

## Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

### A. General Information

Authorization Number: TXR040453

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

Annual Reporting Year Option Selected by MS4:

Calendar Year: 2021

Permit Year: 3

Fiscal Year: Oct-Sep Last day of fiscal year: (9/30)

Reporting period beginning date: (month/date/year) January 1, 2021

Reporting period end date: (month/date/year) December 31, 2021

MS4 Operator Level: 1 Name of MS4: City of Bee Cave

Contact Name: Kevin Sawtelle, P.E.

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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 to: TCEQ Region 11 (Austin)

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

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

	<b>Yes</b>	<b>No</b>	<b>Explain</b>
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		The City has met goals for permit year 3 of the 2019-2024 permit term. This permit renewal has not been formally approved by TCEQ.
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.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		The City did perform a review of SWMP in 2021

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

<b>MCM(s)</b>	<b>BMP</b>	<b>Pending - The most recent SWMP addressing the Phase II Small MS4 General Permit effective on January 24, 2019 remains in the TCEQ review process</b>
1	1. Distribute Educational Material	<p>Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement. The City has identified a target audience and summarized a 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 &amp; Development Department front desk window. The City made available stormwater related brochures for attendees of various City Council and other Boards meetings. We also include appropriate educational materials at the time of site, building, and septic permit issuance. 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. Furthermore, The City is utilizing digital tools for public education and awareness. On our digital message board, we have been displaying 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.</p>

<b>MCM(s)</b>	<b>BMP</b>	<b>Pending - The most recent SWMP addressing the Phase II Small MS4 General Permit effective on January 24, 2019 remains in the TCEQ review process</b>
1, 2, 3	2. Stormwater Reporting by Public	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 a 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 reviewed general needs for reporting line improvement, and areas requiring additional educational or enforcement effort to protect stormwater quality.
1	3. Public Involvement Opportunities	Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement. Administratively identified and summarized a plan of action. Typically, the City assists in promoting the Lake Travis Regional Re-use and Recycling Center (LTRRRC) annual household products/hazardous waste collection events, however due to COVID-19 the LTRRRC did not hold any collection events in 2021. Additionally, the City numerous creek clean-up days in 2021.
2, 5	4. Storm Sewer System Map and Facility Inventory	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.

<b>MCM(s)</b>	<b>BMP</b>	<b>Pending - The most recent SWMP addressing the Phase II Small MS4 General Permit effective on January 24, 2019 remains in the TCEQ review process</b>
2	5. IDDE Response, Investigation, Inspections	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.
3, 4	6. Plan Review	Yes - Administratively approved by TCEQ and appropriate for Post-Construction Stormwater Management. Site or subdivision development plans 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 a maintenance plan for water quality controls and integrated pest management plan, concurrently, which is required to be recorded with Travis County public records prior to site construction closeout. The review ensures general conformance with stormwater regulations during and after construction. Additionally, the review confirms development will have appropriate water quality control to meet the high level (95% TSS, TP, O&G) of pollutant removal requirements established by the City.
2, 3	7. 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 sites on a routine basis. Staff also visits sites with issues frequently.

<b>MCM(s)</b>	<b>BMP</b>	<b>Pending - The most recent SWMP addressing the Phase II Small MS4 General Permit effective on January 24, 2019 remains in the TCEQ review process</b>
4	8. Structural Control Maintenance, Inspection, and Enforcement	<p>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 performed visual inspection of 77 facilities in 2021. No formal 'Notices of Violation' were issued. 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.</p>
5	9. Maintenance Contractor Oversight	<p>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 documents actions taken to oversee contractor activities, as well as any enforcement action towards contractors.</p>

<b>MCM(s)</b>	<b>BMP</b>	<b>Pending - The most recent SWMP addressing the Phase II Small MS4 General Permit effective on January 24, 2019 remains in the TCEQ review process</b>
5	10. Municipal Operations and Maintenance Activity	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.
5	11. Municipal Operations Inspection Program and Procedures	Yes - Administratively approved by TCEQ and appropriate for pollution prevention and good housekeeping. The City has begun to identify procedures for regular maintenance activities. Appropriate pollution prevention and housekeeping measures have been implemented. Currently, no City facilities are regulated by TXR050000 for industrial stormwater discharge.
5	12. 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.
2, 3, 5	13. Staff 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. Additionally, engineering staff regularly attends water quality/engineering seminars/webinars to stay up to date with trends in the industry.

<b>MCM(s)</b>	<b>BMP</b>	<b>Pending - The most recent SWMP addressing the Phase II Small MS4 General Permit effective on January 24, 2019 remains in the TCEQ review process</b>
2, 3, 4	14. Stormwater Quality Ordinances	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.

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

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
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1	1. Distribute Educational Material	Window/Lobby MS4 Handouts  Materials Distributed at Events	47  3  3  3	Brochures  Stormwater Topics  Distribution Methods  Target Audiences	<p>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.</p> <p>Stormwater Topics covered: Common types of pollutants with examples, Pollution prevention methods any citizen can perform, How illicit discharge is defined</p> <p>Distribution Methods covered: Brochure, PowerPoint slides displayed in City Hall, Flyers</p> <p>Target Audiences: City Hall Employees and Council Members, High School Students, Retail Shoppers in the Galleria</p>
1, 2, 3	2. Stormwater Reporting by Public	City website and additional communication platforms	0	Call logs/emails	<p>Yes. The streamlined reporting line and rapid action plan prevented potential pollutants from entering the system and water bodies. The City received no emails or calls in 2021</p>
1	3. Public Involvement Opportunities	Creek Clean-ups	7  Local families, city hall workers, local high school students	Events  Target Audiences Reached	<p>Yes. Community creek cleanup days reduced potential runoff of pollutants downstream and allowed for public comment as feedback on the SWMP. 3 target audiences were reached.</p>

2, 5	4. Storm Sewer System Map and Facility Inventory	Outfalls	New: 0 Total: 125	# 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	5. Illicit Discharge and Spill Inspection, Investigation, and Response	IDDE Inspection Logs	1 1	Inspections received Investigations performed	Yes. City staff inspect sites and investigate issues to prevent the discharge of pollutants. The West Travis County Public Utility Agency reported to the City that a wastewater manhole was discharging sewage into Little Barton Creek (estimated 20,000 gallons). This singular spill was reported to TCEQ by the agency.
3, 4	6. Plan Review	Construction Plan Reviews	66 44 13	Project Plans Submitted Project Plans Reviewed (involving E&S Plans/WQ Plans) Final Plan Review Documentation Maintained	Yes. Review of erosion and sedimentation control plans/WQ BMP plans directly contribute to the reduction of pollutants leaving construction sites and achieving final stabilization in all disturbed areas.

2, 3	7. Construction Site Inspection and Enforcement	Construction Site Inspection Logs	62  1041  1041  0*  0*	Identified Priority Construction Sites  Inspections  Copies of Maintained Construction Site Inspection Reports  Sites found with violations  Site violations with follow up	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.  *Inspector ensures contractors maintain erosion controls during each inspection; no failures noted.
4	8. Structural Control Maintenance, Inspection, and Enforcement	Structural Control Inspections	77  2  2*	Structural Water Quality Control Inspections  City-owned priority water quality structural controls  New privately-owned post construction BMPs	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.  *2 new ponds were accepted; 3 ponds under construction during 2021. No violations found requiring enforcement action.

5	9. Maintenance Contractor Oversight	Contractor Oversight Records	118  5	Registered Contractors performed private work in 2021  Stormwater Quality Maintenance Agreements with Private Owners	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.
5	10. Municipal Operations and Maintenance Activity	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. The City has also started to explore options for BIM software's to further catalog public assets. Additionally, City fleet vehicles are washed and serviced at facilities that implement water re-use practices and state-mandated safe disposal practices. The City also provide single stream recycling receptacles at all municipal buildings.

5	11. Municipal Operations Inspection Program and Procedures	Weekly Inspections	52	Inspections	Yes. City staff inspects city owned parks/trails on a weekly basis to ensure that local areas of erosion are not present. Zero standard checklists were created during year 3. A standard inspection checklist was created prior to year 3. City staff general checks 27 pollution prevention measures for each inspection.
5	12. Disposal of Collected Waste	Disposal Records	Approx. 2,000	Lbs.	Yes. City has properly disposed of all collected waste via its service provider which ensures reduction of pollutants.
2, 3, 5	13. Staff Training	Seminars/Classes	3	Courses	Yes. City staff attended several webinars and lunch & learns to gain knowledge regarding current water quality industry trends, source identification, procedures of resolution, etc., which are essential to reduce non-point source pollutants and improve stormwater quality every year.
2, 3, 4	14. Stormwater Quality Ordinances	City Code of Ordinance	27	Prohibited Discharges	Yes. Existing ordinance specifies NPDES/TPDES permits and appropriate prohibitions, ensuring reduction of illicit discharges.

Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
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<p>MCM 1</p> <p>BMP 1. Distribute Educational Material</p>	<p>A. Distribute educational material about stormwater pollution prevention and the hazards associated with illegal discharges and improper disposal of waste by <u>December of each year.</u></p> <p>i. Develop and distribute educational material for <u>at least 3 stormwater pollution prevention topics.</u></p> <p>ii. <u>Utilize at least 3 methods of distribution.</u></p> <p><u>Reach at least 3 target audiences.</u></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 audiences, distributed materials, methods, and procedures for distribution. City also documented updates to the program.</p>
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<p>MCMs 1/2/3</p> <p>BMP 2. Stormwater Reporting by Public</p>	<p>Facilitate public reporting of stormwater quality concerns and illicit discharges.</p> <ul style="list-style-type: none"> <li>i. Maintain at least 1 mechanism for the public to submit stormwater quality reports.</li> <li>ii. Ensure the stormwater reporting mechanism is publicly accessible at least 95% of the time.</li> <li>iii. Respond to stormwater quality reports within 2 business days; if the public report concerns an immediate threat to human health or the environment, respond within 24 hours of notification.</li> </ul>	<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. The City documents all calls and incidents. Zero (0) calls were received during 2021.</p>
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<p>MCM 1</p> <p>BMP 3. Public Involvement Opportunities</p>	<p>A. Facilitate public involvement and education for stormwater pollution prevention activities by December of each year.</p> <p>i. Provide at least 4 public involvement opportunities for stormwater pollution prevention.</p> <p>ii. Engage at least 2 target audiences.</p> <p>B. Consider and facilitate public input in the implementation of the program.</p> <p>i. Provide one opportunity for public to provide feedback on the SWMP during the public comment period.</p>	<p>Met Goal – The City is part of the Lake Travis Regional Re-use and Recycling Center (LTRRRRC). The center receives household products and hazardous waste on scheduled events. Typically two (2) such scheduled collection event take place yearly, however due to COVID-19 no such events were scheduled in 2021. Additionally, the City hosted creek cleanup volunteer events. Seven (7) such events took place in 2021.</p>
<p>MCM 2, 5</p> <p>BMP 4. Storm Sewer System Map and Facility Inventory</p>	<p>A. Update the map of the City’s MS4 system to include <u>100%</u> of known stormwater outfalls discharging to Waters of the U.S. <u>by December.</u></p> <p>B. Update the facility inventory to include <u>100%</u> of known City-owned facilities and structural controls <u>by December.</u></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 style="text-align: center;">MCM 2</p> <p>BMP 5. Illicit Discharge and Spill Inspection, Investigation, and Response</p>	<p>A. Continue a program to inspect, investigate, and respond to notifications of spills, illicit discharges, and illegal dumping to the MS4 system and eliminate identified sources of illicit discharge.</p> <p style="padding-left: 20px;">i. Respond to <u>100%</u> of notifications of spills, illicit discharges, and illegal dumping to the MS4 system with inspections <u>within 2 business days</u> of receiving a notification; if the notification concerns an immediate threat to human health or the environment, respond <u>within 24 hours</u> of notification.</p> <p style="padding-left: 20px;">ii. Notify TCEQ of <u>100%</u> of spills and illicit discharges that are believed to be an immediate threat to human health or the environment</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 2021, City received one (1) report of an illicit discharge into Little Barton Creek by the West Travis County PUA which were addressed and a report filed by the PUA with TCEQ.</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>
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	<p><u>immediately</u> following identification.</p>	
<p>MCM 3, 4  BMP 6. Plan Review</p>	<p>A. Conduct engineering and construction plan reviews of site development and redevelopment projects to the standards set forth in City ordinances and design criteria to evaluate potential water quality impacts during construction and post-construction.</p> <p>i. Review 100% of plans submitted to the City prior to final acceptance of plans.</p> <p>ii. Maintain one copy of final plan review documentation for 100% of approved construction plans.</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 &amp; 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 near 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>

<p>MCM 2, 3</p> <p>BMP 7. Construction Site Inspection and Enforcement</p>	<p>A. Conduct inspections of priority construction sites (e.g. site size, contractor performance history, sensitivity of receiving waters) within the MS4 according to City procedures and ordinances.</p> <p>i. Conduct at least one site inspection of 100% of identified active priority construction sites, including evaluation of coverage under the Construction General Permit (TXR0150000).</p> <p>ii. Maintain one copy of each completed construction site inspection report.</p> <p>B. Enforce correction for violations of City ordinance provisions governing construction site operations and TPDES Construction General Permit TXR150000.</p> <p>i. Conduct follow-up action (i.e. inspection or enforcement) for 100% of sites with observed violations within 10 business days.</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 1725 visits in 2021. City also documented reason(s) for non-compliance and follow-up inspections.</p>
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<p>MCM 4</p> <p>BMP 8. Structural Control Maintenance, Inspection, and Enforcement</p>	<p>A. Continue inspections of City-owned priority water quality structural controls according to written procedures.</p> <p>Inspect <u>100%</u> of City-owned priority water quality structural controls <u>by the end of the permit term.</u></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>
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<p style="text-align: center;">MCM 5</p> <p>BMP 9. Maintenance Contractor Oversight</p>	<p>A. Utilize standard contract language requiring compliance with City stormwater pollution prevention measures, good housekeeping practices, and facility specific stormwater management operating procedures on 100% of new or renewed service agreements with contractors hired to perform City maintenance activities with the potential to impact stormwater quality.</p> <p>B. Investigate stormwater quality reports concerning contracted maintenance activities within 2 business days of receipt of report.</p> <p style="padding-left: 40px;">i. Maintain one copy of inspection documentation notes and follow-up actions, as necessary.</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>
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<p>MCM 5</p> <p>BMP 10. Municipal Operations and Maintenance Activity</p>	<p>A. Continue to perform existing operations and maintenance activities according to established procedures to reduce the discharge of pollutants from the activities.</p> <p>B. Implement a set of pollution prevention measures for any newly identified operations and maintenance activities with potential to impact stormwater quality performed by the City <u>within 12 months</u> of identification of the activity.</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>MCM 5</p> <p>BMP 11. Municipal Operations Inspection Program and Procedures</p>	<p>1. Develop written procedures for visual inspection of pollution prevention measures at City-owned facilities <u>by December</u>.</p> <p>i. Create <u>one standard inspection checklist</u>.</p> <p>ii. Create <u>one list of pollution prevention measures</u> to be inspected.</p>	<p>Met Goal – The City implemented a new task management/asset management system to assist with efficient municipal operations. With the assistance of the Productive Parks management software the City documents date and location of assessments and inspections completed.</p>

<p>MCM 5</p> <p>BMP 12. Disposal of Collected Waste</p>	<p>A. Dispose of waste material in accordance with Title 30 of Texas Administrative Code Chapters 330 or 335, as applicable.</p> <p>i. Maintain one copy of associated waste disposal documentation (e.g. waste manifests, contractor invoices, etc.) and estimate the amount of waste material disposed of by December of each year.</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>
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<p>MCM 5</p> <p>BMP 13. Staff Training</p>	<p>A. Conduct training for staff with responsibilities relating to activities with potential impacts to stormwater quality.</p> <p>i. Provide general awareness-level training for pollution prevention and good housekeeping to staff at least once annually.</p> <p>ii. Provide job-specific stormwater quality and pollution prevention training to 100% of staff responsible for performing those activities in advance of conducting unsupervised responsibilities.</p> <p>iii. Provide job-specific stormwater quality and pollution prevention training to 100% of staff responsible for performing those activities within 12 months of date of hire or transfer to new role.</p> <p>iv. Maintain one copy of training documentation onsite or in SWMP by December of each year.</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>
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<p>MCM 2, 3, 5</p> <p>BMP 14. Stormwater Quality Ordinances</p>	<p>A. Update or adopt municipal ordinances as deemed necessary through the ordinance evaluation to comply with illicit discharge prohibition, construction site stormwater runoff control, and post-construction permit requirements <u>by December</u>.</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>
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### C. Stormwater Data Summary

Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct visual inspections, clean the inlets, look for illicit discharge, clean streets, look for flow during dry weather, etc.?

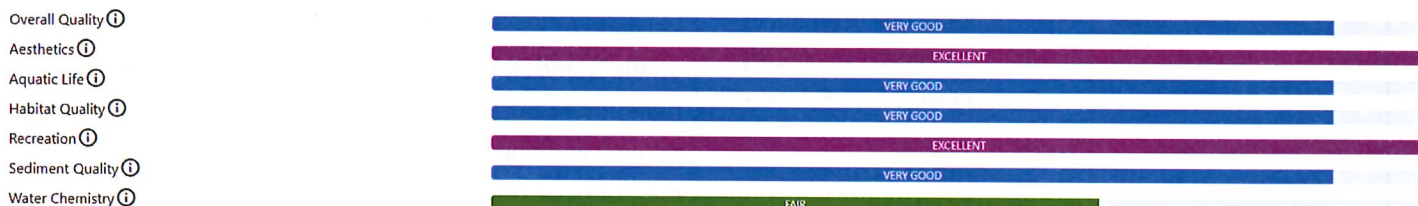
#### Summary

Approximately 78% of the full-purpose city limits/extraterritorial jurisdiction of Bee Cave sits within the Barton Creek/Little Barton Creek Watershed. The vast majority of development in the City drains to the Little Barton Creek Watershed. The City of Austin regularly takes water quality sampling data and assesses the quality of watersheds throughout the City on a quadrennial basis. Their analyses assess a variety of

parameters to generate an overall Watershed Quality Score. Little Barton Creek received an overall watershed quality score of Very Good in 2020 (see below image). More than 245 measured parameters at three separate sampling locations (within the watershed) were utilized to assess the watershed quality. Should TCEQ require back-up of the data utilized in the analyses, the City of Bee Cave can provide it.

Little Barton Creek

Reach Integrity Scores - EII Phase 2 2020 ⓘ



The City of Bee Cave regularly inspects active construction sites to ensure that erosion and sedimentation controls and ensure that E&S controls are properly being maintained.

**D. Impaired Waterbodies**

1. Identify whether an impaired water within the permitted area was added to the latest EPA-approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.

**N/A**

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

**N/A**

3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.

**N/A**

4. Report the benchmark identified by the MS4 and assessment activities:

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

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

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

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

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

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

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

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

- increase in illegal discharge detection through dry screening.

Benchmark Indicator	Description/Comments
N/A	N/A

## E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	BMP 1	Distribute Educational Material	B. Distribute educational material about stormwater pollution prevention and the hazards associated with illegal discharges and improper disposal of waste by <u>December of each year.</u> <ol style="list-style-type: none"> <li>i. Develop and distribute educational material for <u>at least 3 stormwater pollution prevention topics.</u></li> <li>ii. <u>Utilize at least 3 methods of distribution.</u></li> <li>iii. <u>Reach at least 3 target audiences.</u></li> </ol>

2	BMP 2	Stormwater Reporting by Public	<p>A. Facilitate public reporting of stormwater quality concerns and illicit discharges.</p> <ul style="list-style-type: none"> <li>i. Maintain <u>at least 1 mechanism</u> for the public to submit stormwater quality reports. Document reporting mechanism by <u>December of each year.</u></li> <li>ii. Ensure the stormwater reporting mechanism is publicly accessible <u>at least 95%</u> of the time. Document stormwater reporting accessibility percentage by <u>December of each year.</u></li> <li>iii. Respond to stormwater quality reports <u>within 2 business days</u>; if the public report concerns an immediate threat to human health or the environment, respond <u>within 24 hours</u> of notification. Document stormwater quality reports received by <u>December of each year.</u></li> </ul>
3	BMP 3	Public Involvement Opportunities	<p>A. Facilitate public involvement and education for stormwater pollution prevention activities by <u>December of each year.</u></p> <ul style="list-style-type: none"> <li>i. Provide <u>at least 4 public involvement opportunities</u> for stormwater pollution prevention.</li> <li>ii. Engage <u>at least 2 target audiences.</u></li> </ul> <p>B. Consider and facilitate public input in the implementation of the program.</p> <ul style="list-style-type: none"> <li>i. Provide <u>one opportunity</u> for public to provide feedback on the SWMP during the public comment period.</li> </ul>

4	BMP 4	Storm Sewer System Map and Facility Inventory	<p>A. Map <u>100%</u> of the City's new stormwater outfalls discharging to Waters of the U.S. <u>within 12 months</u> of identification or notification of installation.</p> <p>B. Review MS4 map and update inventory of facilities and structural controls <u>by December of each year</u>.</p>
5	BMP 5	Illicit Discharge and Spill Inspection, Investigation, and Response	<p>A. Continue a program to inspect, investigate, and respond to notifications of spills, illicit discharges, and illegal dumping to the MS4 system and eliminate identified sources of illicit discharge.</p> <p>i. Respond to <u>100%</u> of notifications of spills, illicit discharges, and illegal dumping to the MS4 system with inspections <u>within 2 business days</u> of receiving a notification; if the notification concerns an immediate threat to human health or the environment, respond <u>within 24 hours</u> of notification.</p> <p>ii. Notify TCEQ of <u>100%</u> of spills and illicit discharges that are believed to be an immediate threat to human health or the environment <u>immediately</u> following identification.</p>

6	BMP 6	Plan Review	<p>A. Conduct engineering and construction plan reviews of site development and redevelopment projects to the standards set forth in City ordinances and design criteria to evaluate potential water quality impacts during construction and post-construction.</p> <ul style="list-style-type: none"> <li>i. Review <u>100%</u> of plans submitted to the City prior to final acceptance of plans. Document completed reviews by <u>December of each year.</u></li> <li>ii. Maintain <u>one copy</u> of final plan review documentation for <u>100%</u> of approved construction plans by <u>December of each year.</u></li> </ul>
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7	BMP 7	Construction Site Inspection and Enforcement	<p>A. Conduct inspections of priority construction sites (e.g. site size, contractor performance history, sensitivity of receiving waters) within the MS4 according to City procedures and ordinances.</p> <ul style="list-style-type: none"> <li>i. Conduct <u>at least one site inspection of 100%</u> of identified active priority construction sites, including evaluation of coverage under the Construction General Permit (TXR0150000) and document completed inspections by <u>December of each year</u>.</li> <li>ii. Maintain <u>one copy</u> of each completed construction site inspection report by <u>December of each year</u>.</li> </ul> <p>B. Enforce correction for violations of City ordinance provisions governing construction site operations and TPDES Construction General Permit TXR150000.</p> <ul style="list-style-type: none"> <li>i. Conduct follow-up action (i.e. inspection or enforcement) for <u>100%</u> of sites with observed violations <u>within 10 business days</u>.</li> </ul>
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8	BMP 8	Structural Control Maintenance, Inspection, and Enforcement	<p>A. Continue inspections of City-owned priority water quality structural controls according to written procedures.</p> <ul style="list-style-type: none"> <li>i. Inspect <u>100%</u> of City-owned priority water quality structural controls <u>by the end of the permit term.</u></li> </ul> <p>B. Continue and/or implement requirements for deed-recorded maintenance plans for privately-owned structural controls.</p> <ul style="list-style-type: none"> <li>i. Record <u>100% of maintenance agreements</u> for new privately-owned post-construction BMPs prior to final acceptance. Document the maintenance agreement received by <u>December of each year.</u></li> <li>ii. Document enforcement action for post-construction requirements at privately-owned post-construction BMPs <u>by December of each year.</u></li> </ul>
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9	BMP 9	Maintenance Contractor Oversight	<p>A. Utilize standard contract language requiring compliance with City stormwater pollution prevention measures, good housekeeping practices, and facility specific stormwater management operating procedures on <u>100%</u> of new or renewed service agreements with contractors hired to perform City maintenance activities with the potential to impact stormwater quality. Document new and/or renewed service agreements received by <u>December of each year.</u></p> <p>B. Investigate 100% of stormwater quality reports concerning contracted maintenance activities <u>within 2 business days</u> of receipt of report.</p> <p>i. Maintain <u>one copy</u> of inspection documentation notes and follow-up actions, as necessary. Document copies of completed inspections by <u>December of each year.</u></p>
10	BMP 10	Municipal Operations and Maintenance Activity	<p>A. Continue to perform existing operations and maintenance activities according to established procedures to reduce the discharge of pollutants from the activities.</p> <p>B. Implement a set of pollution prevention measures for any newly identified operations and maintenance activities with potential to impact stormwater quality performed by the City <u>within 12 months</u> of identification of the activity.</p>

11	BMP 11	Municipal Operations Inspection Program and Procedures	<p>A. Begin visual inspection of pollution prevention measures at City-owned facilities according to written procedures.</p> <ul style="list-style-type: none"> <li>i. <u>Inspect 100%</u> of pollution prevention measures <u>by December of Year 5.</u></li> <li>ii. <u>Maintain one completed inspection checklist</u> for each facility. Document copies of completed inspection checklists by <u>December of Year 5.</u></li> </ul>
12	BMP 12	Disposal of Collected Waste	<p>A. Dispose of waste material in accordance with Title 30 of Texas Administrative Code Chapters 330 or 335, as applicable.</p> <ul style="list-style-type: none"> <li>i. <u>Maintain one copy</u> of associated waste disposal documentation (e.g. waste manifests, contractor invoices, etc.) and estimate the amount of waste material disposed of by <u>December of each year.</u></li> </ul>

13	BMP 13	Staff Training	<p>A. Conduct training for staff with responsibilities relating to activities with potential impacts to stormwater quality.</p> <ul style="list-style-type: none"> <li>i. Provide general awareness-level training for pollution prevention and good housekeeping to staff <u>at least once annually.</u></li> <li>ii. Provide job-specific stormwater quality and pollution prevention training to <u>100% of staff responsible</u> for performing those activities <u>in advance of conducting unsupervised responsibilities.</u></li> <li>iii. Provide job-specific stormwater quality and pollution prevention training to <u>100% of staff responsible</u> for performing those activities <u>within 12 months of date of hire or transfer to new role.</u></li> <li>iv. Maintain <u>one copy</u> of training documentation onsite or in SWMP by <u>December of each year.</u></li> </ul>
14	BMP 14	Stormwater Quality Ordinances	<p>A. Document any changes to existing City ordinances to comply with illicit discharge prohibition, construction site stormwater runoff control, and post-construction permit requirements in a memo to file <u>by December.</u></p>

## F. SWMP Modifications

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

Yes  No

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

Yes  No

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

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

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

### G. Additional BMPs for TMDLs and I-Plans

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

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

### H. Additional Information

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

Yes  No

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

Name and Explanation: **N/A**

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

Yes  No

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

Yes  No

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

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

### I. Construction Activities

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

\_\_\_\_\_ 29 \_\_\_\_\_

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

Yes  No

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

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

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

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the*

*best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

Name (printed): Kevin Sawtelle Title: City Engineer

Signature:  Date: 6/28/22

Name of MS4: City of Bee Cave

**If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671.**

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.

