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January 24, 2019

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

Re: Phase II MS4 Annual Report Transmittal for City of Carrollton MS4
TPDES Authorization: TXR040326

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 TXR040326 for the City of Carrollton.

The annual report is for 2.5 months of Year__5__. The reporting period's beginning October 1, 2018 and ending December 13, 2018.

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,

Cory Heiple
Director of Environmental Services
City of Carrollton

ENVIRONMENTAL SERVICES

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P.O. Box 110535, Carrollton, TX 75011-0535 | cityofcarrollton.com

Phase II (Small) MS4 Annual Report Form
 TPDES General Permit No. TXR040000

A. General Information

1. Authorization Number

Reporting Year:

Annual Reporting Option Selected:

Reporting Period Beginning Date:

Reporting Period End Dates:

MS4 Operator Level:

Name of MS4:

Contact Name:

Mailing Address:

Email Address:

A copy of this annual report was submitted to the TCEQ Regional Office?

Region the annual report was submitted. TCEQ Region 4

TXR040326

5 (5th Report of permit term)

Fiscal Year Last day of fiscal year: September 30th

October 1, 2018

December 13, 2018

4

City of Carrollton

Cory Heiple

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Telephone Number: 972-466-3395

Yes. USPS Certified Mail No. 7018 0040 0000 4014 1592

B. Status of Compliance with the MS4 GP and SWMP

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

a. Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ?

b. Permittee is currently in compliance with recordkeeping and reporting requirements?

c. Permittee meets the eligibility requirements of the permit (e.g. TMDL, Edwards Aquifer limitations, compliance history, etc.)?

Yes

Yes

Yes

2. Provide a general assessment of the appropriateness of the selected BMPs:

BMP	Objective – BMP Description	Appropriateness – BMP appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
1.1 Storm Water Reading Materials	To educate all groups through different types of reading materials including news articles, brochures, posters and notice letters on impacts of storm water on water quality, hazards associated with illegal discharges and improper disposal of waste, and steps they can take to reduce pollutants in storm water.	Yes – Since the materials come in various formats it reaches out to a variety of groups and a large number of people. The message of reducing the discharge of pollutants appears in thorough explanations, action items, illustrative photos and other formats that not only appeal to various audiences but reiterate the message of protecting stormwater from pollution.

1.2 Public Presentations and Educational Events	To educate residents, businesses, visitors, and commercial and industrial facilities about impacts of storm water on water quality, hazards associated with illegal discharges and improper disposal of waste, and steps they can take to reduce pollutants in storm water.	Yes – Each presentation or educational booth is tailored to cater to the target audience thus delivering the topic in a relevant and understandable form.
1.3 Promotional Items	To educate all groups by sending storm water messages and promoting the hotline number by providing useful items free of charge.	Yes – Giveaways are great especially as these are practical items that people use daily, such as pencils, erasers, sharpeners, jar openers, pet waste bag holders, and the like.
1.4 Annual “March is Texas SmartScape™ Month	To educate residents, businesses, visitors, and commercial and industrial facilities about using native and adapted plants to improve water quality.	Yes – It is a great tool for residents and businesses that want to make changes to their landscape, as this is a great time of the year to start planning. Conducting this campaign in March allows for adequate time in planning and ensuring success for the people’s efforts at helping to improve stormwater quality.
1.5 Environmental Education for Commercial and Industrial Facilities	To educate commercial and industrial facilities about impacts of storm water on water quality; hazards associated with illegal discharges and improper disposal of waste; and steps they can take to reduce pollutants in storm water through meetings and hand-outs.	Yes – Both general pollutants as well as characteristic pollutants from specific commercial and industrial operations are explained. This ensures a comprehensive and relevant discussion of reducing stormwater pollution from these sources.
1.6 Environmental Education for Construction Site Personnel	To educate construction site personnel on TPDES Construction General Permit and city ordinance requirements to ensure controls for erosion/sediments, wastes and other pollutants at construction sites through handouts and a brief presentation.	Yes – A construction information packet is distributed directly to the owners or contractors, who have operational and financial controls over the construction project. The presentation or overview explains what we expect from them and their management of the site.
1.7 Storm Drain Marking	To educate all groups through placards placed on the storm drain to not dump or discharge any pollutants into the storm drain and where the storm drain goes.	Yes – The storm water message is placed directly on the storm drain inlet and it informs anyone who steps up to it two basic concepts: one, that these structures link rain to the creeks and therefore, two, that no pollution should be sent down through these inlets. This BMP is a real-time teaching method.
1.8 Storm Water and Pollution Prevention Videos & Public Service Announcements	To educate all groups about impacts of storm water on water quality; hazards associated with illegal discharges and improper disposal of waste; and steps they can take to reduce pollutants in storm water through videos.	Yes – These videos are great educational tools because these are dynamic, include real-life situations that folks can relate to and most importantly stormwater pollution prevention recommendations that they can follow. These videos also incorporate the printed words.

1.9	TCEQ FOG Initiative	To educate restaurants, apartment managers, apartment tenants, and industries about fats, oils, and grease and ways to reduce the possibility of a sanitary sewer overflow through brochures, posters, website, inspections, and presentations.	Yes – The information is distributed directly to the appropriate groups whose operations would have a big impact on the sewer collection system and the wastewater treatment plant and therefore can best benefit from this training.
1.10	Household Hazardous Waste Site	To educate residents about proper disposal of household hazardous waste and where they can dispose of their wastes through both articles and a website.	Yes – This provides concrete information to residents on how to properly dispose of their household hazardous wastes, at the same time providing a mechanism for citizens to provide feedback to the city.
1.11	Pet Waste Education	To educate pet owners about the importance of cleaning up after their pets.	Yes – Information is distributed directly to the appropriate group and educates the group that has the most control over this.
1.12	Environmental Services website	To educate all groups on storm water issues through a web site that is available every day of the year.	Yes – Educational information is available every day of the year from any computer to those who seek the information.
1.13	Electronic Newsletter for City Employees	To educate public service employees on storm water issues and/or pollution prevention topic.	Yes – It is distributed directly to all employees and copies printed for those without computer access. Provides stormwater pollution prevention information employees can use in their daily lives, while reiterating their role as city employees in preventing stormwater pollution.
1.14	Environmental Educational School Kit	To provide educational materials to teachers to use in the classroom.	Yes – These are distributed to the schools in line with their academic or extra-curricular programs. These are helpful to, and welcomed by, the teachers and students alike.
1.15	Comply with State and Local Public Notice Requirements	To involve the public by soliciting comments on the Storm Water Pollution Prevention Ordinance and the NOI and SWMP as required.	Yes – Gives the public a chance to comment on ordinances and SWMP prior to approval by City Council or the TCEQ.
1.16	Public Meetings	To get input and support from citizens and businesses about the SWMP	Yes – Not only does this provide another way to educate residents on the SWMP activities, but it also ensures buy-in or ownership over the activities from citizen and business input.
1.17	Illicit Discharge Reporting Line	To provide a means for the public to report illicit discharges 24 hours a day that the city may not notice.	Yes – This lets the public report violators that the city may not discover.
1.18	Volunteer Creek Cleanup	To give residents and businesses an opportunity to participate in removing trash from the city creeks and parks.	Yes – This is another tangible way to involve citizens, groups, and businesses to help clean-up our waterways.
1.19	Citizens Advisory Committee	To involve residents, industries, school districts, etc. to be involved in the implementation of the SWMP.	Yes – The broad representation of various groups (two independent school districts, businesses, citizen and a representative from the city's Neighborhood Advisory

			Commission) ensures input from the main sectors within the city.
2.1	Storm Sewer System Map	To complete and verify a map of all outfalls in the city.	Yes – This map of the outfalls and inlets facilitates an efficient and systematic method to trace discharges to the stormwater system, as well as mitigating releases to stormwater system.
2.2	Storm Water Pollution Control Ordinance	To develop and implement an ordinance to prohibit non-storm water discharges.	Yes – This gives the city the legal authority to prohibit and enforce non-storm water discharges into the storm water system. The ordinance also serves to inform every one of their responsibilities towards preventing stormwater pollution.
2.3	Spill Response	To respond quickly to and clean up accidental or intentional releases of hazardous materials by having a staff member available for spill response 24/7.	Yes – This ensures coverage by trained staff for spill remediation, reporting, and enforcement during all times, thereby minimizing the adverse impact of releases to the stormwater system.
2.4	Illicit Discharge Reporting Line	To provide a means for the public to report illicit discharges 24 hours a day that the city may not notice.	Yes – This allows citizens to report discharges 24 hours a day and therefore ensures the timely response by trained staff to respond to these illicit discharges.
2.5	Construction Plans Review and Site Inspection for Illicit Connections	To review construction plans and perform site inspections for detection and elimination of illicit connections.	Yes – This ensures that there are no illicit connections during the building process.
2.6	Illegal Dumping and Litter Control	To eliminate illegal dumping and littering through abatement and enforcement activities.	Yes – This not only establishes the quick removal of illegal dumping and litter, but also deters repeat violations.
2.7	Liquid Waste Program	To reduce the impact that liquid waste haulers and liquid waste generators have on our water quality through inspections, permits, and monitoring.	Yes – This program lays down the permitting process, responsibilities, and sanctions for violators which will limit stormwater pollution from indiscriminate dumping of liquid waste and negligent/lack of grease/grit trap maintenance.
2.8	Maintenance Program for Sanitary Sewers	To prevent and reduce sanitary sewer overflows through proactive maintenance of the sanitary sewer system.	Yes – This maintenance program reduces and prevents sanitary sewer overflows, thus reducing and preventing stormwater pollution.
2.9	Pet Waste Management	To require pet owners to remove pet wastes from both public and private areas.	Yes – This program not only establishes the responsibilities of pet owners to clean-up after their pets, but also educates them on the impact of pet waste on the quality of surface water and provides them with reminders and trash bags at dog parks.

2.10	Dry Weather Discharge Screening	To participate in the regional protocol for dry weather screening and to purchase items to use for monitoring.	Yes – This is a clear method to detect illicit discharges and thereby the remediation, elimination, and targeted education of the areas where these are detected.
2.11	Household Hazardous Waste Program	To provide residents with a free means of disposing of their household hazardous waste.	Yes – The program allows residents to dispose of their household hazardous waste properly, at no cost, and at their curbside, thereby encouraging for the timely and easy disposal versus the inconvenient collection, storing, and travelling to collection sites.
2.12	Water Main Breaks	To implement a response plan to reduce the amount of chlorine that gets discharged into creeks from water main breaks.	Yes – This response plan can help minimize the impact that chlorine and sediment have on our creeks and wildlife.
2.13	Employee Training for Illicit Discharges	To train field employees on spotting illicit discharges and who to contact when they see one.	Yes – This enables the city to have many more eyes looking for illicit discharges, allows for quicker response, and less damage to wildlife and surface waters.
3.1	Ordinance for Construction Site Erosion and Sediment Controls	To develop an ordinance requiring construction site operators to implement appropriate erosion and sediment control and to control wastes at construction sites for all land disturbances, regardless of size.	Yes - This provides the city with the legal authority to prohibit non-storm water discharges and to enforce compliance with federal/state storm water permits for construction activities.
3.2	Storm Water Pollution Prevention Plan Review and Submission of NOI/CSN	To ensure that construction sites are in compliance with the TPDES Construction General Permit by requiring the submission of their NOI, CSN, and SWPPP for the city to review.	Yes – This ensures that the construction site operators are aware of their responsibilities and have put in writing their plan to meet the requirements under the TPDES Construction General Permit.
3.3	Construction Site Inspection	To ensure proper installation and maintenance of sediment and erosion control measures by inspecting all active private construction sites regardless of the size of the land disturbance.	Yes – The inspections ascertain that the storm water BMP's are installed and maintained and changes are updated on their Construction SWPPP.
3.4	Response to Citizen Complaints	To respond to public inquiries, concerns, and complaints regarding all construction sites regardless of the size of the land disturbance.	Yes - The hotline provides a means for the public to report problems at construction sites and allows the city to respond quickly, especially if there is an illicit discharge.
3.5	Storm Water Information Package for Construction Site Operators	To educate construction site operators by distributing the city and state construction requirements information package to construction site operators applying for a grading or building permit regardless of the size of the land disturbance.	Yes - The handouts are a great way to distribute information to the contractors. In addition to the handouts, a mini presentation is given to the contractors and owners, so they hear exactly what the city expects of them.

3.6 Preconstruction Meetings	To discuss erosion/sediment controls, pollution prevention practices, waste management, and TPDES requirements by conducting meetings for all operators of construction sites applying for a grading or building permit with the city, regardless of the size of the land disturbance.	Yes – The meetings give us an opportunity to provide information directly to the contractors and owners prior to land disturbance. An overview of what is required is covered in the meeting with a chance to ask questions.
3.7 Demolitions	To verify that demolition requirements for all demolition sites 1 acre or greater, or that are part of a larger common plan of development, are complete before a permit is issued.	Yes – The review of the CSN or NOI and SWPPP ensures that construction operators have applied for coverage under the TPDES Construction General Permit and that appropriate erosion and pollution control measures are planned for at the site.
3.8 Employee Training	To train construction inspectors and enforcement officers on inspecting construction sites.	Yes – The training provides standards and updated information for construction inspectors to be able to give proper assessment of construction sites on whether it is protective of stormwater quality.
3.9 Construction Site Inventory	To maintain an active construction project list.	Yes – This ensures that departments keep track of their active projects and their current construction phase.
4.1 Review of Subdivision Ordinance and General Design Standards	To identify additional opportunities for implementation of control measures that will assist the city in reducing pollutants in storm water from new or redeveloped areas.	Yes – These are tools that direct growth to identified areas, protect ecologically sensitive areas, minimize impervious surfaces, and provide buffers along sensitive water bodies.
4.2 Long-Term Operation and Maintenance Plan for Structural BMPs	To ensure long-term operation and maintenance for structural BMPs constructed on public or private property.	Yes – This ensures that structural controls are performing to its optimum by setting inspection and maintenance schedules to be met.
4.3 Site Plan Review	To ensure compliance with limits on maximum runoff rate, maximum impervious coverage, minimum landscaped area, minimum neighborhood park area for residential projects, and tree preservation requirements by reviewing all plans for new development/redevelopment	Yes – This comprehensive assessment considers water quality impacts from the beginning stages of a project and provides more opportunities for water quality protection.
4.4 Green Space Preservation	To ensure green space preservation by requiring each new or redeveloped single-family residential project that disturbs one acre or greater to dedicate a portion of the land to neighborhood parks.	Yes – Preserving pervious surfaces allows runoff to infiltrate into the ground; some of the pollutants present are removed by the soil and vegetation, while reducing the volume and velocity of runoff.

4.5	Tree Preservation Ordinance	To prohibit the removal of certain species of protected trees.	Yes - This provides small, but essential, green spaces that break up a landscape of impervious surfaces and provide pockets for runoff infiltration.
4.6	Inspection of Structural BMPs during Construction	To ensure proper installation and maintenance of sediment and erosion control measures by inspecting all active private construction sites regardless of the size of the land disturbance.	Yes - This ensures the storm water BMP's are installed properly, routinely inspected, and maintained so that these function efficiently in reducing/preventing polluted runoff from construction sites.
4.7	Limited Mowing Height	To protect the soil from erosion due to rain or irrigation by limiting the mowing of grass in parks areas to a minimum height and by designating no-mow areas.	Yes - This protects the soil from erosion and can allow for additional infiltration, reducing runoff.
5.1	Parks and Open Space Maintenance	To reduce the amount of pesticides and fertilizer used in parks and open spaces through the use of native plants in landscaping at city facilities, use of mulching mowers. To remove trash from parks and open areas.	Yes - The utilization of native plants, mulching and the like reduces applied pesticides and fertilizers and serves as a pollutant source reduction practice.
5.2	Road and Bridge Maintenance	To reduce water pollution from streets by sweeping the major streets once a month, picking up trash from roadways and ditches, and implementing erosion and pollution prevention practices during street repair activities.	Yes - This directly removes various pollutants from roadways and ditches on a regular basis.
5.3	Fleet Maintenance	To implement pollution prevention measures through inspections, good housekeeping practices, and spill response.	Yes - This reduces the impact the city's fleet maintenance has on the environment as this also entails recycling and proper disposal of the various waste streams like used oil, anti-freeze, and tires.
5.4	Municipal Buildings and Parking Lots Maintenance	To develop and implement a pollution prevention plan for the maintenance of city facilities.	Yes - This reduces the impact the city may have on the stormwater system during building and parking lot maintenance.
5.5	Storm Sewer System Maintenance	To ensure the storm water system is functioning properly by inspecting and maintaining the storm water system.	Yes - These routine inspections help determine if there are problems with the storm water system and allows for the timely repair and maintenance to have these functioning efficiently.
5.6	Waste Reduction of Information Technology and Communications Operations	To further reduce pollution from hazardous materials in batteries and computer equipment by recycling or properly disposing these.	Yes - Proper disposal of batteries and computer equipment reduces the impact that these items have on the environment.

5.7	Grease, Sand and Grit Trap Maintenance	To prevent sanitary sewer overflows by maintaining the city's grease, sand, and grit traps.	Yes – The inspections of these traps, both physically and through trip tickets, ensures proper frequency of pumping thereby preventing SSO's.
5.8	Sand Storage Locations	To reduce pollution run-off from sand, liquid deicer, and salt through proper storage, efficient application, and clean-up.	Yes – Proper storage, efficient application, and timely cleanup reduces consequent pollution resulting from these necessary safety applications and also reduces material costs.
5.9	City Owned Facilities	To list, inspect, and determine each facilities potential to impact on stormwater.	Yes – These assessments aid in characterizing priority facilities in terms of monitoring and applying additional or site-specific BMPs to prevent pollution of the stormwater system.
5.10	Structural Control Maintenance and Waste Disposal	To ensure the optimal operation of structural controls by keeping an inventory, ensuring maintenance of, and proper disposal of waste from these structures.	Yes – The maintenance of structural controls allows these to function properly and ensures the reduction of pollutants from getting into the surface waters.
5.11	New Construction and Land Disturbance	To apply for TPDES General Construction Permit for applicable city construction projects and ensure all permit requirements are met.	Yes – This ensures that the city is in compliance with state requirements.
5.12	Contractor Oversight Procedures	Contractually require contractors to comply with pollution prevention measures and ensure through oversight that they are following those procedures.	Yes – This enables the city better oversight over their hired contractors.
5.13	Fire Fighting Training Activities	To prevent the discharge of chlorinated water to the storm drain or creek by researching and implementing alternative methods for fire training activities.	Yes - This reduces the intrusion of chlorine into the surfaces waters and reduces its impact on fish and wildlife.
5.14	Employee Storm Water Pollution Prevention Training Program	To train all employees responsible for municipal operations subject to the pollution prevention and good housekeeping program.	Yes – This training provides both general stormwater pollution prevention practices for municipal operations and also discusses operation-specific consequences and BMPs to minimize/prevent any adverse impacts.
6.1	Inspection of Industrial Facilities	To conduct inspections of industries that may impact storm water through their discharges and identify, or keep records of, industries that are required to obtain a storm water permit.	Yes – This inspection of industries establishes direct contact with one group of potential stormwater polluters in the city, provides an assessment of their operations vis-à-vis impacts on stormwater quality and recommendations to bring them into compliance with TCEQ's MSGP requirements and the city's stormwater ordinance.
6.2	Inventory/ Inspection of Commercial Facilities	To determine impacts on the storm water system through inventory and inspection of commercial facilities.	Yes – This inspection of commercial facilities establishes direct contact with one group of potential stormwater polluters in the city, provides an assessment of their services vis-à-vis impacts

	on stormwater quality and recommendations to bring them into compliance with the city's stormwater ordinance.
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3. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable.

BMP	Objective – BMP Description	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes/No / Explain)
1.17 Illicit Discharge Reporting Line	To provide a means for the public to report illicit discharges 24 hours a day that the city may not notice.	Yes – This provided a medium for the public report violators that the city may not have discovered. Citizens were active in reporting lawn companies blowing grass clippings and leaves into the street or storm inlet, drained pool water onto the streets, and other illicit discharges.
1.18 Volunteer Creek and Greenbelt Cleanup, Recycling, and Chemical Collection	To give residents and businesses an opportunity to participate in removing trash from the city parks and creeks.	Yes – This was an effective way to involve citizens and businesses to help cleanup and had a direct reduction in pollutants (floatables) in the storm water system and medications and grease in the sanitary sewer system. In this report period we had 3 volunteers/groups that picked up 13 bags of trash for creek clean-ups with 3 Adopt-a-Spot locations; In this permit term, there were about 53 volunteer individuals/groups that collected about 327 bags of trash; Medication Disposal Day – we participated in 1 event and collected 2,485lbs of materials. In this permit term we collected a total of 18,025lbs of materials. In this permit term we collected 413.5lbs of grease at the events. Cooking Oil Collection – we collected 27, 2018; the total amount of grease collected during this permit term was 2912.5 gallons.
2.3 Spill Response	Enables a quick response to clean up accidental or intentional releases of hazardous materials by having a staff member available for spill response 24/7.	Yes – Since spills do not just occur during office hours it is imperative to have a staff member available all the time. We responded to 98 spills and discharges during this reporting period for a total of 2,180 spills and discharges for the permit term.
2.4 Illicit Discharge Reporting Line	To provide a means for the public to report illicit discharges 24 hours a day that the city may not notice.	Yes – This allowed citizens to report discharges 24 hours a day. Citizens are getting active in availing this reporting resulting in the city being able to conduct enforcement on violators and to remediate the impact and reducing a possible bigger impact.

2.5	Construction Plans Review and Site Inspection for Illicit Connections	To review construction plans and perform site inspections for detection and elimination of illicit connections.	Yes – Ensured that there were no illicit connections to the storm drain system during the building process.
2.6	Illegal Dumping and Litter Control	To eliminate illegal dumping and littering through abatement and enforcement activities.	Yes – The city responded to 1 report of illegal dumping and the Public Works Streets crews removed 1,294 pieces of trash from roads and ditches in this 3 month period. In this permit term we responded to a total of 96 illegal dumping cases and collected 91,057 pieces of trash and debris from roads and ditches.
2.7	Liquid Waste Program	To reduce the impact that liquid waste haulers and liquid waste generators have on our water quality through inspections, permits, and monitoring.	Yes – This established a direct contact and monitoring with various groups of potential polluters. Liquid waste haulers were required to be permitted in the city and to use trip tickets to verify that they are disposing of their wastes properly. In this reporting period the city permitted 13 trucks and issued 2 citations for either not having a permit or not filling out/submitted trip tickets properly. For the permit term, the city permitted a total of 528 trucks and issued 10 NOVs and 25 citations.
2.8	Maintenance Program for Sanitary Sewers	To prevent and reduce sanitary sewer overflows through proactive maintenance of the sanitary sewer system.	Yes – The regular cleaning of pinpointed areas have reduced and prevented sanitary sewer overflows through preventive maintenance.
2.9	Pet Waste Management	To require pet owners to remove pet wastes from both public and private areas.	Yes – Required pet owners to clean-up after their pets. Five (5) cases were investigated during this report period. In this permit term a total of 153 cases were investigated.
2.10	Dry Weather Discharge Screening	To participate in the regional protocol for dry weather screening and purchase items to use for monitoring.	Yes – This was a concrete way to detect and eliminate illicit discharges. Dry weather screening was not performed during this reporting period but in the permit term about 83 outfalls were monitored around 978 times.
2.11	Household Hazardous Waste Program	To provide residents with a means of disposing of their household hazardous waste.	Yes – This allowed residents to dispose of their household hazardous waste properly and at no additional cost. In the permit term residents disposed of more than 347,987 pounds through this service.
3.3	Construction Site Inspection	To ensure proper installation and maintenance of sediment and erosion control measures by inspecting all active private construction sites regardless of the size of the land disturbance.	Yes – This ensured that the storm water BMP's were installed and maintained.

3.4	Response to Citizen Complaints	To respond to public inquiries, concerns, and complaints regarding all construction sites regardless of the size of the land disturbance.	Yes - The hotline provided a means for the public to report problems at construction sites and allowed the city to respond quickly, especially if there was an illicit discharge.
4.7	Limited Mowing Height	To protect the soil from erosion due to rain or irrigation by limiting the mowing of grass in parks areas to a minimum height and by designating no-mow areas.	Yes - This requirement protected the soil from erosion and allowed for additional infiltration, reducing runoff, and trapping some floatables.
5.1	Parks and Open Space Maintenance	To reduce the amount of pesticides and fertilizer used in parks and open spaces through the use of native plants in landscaping at city facilities, and the use of mulching mowers. To remove trash from parks and open areas.	Yes - This program reduced the amount of pollutants from city parks and Parks operations.
5.2	Road and Bridge Maintenance	To reduce water pollution from streets by sweeping the major streets once a month, picking up trash from roadways and ditches, and implementing erosion and pollution prevention practices during street repair activities.	Yes - The city directly removed various pollutants from roadways and ditches. Major arterials and selected city parking lots were swept monthly. 710.58 curb miles were swept during this reporting period, for a total of 14,495.21 curb miles during the permit term. Crews removed 1,294 pieces of trash from the roadways and ditches during this reporting period, in the permit term they removed a total of 91,057 pieces of trash.
5.3	Fleet Maintenance	To implement pollution prevention measures through inspections, good housekeeping practices, and spill response.	Yes - This reduced the impact the city's fleet maintenance had on the environmental with the collection, recycling, and proper disposal of its various waste streams.
5.4	Municipal Buildings and Parking Lots Maintenance	To develop and implement pollution prevention plan for the maintenance of city facilities.	Yes - This reduced the impact the city had on the environment during building and parking lot maintenance.
5.5	Storm Sewer System Maintenance	To ensure the storm water system is functioning properly by inspecting and maintaining the storm water system.	Yes - Routine inspections helped determine if there were problems with the storm water system, then the areas that needed to have maintenance were prioritized. During this reporting period the city inspected 17.7% of the storm inlets.
5.6	Waste Reduction of Information Technology and Communications Operations	To further reduce pollution from hazardous materials in batteries and computer equipment by recycling or properly disposing these.	Yes - Proper disposal or recycling of batteries and computer equipment reduced the impact that these items would have had on the environment. While the city did not recycle this equipment in this reporting period, the program still continues and will recycle when enough material is collected.
5.7	Grease, Sand and Grit Trap Maintenance	To prevent sanitary sewer overflows by maintaining the city's grease, sand, and grit traps.	Yes - Maintaining the grease/grit traps helped prevent SSO's from city facilities.

5.8	Sand Storage Locations	To reduce pollution run-off from sand, liquid deicer, and salt through proper storage, efficient application, and clean-up.	Yes – Proper storage, application, and cleanup prevented unnecessary pollution.
5.9	City Owned Facilities	To reduce pollutants from city facilities and SOPs for high priority facilities.	Yes – Through inspections and best management practices (BMPs) the amount of pollution from city facilities was reduced.
5.10	Structural Control Maintenance and Waste Disposal	To ensure the optimal operation of structural controls by keeping an inventory, ensuring maintenance of, and the proper disposal of waste from these structures.	Yes – Maintaining city owned and operated structural controls reduced pollutants in our creeks from city facilities.
5.13	Fire Fighting Training Activities	To prevent the discharge of chlorinated water to the storm drain or creek by researching and implementing alternative methods for fire training activities.	Yes - This reduced pollutants (chlorine) from being discharged into the storm drain or creek during training activities.
5.14	Employee Storm Water Pollution Prevention Training Program	To train all employees responsible for municipal operations subject to the pollution prevention and good housekeeping program.	Yes – City employees who could directly impact our stormwater through our city operations (like Parks and Recreation, Streets, Drainage, Water, Wastewater) were trained so that they could identify areas in their work that could be causes for pollution and to recognize or change behaviors. Training began in September 2018 and was completed in October 2018. The training was completed twice in the permit term.
6.1	Inspection of Industrial Facilities	To conduct inspections of industries that may impact storm water through their discharges and identify or keep records of industries that are required to obtain a storm water permit.	Yes – Inspections provide direct observations and contact for potential or actual discharges with the industries in the city. During this reporting period the city conducted 15 inspections at industries, for a total of 770 inspections at industries in the permit term.
6.2	Inventory/ Inspection of Commercial Facilities	To determine impacts on the storm water system through inventory and inspection of commercial facilities.	Yes – Provided direct contact and inspections to look for potential or actual discharges with the commercial businesses in the city (some commercial facilities, restaurants, and grit and grease traps). The city inspected 8 commercial facilities during this reporting period for a total of 741 inspections during the permit term. The city also performed 330 inspections at food establishments this year, for a total of 6261 inspections during this permit term.


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.

BMP	Measurable Goals	Success and How Goal was Achieved
1.1 Storm Water Reading Materials	<ol style="list-style-type: none"> 1. Distribute copies of brochures to all display racks at city buildings and at all public events and presentations. (200 per year). 2. News briefs in local paper or mailers/utility bill inserts twice a year. 3. Continue to update and distribute the storm water letters to all apartment managers currently in the database. 	<p>Exceeded Goal – The city distributed 525 brochures and educational materials from display racks and educational events. We mailed 550 letters to residents on proper disposal of grass clippings and 251 regarding trash and debris. In this permit term we distributed a total of 9,553 educational materials and 12,847 educational letters to residents.</p> <p>Exceeded Goal – Eight (8) articles appeared in newsletters, local newspaper, city website, Facebook, Twitter, and Netbill 16 times throughout the report period. In the permit term, news briefs appeared in various news outlets 315 times.</p> <p>On Track – Began mailing letters to apartment complexes or managers for the start of annual inspections. Seven letters were mailed in this reporting period.</p>
1.2 Public Presentations	<ol style="list-style-type: none"> 1. Four presentations or outreach activities per year. 	<p>Exceeded Goal – Conducted 8 presentations or outreach activities in this reporting period. In the permit term we conducted 94 presentations or outreach activities.</p>
1.3 Promotional Items	<ol style="list-style-type: none"> 1. Distribute 200 promotional items per year. 	<p>Exceeded Goal – Distributed 297 promotional items in the reporting period. In this permit term we distributed a total of 9,097 items.</p>
1.4 Annual “March is Texas SmartScape™ Month	<ol style="list-style-type: none"> 1. Determine a level of participation in the regional “March is Texas SmartScape™ Month” program based on available resources, and select an outreach activity to conduct. Complete coordination with NCTCOG annually in February and conduct the selected activity (ies) annually in March. Repeat each year. 	<p>On Track – this will be completed in March 2019 but has not occurred during this reporting period. Planning activities have started in conjunction with NCTCOG. According to NCTCOG, Carrollton had 181 Sessions with 69.06% new sessions on the Smartscape website.</p>
1.5 Environmental Education for Commercial and Industrial Facilities	<ol style="list-style-type: none"> 1. Develop educational items for distribution related to pollution prevention for industrial and commercial facilities. 2. Distribute information to facilities. Update as needed. 	<p>Met Goal - Pollution Prevention posters for food establishments were developed in the first permit term. A packet of information was created for all new food establishments; the pollution prevention posters and grease posters are included. In this reporting year, 1 newsletter was created for industries.</p> <p>Met Goal - Continued to distribute the pollution prevention posters to restaurants. The food establishment packet was</p>

			distributed to all new food establishments at the time they applied for a permit. In this reporting year, 1 newsletter was distributed to industries in November 2018.
		3. Hold annual industry meeting.	On Track – The next meeting will be held in 2019 as one was already held in September 2018.
1.6	Environmental Education for Construction Site Personnel	1. Distribute information packet to 100% of applicants for a grading or building permit.	Met Goal – Distributed the storm water information during preconstruction meetings.
1.7	Storm Drain Marking	1. Placement or replacement of 100 markers per year.	On Track – Volunteers placed 52 markers in this reporting period. For the permit term a total of 1,737 markers were placed.
1.8	Storm Water and Pollution Prevention Videos and Public Service Announcements	1. Continue broadcast of Storm Water Management video or PSA's on local cable public access channel and on the storm water webpage. 2. Evaluate acquisition of other videos and incorporate to video library if appropriate. 3. Maintain library of videos. Include information on the web site.	Met Goal – Stormwater cable slides and PSAs ran every day on the local cable channel. The PSAs ran every day at 6:45pm. Storm water videos are posted on the storm water web page. Met Goal – No new videos were acquired during this reporting period. Met Goal – A library of videos is available and included on the stormwater website.
1.9	TCEQ FOG Initiative	1. Distribute one to every new and existing restaurant currently in database listed as having a grease trap. 2. Distribute one to every manager of an apartment complex currently in the database at least once every year. 3. Routine inspections for posters displayed and redistribute posters as needed for every restaurant currently in database. 4. Distribute grease control information to tenants in multifamily complexes yearly. 5. Distribute grease control information to industries yearly.	Met Goal – TCEQ Grease posters were given to all new food establishments applying for a food permit via a folder with other pertinent information in this report period. They are also redistributed during routine inspections as needed. Met Goal – Educational letters have begun to be distributed to all apartment managers in conjunction with their annual inspection notice. All managers were emailed a letter in 2018. Met Goal – This was checked during each routine inspection for applicable establishments and documented on the inspection sheet. New posters were distributed as needed. Met Goal – Grease control flyers were distributed in July 2018 to multifamily complexes. The flyers will be distributed again in 2019. A total of 78,590 grease control brochures were distributed in this permit term. Met goal – No industries were identified as needing flyers during this reporting period however a presentation on FOG was given during the industry meeting on September 27, 2018.

	<p>6. Grease control information provided in water bills and/or in the city newsletter three times a year.</p>	<p>Exceeded Goal – Six articles on grease control appeared 8 times in the city newsletter, city website, Facebook, Twitter, and Netbill. Cable screens with grease control/recycling ran in November 2018.</p>
	<p>7. Information posted on the city website.</p>	<p>Met Goal – Grease control information is available on the website at the following link: http://www.cityofcarrollton.com/departments/departments-g-p/public-works/fat-free-sewers.</p>
	<p>8. Three presentations per year.</p>	<p>Met Goal – 2 presentations or educational events and 1 grease collection event were conducted in this reporting period. In this permit term a total of 85 educational or recycling events were conducted.</p>
<p>1.10 Household Hazardous Waste Site</p>	<p>1. Develop one mailer or water bill insert per year. 2. Distribute mailer or water bill insert yearly.</p>	<p>Met Goal – One article/newsletter was developed. Met Goal – The article appeared in the November 2018 On the Horizon newsletter. Cable screens on Household Hazardous Waste also ran every day in this reporting period.</p>
<p>1.11 Pet Waste Education</p>	<p>1. Distribute to all residents adopting or reclaiming a pet, at presentations, and public events. 2. Maintain signs in parks and greenbelts as needed.</p>	<p>Met Goal – Posted on the web page at: http://www.cityofcarrollton.com/departments/departments-g-p/public-works/trash-recycling/residential-service/household-hazardous-waste. Met Goal – The following educational items were distributed at Animal Services and public events/presentations: bookmarks – 193; Pet waste containers with bags – 105; Animal Ownership brochures – 98. In this permit term a total of 1,799 bookmarks, 1,101 pet waste containers, and 2,238 brochures were distributed. Met Goal – Signs are maintained. Also, new educational pieces were installed at the Rosemeade dog park which included 6 signs that will be rotated to help remind residents to pick up</p>

		after their pets, also added were 4 pooper scoopers (in addition to the bags that are provided).
1.12 Environmental Services website	1. Continue updating the information on the web page.	Met Goal – the website is updated as needed. http://www.cityofcarrollton.com/departments/departments-q-#environmental-quality-services .
1.13 Electronic Newsletter for City Employees	1. Distribution of two electronic newsletters per year.	Met Goal – During this report period one newsletter was developed and distributed in November 2018. One was also developed and distributed earlier in the year which was included on the last annual report.
1.14 Environmental Educational School Kit	1. Distribute bags at events and or presentations. 2. Review and update bags as needed.	On Track – The information packet on the Water/Environmental education programs was emailed to CFBISD and LISD in August 2018 and will be mailed again in 2019 after the new year when school resumes. Met Goal – information is reviewed and updated. The information has been modified and emailed to the school district listing the programs that are available regarding stormwater and water conservation.
1.15 Comply with State and Local Public Notice Requirements	1. Publish notice of TCEQ determination on NOI and SWMP. 2. Publish notice of Public Meeting if determined to be necessary by TCEQ. 3. Implementation Complete.	Completed – January 9, 2015 Completed – Not needed as determined by TCEQ.
1.16 Public Meetings	1. Public meeting to introduce SWMP. 2. A public meeting to update/evaluate SWMP for the next permit term. 3. Implementation complete.	Completed – February 27, 2015 Completed May 14, 2015 Met Goal – The public meeting presentation was posted on the stormwater website on December 12, 2018. Met Goal - Completed December 12, 2018

<p>1.17 Discharge Reporting Line</p>	<p>1. Maintain illicit discharge reporting line.</p>	 <p>Met Goal – The reporting line is still active.</p>
<p>1.18 Volunteer Creek and Greenbelt Cleanup, Recycling and Chemical Collection</p>	<p>1. One annual creek clean up or recycling event with volunteers.</p>	<p>Exceeded Goal – Creek clean-ups - 3 volunteers/volunteer groups picked up trash on 9 different days and collected 13 bags of trash; the new Adopt-A-Spot had 3 locations adopted; Medication Disposal Day – 1 event on October 27, 2018 which collected 2,485 pounds; Cooking Oil Collection – held an event on November 26-27, 2018 and collected 413.5 gallons. In this permit term we had around 53 volunteers/groups pick up 327 bags of trash; participated in 10 medication disposal events which collected around 18,025 pounds; and 7 cooking oil collection events that collected 2,912.5 gallons of cooking oil.</p>
<p>1.19 Citizens Advisory Committee</p>	<p>1. Annual meetings with Citizen Advisory Committee. 2. Design and disseminate an electronic survey to Carrollton residents regarding storm water issues.</p>	<p>Met Goal – Completed May 14, 2018. The next meeting will be held in 2019. Met Goal – the quiz was finalized during the last annual report and placed on the website at: https://www.cityofcarrollton.com/departments/departments-it-environmental-quality/stormwater/storm-water-quiz/-fsiteid-1</p>
<p>2.1 Storm Sewer System Map</p>	<p>1. Verification of new or newly discovered outfalls. 2. Map continuously updated as new data is obtained.</p>	<p>Met Goal – no new outfalls were verified in this time frame – total of 1,234 outfalls. Met Goal – IT updates the maps as new data is obtained, however there was a gap in this reporting period as there were no employees in GIS to add data.</p>
<p>2.2 Storm Water Pollution Control Ordinance and Enforcement Response Guide</p>	<p>1 Review and revise the Storm Water Pollution Prevention Ordinance. 2. Adoption of ordinance by City Council. 3. Establish the Enforcement Response Guide. 4. Commence implementation of ERG. 5. Implementation Complete.</p>	<p>Completed December 15, 2015 Completed December 15, 2015 Completed by September 2017 Completed by September 2017 Completed by September 2017</p>
<p>2.3 Spill Response</p>	<p>1. Spill response plan in place. 2. Review and revise the spill response manual and database.</p>	<p>Met Goal – responded to 98 spills or discharges. In this permit term we responded to a total of 2,180 spills or discharges. Completed December 12, 2015</p>

2.4	Illicit Discharge Reporting Line	<p>1. This BMP has been discussed in a previous section on the Public Participation and Involvement Minimum Control Measure, as BMP1.17. Achievements in this reporting period are described in said section.</p>	Met Goal – See BMP 1.17
2.5	Construction Plans Review and Site Inspection for Illicit Connections	<p>1. 100% new construction projects will undergo site plan review and will be inspected to ensure no illicit connections.</p> <p>2. Include plan review and site inspections for illicit connections in the appropriate SOP for construction.</p>	<p>Met Goal – 100% new construction projects underwent site plan review and were inspected to ensure no illicit connections.</p> <p>Completed – July 2015 and December 2015.</p>
2.6	Illegal Dumping and Litter Control	<p>1. 90% active illegal dumping incidents respond within one hour.</p> <p>2. 100% abatement of illegal dumping incidents.</p> <p>3. 100% incidents with identifiable responsible party to be followed by enforcement action.</p> <p>4. Inspect 40% storm inlets per year.</p> <p>5. 9000 pieces of trash collected from the roadways per year.</p>	<p>Met Goal – All active illegal dumping cases are responded to within an hour, however, in this reporting period there were no active illegal dumping incidents. In this permit term, 96 illegal dumping incidents were responded to and abated.</p> <p>Met Goal – The one valid illegal dumping case was abated.</p> <p>Met Goal – The one illegal dumping cases where there was an identifiable party was followed up by a citation.</p> <p>On Track – In this reporting period, 17.7% of the inlets were inspected.</p> <p>On Track – Collected 962 pieces of trash from the roadways and ditches. In this permit term a total of 91,057 pieces of trash were collected.</p>
2.7	Liquid Waste Program	<p>1. 100% permitted liquid waste haulers inspected once a year.</p> <p>2. 100% permitted liquid waste haulers to submit used tickets monthly.</p> <p>3. 100% identified facilities to use a permitted liquid waste hauler.</p> <p>4. Inventory of septic tanks in the city.</p> <p>5. Develop Procedures to prevent and correct any leaking on-site sewage disposal system.</p>	<p>Met Goal – Permitted 13 trucks. In this permit term a total of 528 trucks were permitted.</p> <p>Met Goal – 0 NOVs and 2 citations issued for either not having a permit or not filling out/submitting trip tickets properly. During the permit term a total of 10 NOVs and 25 citations were issued.</p> <p>Met Goal – Trip tickets are reviewed during each routine inspection.</p> <p>Completed December 2016</p> <p>Completed November 8, 2017</p>
2.8	Maintenance Program for Sanitary Sewers	<p>1. Annual maintenance and inspection of sanitary sewer system.</p> <p>2. Clean miles of sewer lines based on the 5 year cycle. (Year 4 of the cycle was 138 miles to be cleaned)</p>	<p>On Track – Maintenance and inspections are in progress in this short reporting cycle.</p> <p>On Track – 30.55 miles of the required 69 miles were cleaned. In this permit term a total of 896.33 miles were cleaned.</p>

	3. Smoke and dye testing of 100,000 feet per year.	On Track – 0 feet were tested during this reporting period but it is not done during this time of the year. A total of 577,617 feet were tested during the permit term.
	4. Conduct closed-circuit television inspections of 100,000 feet per year.	On Track – 14,246 feet were inspected. During the permit term a total of 564,692 feet were monitored.
	5. Inspect 2100 manholes per year.	On Track – 387 manholes were inspected. During the permit term a total of 12,343 manholes were inspected.
	6. Repair and/or bring to grade 300 manholes per year.	On Track – 0 have been repaired in this reporting period. During the permit term, a total of 2,770 manholes have been repaired/brought to grade.
	7. Lift stations inspected monthly.	Exceeded Goal – 171 inspections have been completed at the 19 sewer lift stations. During the permit term, 5,263 inspections have been performed at the sewer lift stations.
	8. Tag high-risk sections of sanitary sewer system for inspection/ maintenance every 30 days (i.e. Maintain 30-day list). Review annually.	Met Goal – The 30 day list was maintained every month and had 9 sites listed at the end of this report period.
2.9	Pet Waste Management	Met Goal – Received 5 complaints and all were investigated. During the permit term, a total of 153 complaints were received and investigated.
2.10	Dry Weather Discharge Screening	Met Goal – Employees attended the training when it was offered in June 2018 but was not offered during this reporting period. Carrollton also assisted in developing the course with NCTCOG. Completed December 12, 2015 – See Appendix II Completed December 12, 2015
2.11	Household Hazardous Waste Program	On Track – Dry weather screening dates and data were included in the previous report. The next screening will be done in 2019. Completed December 12, 2015 Met Goal – Service is through Waste Management www.cityofcarrollton.com/departments/departments-q-z/trash-recycling/household-hazardous-waste . In this permit term, residents disposed of more than 347,987 pounds of materials through this program.
2.12	Water Main Breaks	Met Goal – Response procedures continued to be implemented.

2.13	Employee Training for Illicit Discharges	1. Develop Training Program for all field employees 2. Train all field employees.	Completed May 31, 2016
3.1	Ordinance for Construction Site Erosion and Sediment Controls	1. Review and revise the Stormwater and Flood Protection ordinance. 2. Review and revise the SWPPO. 3. Adoption of ordinance by City Council, publication. 4. Implement ordinance changes. 5. Establish the Enforcement Response Guide (ERG). 6. Commence the implementation of ERG.	Met Goal – All field employees were trained in this permit term on detecting illicit discharges. Fire, Parks and Recreation, and Environmental Quality were trained during this reporting period. Completed June 9, 2015. Completed before December 1, 2015. Completed December 1, 2015. Completed December 12, 2015. Completed July 25, 2016. Completed July 25, 2016.
3.2	Storm Water Pollution Prevention Plan Review and Submission of NOI/CSN	1. Engineering and Development Services require copies of either CSN or NOI and SWPPP from all operators disturbing one or more acres of land. 2. Procedures in place to obtain and review NOI and SWPPP of all (100%) construction sites required to obtain a NPDES/TPDES storm water permit.	Met Goal – Both departments require a SWPPP and NOI/CSN to be submitted before a permit is issued.
3.3	Construction Site Inspection	1. Conduct inspections of 100% NPDES/TPDES-permitted construction sites. 2. Develop written procedures for site inspection and enforcement requirements. 3. Develop inspection sheet for use during construction site inspections.	Met Goal – The SWPPP and NOI/CSN were reviewed for content. On Track – Inspections of active construction sites that are greater or equal to 1 acre or are part of the larger common plan of development have continued and will be completed in 2019. Completed by December 12, 2015. Completed by December 12, 2015.
3.4	Response to Citizen Complaints	1. Maintain “hotline” for construction site concerns.	Met Goal – The “hotline” has been maintained for receiving citizen complaints which is the city’s main line or the appropriate department’s line. Development Services responded to 109 complaints in this reporting period.
3.5	Storm Water Information Package for Construction Site Operators	1. Update information package as needed. 2. Implement distribution plan through Engineering and Development Services.	Met Goal – One sheet was updated in March 2018 due to the renewal of the Construction General Permit. Met Goal – The information was distributed during preconstruction meetings.
3.6	Preconstruction Meetings	1. Conduct preconstruction meetings with all (100%) applicants that apply for a grading or building permit.	Met Goal – Preconstruction meetings were held with all grading or building permit applicants.

3.7 Demolitions	<p>1. Development Services requires copies of either CSN or NOI and SWPPP from all operators disturbing one or more acres of land, including the larger common plan of development.</p> <p>2. Obtain and review NOI's and SWPPP of all (100%) demolition sites required to obtain a NPDES/TPDES storm water permit.</p>	<p>Met Goal – Development Services or Environmental Services required a copy of the SWPPP and NOI/CSN where applicable.</p> <p>Met Goal – SWPPPs and NOIs/CSNs were obtained and reviewed when required.</p>
3.8 Employee Training	<p>1. Train all employees responsible for the implementation of the construction stormwater program.</p>	<p>Met Goal – Engineering was trained in-house on plan review and construction site inspections on November 29, 2018. One Environmental Quality staff attended the NCTCOG Stormwater Pollution Prevention Practices During Construction on October 25, 2018.</p>
3.9 Construction Site Inventory	<p>1. Inventory of all permitted active public and private construction sites 1 acre or part of a larger common plan of development.</p>	<p>Met Goal – Development Services and Engineering maintained an inventory of their active construction sites.</p>
4.1 Review of Subdivision Ordinance and General Design Standards	<p>1. Review and update the Stormwater and Flood Protection Ordinance.</p> <p>2. Yearly review of the General Design Standards.</p> <p>3. Establish the Enforcement Response Guide.</p> <p>4. Commence implementation of the ERG.</p>	<p>Completed June 9, 2015.</p> <p>Met Goal – The yearly review was conducted but no changes/updates were needed.</p> <p>Completed July 25, 2016.</p> <p>Completed July 25, 2016.</p>
4.2 Long-Term Operation and Maintenance Plan for Structural BMPs	<p>1. Identify procedures and methods to ensure long-term maintenance of structural BMPs.</p> <p>2. Implement procedures and methods to ensure long-term maintenance of structural BMPs.</p> <p>3. List of all Structural BMPs to be inspected.</p> <p>4. Receipt of Maintenance Plan for structural controls installed at a site.</p> <p>5. Develop inspection form.</p> <p>6. Begin inspections of structural controls.</p>	<p>Met Goal - The city already had procedures and methods in place to ensure long-term maintenance of city structural BMPs. The revisions to the Stormwater and Flood Protection Ordinance also included more specific maintenance procedures for structural BMPs.</p> <p>Met Goal - The city continued to implement procedures and methods to ensure the long-term maintenance of city structural BMPs.</p> <p>Met Goal – Completed but will continue to be updated.</p> <p>Met Goal – A maintenance plan is noted on the Plat about the maintenance responsibilities.</p> <p>Completed – by September 2017.</p> <p>On Track – Inspections will be started again in 2019.</p>

4.3	Site Plan Review	<p>1. Site plan review of 100% new development/ redevelopment projects.</p> <p>2. SOP for Construction Site Plan review.</p>	<p>Met Goal – Site plan review was performed on 100% of new and redeveloped projects.</p> <p>Completed December 12, 2015.</p>
4.4	Green Space Preservation	<p>1. Implementation of green space preservation policies in 100% new projects.</p>	<p>Met Goal - The green space preservation policies applied to 100% of new projects in this reporting term.</p>
4.5	Tree Preservation Ordinance	<p>1. Implementation of Tree Preservation Ordinance in 100% new projects.</p>	<p>Met Goal - The Tree Preservation Ordinance continued to be implemented in this reporting period.</p>
4.6	Inspection of Structural BMPs during Construction	<p>See section 3.3, <i>Construction Site Inspection</i>.</p>	<p>Met Goal - See Section 3.3 Construction Site Inspection.</p>
4.7	Limited Mowing Height	<p>1. All park areas will be mowed at a frequency to ensure a minimum height of 2.5 inches of ground coverage.</p>	<p>Met Goal - Mowers were set for a minimum height of 2.5 inches.</p>
5.1	Parks and Open Space Maintenance	<p>1. Mowing crews pick up trash during maintenance of public green areas (approximately 200 days per year). Use mulching mowers. Leaf blowers used to blow clippings back onto grass.</p>	<p>Met Goal – Mowing crews picked up trash at least 200 days per year; In addition to the normal trash pick up the crews completed 1 larger clean-ups in 1 creek location and collected 11 bags of trash; Used mulching mowers; leaf blowers were used to blow clippings back onto the grass. The net at Josey Ranch collected 60 pounds of paper and plastic items in this reporting period.</p>
		<p>2. Buffer zones and no mow zones.</p>	<p>Met Goal – The city currently has 16 buffer and no mow zones to help with erosion and pollutant removal.</p>
		<p>3. Continue to implement native species landscaping and mowing restrictions where applicable.</p>	<p>Met Goal – Parks purchased a wildflower mix in the previous reporting period. Mowing height restrictions continued at 2.5 inches.</p>
		<p>4. Develop schedules for chemical application on public spaces.</p>	<p>Completed in October 2014.</p>
		<p>5. Develop a list of pollutants of concern from mowing, chemical application, and planting vegetation.</p>	<p>Completed March 2017.</p>
		<p>6. Continue to implement the Integrated Pest Management Plan.</p>	<p>Met Goal – Integrated Pest Management Plan continued to be implemented for Animal Services and Parks and Recreation.</p>
		<p>7. Proper disposal method for unused pesticides, herbicides, and fertilizers.</p>	<p>Met Goal – A disposal method was added to the chemical application SOP.</p>
		<p>8. Maintain Licensed Pesticide Applicators and Licensed Irrigators.</p>	<p>Met Goal – The city had 13 Licensed Pesticide Applicators (Parks 7, Animal Services 2, Development Services 1, ICGC 3) and 4 Licensed Irrigators and 1 Technician (Parks 3 LI's & 1 Tech, Development Services 1).</p>

5.2	Road and Bridge Maintenance	<p>1. Major arterials swept once a month, including the selected municipal parking lots.</p> <p>2. Develop a procedure for street sweeping waste material disposal.</p> <p>3. Collect approximately 9000 trash and debris items from roadways and ditches.</p> <p>4. Review and update erosion and pollution prevention guidelines for road and bridge repair operations.</p> <p>5. Develop list of pollutants of concern from road and bridge maintenance.</p>	<p>Met Goal – 710.58 curb miles were swept in this reporting year and included major arterials and selected municipal parking lots. In this permit term, a total of 14,495.21 curb miles were swept.</p> <p>Completed – November 2, 2016. The contractor submitted a procedure for disposing of street sweeping waste material.</p> <p>On Track – 1,294 pieces of trash were collected in this reporting period. In this permit term, a total of 91,057 pieces of trash were collected.</p> <p>Completed May 24, 2016.</p> <p>Completed March 1, 2017</p>
5.3	Fleet Maintenance	<p>1. Weekly inspection/cleaning of maintenance and fueling facilities. Continue to implement spill response and pollution prevention plans (SPCC) at each fueling facility.</p> <p>2. Develop an SOP for each of the three maintenance facilities.</p> <p>3. All vehicles and equipment washed in a bays or commercial vehicle wash.</p> <p>4. Develop SOP for vehicle and equipment washing.</p> <p>5. Sand traps are services as required by city ordinance. All wash bays are under a cover. Continue spill response and pollution prevention plans. Spill kits and signs deployed at all fueling stations. Continue plan to address leaks from vehicles during normal use by a city employee.</p> <p>6. Parts and materials stored under cover. Continue recycling program for materials.</p> <p>7. Continue to implement plan to address leaks from vehicles during daily use by an employee.</p> <p>8. Maintain SWPPP/Annual Inspection of the Central Service Center maintenance yard.</p> <p>9. Quarterly inspections of the ICGC.</p>	<p>Met Goal – Inspections at maintenance and fueling facilities continued.</p> <p>Completed – in March 2017 and April 2017.</p> <p>Met Goal – City vehicles and equipment were washed at the wash bays or a contracted commercial facility.</p> <p>Completed by December 12, 2014 and was posted at the Central Service Center wash bay.</p> <p>Met Goal – Traps were serviced as required, wash bays are under cover, spill response and pollution prevention plans were continued, spill kits and signs were maintained, the plan to address leaks from vehicles during normal use by a city employee continued.</p> <p>Met Goal – Fleet stores all materials under cover or inside the building except repaired vehicles and vehicles to be repaired. Recycling continued for used oil, antifreeze, oil filters, used tires, batteries, cardboard, spent solvent, and scrap metal.</p> <p>Met Goal – Forms continued to be signed by all employees during New Employee Orientation (NEO).</p> <p>Completed – May 23, 2018</p> <p>Met Goal – Inspections were performed quarterly.</p>

5.4 Municipal Buildings and Parking Lots Maintenance	<ol style="list-style-type: none"> 1. Continue to develop and implement a spill response and pollution prevention plan for building and parking lot maintenance (SPCC). Continue research in waste reduction/ recycling options. 2. Continue inspections of Municipal Buildings and parking lots, including the Public Works yard. 3. Evaluate spill response and pollution prevention plan, adjust plan as necessary. 4. Develop a list of pollutants of concern from municipal buildings and parking lot maintenance. 	<p>Met Goal – SPCC and the pollution prevention plan continued to be implemented. Waste reduction and recycling options continued for office materials.</p> <p>Met Goal – Municipal buildings, parking lots and the public works yard were inspected.</p> <p>Completed – The SPCC was updated in December 2017.</p> <p>Completed – November 6, 2017.</p>
5.5 Storm Sewer System Maintenance	<ol style="list-style-type: none"> 1. Maintain the plan for storm water system maintenance. 2. Maintain the current schedule for maintenance operations. Revise as necessary. 3. Continue current procedures to address complaints and other problems. Revise as necessary. 4. Continue to inspect lift stations monthly. 5. Develop a list of potential problem areas for increased inspections. 	<p>On Track – The SOP was continued. All channels were inspected in 2018 and included on the previous annual report. They will be inspected again in 2019. In this reporting period 17.7% of the inlets were inspected.</p> <p>Met Goal – Channels and inlets are inspected and cleaned or repaired as needed based on the inspections throughout the year.</p> <p>Met Goal - Complaints are addressed as needed.</p> <p>Exceeded Goal – storm lift stations were inspected weekly – 22 inspections between the 2 lift stations in this reporting period. In this permit term, a total of 544 inspections were performed.</p> <p>Completed – List was developed on November 8, 2017</p>
5.6 Waste Reduction of Information Technology and Communications Operations	<ol style="list-style-type: none"> 1. Continue recycling of all batteries, cables, aluminum scrap, computer parts, and printer cartridges from IT operations. 2. Continue feasible procedures to collect and recycle batteries from deployed equipment. 	<p>Met Goal – The city did not send anything to be recycled in this reporting period. In this permit term, a total of 12,844 pounds were recycled.</p> <p>Met Goal - Procedures are in place and continue to be implemented to collect and recycle batteries from deployed equipment including cell phones, two way radios, and uninterruptible power supply. Batteries were brought to Xerox, where they determined if the batteries were still useful or not, then the batteries were placed in a plastic bag and box provided by the recycling company.</p> <p>Met Goal – Except at the new fire station which will be pumped every 6 months and the Senior Center which is pumped as</p>
	<ol style="list-style-type: none"> 1. Continue current pumping frequency. 	

5.7 Grease, Sand and Grit Trap Maintenance		needed since it is not used for commercial purposes but is being changed to every 6 months. Met Goal – Except at the Senior Center which was pumped as needed but is being changed to every 6 months.
5.8 Sand Storage Locations	<ol style="list-style-type: none"> 2. Evaluate pumping frequency according to City Ordinance and change as necessary. 1. Limit sand, salt, and liquid deicer application to minimum amount necessary to ensure safe driving and walking conditions. 2. Maintain SDS on site for salt and liquid deicer. 3. Implement appropriate controls for sand, salt, and liquid deicer storage. 4. Identify pollutants of concern from the three materials used. 5. Develop written Pollution Prevention Measures to reduce the discharge of pollutants from this BMP. 6. Inspect controls for sand, salt, and deicer storage. 7. Implementation Complete. 	<p>Met Goal – Public Works used the following amounts: Liquid deicer – used 300 gallons. Facilities did not apply deicer materials during this reporting period.</p> <p>Met Goal – SDSs are maintained on site.</p> <p>Met Goal – Controls are in place for sand, salt, and liquid deicer.</p> <p>Completed May 23, 2016.</p> <p>Completed – included in the SOP for the Public Works yard.</p> <p>Met Goal – Sand, salt, and liquid deicer controls were inspected during the annual facility inspections and weekly inspections.</p> <p>Met Goal – implementation complete.</p> <p>Completed by December 12, 2015 but will be updated as needed.</p> <p>Completed by December 12, 2015.</p> <p>Completed by December 12, 2016.</p> <p>Completed by December 12, 2016.</p> <p>Completed in 2017.</p> <p>On Track – The eight high priority facilities were inspected and reported during the previous reporting period. The next annual inspections will be done in 2019.</p> <p>Completed – last updated September 2017.</p> <p>Met Goal – Maintenance of detention/retention ponds and swales are done by Parks or a contractor; maintenance and inspections of channels is done by Public Works, and maintenance of permeable pavement is done by an outside</p>
5.9 City Owned Facilities	<ol style="list-style-type: none"> 1. Inventory of city owned facilities. 2. Map of city owned facilities & other stormwater controls. 3. Assessment of city owned facilities. 4. Identification of high priority facilities. 5. Development of facility specific SOPs for high priority facilities. 6. Inspection of city facilities. 	
5.10 Structural Control Maintenance and Waste Disposal	<ol style="list-style-type: none"> 1. Review, update, and log data of the inventory of structural controls. 2. Continue inspection of structural controls and implement maintenance plan. 	

			contractor as needed. Inspections were done in the previous reporting period and will resume in 2019.
5.11	New construction and Land Disturbance	<ol style="list-style-type: none"> 1. Comply with TPDES construction storm water permit requirements for projects in which the city meets the definition of operator. 2. Require contractors of municipally owned construction projects to comply with TPDES construction storm water permit requirements. 	<p>Met Goal – The city complied with TPDES construction permit requirements for those projects that were applicable.</p> <p>Met Goal - Contractors were required to comply with the TPDES construction permit requirements.</p>
5.12	Contractor Oversight Procedures	<ol style="list-style-type: none"> 1. Develop a list of contractors. 2. Contractually require contractors to comply with stormwater control measures, good housekeeping practices and facility-specific SOPs. 3. Develop Oversight Procedures. 4. Implementation Complete. 	<p>Completed by December 12, 2015.</p> <p>Completed by December 12, 2015.</p>
5.13	Fire Fighting Training Activities	<ol style="list-style-type: none"> 1. Continue implementing BMPs during training activities. 	<p>Completed by December 12, 2018</p> <p>Completed by December 12, 2018</p> <p>Met Goal – Fire continues to implement BMPs during training activities.</p>
5.14	Employee Storm Water Pollution Prevention Training Program	<ol style="list-style-type: none"> 1. Participate in the NCTCOG regional program to identify pollution prevention training materials and/or develop new materials as needed. 2. Continue training all employees in departments responsible for operations or maintenance functions. Document training. 	<p>Met Goal – Staff attended the NCTCOG Pollution Prevention Task Force Meetings and participated in developing training materials.</p> <p>Completed in October 2018.</p>
6.1	Inspection of Industrial Facilities	<ol style="list-style-type: none"> 1. Annually inspect 100 industrial facilities. 2. Identify industries needing to apply for a TPDES/NPDES permit and require proof of permit coverage within 6 months of identification. Survey to be done every 3 years. 3. Implementation complete. 	<p>On Track – Inspected 15 industries (0 regulated and 15 from waste surveys). In this permit term, 770 industries have been inspected.</p> <p>Met Goal – Industries have been identified and required to obtain coverage under the MSGP during inspections. The waste survey is done every 3 years.</p>
6.2	Inventory/ Inspection of	<ol style="list-style-type: none"> 1. Maintain an inventory of commercial facilities with grease/grit traps. 	<p>Met Goal.</p> <p>Met Goal – An inventory of grease/grit traps has been maintained.</p>

Commercial Facilities	2. Conduct one inspection per year for all food establishments.	On Track – 330 food establishments were inspected in this reporting period. In this permit term, more than 6,261 inspections were performed.
	3. Conduct at least 25 commercial inspections per year.	On Track – Inspected 8 commercial facilities in this reporting period. In this permit term, 741 inspections were performed.
	4. Inspect all active grease/grit traps in database once per year.	On Track – Four of the 583 grease/grit traps have been inspected during this reporting period. In this permit term, 2,698 inspections were performed
	5. Implementation complete.	Met Goal.

C. Stormwater Data Summary

Provide a summary of all information used including any lab results to assess the success of the SWMP at reducing the discharge of pollutants to the MEP.
There was no surface water monitoring or dry weather screening during this reporting period but it will be performed in 2019. In this short reporting period, the city responded to 98 spills and illicit discharges, 1 illegal dumping case, and 5 complaints about pet waste. Parks continued to remove trash from greenbelts and waterways at least 200 days each year and Public Works removed 962 pieces of trash from the roadways and ditches. The city swept 710.58 curb miles which included the major arterials and selected city parking lots. The city inspected 17.7% of the storm drain inlets. We conducted stormwater inspections at 330 food establishments, 8 commercial facilities, and 15 industries. Four (4) of the active grease traps were inspected.

D. Impaired Water Bodies

1. Does the MS4 discharge to an impaired water body on the Texas 303(d) List? Yes
2. Does the MS4 discharge to a water body on the Index of All Impaired Waters? Yes

E. Stormwater Activities Next Reporting Year

Describe any activities planned for the next permit year/reporting cycle.

This is the final report for this permit term. The city will review and revise the activities that are recurring based on the new permit requirements. New activities for the next permit term will be based on those described in the new permit.

F. SWMP Modifications and Additional Information

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

G. Additional BMPs for TMDLs and I-Plans

1. 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.

Additional BMPs are not necessary at this time since we do not have a TMDL or implementation plan.

H. Additional Information:

- 1. Is the permittee relying on another entity/ies to satisfy some of its permit obligations? No
- 2a. Is the permittee part of a group sharing a SWMP with other entities? No
- 2b. Is this a system-wide annual report including information for all permittees? N/A

I. Construction Activities

- 1. Provide the number of construction activities (other than those where the permittee was the operator) that occurred within the regulated area as indicated via notices of intent or construction site notices in this report period.

No. of non-municipal construction activities: 5

No. of municipal construction activities greater than or equal to 1 acre: 1

- 2. Does the permittee utilize the optional 7th MCM related to Construction? No

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.

I further certify that I am authorized under 30 Texas Administrative Code 305.44 to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Name (printed): Erin Rinehart Title: City Manager, City of Carrollton

Signature:  Date: 1/25/19

