

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number **TXR040000**

A. General Information

Authorization Number: **TXR040453**

Reporting Year: **5**

Annual Reporting Year Option Selected by MS4:

Calendar Year: **X**

Permit Year: **2019**

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

Reporting period beginning date: (month/date/year) **January 1, 2019**

Reporting period end date (month/date/year) **December 31, 2019**

MS4 Operator Level: **1** Name of MS4/Permittee: **City of Bee Cave**

Contact Name: **Kevin Sawtelle, P.E.**

Telephone Number: **512 767 6615**

Mailing Address: **4000 Galleria Parkway, Bee Cave, TX 78738**

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A copy of the annual report was submitted to the TCEQ Region YES **X** NO _____
Region the annual report was submitted. **TCEQ Region** **11 (Austin)**

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

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

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		Approval and coverage effective as of 03/10/2015. The City has met goals for permit year 5.

Permittee is currently in compliance with recordkeeping and reporting requirements.	X	The City is in compliance with recordkeeping and reporting.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.)	X	TMDL requirement is not warranted. The City met all applicable requirements.

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

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
1	1. Distribute Educational Material	Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement. City has identified a target audience and summarized plan of action in the past, acquired educational materials from different sources, including EPA and TCEQ. The City has also prepared brochures for stormwater quality issues which are available in hard copy at the Planning & Development Department front desk window. The City distributed materials among attendees of City Council and other Boards meetings. We also include appropriate educational materials at the time of site, building, and septic permit issuance. The City has been distributing educational materials to the general citizen through the City's constant contact and Homeowner's Association distribution lists. Educational materials are available on the City's website including a dedicated MS4 page explaining the importance of clean stormwater and tips for citizens on how to positively contribute. The City published articles in the monthly newsletter published by the library department. Furthermore, The City is utilizing digital tools for public education and awareness. On our digital message board, we have been displaying nine (9) slides about stormwater, which are on continuous rotation during business hours. These efforts are part of City awareness campaign towards reducing the discharge of pollutants in stormwater.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
1	2. Web Site	Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement. The City has collected sample materials from different sources and has been developing its own stormwater related content on a regular basis. The SWMP, previous annual reports, stormwater quality educational information including useful links to outside agencies, and updated water quality pond map are all available on the City website; under a page completely dedicated to MS4 compliance. A section for 'Frequently Asked Questions and Answers' provides a source of information for citizen and helps the City in improving awareness about adverse impacts of pollutant discharge.
1/2/3	3. Stormwater Reporting Line	Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement; Illicit Discharge and Elimination, and Construction Site Runoff Control. The City has identified and summarized plan of action in the past. A reporting line (phone and e-mail address) has been established. Report form and contact information is available on the City's website and also on the distributed materials. The City has developed internal procedures for receiving calls/e-mails, documentation of incidents/complaints and corrective actions, dispatching to appropriate personnel/inspector, and communicating with responsible parties to resolve any issues. This streamlined process is facilitating the incidence of reporting and remedial actions within shortest period of time. The City received no reports in 2019, however The City reviewed general needs for reporting line improvement, and areas requiring additional educational or enforcement effort to protect stormwater quality.
1	4. Waste Cleanup	Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement. Administratively identified and summarized plan of action. The City is part of the Lake Travis Regional Re-use and Recycling Center (LTRRRC). The center receives household products and hazardous waste on scheduled events. Two such scheduled collection events took place in 2019. LTRRRC has provided a copy of their 2019 waste collection data to the City. Additionally, the City documented creek clean-up days.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
2	5. Illicit Discharge Prohibition/Elimination Ordinance	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. Current City code (under Section 20.04) is sufficient for detection and elimination of illicit discharge. It specifies all requirements including NPDES/TPDES permits and appropriate prohibitions. The enforcement of code is the mechanism for City to achieve the goal to prevent illicit discharge. City documented the three (3) instances of reported/noted illicit discharge, and the corresponding response to eliminate the illicit discharge.
2	6. Storm Sewer System Map	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. The City has a map for location of water quality ponds (outfalls) and related infrastructure as well as surface water bodies. The map identifies water quality ponds and roadways by responsible parties for maintenance. Staff can communicate with appropriate parties using information in internal database if situation arises to address concern immediately. The City documented location of all outfalls that discharge into waters of the U.S.
2	7. Illicit Discharge Detection and Elimination (IDDE) Training	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. The City has identified personnel who need to attend trainings, including plan reviewers, building inspectors, code enforcement officers, and administrative staff responsible for the stormwater reporting line. In 2019, Engineering staff attended a national water quality conference which contained multiple presentations regarding Illicit discharge detection and elimination. City developed in-house training capabilities too. Trainings helped staff to be familiar with different aspects of MS4 and stormwater quality requirements and staff is utilizing gained knowledge in development plan review and daily inspection activities.
2	8. IDDE Response, Investigation, and Inspections	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. The City has procedure policy in place for IDDE response, field investigation, and inspection to identify the source of discharge, elimination of the discharge, and enforcing corrective measures within shortest possible period of time. In 2019, The City received three (3) complaints. Staff inspected, traced the source, and oversaw action to remove sources. Additionally, City staff continued regular inspection for grease traps, septic system, site development, and building construction etc. The City has a standard template for site development inspection report. Additionally, staff can create incidence/violation report using the City's online application system.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
2	9. Spill Response	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. City has a spill response procedure in place. In case of spill, City's Police Department and Lake Travis Fire and Rescue (LTFR) are the first and primary responders. There were no spill incidents within City's jurisdiction in 2019. This spill incident was not a measurable quantity.
3	10. Erosion Control Ordinance and Requirements for Construction Site Contractors	Yes - Administratively approved by TCEQ and appropriate for Construction Site Runoff Control. The City's current Code of Ordinance has sufficient provisions for erosion and sedimentation controls requirements for construction sites. An approved erosion and sedimentation control plan is a requirement for issuance of Site Permit. Upon commencement of a project, the City regularly monitors construction activities, immediately communicates with contractors and developers when inspectors observe controls are not being properly maintained and enforces via stop work orders in instances of initial non-responsiveness. This process of enforcement ensures strict compliance with stormwater regulations. The City documented instances of enforcement and action taken for erosion control actions taken to eliminate prohibited discharges.
3	11. Erosion Control Plan Review	Yes - Administratively approved by TCEQ and appropriate for Construction Site Runoff Control. The City's current Code of Ordinance requires erosion and sedimentation control plan as part of site development plan set and staff review such plan on site specific basis prior to permitting any land disturbing activities. Staff inspects the site before the pre-construction meeting to verify sufficiency of protective measures. The City documented number of construction site plans reviewed and sites under construction during any time of the year.
3	12. Construction Site Inspection and Enforcement	Yes - Administratively approved by TCEQ and appropriate for Construction Site Runoff Control. The City typically receives SW3P inspection report weekly and after every 0.5" rainfall events. Staff communicated with site supervisors accordingly after reviewing reports. Staff generally visits active site on a routine basis. Staff also visits sites with issues frequently. Four City staff have made approximately 2200 visits in 2019. There is a reduction (as observed and evaluated) of stormwater quality issues in construction site during 2018 than the previous years. City documented follow-up inspections.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
3	13. Engineering and Construction Staff Training	Yes - Administratively approved by TCEQ and appropriate for Construction Site Runoff Control. Staff attended relevant seminars and webinars offered by different organizations. Additionally, the City utilizes and has augmented an in-house digital resource library with training materials for staff. Such training helps when issues arise to identify the source, evaluate and implement the appropriate solutions, and formulate enforcement of appropriate measures (if necessary) to ensure discharge of pollutants does not travel toward waterbodies.
4	14. Post-Construction Stormwater Ordinance	Yes - Administratively approved by TCEQ and appropriate for Post-Construction Stormwater Management. Current City Code of Ordinance contains sufficient provisions. Staff visits the site at the end of construction and then annually for 2 years to visually verify the condition of permanent stabilization and water quality control facilities. Furthermore, staff conduct inspections of permanent water quality control facilities (ponds) annually and notify the responsible party if any maintenance is required and enforce such maintenance. Additionally, the City requires responsible parties to conduct a functionality inspection once every 5 years to ensure those facilities are functioning properly and to identify adjustments or maintenance work necessary to improve functionality. The City adopted and implemented policies and procedures. All procedures and measures assist the City in achieving higher water quality control standards and limit any pollutants leaving sites.
4	15. Development Review	Yes - Administratively approved by TCEQ and appropriate for Post-Construction Stormwater Management. Site development plan includes sheets for erosion and sedimentation control plan, temporary and permanent stabilization, tree protections, storm sewer plan, water quality control plans, etc. which staff review prior to approval. Staff also review maintenance plan for water quality controls and integrated pest management plan, concurrently. The review ensures general site conformance with stormwater regulations during and after construction. Additionally, the review confirms development will have appropriate water quality control to meet the higher level (95% TSS, TP, O&G) of pollutant removal requirements established by the City.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
4	16. Structural Control Maintenance	Yes - Administratively approved by TCEQ and appropriate for Post-Construction Stormwater Management. Current City Code of Ordinance requires a 'Maintenance Plan' for all structural water quality control facilities. As part of an annual inspection process, staff visit subject facilities, notify the responsible parties of findings, and enforce maintenance activities, when necessary. Staff visited thirty facilities in 2019, of which 15 required more than routine maintenance. One formal 'Notices of Violation' were required; all were notified via e-mail. Annual inspections ensure long-term operation and maintenance which is key to maintain stormwater quality. Additionally, the City adopted an ordinance (2015) requiring functionality inspections once every 5 years. This ordinance requires a licensed professional to visit the facilities and submit a report to the City listing conditions observed and any recommended maintenance. The City utilizes enforcement action to ensure the operator completes recommended maintenance activities to improve functionality to the structural control in question. These procedures are adequate to reduce pollutant discharge and is documented by the City.
5	17. Inventory of Facilities and Stormwater Controls	Yes - Administratively approved by TCEQ and appropriate for Pollution Prevention and Good Housekeeping. The City maintains inventory of all publicly owned and operated facilities and privately maintained stormwater quality control facilities. This inventory is essential to identify responsible parties and resolve issues quickly. City identified and documented One new areas (tracts recently purchased by City) that need to be inventoried.
5	18. Employee Training	Yes - Administratively approved by TCEQ and appropriate for Pollution Prevention and Good Housekeeping. The City has identified municipal operations that have potential to impact stormwater. The City's maintenance employees have sufficient experience in municipal operations and maintenance activities, which include implementation of pollution prevention and good housekeeping practices.
5	19. Disposal of Collected Waste	Yes - Administratively approved by TCEQ and appropriate for pollution prevention and good housekeeping. City has written procedures for disposal of collected waste. City properly disposes of collected wastes to comply with all applicable requirements.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
5	20. Contractor Oversight Procedures	Yes - Administratively approved by TCEQ and appropriate for pollution prevention and good housekeeping. City staff maintain regular communication with contractor's site supervisors to address any issues. Staff explain all stormwater related facts, restrictions, and necessary measures during pre-construction meeting and subsequent site visits, so contractors are aware of stormwater requirements and make their best efforts to eliminate any potential discharge. City oversight procedures have been developed and are being implemented. The City started documenting actions taken to oversee contractor activities.
5	21. Municipal Operations and Maintenance Activities	Yes - Administratively approved by TCEQ and appropriate for pollution prevention and good housekeeping. The City has identified activities and procedures for regular maintenance activities. Appropriate pollution prevention and housekeeping measures have been implemented. Maintenance crews are mindful of restrictions and requirements to stay in compliance. City began implementation of scheduled assessments and inspections of municipal operation and maintenance activities. Currently, no City facilities are regulated by TXR050000 for industrial stormwater discharge.
None	22. Edwards Aquifer Contributing Zone	Yes - Administratively approved by TCEQ and appropriate for the Edwards Aquifer Rule. The City is following and implementing all relevant rules. The City maintains copy of City criteria related to the Edwards Aquifer Rule. City maintains records of CZP approval for development projects.

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

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
1	1. Distribute Educational Material	Window/Lobby MS4 Handouts Materials Distributed at Events	41	Brochures	No. Though this BMP does not result in a direct reduction of pollutants, educating citizens will eventually reduce pollutants. Additionally, it provides reporting information for proper response to issues.
1	2. Website	Educational materials	0	Updates	No. Though this BMP does not result in a direct reduction of pollutants, educating citizens will eventually reduce pollutants. Additionally, it provides reporting information for proper response to issues.
1,2,3	3. Stormwater Reporting Line	City website and additional communication platforms	0	Call logs	Yes. The streamlined reporting line and rapid action plan prevented potential pollutants from entering the system and water bodies. The City received no calls in 2019
1	4. Waste Clean-up	Creek Clean-ups	3	Events	Yes. Creek cleanup days reduced potential runoff of pollutants downstream.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
2	5. Illicit Discharge Prohibition/Elimination Ordinance	City Code of Ordinance	27	Prohibited Discharges	Yes. Existing ordinance specifies NPDES/TPDES permits and appropriate prohibitions, ensuring reduction of illicit discharges.
2	6. Storm Sewer System Map	Outfalls	New: 5 Total: 123	# of Outfalls Tracked	Yes. Allows for observation of illicit discharge and for prompt action to be taken to remediate and track sources of illicit discharges.
2	7. IDDE Training	Seminars	3	Courses	Yes. City staff attended a national water quality conference and gained knowledge in regard to illicit discharge, source identification, procedures of resolution, etc., which are essential to reduce non-point source pollutants and improve stormwater quality.
2	8. IDDE Response, Investigation, and Inspections	IDDE Inspection Logs	3 3	Inspections Investigations	Yes. City staff inspect sites and investigate issues to prevent the discharge of pollutants.
3	10. Erosion Control Ordinance and Requirements for Construction Site Contractors	City Code of Ordinance	6	Erosion Control Measures for Residential and Non-residential construction	Yes. Adequate levels of erosion and sedimentation control measures are implemented at construction sites to reduce pollutants leaving the sites.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
3	11. Erosion Control Plan Review	Construction Plan Reviews	60	Projects Reviews	Yes. Review of erosion and sedimentation control plans directly contribute to the reduction of pollutants leaving construction sites and achieving final stabilization in all disturbed areas.
3	12. Construction Site Inspection and Enforcement	Construction Site Inspection Logs	2200	Inspections	Yes. Staff has inspected residential and non-residential construction sites to confirm sufficient erosion and sedimentation controls and whether adjustments are needed to reduce erosion and sediment discharge from sites. Staff also inspect final stabilization of construction sites.
3	13. Engineering and Construction Staff Training	Seminars	3	Courses	Yes. Training provides staff insights of construction sites, issues, and feasible solutions. Staff utilize this training during communication with contractors to reduce construction site stormwater runoff.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
4	14. Post-Construction Stormwater Ordinance	Post-Construction Inspection Logs	6	Post-Construction Inspections	Yes. City staff inspects developed projects annually for first two years to confirm compliance and to identify any issues or pollution sources. City's current NPS ordinance requires permanent and capable water quality facilities to achieve minimum 95% pollutant removal on-site in developed condition. There are many retention and irrigation systems in place which can theoretically achieve 100% pollutant removal.
4	15. Development Review	Development Review Forms	9	Site Development Permits Issued	Yes. Development review provides staff the overall development scenarios. Staff make necessary comments in regard to pollutant reduction and mandate higher standards as specified in the City ordinance.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
4,5	16. Structural Control Maintenance	Structural Control Inspections	49	Structural Water Quality Control Inspections	Yes. City staff inspect developed projects annually to confirm water quality ponds are properly maintained. This ensures proper functionality of structural controls, which is an integral part of pollutant reduction.
5	19. Disposal of Collected Waste	Disposal Records	Approx. 500	Lbs.	Yes. City has properly disposed of all collected waste via its service provider which ensures reduction of pollutants.
5	20. Contractor Oversight Procedures	Contractor Oversight Records	722	Registered Contractors performed work in 2019	Yes. By regular communication via e-mail, phone, and construction site inspections; City staff evaluate the proper implementation of BMPs. City staff also oversee home building phases and communicate with contractors, as needed.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
5	21. Municipal Operations and Maintenance Activities	The City implemented updates to GIS databases, including but not limited to: creek buffers, roadway maintenance information, storm sewers, and septic systems within the City	1	Asset Inventory Updated	Yes. The city and its service providers implemented good housekeeping practices to reduce pollutants. Maintaining current public/private asset databases allows for rapid assessment of potential illicit discharge and provides a comprehensive picture of stormwater facilities within the City. The City has also started to explore options for BIM softwares to further catalog public assets. Additionally, City fleet vehicles are washed and serviced at facilities that implement water re-use practices state-mandated safe disposal practices. The City also provide single stream recycling receptacles at all municipal buildings.

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

MCM(s)	Measurable Goal(s)	Success
<p>MCM 1</p> <p>BMP 1. Distribute Educational Material</p>	<p>Continue to distribute stormwater quality educational information to public employees, businesses, and the general public a minimum of once per year.</p>	<p>Met Goal – City has distributed educational materials to general public, businesses, and contractors on a regular basis by different means.</p> <p>City has documented target audience, distributed materials, methods, and procedures for distribution. City also documented updates to the program.</p>
<p>MCM 1</p> <p>BMP 2. Web Site</p>	<p>Continue to revise, update, and maintain the stormwater website, as needed.</p> <p>Continue to solicit input and feedback from the public for stormwater quality issues and opportunities in the City.</p>	<p>Met Goal – City has been developing stormwater related content on a regular basis. The SWMP, previous annual reports, and stormwater quality pond maps are added to the City’s dedicated MS4 compliance website. A section for ‘Frequently Asked Questions and Answers’ is available, as well.</p> <p>City has documented target audience. City requested input and feedback from the public for non-point source pollution control issues. City is also seeking volunteers for events.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCMs 1/2/3</p> <p>BMP 3. Stormwater Reporting Line</p>	<p>Continue to educate the public about the existence of the stormwater reporting line through various educational outlets like distributed material and stormwater website.</p> <p>Continue documenting each call and dispatching to appropriate department for proper response.</p> <p>Conduct a review of calls to identify trends (i.e., repeated reports of illegal dumping in certain areas of the City), general needs for reporting line improvement, and areas requiring additional educational or enforcement effort. To protect stormwater quality and update the written procedures accordingly.</p>	<p>Met Goal – The educational materials have the reporting line (phone and e-mail address) information to inform the public about its existence. An online reporting form is posted on the City’s dedicated MS4 webpage with alternative contact information.</p> <p>City has developed internal procedures for receiving calls/e-mails, documentation of incidents/complaints, corrective actions, dispatching to appropriate personnel/inspector, and communicating with responsible parties to resolve any issues. This streamlined process facilitates the incident reporting and allows remedial action to occur promptly.</p> <p>Reporting form and contact information is available in the City’s website. City has documented calls and incidents. Zero (0) calls were received during 2019.</p>
<p>MCM 1</p> <p>BMP 4. Waste Cleanup</p>	<p>Continue offering waste cleanup activities (e.g., bulk waste cleanup, household hazardous waste collection, park cleanup).</p> <p>Evaluate opportunities and public receptiveness for additional waste cleanup activities.</p>	<p>Met Goal – City is part of the Lake Travis Regional Re-use and Recycling Center (LTRRRC). The center receives household products and hazardous waste on scheduled events. Two (2) such scheduled collection event took place in 2019. Additionally, the City hosted creek cleanup volunteer events. Three (3) such events took place in 2019</p>
<p>MCM 2</p> <p>BMP 5. Illicit Discharge Prohibition/Elimination Ordinance</p>	<p>Begin enforcement of the illicit discharge ordinance.</p> <p>Conduct education activities, as needed, to inform the public about new ordinance requirements, if necessary.</p>	<p>Met Goal – Current City code (under Section 20.04) is sufficient for detection and elimination of illicit discharge. It specifies all requirements including NPDES/TPDES permits and appropriate prohibitions.</p> <p>Included on the dedicated MS4 webpage is public awareness information; as well as, developer and contractor notification of restrictions and requirements.</p> <p>City documented the instances of enforcement and action taken to eliminate the illicit discharge.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCM 2</p> <p>BMP 6. Storm Sewer System Map</p>	<p>Continue developing map of the stormwater outfall drainage system of the City and document the source of information used to develop map.</p>	<p>Met Goal – City has a map for location of water quality ponds (outfalls) and related infrastructure as well as surface water bodies. The map contains all outfall locations within City and its ETJ. The map identifies water quality ponds and roadways by responsible parties for maintenance. City staff communicate directly with appropriate parties using information and internal database to address any issues immediately.</p> <p>City documented location of all outfalls that discharge into waters of the U.S. City documented location and name of surface water receiving discharges. City documented source of information used to develop map.</p>
<p>MCM 2</p> <p>BMP 7. Illicit Discharge Detection and Elimination (IDDE) Training</p>	<p>Continue IDDE training according to written procedures.</p>	<p>Met Goal – Staff has attended relevant conferences, seminars, and webinars offered by different organizations. City developed in-house training capabilities, as well.</p> <p>City documented training program materials, attendance lists, date of training, trainer source, etc.</p>
<p>MCM 2</p> <p>BMP 8. IDDE Response, Investigation, and Inspections</p>	<p>Continue illicit discharge response and investigation activities including documenting the events on the investigation form.</p> <p>Prioritize the investigation of discharges based on relative risk of pollution.</p>	<p>Met Goal – City has procedure policy in place for IDDE response, field investigation, and inspection to identify the source of discharge, elimination of the discharge, and enforcing corrective measures within shortest possible time. In 2019, City received three (3) complaint which were addressed.</p> <p>The procedure includes process for source investigation and elimination. It requires City will prioritize investigation of discharge based on their relative risk of pollution. For example, sanitary sewage and chemical plant spills will be considered a high priority discharge.</p> <p>City has documented investigations with the date observed, elimination method, and date resolved.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCM 2</p> <p>BMP 9. Spill Response</p>	<p>Continue implementation of spill response and training through the Fire Department.</p> <p>Evaluate existing spill response procedures and training and modify as necessary to protect water quality.</p>	<p>Met Goal – City has spill response procedure in place. In the event of a spill, City Police Department and/or Lake Travis Fire and Rescue will take appropriate action. Zero (0) spills were recorded within the City’s jurisdiction in 2019. The City typically documents the date of spill response and type of spill. City also evaluated existing spill response procedures.</p>
<p>MCM 3</p> <p>BMP 10. Erosion Control Ordinance and Requirements for Construction Site Contractors</p>	<p>Begin enforcement of erosion control ordinance.</p> <p>Conduct educational activities, as needed, to inform the public about the new ordinance requirement.</p> <p>Monitor erosion and sediment controls, soil stabilization, and BMPs through established procedures.</p> <p>Monitor prohibited discharges through established procedures.</p>	<p>Met Goal – City’s current Code of Ordinance has sufficient provisions for erosion and sedimentation control requirements for construction sites. City regularly monitors construction activities, communicates with contractors and developers, and enforces, as needed. This process of enforcement ensures strict compliance in regard to stormwater regulations. A reduction of erosion and sedimentation events at construction sites was observed.</p> <p>City documented instances of enforcement, action taken for erosion control, and action taken to eliminate prohibited discharges.</p> <p>City staff evaluated effectiveness of commonly used erosion and sediment controls, soil stabilization and BMPs.</p>
<p>MCM 3</p> <p>BMP 11. Erosion Control Plan Review</p>	<p>Continue construction site plan review procedures.</p>	<p>Met Goal – City’s current Code of Ordinance requires erosion and sedimentation control plan as part of site development plan set and staff review such plan on site specific basis prior to permitting any land disturbing activities. City staff inspect the site prior to pre-construction meeting to verify sufficiency of protective measures.</p> <p>City adjusted review process time, as needed. City staff applied lessons learned in regard to BMPs effectiveness from past projects.</p> <p>City documented sixty (60) construction site plan reviews in 2019.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCM 3</p> <p>BMP 12. Construction Site Inspection and Enforcement</p>	<p>Continue implementing construction site inspection and enforcement procedures, including documentation of the inspections and enforcement activities.</p>	<p>Met Goal – City typically receives SW3P inspection report weekly and after 0.5-inch rainfall events. City staff review the report immediately and communicate with site supervisors accordingly. If maintenance is required, City staff require the supervisor to complete work. City staff visit active sites on routine basis. City staff also frequently visit sites with known issues. City staff enforce appropriate measures, as needed.</p> <p>City documented inspections and instances of enforcement. Four (4) City staff made approximately 2200 visits in 2019. City also documented reason(s) for non-compliance and follow-up inspections.</p>
<p>MCM 3</p> <p>BMP 13. Engineering and Construction Staff Training</p>	<p>Provide appropriate training to staff with duties related to the construction stormwater program prior to them conducting unassisted permitting, plan reviews, inspections, or enforcement activities.</p>	<p>Met Goal – City staff attended relevant national conferences, seminars, and webinars offered by different organizations.</p> <p>City documented training program materials, attendance lists, date of training, trainer/training provider, etc.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCM 4</p> <p>BMP 14. Post-Construction Stormwater Ordinance</p>	<p>Begin enforcement of the post-construction stormwater ordinance.</p> <p>Conduct education activities, as needed, to inform the public about new ordinance requirements.</p>	<p>Met Goal - Current City Code of Ordinance contains sufficient provisions. City staff visit sites at the end of construction and annually for 2 years to visually verify the condition of final stabilization and water quality control facilities including ponds and vegetative filter strip areas.</p> <p>Furthermore, City staff conduct inspections of the permanent water quality control facilities (ponds) annually and notifies the responsible party if any maintenance is required. Overall, the City has had great success working directly with parties where short-term maintenance and long-term improvement are required. In instances of non-responsiveness, we issue “Notices of Violation” and then if necessary, we can proceed with legal notice and ultimately enforcement through the court system.</p> <p>Additionally, City requires the responsible parties to conduct a functionality inspection once every 5 years to ensure those facilities are working in intended manner and to identify if any adjustments or maintenance work are necessary to improve functionality. All these procedures and measures help the City in achieving higher water quality control standards and limit any pollutants leaving sites.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCM 4</p> <p>BMP 15. Development Review</p>	<p>Implement the design review process to protect stormwater quality.</p>	<p>Met Goal - Site development plan includes sheets for erosion and sedimentation control plan, temporary and permanent stabilization, water quality control plans etc. which staff review and verify prior to approval. City code requires removal of minimum 95% developed TSS, TP, and Oil & Grease pollutant loads. Furthermore, code established a 'Water Quality Buffer Zone' paralleling each side of qualifying waterways throughout the City. Code also requires a certain amount of open space within a subdivision. Development activities are generally prohibited within this open space area. These higher standards and restrictions improve overall stormwater quality. City of Austin 'Watershed Protection Department' publishes a report on 'Environmental Integrity Index' for creeks and streams in this area. Historically, Little Barton Creek ranks in the top (2nd best in overall scores).</p> <p>City adjusted review process to streamline it. Water quality control measures are being reviewed in every phase including Concept Plan and Site Plan. As part of final plat review, City staff ensures that drainage and water quality control facilities are located within an easement. Final plat includes notes directing restriction and maintenance requirements for those easements. City also requires developers to record a maintenance plan with Travis County.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCM 4</p> <p>BMP 16. Structural Control Maintenance</p>	<p>Continue implementation of maintenance activities according to the developed procedures.</p> <p>If applicable, continue procedures for educating the public that operation and maintenance activities must be documented and retained on site to be made available for review to show compliance with long-term maintenance plans.</p>	<p>Met Goal – Current City Code of Ordinance requires a ‘Maintenance Plan’ for all structural water quality control facilities. City requires developers to record the maintenance plan with Travis County. As part of the annual inspection, City staff visit the subject facilities, notify responsible parties, and enforce necessary maintenance. Identified maintenance activities are complete for most facilities, with some currently in progress. Additionally, City has adopted an ordinance (in 2015) requiring functionality inspections once every 5 years. This ordinance requires a licensed professional to visit the facilities and submit a report to City listing conditions observed and any maintenance that is required. City then enforces completion of maintenance activities by the operator to ensure facilities are performing their functions and there is no increase in pollutant loads.</p> <p>Furthermore, City is responsible for regular maintenance of two facilities. The City has a consulting civil engineering firm specializing in stormwater on retainer in the event we need a second opinion and modification to structural controls, but generally are able to resolve most design/troubleshooting and maintenance in-house.</p> <p>City documented structural control inspection and maintenance activities.</p>
<p>MCM 5</p> <p>BMP 17. Inventory of Facilities and Stormwater Controls</p>	<p>Continue developing a printable inventory of City-owned and operated facilities and stormwater controls according to the written procedures.</p>	<p>Met Goal – City maintains inventory of all publicly owned and operated facilities. City also has inventory for privately maintained stormwater quality control facilities. In 2019, City documented 5 new water quality facilities within the City.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCM 5</p> <p>BMP 18. Employee Training</p>	<p>Conduct BMP training for the municipal employees responsible for activities that may impact stormwater quality.</p>	<p>Met Goal – City has identified municipal operations that have potential to impact stormwater. Because our engineering staff cross-train our maintenance staff using the same standards the City applies to private development within the City ETJ, the City’s maintenance employees have adequate knowledge in implementing pollution prevention and good housekeeping practices. Both groups maintain regular communication and consultation during annual maintenance and public projects as in-field questions and considerations arise.</p> <p>City documented training program materials, attendance lists, date of training, trainer/training provider, etc.</p>
<p>MCM 5</p> <p>BMP 19. Disposal of Collected Waste</p>	<p>Properly dispose of waste materials according to the developed procedures.</p>	<p>Met Goal – City properly disposes of all collected waste from publicly maintained facilities and infrastructure with the assistance of a service provider.</p> <p>City maintains written procedures for proper waste disposal.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCM 5</p> <p>BMP 20. Contractor Oversight Procedures</p>	<p>Continue implementation of written procedures to contractually require contractors to comply with the City's stormwater management program best management practices and to provide oversight of contractor activities.</p>	<p>Met Goal – City has established procedure and practice of communicating with contractors via e-mail and phone, and inspecting the contractor operated construction sites. By appropriate notes and permitting process, the City ensures compliance with stormwater related regulations and standard practices by contractors.</p> <p>Developer/contractors are required to post a fiscal security before receiving a permit. City releases posted fiscal security (bonds) only after satisfactory completion of projects.</p> <p>Each contractor must be registered with City. Submitting insurance, trade license, and other documents is required as part of the registration process. Additional permits are required to work within City' right-of-way.</p> <p>City documented actions taken to oversee contractor activities.</p>

MCM(s)	Measurable Goal(s)	Success
<p>MCM 5</p> <p>BMP 21. Municipal Operations and Maintenance Activities</p>	<p>Continue developing written procedures, as needed, to perform assessments on municipal operation and maintenance activities and implementing pollution prevention measures that will reduce the discharge of pollutants into stormwater. Include visual inspection procedures and documentation procedures to confirm pollution prevention measures are functioning as intended.</p> <p>Continue implementation of scheduled assessments and inspections of municipal operation and maintenance activities.</p> <p>Continue incorporation of pollution prevention measures, as recommended, in the assessments and inspections.</p>	<p>Met Goal – The City furthered internal databases of public/private infrastructure assets. Additionally, the City’s service provider ‘Texas Disposal System’ collects trash/letters and pet waste from City parks and uses existing recycle station. City’s service provider ‘Clean Spaces’ collects trash/litter from street right-of-way once a week and conduct mowing operation monthly. Street sweeping contractors sweep streets on a routine and necessary basis. City conducts cleaning of storm sewer drains/culverts and drainage ditches maintenance as needed including removal of deposited sediments/trash.</p> <p>City documented date and location of assessments and inspections completed.</p>
<p>BMP 22. Edwards Aquifer Contributing Zone</p>	<p>Continue to comply with the Edwards Aquifer Rule and operate according to Title 30 Chapter 213 of the Texas Administrative Code.</p>	<p>Met Goal – As part of development plan review, staff ensure that all construction projects comply with the Edwards Aquifer Rule. For projects requiring ‘Contributing Zone Plan’, applicant submits copy of their submission to TCEQ. City requires receiving approval letter of CZP from TCEQ prior to formal approval of CZP approval for development projects.</p>

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

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

____ Yes No

a. 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.:

Field screening is not required for Level 1 operators. City has not conducted any activity for sample collection or laboratory analysis. However, City staff performed dry weather visual inspections at outfalls to determine if there were illicit discharges by residents or from construction activities. City staff monitored (as part of regular site inspection) conditions in nearby creeks (if any) downstream of any construction sites. There were no apparent pollutants in the water. Staff also visited some points along the creeks to check for algae; however, a substantial amount was not observed. From visual inspections, staff conclude that existing procedures are sufficiently protecting stormwater quality. Adopted and implemented procedures are successful in reducing discharge of pollutants to water bodies.

The street sweeping company under contract with City is maintaining clean streets by regular sweeping.

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

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

N/A

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

N/A

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

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
N/A	N/A	N/A	N/A

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

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

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

Pollutant to Address <i>(Ex: Bacteria)</i>	Description of Focused BMP	Comments/Discussion
N/A	N/A	N/A
N/A	N/A	N/A

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

For example, the MS4 may use the following indicators:

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

Benchmark Indicator	Description/Comments
N/A	N/A
N/A	N/A

E. Stormwater Activities (Part IV Section B.2.(d))

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

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	All	All	Continue BMPs, update BMPs, or remove and replace BMPs as appropriate to meet updated 2020 permit requirements.
2	All	All	Continue BMPs, update BMPs, or remove and replace BMPs as appropriate to meet updated 2020 permit requirements.
3	All	All	Continue BMPs, update BMPs, or remove and replace BMPs as appropriate to meet updated 2020 permit requirements.
4	All	All	Continue BMPs, update BMPs, or remove and replace BMPs as appropriate to meet updated 2020 permit requirements.
5	All	All	Continue BMPs, update BMPs, or remove and replace BMPs as appropriate to meet updated 2020 permit requirements.

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

1. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

____ Yes X 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	N/A	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.

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

Annexation of land into City of Bee Cave city limits. The annexed land was inside the City's extra-territorial jurisdiction (ETJ) at the time the TPDES permit was authorized. A 'Notice of Change' form was submitted in 2018 and approved by TCEQ in 2018.

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

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

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

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

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

Yes No

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

Name and Explanation: **N/A**

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

Yes No

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

Yes No

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

Authorization Number: _____ Permittee:

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

1. The number of construction projects in the jurisdiction of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent or site notices) _____9_____

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

Yes No

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


The number of municipal construction activities authorized under this general permit	N/A
The total number of acres disturbed for municipal construction projects	N/A

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

J. Certification

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

Name (printed): **Clint Garza** Title: **City Manager**

Signature:  Date: 3.25.20

Name of MS4: **City of Bee Cave MS4**

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