

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

Re: Phase II MS4 Annual Report Transmittal for the City of Burleson  
TPDES Authorization: TXR040062

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 TXR040062 for the City of Burleson

The annual report is for Year 8. The reporting period beginning date is 10/1/2020 and the ending date is 9/30/2021.

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

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

Sincerely,

**JESSE TATE, R.S.**

*Environmental Services*

Environmental Health Specialist

[jtate@burlesontx.com](mailto:jtate@burlesontx.com)

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# Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

## A. General Information

Authorization Number: TXR040062

Reporting Year: Year 8 of 2013 permit

*Note: Our 2019 permit has not yet been approved by TCEQ and has not been published for public notice.*

Annual Reporting Year Option Selected by MS4:

Fiscal Year: Oct-September Last day of fiscal year: September 30th

Reporting period beginning date: 10/1/2020

Reporting period end date: 9/30/2021

MS4 Operator Level: 2 Name of MS4: City of Burleson

Contact Name: Jesse Tate Telephone Number: 817-426-9848

Mailing Address: 725 SE John Jones Dr., Burleson, TX 76028

E-mail Address: jtate@burlesontx.com

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

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

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

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	Yes		Permittee has conducted a self-review and found to be in compliance.

Permittee is currently in compliance with recordkeeping and reporting requirements.	Yes		Permittee has conducted a self-review and found to be in compliance.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	Yes		Permittee has conducted a self-review and found to be in compliance.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	Yes		Permittee has conducted an annual review of the SWMP in conjunction with the preparation of the annual report.

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

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
1.1 UTILITY BILL INSERT	Include one educational flyer as a utility bill insert. Post the educational flyer on the City's web page.	Yes. The material educates the public about our storm system and may lead to changed behaviors causing reduction in contaminants.
1.2 CITY FOCUS NEWSLETTER (Weekly Newsletter)	Include two (2) articles per year in the City Focus newsletter.  Comment: City Focus has changed to City Weekly Newsletter	Yes. The material educates the public about our storm system and may lead to changed behaviors causing reduction in contaminants.

1.3 BURLESON PARKS AND RECREATION COMMUNITY GUIDE	Include one (1) article per year in the Burleson Parks and Recreation Community Guide.	Yes. The material educates the public about our storm system and may lead to changed behaviors causing reduction in contaminants.
1.4 STORMWATER WEB PAGE	Document the number of visits to the stormwater web page.	Yes. This metric does not directly reduce pollutants, but allows us to evaluate what reach we are obtaining with education on our page. The materials can result in a reduction of pollutants.
1.5 SOCIAL MEDIA ACCESS AND UTILIZATION	Disseminate information relating to stormwater issues and/or public participation opportunities on the City's social media sites.	Yes, this increases participation in events like the trash bash and HHW collection events.
1.6 PUBLIC REFERENCE	Maintain a list of educational materials made available at the City's public library.	Yes. This metric does not directly reduce pollutants, but allows us to evaluate what reach we are obtaining with educational materials. The materials can result in a reduction pollutants.
1.7 SPECIAL EVENTS	Maintain a list of the special events where educational material is distributed.	Yes. The educational materials can result in a reduction pollutants based on behavioral changes.
1.8 ELECTED OFFICIAL EDUCATION	Document when council is provided with updates on the SWMP.	Yes. Updating council on our SWMP keeps them up to date with our program and allows for continuation of funding and feedback.
1.9 BUSINESS EDUCATION	Maintain a list of businesses to which educational materials were distributed.	Yes. These targeted educational flyers help business owners improve their BMPs.

1.10 PRESENTATIONS	Maintain a list of presentations that were given on stormwater impacts.	Yes. Educational presentations can result in behavioral changes that result in a reduction of pollutants.
1.11 CONTRACTOR EDUCATION	Make educational materials on stormwater related issues available to construction site contractors. Document the number and type of materials made available.	Yes. These targeted notices and pamphlets help builders improve their BMPs.
1.12 PRINTED MATERIAL	Make printed materials about stormwater issues available at designated city facilities. Document the number and type of materials distributed to those facilities.	Yes. The educational materials can result in a reduction pollutants based on behavioral changes.
1.13 PUBLIC EDUCATION TASK FORCE	Document participation in the PETF.	Yes. Participation leads to collaboration and results in effecting educational materials and ideas for events and presentations.
1.14 PUBLIC NOTICE OF MEETINGS	Verify that the City council meetings comply with public notice requirements and include that information in annual reports to the TCEQ.	Not applicable for FY 2020/2021.

1.15 PUBLISH NOTICE	Publish notice of the executive director's preliminary determination in the Burleson Star within 30 days after being notified by the TCEQ Office of Chief Clerk, including information about public comment and public meeting	Not applicable for FY 2020/2021.
1.16 STORMWATER REPORTING TELEPHONE NUMBER	Maintain a telephone number for the receipt and consideration of public comments or complaints regarding stormwater issues. Report the # of calls received.	Yes. The operation of a reporting hotline allows us to receive information about illicit discharges and respond to them.
1.17 LARGE ANIMAL OWNER LIST	Create list of large animal owners to distribute educational materials	Yes, these targeted educational materials may result in improved BMPs for large animal owners.
1.18 CLEANUPS	Host at least one litter pick up event per year.  Document the number of participants and the estimated pounds of litter and debris	Yes. These events directly remove litter from the MS4.
1.19 ADOPT A STREET	Document program activities.	Yes. The adopt a street program results in a direct reduction of litter in the MS4.
2.1 IDDE PROGRAM	Implement the IDDE program	Yes. The IDDE program reduces contaminants in the MS4 by investigation and correction of violations.
2.2 ILLICIT DISCHARGE ORDINANCE	Record applicable ordinances. Document and review revisions.	Yes. Ordinances allow us to enforce regulations for violations that can cause pollutions in the MS4.

2.3 ILLICIT DISCHARGE PLAN REVIEW	Document number of plans reviewed.	Yes. Reviewing plans for illicit discharges reduces the likelihood of improper sanitary sewer connections to the MS4.
2.4 ILLICIT DISCHARGE INVESTIGATIONS	Document number of illicit discharge investigations conducted.	Yes. Ensures penalties for violations.
2.5 SANITARY SEWER OVERFLOW (SSO)	Document inspection and maintenance of the sanitary sewer system.	Yes. Prevents sanitary sewer overflow into stormwater system.
2.6 SEPTIC SYSTEMS	Document the number of applications received, the number of complaint activities and/or reported violations, and the number and types of enforcement actions taken.	Yes. Reviews ensure adequate systems and complaint/violation response corrects issues with existing systems.
2.7 HOUSEHOLD HAZARDOUS WASTE	Document the number of households that utilize the household hazardous waste collection program each year.	Yes. Prevents improper disposal of chemical into stormwater system.
2.8 ILLEGAL DUMPING	Document the number of investigations conducted each year relating to illegal dump sites and waste dumped illegally down storm drains.	Yes. Corrects stormwater violations.
2.9 STORM SEWER MAP	Document updates to the City's storm sewer system map.	Yes. Highlights areas that may require attention and allows quick reference when dealing with violations/spills.

3.1 EROSION AND SEDIMENT CONTROL ORDINANCE	Record applicable ordinances. Document review and revisions (if any) of ordinances.	Yes. Allows for enforcement of inadequate erosion controls.
3.2 CONSTRUCTION PLAN REVIEW	Document number of plans reviewed.  Document number of Construction Site Notices and Notice of Intents received.	Yes. Ensures erosion control measures are adequate.
3.3 GRADING OPERATIONS	Document number of plans reviewed.  Document number of permits issued.	Yes. Ensures erosion control measures are adequate.
3.4 CONSTRUCTION SITE INSPECTION AND ENFORCEMENT	Document number of inspections.	Yes. Ensures erosion control measures are adequate.
3.5 CITY INSPECTOR TRAINING	Document inspector training.	Yes. Ensures staff are aware of proper erosion control installation.
3.6 DESIGN MANUAL	Document review and revisions (if any) to design standards manual.	Yes. Allows for changes that improve stormwater quality.
3.7 RECEIPT AND CONSIDERATION OF INFORMATION SUBMITTED BY THE PUBLIC	Verify implementation of BMPs PEI-16 and ID-1.	Allows for public to present solutions and feedback on stormwater issues.
4.1 POST CONSTRUCTION ORDINANCE	Record applicable ordinances.  Document review and revisions (if any) of ordinances.	Yes. Allows for tracking, investigation, and enforcement of construction discharges into the stormwater system. Allows inspectors to ensure long term stability of sediment.



4.2 POST CONSTRUCTION PLAN REVIEW	Document number of plans reviewed.	Yes. Ensures erosion controls are adequate.
4.3 DESIGN MANUAL	Document review and revisions (if any) to design standards manual.	Yes. Allows for changes that improve stormwater quality.
5.1 LANDSCAPE MANAGEMENT	Implement the landscape management plan.	Yes. Ensures BMP's for landscaping contribute to the protection of the stormwater system.
5.2 STREET SWEEPING	Document miles of roadway cleaned.	Yes. Prevents road debris from entering the stormwater system
5.3 ROAD SAND STORAGE AND APPLICATION	Fully implement changes to road sand storage and application procedures, including structural and non-structural controls, if any are necessary.	Yes. Ensures municipal projects minimize stormwater impact.
5.4 STORM SEWER CLEANING	Document storm sewer cleaning activities.	Yes. Sewer Maintenance prevents overflows into stormwater system
5.5 EQUIPMENT MAINTENANCE	Implement a management plan for structural and/or non-structural controls (if necessary).	Yes. Ensures equipment services minimize stormwater impact.
5.6 EMPLOYEE TRAINING	Year 2 and 3 create online program.	Yes. Ensures staff are aware of stormwater issues.
5.7 MATERIAL MANAGEMENT	Implement a plan for responsible material management.	Yes. Minimizes the City's impact on stormwater system.

5.8 BACTERIAL CONTRIBUTION	Evaluate the extent that the City of Burleson MS4 contributes POC to impaired waters at a level of concern. Specifically Bacteria.	Yes. Ensures the City of Burleson actively works to decrease contribution of bacteria into impaired waters.
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3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the MEP. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table below to meet this requirement (**see Example 2 in instructions**):

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
1.1 UTILITY BILL INSERT	Include one educational flyer as a utility bill insert. Post the educational flyer on the City's web page.	Utility Bill inserts	8,100	Inserts	Yes. Provides greater access to information to the public.

<p>1.2 CITY FOCUS NEWSLETTER (Weekly Newsletter)</p>	<p>Include two (2) articles per year in the City Focus newsletter.</p> <p>Comment: City Focus has changed to City Weekly Newsletter</p>	<p>Weekly Newsletter</p>	<p>&gt;10</p>	<p>Articles. Most facebook stormwater posts were also shared in the weekly newsletter.</p>	<p>Yes. Provides greater access to information to the public.</p>
<p>1.3 BURLESON PARKS AND RECREATION COMMUNITY GUIDE</p>	<p>Include one (1) article per year in the Burleson Parks and Recreation Community Guide.</p>	<p>Parks and Recreation Guide</p>	<p>1</p>	<p>Article</p>	<p>Yes. Provides greater access to information to the public.</p>
<p>1.4 STORMWATER WEB PAGE</p>	<p>Document the number of visits to the stormwater web page.</p>	<p>Website analytics.</p>	<p>3,347</p>	<p>Views</p>	<p>Yes. Provides greater access to information to the public.</p>
<p>1.5 SOCIAL MEDIA ACCESS AND UTILIZATION</p>	<p>Disseminate information relating to stormwater issues and/or public participation opportunities on the City's social media sites.</p>	<p>Stormwater relevant Facebook posts.</p>	<p>15</p>	<p>Stormwater posts</p>	<p>Yes. Provides greater access to information to the public.</p>

1.6 PUBLIC REFERENCE	Maintain a list of educational materials made available at the City's public library.	Library carousel handouts and public has access to government documents related to stormwater through the Library's online catalog	~1000	Smartscape and DOO the right thing bookmarks	Yes. Provides greater access to information to the public.
1.7 SPECIAL EVENTS	Maintain a list of the special events where educational material is distributed.	List.	9/5/20 Burleson Trash Bash  11/14/20 Household Hazardous Waste Event  6/5/21 Household Hazardous Waste Event  4/10/21 Burleson Trash Bash	Event	Yes. Provides access to disposal of stormwater contaminants and provides greater access to information to the public.
1.8 ELECTED OFFICIAL EDUCATION	Document when council is provided with updates on the SWMP.	September 16 <sup>th</sup> 2021 Weekly Report	1	Memo to council in weekly report.	Yes. Provides greater knowledge of stormwater issues for municipal leaders.
1.9 BUSINESS EDUCATION	Maintain a list of businesses to which educational materials were distributed.	"Lawn care and our water quality" mailers mailed to landscaping companies.	13	Lawn care and our water quality flyers	Yes. Helps to minimize stormwater pollution.

1.10 PRESENTATIONS	Maintain a list of presentations that were given on stormwater impacts.	Environmental Services	There were no formal presentations this year due to COVID-19 concerns.	There were no formal presentations this year due to COVID-19 concerns.	Yes. Provides education to the public on stormwater issues
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<p>1.11 CONTRACTOR EDUCATION</p>	<p>Make educational materials on stormwater related issues available to construction site contractors. Document the number and type of materials made available.</p>	<p>Mygov data</p>	<p>16 - Erosion control and waste management educational trifold handed out with correction notices.</p> <p>Steps to Obtain Construction Permits for Stormwater Discharges (RG-436) brochures were made available at the permit desk at City Hall.</p> <p>13 - Steps to Obtain Construction Permits for Stormwater Discharges (RG-436) were sent to developers with early grading permit requests.</p>	<p>Erosion control and waste management educational trifold handed out with correction notices.</p>	<p>Yes. Educates construction workers on steps to reduce stormwater pollution.</p>
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<p>1.12 PRINTED MATERIAL</p>	<p>Make printed materials about stormwater issues available at designated city facilities. Document the number and type of materials distributed to those facilities.</p>	<p>City document displays.</p>	<p>An estimated 1000 Texas SmartScape and Do your duty bookmarks were made available at the City's public library and senior center.</p> <p>An estimated 18 Steps to Obtain Construction Permits for Stormwater Discharges (RG-436) brochures were made available at the permit desk at City Hall.</p> <p>An estimated 25 Swimming Pool Water Discharge flyers were made available at the City Service Center.</p> <p>An estimated 75 pet waste dispensers were distributed.</p>	<p>N/A</p>	<p>Yes. Provides greater access to the public on stormwater issues.</p>
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1.13 PUBLIC EDUCATION TASK FORCE	Document participation in the PETF.	PETF	<p>2 Environmental services personnel participated in the PETF.</p> <p>The PETF met 4 times during Permit Year Eight.</p> <p>City staff turnover resulted in missing the last two meetings.</p>	Meetings	Yes. Guides city staff in how to best manage permit and provides material cost sharing
1.14 PUBLIC NOTICE OF MEETINGS	Verify that the City council meetings comply with public notice requirements and include that information in annual reports to the TCEQ.	N/A	The City of Burleson is in compliance with Texas Government Code § 551.043	N/A	No. This is an administrative BMP.



1.15 PUBLISH NOTICE	Publish notice of the executive director's preliminary determination in the Burleson Star within 30 days after being notified by the TCEQ Office of Chief Clerk, including information about public comment and public meeting request.	City records.	The City of Burleson published notice of the executive director's preliminary determination in the Burleson Star within 30 days after being notified by the TCEQ Office of Chief Clerk.  Notice was published on Sunday, August 17th 2014.	N/A	No. This is an administrative BMP.
1.16 STORMWATER REPORTING TELEPHONE NUMBER	Maintain a telephone number for the receipt and consideration of public comments or complaints regarding stormwater issues. Report the # of calls received.	Mygov software data.	More than 56	Phone calls	Yes. Provides a means for the public to report stormwater violations
1.17 LARGE ANIMAL OWNER LIST	Create list of large animal owners to distribute educational materials	Flyers	Mailed 28	Large animal BMP educational flyers	Yes. Provides education for large animal owners to improve stormwater BMPs.

1.18 CLEANUPS	<p>Host at least one litter pick up event per year.</p> <p>Document the number of participants and the estimated pounds of litter and debris removed.</p>	Registration information.	<p>2</p> <p>313</p> <p>5145</p>	<p>Events</p> <p>Participants</p> <p>Lbs. litter</p>	Yes. Trash cleanups remove litter directly from the MS4 and waterways of the city.
1.19 ADOPT A STREET	Document program activities.	Contract	1	Active agreement	Yes. Allows for public involvement

<p>2.1 IDDE PROGRAM</p>	<p>Implement the IDDE program</p>	<p>See adjacent cell</p>	<p>The Illicit Discharge Detection and Elimination (IDDE) Program was implemented during Permit Year Three.</p> <p>The IDDE program provides an overview of the processes used by the City of Burleson to detect and eliminate illicit discharges to the storm sewer conveyance system.</p> <p>The following are measurable components of the IDDE program:</p> <ul style="list-style-type: none"> <li>• Documentation or review and/or updates to the Burleson Code of Ordinances (see ID-2);</li> <li>• Document</li> </ul>	<p>See adjacent cell</p>	<p>Yes. Allows for tracking and investigation of illicit discharges into the stormwater system.</p>
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			<p>updates to the storm sewer map (see ID-9);</p> <ul style="list-style-type: none"> <li>• Number of illicit discharge investigations (see ID-4);</li> <li>• Documentation of the inspection and maintenance of the sanitary sewer system (see ID-5);</li> <li>• Number of on-site sewage facility applications, complaints, and enforcement actions (see ID-6);</li> <li>• Number of households utilizing the household hazardous waste program (see ID-7);</li> <li>• Number of illegal dumping</li> </ul>		
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			investigations (see ID-8);		
2.2 ILLICIT DISCHARGE ORDINANCE	Record applicable ordinances. Document and review revisions.	The following ordinance(s) are applicable to illicit discharge detection and elimination: <ul style="list-style-type: none"> <li>Burleson Code of Ordinances Chapter 82, Section IV, "Stormwater Pollution Control"</li> </ul>	N/A	N/A	Yes. Allows for legal penalties for illicit discharges into the stormwater system.
2.3 ILLICIT DISCHARGE PLAN REVIEW	Document number of plans reviewed.	Building Inspections	286 15 30 2	Residential Commercial Commercial Remodel Commercial Tennant Finish Out	Yes. Ensures plans reduce illicit discharges.
2.4 ILLICIT DISCHARGE INVESTIGATIONS	Document number of illicit discharge investigations conducted.	Environmental Services	399	Inspections	Yes. Ensures violations are identified and corrected.
2.5 SANITARY SEWER OVERFLOW (SSO)	Document inspection and maintenance of the sanitary sewer system.	Public Works/GIS	658,865' of sewer cleaned 17,101' of sewer videod	Feet Feet	Yes Prevents Sanitary sewer overflow into stormwater system

2.6 SEPTIC SYSTEMS	Document the number of applications received, the number of complaint activities and/or reported violations, and the number and types of enforcement actions taken.	Tarrant County Public Health	11  2  10  2	Applications  Complaint cases  Inspections  NOVs	Yes. Prevents OSSF overflow into stormwater system.
2.7 HOUSEHOLD HAZARDOUS WASTE	Document the number of households that utilize the household hazardous waste collection program each year.	City of Fort Worth Invoice	583	Households	Yes. Prevents disposal of chemical into stormwater system
2.8 ILLEGAL DUMPING	Document the number of investigations conducted each year relating to illegal dump sites and waste dumped illegally down storm drains.	Police Department and Code Compliance	17	Investigations.	Yes. Prevents potential stormwater violations

2.9 STORM SEWER MAP	Document updates to the City's storm sewer system map.	GIS	313,182.85 feet of Enclosed Pipe  16,420.8 Feet of Culvert  456 Storm Manholes  1,733 Inlets  375 Outfall Points  115,593.40 feet of Open Channel  152,547.87 feet of Waterway	ft          ft       ft   ft	Yes. Highlights areas that may require attention
3.1 EROSION AND SEDIMENT CONTROL ORDINANCE	Record applicable ordinances. Document review and revisions (if any) of ordinances.	Burleson Code of Ordinances Chapter 82, Section IV, "Stormwater Pollution Control"  Subdivision and Development Ordinance	2       0	Sections       Revisions	Yes. Allows for enforcement of erosion controls

3.2 CONSTRUCTION PLAN REVIEW	Document number of plans reviewed.  Document number of Construction Site Notices and Notice of Intents received.	Engineering	20  13	Plans reviewed  CSN/NOI received	Yes. Ensures erosion control measures are adequate  Yes. Notifies city of construction sites.
3.3 GRADING OPERATIONS	Document number of plans reviewed.  Document number of permits issued.	Engineering	20  11	Grading plans reviewed  Grading permits issued	Yes. Ensures erosion control measures are adequate
3.4 CONSTRUCTION SITE INSPECTION AND ENFORCEMENT	Document number of inspections.	Engineering and Environmental Services	799  399  4	Engineering inspections  Environmental Services inspections  Citations	Yes. Ensures erosion control measures are adequate
3.5 CITY INSPECTOR TRAINING	Document inspector training.	Engineering and Environmental Services	4	Inspectors trained	Yes. Ensures staff are aware of proper erosion control installation.
3.6 DESIGN MANUAL	Document review and revisions (if any) to design standards manual.	Development Services Department.	0	Design manual revisions	Yes. Allows for changes that improve stormwater quality.



3.7 RECEIPT AND CONSIDERATION OF INFORMATION SUBMITTED BY THE PUBLIC	Verify implementation of BMPs PEI-16 and ID-1.	N/A	<ul style="list-style-type: none"> <li>• PEI-16 is on track with SWMP goals.</li> <li>• ID-1 is on track with SWMP goals</li> </ul>	N/A	Yes. Allows for public to present solutions to stormwater issues
4.1 POST CONSTRUCTION ORDINANCE	Record applicable ordinances.  Document review and revisions (if any) of ordinances.	N/A	<p>Burleson Code of Ordinances Chapter 82, Section IV, "Stormwater Pollution Control"</p> <p>Subdivision and Development Ordinance</p> <p>No revisions in FY 2020/2021</p>	N/A	Yes. Allows for changes that improve stormwater quality
4.2 POST CONSTRUCTION PLAN REVIEW	Document number of plans reviewed.	Engineering	20	Plans reviewed	Yes. Ensures erosions controls are installed and effective
4.3 DESIGN MANUAL	Document review and revisions (if any) to design standards manual.	Development Services	0	Revisions in FY 20/21	Yes. Allows for changes that improve stormwater quality

5.1 LANDSCAPE MANAGEMENT	Implement the landscape management plan.	A Stormwater Pollution Prevention Plan for City operations, including landscape management, was reviewed and several departments continue to work with Environmental Services to update the existing plan	N/A	N/A	Yes. Ensures BMP's for landscaping contribute to the protection of the stormwater system
5.2 STREET SWEEPING	Document miles of roadway cleaned.	Public Works	465	Lane miles	Yes. Prevents road debris from entering the stormwater system
5.3 ROAD SAND STORAGE AND APPLICATION	Fully implement changes to road sand storage and application procedures, including structural and non-structural controls, if any are necessary.	Public works	No additional changes are necessary. Environmental discussed storage of road salt with public works for future.	N/A	Yes. Ensures municipal projects minimize stormwater impact.
5.4 STORM SEWER CLEANING	Document storm sewer cleaning activities.	Public Works	180,375	Feet	Yes. Sewer Maintenance prevents overflows into stormwater system.

5.5 EQUIPMENT MAINTENANCE	Implement a management plan for structural and/or non-structural controls (if necessary).	A Stormwater Pollution Prevention Plan was created for City operations, including Equipment Services, during Permit Year Four of the previous permit. No revisions were made this year.	N/A	N/A	Yes. Ensures Equipment services minimizes stormwater impact
5.6 EMPLOYEE TRAINING	Year 2 and 3 create online program.	Human Resources	36 employees were trained via our online stormwater training course in FY 20/21	Employees Trained	Yes. Ensures staff are aware of stormwater issues

5.7 MATERIAL MANAGEMENT	Implement a plan for responsible material management.	A Stormwater Pollution Prevention Plan was created for City operations including Facilities Maintenance, Equipment Maintenance, Parks Maintenance, and Golf Course Maintenance. All of the SWPPPs included best management practices for material management.	N/A	N/A	Yes. Minimizes the City's impact on stormwater system
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<p>5.8 BACTERIAL CONTRIBUTION</p>	<p>Evaluate the extent that the City of Burleson MS4 contributes POC to impaired waters at a level of concern. Specifically Bacteria.</p>	<p>During Permit Year One the City of Burleson found historical data available is not adequate to determine the extent of the City of Burleson's MS4 contribution of bacteria into impaired waters. It is also not economically feasible to conduct water quality studies. The City of Burleson has developed a focused BMP to target bacterial contribution. The City of Burleson will work with the Trinity River Authority to develop a regional watershed protection plan. A NOC was submitted during year three to meet</p>	<p>N/A</p>	<p>N/A</p>	<p>Yes. Ensures the City of Burleson actively works to decrease contribution of bacteria into impaired waters</p>
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		the requirements of the Permit.			
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4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
1.1 UTILITY BILL INSERT	Include one educational flyer as a utility bill insert. Post the educational flyer on the City's web page.	Goal was achieved. 8100 inserts were mailed out.
1.2 CITY FOCUS NEWSLETTER (Weekly Newsletter)	Include two (2) articles per year in the City Focus newsletter.  Comment: City Focus has changed to City Weekly Newsletter	Goal was achieved. More than 10 stormwater posts were included in the Weekly Newsletter. Most facebook stormwater posts were also shared in the weekly newsletter
1.3 BURLESON PARKS AND RECREATION COMMUNITY GUIDE	Include one (1) article per year in the Burleson Parks and Recreation Community Guide.	Goal was achieved. One article about properly disposing of PPE (Litter reduction) was included in the Parks and Rec Guide.

1.4 STORMWATER WEB PAGE	Document the number of visits to the stormwater web page.	Goal was achieved. 3,347 visits to the stormwater webpage were documented.
1.5 SOCIAL MEDIA ACCESS AND UTILIZATION	Disseminate information relating to stormwater issues and/or public participation opportunities on the City's social media sites.	Goal was achieved. There were 15 stormwater posts on the city's facebook page.
1.6 PUBLIC REFERENCE	Maintain a list of educational materials made available at the City's public library.	Goal was achieved. Approximately 1000 Smartscape and DOO the right thing bookmarks were made available at the Library carousel. Public also has access to government documents related to stormwater through the Library's online catalog.
1.7 SPECIAL EVENTS	Maintain a list of the special events where educational material is distributed.	<p>Goal was achieved.</p> <p>9/5/20 Burleson Trash Bash</p> <p>11/14/20 Household Hazardous Waste Event</p> <p>6/5/21 Household Hazardous Waste Event</p> <p>4/10/21 Burleson Trash Bash</p>
1.8 ELECTED OFFICIAL EDUCATION	Document when council is provided with updates on the SWMP.	Goal was achieved. Council was updated about the status of out SWMP via the September 16 <sup>th</sup> weekly report.
1.9 BUSINESS EDUCATION	Maintain a list of businesses to which educational materials were distributed.	Goal was achieved. 13 "Lawn care and our water quality" mailers mailed to landscaping companies.

<p>1.10 PRESENTATIONS</p>	<p>Maintain a list of presentations that were given on stormwater impacts.</p>	<p>There were no formal presentations this year due to COVID-19 concerns.</p>
<p>1.11 CONTRACTOR EDUCATION</p>	<p>Make educational materials on stormwater related issues available to construction site contractors. Document the number and type of materials made available.</p>	<p>Goal was achieved. 16 - Erosion control and waste management educational trifold handed out with correction notices.</p> <p>Steps to Obtain Construction Permits for Stormwater Discharges (RG-436) brochures were made available at the permit desk at City Hall.</p> <p>13 - Steps to Obtain Construction Permits for Stormwater Discharges (RG-436) were sent to developers with early grading permit requests.</p>
<p>1.12 PRINTED MATERIAL</p>	<p>Make printed materials about stormwater issues available at designated city facilities. Document the number and type of materials distributed to those facilities.</p>	<p>Goal was achieved. An estimated 1000 Texas SmartScape and Do your duty bookmarks were made available at the City's public library and senior center.</p> <p>An estimated 18 Steps to Obtain Construction Permits for Stormwater Discharges (RG-436) brochures were made available at the permit desk at City Hall.</p> <p>An estimated 25 Swimming Pool Water Discharge flyers were made available at the City Service Center.</p> <p>An estimated 75 pet waste dispensers were distributed.</p>
<p>1.13 PUBLIC EDUCATION TASK FORCE</p>	<p>Document participation in the PETF.</p>	<p>Goal was achieved. 2 Environmental services personnel participated in the PETF.</p> <p>The PETF met 4 times during Permit Year Eight.</p> <p>City staff turnover resulted in missing the last two meetings.</p>
<p>1.14 PUBLIC NOTICE OF MEETINGS</p>	<p>Verify that the City council meetings comply with public notice requirements and include that information in annual reports to the TCEQ.</p>	<p>This is an administrative BMP. The City of Burleson is in compliance with Texas Government Code §551.043</p>



<p>1.15 PUBLISH NOTICE</p>	<p>Publish notice of the executive director's preliminary determination in the Burleson Star within 30 days after being notified by the TCEQ Office of Chief Clerk, including information about public comment and public meeting request.</p>	<p>The City of Burleson published notice of the executive director's preliminary determination in the Burleson Star within 30 days after being notified by the TCEQ Office of Chief Clerk.</p> <p>Notice was published on Sunday, August 17th 2014.</p>
<p>1.16 STORMWATER REPORTING TELEPHONE NUMBER</p>	<p>Maintain a telephone number for the receipt and consideration of public comments or complaints regarding stormwater issues. Report the # of calls received.</p>	<p>Goal was achieved. More than 56 calls were made relevant to potential stormwater violations.</p>
<p>1.17 LARGE ANIMAL OWNER LIST</p>	<p>Create list of large animal owners to distribute educational materials</p>	<p>Goal was achieved. 56 flyers about large animal stormwater BMPs were mailed out.</p>
<p>1.18 CLEANUPS</p>	<p>Host at least one litter pick up event per year.</p> <p>Document the number of participants and the estimated pounds of litter and debris removed.</p>	<p>Goal was achieved. The city held 2 cleanup events with a total of 313 participants. Volunteers picked up an estimated 5145 lbs. of litter.</p>

1.19 ADOPT A STREET	Document program activities.	Goal was achieved. 1 contract was active during the 2020/2021 fiscal year.
2.1 IDDE PROGRAM	Implement the IDDE program	<p>The Illicit Discharge Detection and Elimination (IDDE) Program was implemented during Permit Year Three and continues to be active.</p> <p>The IDDE program provides an overview of the processes used by the City of Burleson to detect and eliminate illicit discharges to the storm sewer conveyance system.</p> <p>The following are measurable components of the IDDE program:</p> <ul style="list-style-type: none"> <li>• Documentation or review and/or updates to the Burleson Code of Ordinances (see ID-2);</li> <li>• Document updates to the storm sewer map (see ID-9);</li> <li>• Number of illicit discharge investigations (see ID-4);</li> <li>• Documentation of the inspection and maintenance of the sanitary sewer system (see ID-5);</li> <li>• Number of on-site sewage facility applications, complaints, and enforcement actions (see ID-6);</li> <li>• Number of households utilizing the household hazardous waste program (see ID-7);</li> <li>• Number of illegal dumping investigations (see ID-8);</li> </ul>
2.2 ILLICIT DISCHARGE ORDINANCE	Record applicable ordinances. Document and review revisions.	<p>The following ordinance(s) are applicable to illicit discharge detection and elimination:</p> <ul style="list-style-type: none"> <li>• Burleson Code of Ordinances Chapter 82, Section IV, "Stormwater Pollution Control"</li> </ul> <p>There were no revisions in FY2020/2021</p>
2.3 ILLICIT DISCHARGE PLAN REVIEW	Document number of plans reviewed.	Goal was achieved. Documented 286 Residential 15 Commercial, 30 Commercial Remodel, and 2 Commercial Tennant Finish Out plans were reviewed for illicit connections.

2.4 ILLICIT DISCHARGE INVESTIGATIONS	Document number of illicit discharge investigations conducted.	There were 399 illicit discharge inspections conducted by environmental services.
2.5 SANITARY SEWER OVERFLOW (SSO)	Document inspection and maintenance of the sanitary sewer system.	Goal was achieved. Documented 658,865' of sewer cleaned and 17,101' of sewer videod.
2.6 SEPTIC SYSTEMS	Document the number of applications received, the number of complaint activities and/or reported violations, and the number and types of enforcement actions taken.	Goal was achieved. Tarrant county public health documented and reviewed 11 applications. There were two complaint based cases with a total of 10 inspections and 2 notices of violation.
2.7 HOUSEHOLD HAZARDOUS WASTE	Document the number of households that utilize the household hazardous waste collection program each year.	Goal was achieved. 583 households utilized the household hazardous waste disposal program.
2.8 ILLEGAL DUMPING	Document the number of investigations conducted each year relating to illegal dump sites and waste dumped illegally down storm drains.	Goal was achieved. There were 8 cases of illegal dumping resolved in FY 2020/2021 by Police and Code Enforcement.

2.9 STORM SEWER MAP	Document updates to the City's storm sewer system map.	<p>Goal was achieved. Updated numbers for FY 2020/2121 are:</p> <p>313,182.85 feet of Enclosed Pipe</p> <p>16,420.8 Feet of Culvert</p> <p>456 Storm Manholes</p> <p>1,733 Inlets</p> <p>375 Outfall Points</p> <p>115,593.40 feet of Open Channel</p> <p>152,547.87 feet of Waterway</p>
3.1 EROSION AND SEDIMENT CONTROL ORDINANCE	Record applicable ordinances. Document review and revisions (if any) of ordinances.	<p>Goal was achieved.</p> <p>There are two sections of ordinance and zero revisions were made in FY 2020/2021.</p> <p>Burleson Code of Ordinances Chapter 82, Section IV, "Stormwater Pollution Control"</p> <p>Subdivision and Development Ordinance</p>
3.2 CONSTRUCTION PLAN REVIEW	<p>Document number of plans reviewed.</p> <p>Document number of Construction Site Notices and Notice of Intents received.</p>	Goal was achieved. Engineering documented 20 plans reviewed and 13 CSNs/NOIs received.
3.3 GRADING OPERATIONS	<p>Document number of plans reviewed.</p> <p>Document number of permits issued.</p>	Goal was achieved. Engineering documented 20 grading plans reviewed and issued 11 permits.
3.4 CONSTRUCTION SITE INSPECTION AND ENFORCEMENT	Document number of inspections.	Goal was achieved. Engineering documented
3.5 CITY INSPECTOR TRAINING	Document inspector training.	Goal was achieved. There were 3 engineering inspectors and 1 environmental inspector training in FY 2020/2022.

3.6 DESIGN MANUAL	Document review and revisions (if any) to design standards manual.	Goal was achieved. There were no revisions to the design standards manual in FY 2020/2021.
3.7 RECEIPT AND CONSIDERATION OF INFORMATION SUBMITTED BY THE PUBLIC	Verify implementation of BMPs PEI-16 and ID-1.	Goal was achieved. PEI-16 and ID1 are on track with SWMP goals.
4.1 POST CONSTRUCTION ORDINANCE	Record applicable ordinances.  Document review and revisions (if any) of ordinances.	Goal was achieved. Burleson Code of Ordinances Chapter 82, Section IV, "Stormwater Pollution Control"  Subdivision and Development Ordinance  No revisions in FY 2020/2021
4.2 POST CONSTRUCTION PLAN REVIEW	Document number of plans reviewed.	Goal was achieved. Engineering documented reviewing 20 plans for post construction stormwater regulation compliance.
4.3 DESIGN MANUAL	Document review and revisions (if any) to design standards manual.	Goal was achieved. Development services documented zero revisions FY 2020/2021.
5.1 LANDSCAPE MANAGEMENT	Implement the landscape management plan.	Goal was achieved. A Stormwater Pollution Prevention Plan for City operations, including landscape management, was reviewed and several departments continue to work with Environmental Services to modify and update the existing plan.
5.2 STREET SWEEPING	Document miles of roadway cleaned.	Goal was achieved. Public Works documented 465 lane miles swept in FY 2020/2021.
5.3 ROAD SAND STORAGE AND APPLICATION	Fully implement changes to road sand storage and application procedures, including structural and non-structural controls, if any are necessary.	Goal was achieved. No additional changes are necessary. Environmental discussed storage of road salt with public works for future.

5.4 STORM SEWER CLEANING	Document storm sewer cleaning activities.	Goal was achieved. Public Works documented 180,375 feet of sewer cleaned in FY 2020/2021.
5.5 EQUIPMENT MAINTENANCE	Implement a management plan for structural and/or non-structural controls (if necessary).	Goal was achieved. A Stormwater Pollution Prevention Plan was created for City operations, including Equipment Services, during Permit Year Four of the previous permit. No revisions were made this year.
5.6 EMPLOYEE TRAINING	Year 2 and 3 create online program.	Goal was achieved. Human Resources documented 36 employees were trained via our online stormwater training course in FY 20/21
5.7 MATERIAL MANAGEMENT	Implement a plan for responsible material management.	Goal was achieved. A Stormwater Pollution Prevention Plan was created for City operations including Facilities Maintenance, Equipment Maintenance, Parks Maintenance, and Golf Course Maintenance. All of the SWPPPs included best management practices for material management.
5.8 BACTERIAL CONTRIBUTION	Evaluate the extent that the City of Burleson MS4 contributes POC to impaired waters at a level of concern. Specifically Bacteria.	Goal was achieved. During Permit Year One the City of Burleson found historical data available is not adequate to determine the extent of the City of Burleson's MS4 contribution of bacteria into impaired waters. It is also not economically feasible to conduct water quality studies. The City of Burleson has developed a focused BMP to target bacterial contribution. The City of Burleson will work with the Trinity River Authority to develop a regional watershed protection plan. A NOC was submitted during year three to meet the requirements of the Permit.

### **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.?

### **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.

- Village Creek 0828A was added to the 303(d) list in permit year three (2010).
- No additional new impaired or TMDL water bodies have been identified in year 7.

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.

During Permit Year One the City of Burleson found historical data available is not adequate to determine the extent of the City of Burleson's MS4 contribution of bacteria into impaired waters. It is also not economically feasible to conduct water quality studies. The City of Burleson has developed a focused BMP to target bacterial contribution. The City of Burleson will work with the Trinity River Authority to develop a regional watershed protection plan. A NOC was submitted during year three to meet the requirements of the Permit.

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

*N/A: There are no impaired water bodies with approved TMDLs within the City of Burleson.*

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>
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N/A	N/A	N/A	N/A
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4. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark:

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

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

- There is currently no TMDL in the City of Burleson, but we continue to maintain several BMPs that address bacterial impairment.

Description of bacteria-focused BMP	Comments/Discussion
5.8/GH8: City staff participated with the Trinity River Authority in the development a regional watershed protection plan for the Village Creek Lake Arlington watershed.	<a href="https://www.trinityra.org/basin_planning/village_creek-lake_arlington_wpp/index.php">https://www.trinityra.org/basin_planning/village_creek-lake_arlington_wpp/index.php</a>
1.17 LARGE ANIMAL OWNER LIST	Large animal stormwater BMP educational mailer will help to reduce bacterial load.
2.6 Septic Systems	OSSF Plan review and inspection help to make sure systems are properly installed and maintained to reduce bacterial load.
2.5 SANITARY SEWER OVERFLOW (SSO)	Inspection and maintenance of the sanitary sewer system helps prevent overflows resulting in bacterial impairment.



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.

**Note:** There is currently no TMDL in the City of Burleson, but we continue to maintain several BMPs that address bacterial impairment.

Benchmark Indicator	Description/Comments
Number of illegal dumpings identified and abated.	Code enforcement, environmental services, and police continue to identify and correct illegal dumping. There were 17 cases of illegal dumping addressed in FY 2020/2021.
Sanitary Sewer Inspection.	In order to prevent overflows 658,865 feet of sewer was cleaned and 17,101 feet of sewer was videoed.
2.6 Septic Systems	Tarrant county public health documented and reviewed 11 applications. There were two complaint based cases with a total of 10 inspections and 2 notices of violation.

**E. Stormwater Activities**

Describe activities planned for the next reporting year:

Until our 2019 permit is approved by TCEQ we will continue to operate under an extension of our 2013 permit. If our permit is approved, we will perform all BMPs listed to be complete by end of FY2022. If our permit is not approved, for simplicity, we will likely begin reporting based our 2019 permit.

MCM(s)	BMP	Stormwater Activity	Description/Comments

## 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)
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.).

N/A

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

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

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

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 **N/A**

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: \_\_\_\_\_

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

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

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):

13 \_\_\_\_\_

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

\_\_\_ Yes **X** 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): \_\_\_\_\_ Title: \_\_\_\_\_

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

Name of MS4: City of Burluson