

**City of DalwORTHINGTON Gardens**  
**December, 2019**

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**APPENDIX C**  
**ANNUAL REPORT TEMPLATE**

# Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

## A. General Information

Authorization Number: TXR040598

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

Annual Reporting Year Option Selected by MS4:

Calendar Year: 2020

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

Fiscal Year: Oct. 1, 2019 Last day of fiscal year: ( Sept. 30, 2020 )

Reporting period beginning date: (month/date/year) Dec. 31, 2019

Reporting period end date: (month/date/year) Dec. 31, 2020

MS4 Operator Level: 1 Name of MS4: City of Dalworthington Gardens

Contact Name: Lola Hazel Telephone Number: (817) 274-7368

Mailing Address: 2600 Roosevelt Drive

E-mail Address: lhazel@cityofdwwg.net

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

Region the annual report was submitted to: TCEQ Region Fort Worth (4)

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

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

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		In compliance
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		In compliance

Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		In compliance
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		In compliance

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

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
	SEE ATTACHED SHEETS.	

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No, and explain.)
1 - Public Education, Outreach and Involvement	1.1 - City Composting Program	Yes; Composting program is posted on the City's website and in the City's newsletter. Curbside pick-up of Christmas trees is also posted on the City's website and newsletter.
1 - Public Education, Outreach and Involvement	1.2 - Construction Site Waste Management Guideline	Yes; Continuing construction site erosion control education guidelines to contractors and homebuilders.
1 - Public Education, Outreach and Involvement	1.3 - Fats, Oils, and Grease Education	Yes; Continuing provision of a link to FOG educational material on the City's website and in the City's newsletter.
1 - Public Education, Outreach and Involvement	1.4 - HHW Program	Yes; Continuing educating the public regarding household hazardous wastes through the City's website & newsletter; renewing interlocal agreement w/Fort Worth for use of CRUD Cruiser.
1 - Public Education, Outreach and Involvement	1.5 - Pet Waste Management	Yes; Researching of educational materials to evaluate effectiveness of current ordinance. Continue providing pet waste bag stations at City Park.
1 - Public Education, Outreach and Involvement	1.6 - Recycling Program	Yes; Continue curbside pickup of recycled materials; continue educational material regarding curbside pickup program on the City's website.
1 - Public Education, Outreach and Involvement	1.7 - Spring Clean-up Event	Yes; Provide at least on clean-up event per year, and advertise the event(s) on the City website and newsletter.
1 - Public Education, Outreach and Involvement	1.8 - Storm Drain Inlet Marking	Yes; continue requiring that inlet markers be placed on curb inlets in new developments in the City. Alerts residents of the need to keep grass clippings and other debris from being placed in curb inlets.
1 - Public Education, Outreach and Involvement	1.9 - Stormwater Webpage	Yes; Continuing a stormwater education webpage to be advertised annually in the City newsletter.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No, and explain.)
2 - Illicit Discharge Detection and Elimination	2.1 - Storm Drainage System Map	Yes; Continuing annual update of the storm drainage system map using record drawings from new development projects.
2 - Illicit Discharge Detection and Elimination	2.2 - Education & Training on Illicit Discharges	Yes; updating of City staff & training materials used for illicit discharge detection education; continuing training for City staff.
2 - Illicit Discharge Detection and Elimination	2.3 - Public Reporting and Response Procedures	Yes; updating post for public reporting input on the City's website; documenting reports received and any corrective actions taken.
2 - Illicit Discharge Detection and Elimination	2.4 - Source Investigation & Elimination	Yes; reviewing current City illicit discharge ordinance and prepare necessary changes; update written procedures for response to illicit discharges. Documenting of all reports and responses.
2 - Illicit Discharge Detection and Elimination	2.5 - Detection & Elimination of Illicit Sanitary Sewer Discharges	Yes; Continue performing sanitary sewer line maintenance with rehabs and replacements as budget allows; continue tracking locations of completed projects for future maintenance.
3 - Construction Site Stormwater Runoff Control	3.1 - Erosion and Sediment Control Requirements	Yes; Review of current City erosion & sediment control ordinance if needed; adopting and enforcing the revised ordinance.
3 - Construction Site Stormwater Runoff Control	3.2 - Construction Plan Review Procedures	Yes; Review existing erosion control plan review procedures and administer the review process for all regulated construction projects.
3 - Construction Site Stormwater Runoff Control	3.3 - Construction Site Inspections & Enforcement	Yes; Review of existing inspection procedures for erosion and sediment control and administer those procedures with documentation of inspections and actions taken.
3 - Construction Site Stormwater Runoff Control	3.4 - Construction Stormwater Training	Yes; review current training program to include training schedule, materials, and methods. Continue implementing and tracking the training program for designated employees.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No, and explain.)
3 - Construction Site Stormwater Runoff Control	3.5 - Construction Site Stormwater Education	Yes; continuing provision of site erosion control education guidelines to contractors and homebuilders.
4 - Post Constr. Stormwater Mgm't in New Development & Redevelopment	4.1 - Post-Construction Ordinance	Yes; continue to administer post-construction runoff ordinance and documenting and maintaining enforcement actions.
4 - Post Constr. Stormwater Mgm't in New Development & Redevelopment	4.2 - Long-Term Maintenance of Post-Construction BMPs	Yes; updating requirements for long-term operation and maintenance of structural controls installed on development sites.
4 - Post Constr. Stormwater Mgm't in New Development & Redevelopment	4.3 Landscape Ordinance	Yes; continuing to administer landscape ordinance and documenting and maintaining enforcement actions.
5 - Pollution Prevention & Good House-Keeping for Munic. Oper's.	5.1 - Facility & Stormwater Control Inventory	Yes; update & maintenance of inventory of City-owned & operated facilities and stormwater controls.
5 - Pollution Prevention & Good House-Keeping for Munic. Oper's.	5.2 - Municipal Employee Training Program	Yes; update list of employees that will receive training, the training schedule, and update training materials and methods.
5 - Pollution Prevention & Good House-Keeping for Munic. Oper's.	5.3 - Contractor Requirements and Oversight	Yes; update the list of City-hired contractors subject to these requirements; update contractual requirements to contractor agreements and oversight procedures.
5 - Pollution Prevention & Good House-Keeping for Munic. Oper's.	5.4 - Municipal Operations and Maintenance Activities	Yes; making an assessment of municipal operations that have potential pollutant discharges and update the pollution prevention measures and inspection frequencies.

3 . Describe progress towards reducing the discharge of pollutants to the maximum extent practicable. Summarize any information used (such as visual observation, amount of materials removed or prevented from entering the MS4, or if required monitoring data, etc.) to evaluate reductions in the discharge of pollutants. You may use the table (See Example 2 in instructions):

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No, and explain.)
1	1.1	Website & Newsletter	Website & 1/month	Continual & Monthly	Yes; residents have been very receptive to the program of composting and recycling Christmas trees.
1	1.5	Website & Newsletter	Website & 1/month	Continual & Monthly	Yes; residents have been very receptive to the program and take full advantage of the pet waste bag stations in the City Park.
1	1.6	Website	Website	Continual	Yes; residents have been very receptive to the weekly curbside pickup of recycled materials.
1	1.7	Website & Newsletter	Website & 1/month	Continual & Monthly	Yes; residents have been very proactive in participating in the annual & sometimes semi-annual clean-up event. This keeps the storm drains from collecting debris from yards.
1	1.8	Curb Inlets	All Curb Inlets	Curb Inlets	Yes; residents have been very good about honoring the message on the curb inlets, bagging their grass clippings.
2	2.5	Inspection Data	All Older Sewer Lines	All Older Sewer Lines	Yes; periodic sewer line inspections and related rehab or replacement reduces pollution discharges in soil.

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

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished please explain
1.1	Reach the total no. of residents and businesses with City newsletter & website.	Citizens and businesses are encouraged to read the newsletter and visit the website through the monthly newsletter in order to take advantage of the City's composting program & curbside pickup.
1.2	Contact all contractors & homebuilders at pre-con meetings & at building permit stage.	Checklist for pre-con meetings & notice on building permits highlights the importance of site waste management procedures.
1.3	Provide link to FOG educational material to all residents and businesses.	Not sure if goal is being attained due to lack of reporting from residents and businesses of their adherence to educational materials.
1.4	Reach the total no. of residents and businesses with City newsletter & website.	Not sure if goal is being attained due to lack of reporting from residents and businesses of their adherence to educational materials on website & their usage of Fort Worth's CRUD Cruiser.
1.5	Reach the total no. of residents and businesses with City newsletter & website re: pet waste ord.	Not sure if total goal is being attained due to lack of reporting from residents and businesses of their adherence to educational materials on website, but one evidence of the goal being achieved is the major usage of the pet waste bags in City Park dispensers.
1.6	Reach the total no. of residents and businesses with City newsletter & website.	Citizens and businesses are encouraged to read the newsletter and visit the website through the monthly newsletter in order to take advantage of the City's curbside recycling. A very high percentage of the residents and businesses are utilizing this prog. though total nos. are unknown.
1.7	Reach the total no. of residents and businesses with City newsletter & website.	Citizens and businesses are encouraged to read the newsletter and visit the website through the monthly newsletter to make known the City's Spring cleanup event. This has been well-received by the public though total nos. of participants is unknown.
1.8	Provide inlet markers on all curb inlets within the City to advise citizens to not place grass clippings in curb inlets	Citizens and businesses are encouraged to read the markers on the inlets and adhere to the warning. This has been well-received by the public as there has been little evidence of grass in the inlets upon regular inspections.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished please explain
1.9	Reach the total no. of residents and businesses with City newsletter & website.	Citizens and businesses are encouraged to read the newsletter and visit the website through the monthly newsletter in order to be made aware of the stormwater pollutants. No stats are available.
2.1	Reach the total no. of residents and businesses re: avail. of storm drain. map.	Citizens and businesses are encouraged to access the City website to remind them of the location of stormwater facilities in the City. No statistics are available to know the no. accessing the map.
2.2	An updated list of City staff & training materials used for illicit discharge educ.	Goal is being attained as the list is updated with regularity.
2.3	Reach the total no. of residents and businesses with City newsletter & website.	Citizens and businesses are encouraged to be educated through the newsletter and the website to report any evidence of illicit discharges. There have been no such reports this past year.
2.4	Review of the current illicit discharge ord. and make changes as deemed necessary.	Goal is being attained as the review of the ordinance is ongoing with regularity at least once per year.
2.5	Staff maintains a regular investigation & maintenance of all sewer lines.	Records are kept of each investigation with the results of findings recorded; as budget allows defective sewer lines with illicit discharges are rehabilitated or reconstructed.
3.1	Staff maintains a periodic review of the erosion and sediment control ordinance to comply w/new TCEQ regs.	If reviews reveal the need for amendment to the erosion and sediment control ordinance, this is presented immediately to Council for approval.
3.2	Staff maintains a periodic review of the erosion control plan review proced's to fully comply with new TCEQ regs.	If reviews reveal the need for amendment to the erosion and sediment control plan review procedures, this is then addressed by staff personnel responsible for enforcing these procedures.
3.3	Staff maintains a periodic review of the erosion control site inspect. proced's to fully comply with new TCEQ regs.	If reviews reveal the need for amendment to the erosion and sediment control site inspection procedures, this is then addressed by staff personnel responsible for enforcing these procedures.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished please explain
3.4	Staff maintains a periodic review of the current training program.	If reviews reveal the need for amendment to the training program schedule, materials, and methods, personnel responsible for monitoring the program will make necessary revisions.
3.5	Staff maintains the City's site erosion control education guidelines for contractors and homebuilders.	This goal is always met as the checklist for pre-con meetings, as well as building permit forms, contains all updated erosion control guidelines.
4.1	Staff continues to administer the post-construction runoff ordinance, & modifies it as needed to comply with any new TCEQ regulations.	This goal is always met as the checklist for post-construction inspections contains all runoff ordinance criteria including enforcement actions.
4.2	Staff continues to administer the requirements for the long-term operation & maintenance of structural controls on development sites.	This goal is always met as the checklist for construction inspections contains all long-term operation and maintenance of structural controls on all development sites.
4.3	Staff continues to administer the landscape ordinance requirements for all development projects.	This goal is always met as the checklist for landscape layouts/plan contains all of the City's requirements for landscaping installation and protection.
5.1	Staff continues to update & maintain the inventory of City-owned and operated facilities & stormwater controls.	This goal is always met as the list of this inventory and City-owned facilities is kept in open files by the staff responsible for this maintenance.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished please explain
5.2	Staff maintains a periodic review of the current training program, schedules, personnel to receive training, and materials used.	If reviews reveal the need for amendment to the training program schedule, materials, and methods, personnel responsible for monitoring the program will make necessary revisions. Goal has been met this past year.
5.3	Staff maintains a list of City-hired contractors that are subject to City's stormwater program requirements.	If reviews of the contractor list reveal the need for updating the list and the requirements of each contractor, and their contractual agreements, the staff responsible for this assignment will make revisions as necessary. Goal has been met this past year.
5.4	Staff regularly assesses all municipal operations and/or activities that have the potential for pollutant discharges.	The City staff responsible for this assessment regularly updates the established pollution prevention measures, and inspection frequencies and makes revisions as necessary. Goal has been met this past year.

## 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? (Refer to the MS4 General Permit TXR040000 Part IV Section B.2.(b)).

During construction site inspections, whether being done by Stormwater, Public Works or Building Inspections, inspectors will notify either contacts onsite or via email of issues noted that need attention. The City will shut down job sites for stormwater violations. A dry weather outfall screening program will soon be in process and should be implemented by the end of the 2nd permit year. Currently City personnel performing stormwater inspections are looking for and correcting all illicit discharges found.

## D. Impaired Waterbodies

1. 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 concern: (Refer to MS4 General Permit TXR040000 Part IV Section B.2.(c)).

Not Applicable.

2. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL (Refer to the MS4 General Permit TXR040000; Part II Section D.4.(a)):

Not Applicable.

3. Report the benchmark identified by the MS4 and assessment activities (Refer to the MS4 General Permit TXR040000; Part II Section D.4.(a)(6)):

Benchmark Parameter (Ex: Total Suspended Solids)	Benchmark Value	Description of additional sampling or other assessment activities	Year(s) conducted
		Not Applicable	

4. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark (Refer to the MS4 General Permit TXR040000; Part II Section D.4.(a)(4)):

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark
	Not Applicable	

5. If applicable, report on focused BMPs to address impairment for bacteria (Refer to the MS4 General Permit TXR040000; Part II Section D.4.(a)(5)):

Description of bacteria-focused BMP	Comments/Discussion
Community Education	Improve water quality within the City through public education and outreach of various topics related to stormwater through use of webpage & newsletter.
Storm sewer review and illicit discharge inspections	Improve water quality within the City through storm sewer maintenance and inspection to identify and correct illicit discharges or connections.

6. Assess the progress to determine BMP's effectiveness in achieving the benchmark (Refer to the MS4 General Permit TXR040000; Part II Section D.4.(a)(6)):

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

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

Benchmark Indicator	Description/Comments
	Not Applicable

### E. Stormwater Activities

Describe stormwater activities the MS4 operator plans to undertake during the next reporting year. You may use the table below (Refer to the MS4 General Permit TXR040000; Part IV Section B.2.(d)):

MCM(s)	BMP	Stormwater Activity	Description/Comments
2	2.3	Conduct investigations to determine the source of illicit connetions and illegal dumping activities. Follow procedures to remove source of the illicit discharge, and issue fines as needed.	Develop IDDE SOP's and renew outfall inspection program.

## 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:

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
		Not Applicable

**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.).

Not Applicable

### 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>
	Not Applicable		

### 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: The City of Dalworthington Gardens contracts with the City of

Fort Worth through an interlocal agreement to share in the use of Fort Worth's CRUD

Cruiser for use in Dalworthington Gardens' HHW Program.

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

Yes  No

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

Yes  No

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

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

### I. Construction Activities

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

66

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

Yes  No

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

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

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

## J. Certification

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

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

Name (printed): J. Richard Perkins Title: City Consulting Engineer

Signature: J. Richard Perkins Date: 12/20/2019

Name of MS4 City of Dalworthington Gardens

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

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

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

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

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

**CITY OF DALWORTHINGTON GARDENS  
STORMWATER MANAGEMENT PROGRAM**

The following two pages contain a summary of the proposed BMPs and related Measurable Goals for the City of DalwORTHINGTON Gardens for the next five (5) years of the renewed stormwater permit for the City. (Current permit number is TXR040598).