit discharges and illegal dumping each year.

3. Illicit Discharge Detection and Elimination (IDDE)	6. Corrective action to eliminate illicit discharges and illegal dumping.	For 100% of illicit discharges or illegal dumping where a source has been determined, notify the responsible party of the problem within 24 hours and require them to take the necessary corrective actions.	Will continue to notify the responsible party of illicit discharges and illegal dumping to take necessary actions within 24 hours 100% of the time.
3. Illicit Discharge Detection and Elimination (IDDE)	7. Inspection Procedures	Review and update the procedures in response to complaints of IDDE at least one time annually to address changes and make improvements to the established procedures where applicable.	Will continue to review procedures in response to complaints of IDDE annually and address changes where applicable.
3. Illicit Discharge Detection and Elimination (IDDE)	8. Inspections in response to complaints	Conduct inspections in response to 100% of complaints each year according to the established procedures.	Will continue to conduct inspections in response to 100% of complaints annually.
4. Construction Site Stormwater Runoff Control	2. Prohibit discharges	Develop and maintain an ordinance or other regulatory mechanism to prohibit these discharges.	Will continue to maintain the ordinance to prohibit discharges.
4. Construction Site Stormwater Runoff Control	3. Maintain and implement site plan review procedures that describe which plans will be reviewed as well as when an operator may begin construction	Review and update site plan review procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	Will continue to review and update site plan review procedures annually and make improvements where applicable.

4. Construction Site Stormwater Runoff Control.	4. Implement procedures for inspecting large and small construction site inspections.	Review and update inspection procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	Will continue to review inspection procedures annually and make improvements where applicable.
4. Construction Site Stormwater Runoff Control.	5. Conduct construction site inspections	Conduct inspections at 80% of active construction sites annually according to the established procedures.	Will continue to inspect 80% of active construction sites according to established procedures.
4. Construction Site Stormwater Runoff Control.	5. Conduct construction site inspections	Each year conduct follow up inspections in 100% of cases where necessary as described in the established procedures.	Will continue to conduct follow up inspections in 100% of cases where necessary.
4. Construction Site Stormwater Runoff Control.	6. Develop, implement and maintain procedures for receipt and consideration of information submitted by the public	Review and update procedures for the receipt and consideration of information submitted by the public at least one time annually to address changes and make improvements to the established procedures where applicable.	Will continue to review the procedures and make improvements where applicable.
4. Construction Site Stormwater Runoff Control.	6. Develop, implement and maintain procedures for receipt and consideration of information submitted by the public	Maintain one webpage, hotline or similar method for receipt of information submitted by the public throughout the permit term.	Will continue to maintain the webpage for receipt of information submitted by the public.

4. Construction Site Stormwater Runoff Control	7. Conduct training for all the MS4 staff whose primary job duties are related to implementing the construction stormwater program.	Conduct a minimum of one training annually for 100% of MS4 staff whose primary job duties are related to implementing construction stormwater program.	Will provide training for staff members whose primary duty is related to implementing the construction stormwater program.
5. Post Construction Stormwater Management in New Development and Redevelopment	2. Document and maintain records of enforcement actions and make the available for review by TCEQ.	Maintain records of 100% of enforcement actions take each year.	Will maintain records of actions taken each year.
5. Post Construction Stormwater Management in New Development and Redevelopment	2. Document and maintain records of enforcement actions and make the available for review by TCEQ.	Make 100% of enforcement records available to TCEQ for review within 24 hours of request.	Will make enforcement records available within 24 hours of the request.
5. Post Construction Stormwater Management in New Development and Redevelopment	3. Ensure the long-term operation and maintenance of structural stormwater control measures installed.	Maintain 100% of stormwater control measures each year where the MS4 operator is responsible for maintenance.	Will maintain 100% of stormwater control measures annually.
5. Post Construction Stormwater Management in New Development and Redevelopment	3. Ensure the long-term operation and maintenance of structural stormwater control measures installed.	Require 100% of the owners or operators of any new development or redeveloped site to develop and implement a maintenance plan addressing maintenance requirement for any structural control measures installed on site.	Will require owners or operators to develop and implement maintenance plans for structural controls installed on site.

5. Post Construction Stormwater Management in New Development and Redevelopment	3. Ensure the long-term operation and maintenance of structural stormwater control measures installed.	Require the site owner or operators to maintain documentation onsite of 100% of the maintenance performed and made available for review by the small MS4 operator or TCEQ within 24 hours of the request	Will require the site operator to maintain documentation onsite of maintenance that has been performed and make available within 24 hours of request.
6. Pollution Prevention and Good Housekeeping for Municipal Operations	1. Permittee-owned facilities and control inventory.	Develop and maintain an annual inventory for 100% of the small MS4 owned and operated facilities and controls.	Will maintain annual inventory of facilities and controls.
6. Pollution Prevention and Good Housekeeping for Municipal Operations	1. Permittee-owned facilities and control inventory.	Review and update the inventory at least one time annually	Will review and update the inventory annually.
6. Pollution Prevention and Good Housekeeping for Municipal Operations	2. Training and education	Conduct a minimum of one training annually for 100% of employees involved in implementing pollution prevention and good housekeeping practices.	Will conduct training annually.
6. Pollution Prevention and Good Housekeeping for Municipal Operations	3. Disposal of waste materials	Ensure that 100% of waste from MS4 is disposed of in accordance with 30TAC Chapter 330 or 335 as applicable each year.	Will dispose of waste in accordance with 30TAC Chapter 330 or 335.

6.Pollution Prevention and Good Housekeeping for Municipal Operations	4. Contractor requirements and oversight	Each year, ensure that 100% of contractors hired by the MS4 to perform maintenance activities on permittee owned facilities is contractually required to comply with all of the stormwater control measures, good housekeeping practices and facility specific stormwater management SOPs.	Will ensure that contractors that are hired are contractually required to comply with stormwater management program.
6.Pollution Prevention and Good Housekeeping for Municipal Operations	4. Contractor requirements and oversight	Provide oversight of 100% of contractor activities to ensure that contractors are using appropriate control measures and SOPs each year.	Will provide oversight to contractor activities to ensure appropriate measures and SOPs are being followed.
6.Pollution Prevention and Good Housekeeping for Municipal Operations	4. Contractor requirements and oversight	Oversight procedures must be maintained onsite 100% of the time and made available by TCEQ within 24 hours of request.	Will maintain oversight procedures onsite.
6.Pollution Prevention and Good Housekeeping for Municipal Operations	5.Assesment of permittee owned operations	Evaluate 100% of O&M activities for their potential to discharge pollutants in stormwater annually.	Will evaluate O&M activities annually.
6.Pollution Prevention and Good Housekeeping for Municipal Operations	6.Identify pollutants of concern	Identify pollutants of concern that could be discharged from all the O&M activities described in SOPs and maintain a list of 100% of the pollutants identified.	Will identify and make a list of 100% of the pollutants of concern.
6.Pollution Prevention and Good Housekeeping for Municipal Operations	6.Identify pollutants of concern	Review and update the pollutants of concern list at least one time annually.	Will review and update list of pollutants of concern annually.

6.Pollution Prevention and Good Housekeeping for Municipal Operations	7.Pollution prevention measures	Continue tracking de-icing compounds and maintain the SOPs in place annually.	Will track de-icing compounds and maintain SOPs annually.
6.Pollution Prevention and Good Housekeeping for Municipal Operations	7.Pollution prevention measures	Maintain barriers around de-icing chemical storage areas.	Will maintain barriers.
6.Pollution Prevention and Good Housekeeping for Municipal Operations	8.Inspection of pollution prevention measures	At least one time annually perform maintenance of 100% of pollution prevention measures implemented at permittee owned facilities to ensure they are working properly.	Will provide maintenance on 100% of pollution prevention measures annually.
6.Pollution Prevention and Good Housekeeping for Municipal Operations	8.Inspection of pollution prevention measures	Develop and maintain written procedures that describe the frequency of inspections and how they will be conducted. Review and update these procedures once annually.	Will develop, maintain and review procedures annually.
6.Pollution Prevention and Good Housekeeping for Municipal Operations	9.Structural control maintenance	At least one time annually perform maintenance of 100% of the structural controls which require maintenance. Maintenance must follow a plan and schedule developed by the small MS4 operator to be consistent with maintaining the effectiveness of the BMP.	Will perform maintenance on 100% of structural controls that require maintenance.

6.Pollution Prevention and Good Housekeeping for Municipal Operations	9.Structural control maintenance	Develop and maintain written procedures that describe the frequency of inspections and how they will be conducted. Review and update these procedures once annually.	Will develop, maintain and review procedures annually.
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## 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:

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


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

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.

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

### H. Additional Information

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

Yes  No

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

Name and Explanation:

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?

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):

\_\_\_\_\_ 5 \_\_\_\_\_

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:

<b>The number of municipal construction activities authorized under this general permit</b>	
The total number of acres disturbed for municipal construction projects	

**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): Carl E. Gierisch Title: Mayor

Signature:  Date: 11/25/2025

Name of MS4 \_\_\_\_\_

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

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

Name of MS4 \_\_\_\_\_

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

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

Name of MS4 \_\_\_\_\_

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.