

# Phase II MS4 Annual Report

For the City of



Stormwater Management Program  
Year 3  
(October 1, 2020 – September 30, 2021)  
Permit Authorization Number: TXR040376



**Texas Commission on Environmental Quality**

October 2022

Prepared By



5237 N. Riverside Drive, Suite 100  
Fort Worth, Texas 76137  
(817) 336-5773

**SNM 19221**



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

### A. General Information

Authorization Number: TXR040376

Reporting Year: 3

Annual Report Year: MS4 General Permit Year 3 (October 1, 2020 to September 30, 2021)

MS4 Operator Level: Level 1

Name of MS4/Permittee: City of Sansom Park MS4

Contact Name: Mr. Ron Douglas, Community Development Director

Telephone Number: 817-626-3791

Mailing Address: 5705 Azle Avenue  
Fort Worth, TX 76114

Email Address: [rdouglas@sansompark.org](mailto:rdouglas@sansompark.org)

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 (Part IV Section B.2(a))

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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The City of Sansom Park was unable to submit the Year 3 Annual Report on time.
Permittee is currently in compliance with recordkeeping and reporting requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sansom Park did not submit Annual Report during reporting term.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edward Aquifer limitations, compliance history, etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sansom Park meets the eligibility requirements of the permit.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sansom Park reviewed and made necessary changes to the SWMP.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

2. Provide a general assessment of the appropriateness of the selected BMPs. Use table below or attach a summary, as appropriate:

MCM	BMP	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
1	Educational Brochures	Yes, educating the public about stormwater is an important part of reducing pollution that enters into stormwater runoff.
1	Water Bills Inserts	Yes, educating the public raises awareness of stormwater pollution and what can be done to reduce pollution.
1	Stormwater Education Web Page	Yes, educating the public with stormwater facts and tips raises stormwater pollution awareness and can reduce stormwater pollution.
1	City Cleanup Event	Yes, this program reduces the amount of trash and debris in streams in the City.
1	Recycling	Yes, the program reduces the amount of trash entering into landfills, which lead to improved water quality.
1	SWMP Annual Review	Yes, it is important to review the program annually to ensure the program is clear, specific, and measurable.
2	Illicit Discharge Ordinance	Yes, the ordinance allows the City to regulate and enforce rules on non-stormwater discharges and illegal dumping and prevent stormwater pollution.
2	Storm Drainage System Map	Yes, the map allows for easier identification of pollutant sources and discharges.
2	Education and Training on Illicit Discharges	Yes, educating the City staff on identifying and taking corrective actions can eliminate future illicit discharges.
2	Public Reporting & Response Procedures	Yes, allowing citizens to report any illicit discharges or illegal dumping that they come across allows for a quicker response time for the City.
2	Source Investigation and Elimination	Yes, determining the source of an illicit discharge is important in order to take corrective actions and eliminate future discharges.
3	Erosion & Sediment Control Requirements	Yes, the ordinance allows the City to enforce erosion and sediment control on construction sites, which reduces pollutants in stormwater runoff.
3	Construction Plan Review Procedures	Yes, the plan review ensures that future construction sites will have correct and adequate erosion and sediment control BMPs in place. This reduces the likelihood of stormwater pollution.
3	Construction Site Inspection and Enforcement	Yes, performing site inspections ensures proper installation and maintenance of erosion and sediment controls. They also ensure that failed BMPs or signs of pollutant discharge are remediated.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

MCM	BMP	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
3	Construction Stormwater Training	Yes, the program is aimed at properly training inspectors to identify, report, and correct improper erosion control practices on construction sites. This helps to prevent stormwater pollution.
4	Post-Construction Ordinance	Yes, the ordinance allows the City to enforce post-construction runoff control measures to promote long-term reducing in stormwater pollution.
4	Long-Term Maintenance of Post-Construction BMPs	Yes, developing long-term operation and maintenance requirements ensures that post-construction BMPs will be maintained according to the City's criteria.
5	Facility and Stormwater Control Inventory	Yes, it is important to identify City-owned facilities and stormwater controls in order to establish pollution prevention measures and sources of pollution.
5	Municipal Employee Training Program	Yes, the program trains employees to identify, properly record, and respond to any illicit discharge or dumping violations around the City, thus promoting awareness of stormwater pollution.
5	Contractor Requirements and Oversight	Yes, the contractual requirements ensure that contractors are using appropriate control measures and standard operating procedures that actively reduce stormwater pollution when working within the MS4.
5	Municipal Operation and Maintenance Activities	Yes, the program identifies possible pollutants and remediation to limit or prevent pollutant runoff



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the maximum extent practicable. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table or attach a narrative description as appropriate.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
1	Educational Brochures	Brochures Distributed	0	Brochures	No, but educating the public about stormwater pollution is an important part of the stormwater program.
1	Water Bill Inserts	Number of water bills distributed	X3	Week	No, but providing educational information on water bill inserts can reduce waste that enter storm drains.
1	Stormwater Education Web Page	Annual Reports Posted	0	Annual Reports	No, however, educating the public about proper lawn and garden practices can lead to a reduction in stormwater pollution.
1	City Cleanup Event	Number of Events	5	Events	Yes, it helps by eliminating trash and debris from local waters.
1	Recycling	Recycling Service Frequency	X1	Week	No, but a recycling program can reduce trash to the landfill which can reduce the propensity for stormwater pollution.
1	SWMP Annual Review	BMPs Reviewed	20	BMPs	No, however, reviewing the BMPs annually ensures the program is compliant with TPDES permit.
2	Illicit Discharge Ordinance	Illicit Discharge	100%	Inspections	No, however, creating regulations that govern illegal dumping and illicit discharges can prevent pollutants from entering the storm drains.
2	Storm Drainage System Map	Outfalls Mapped	100%	Outfall	No, however, the BMP allows staff to easily track and respond to illicit discharges.
2	Education and Training on Illicit Discharges	Number of Attendees	6	Attendees	No, however, providing educational information allows the staff to identify and take corrective actions on illicit discharges.
2	Public Reporting & Response Procedures	Potential Illicit Discharge Reported	0	Inspections	No, however, it provides a mechanism for residents to contact the City if illicit discharge is noticed. Contact info has been included on the City's webpage.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
2	Source Investigation and Elimination	Illicit Discharges	1	Inspections	No, however, it is important that the City follows proper procedures for addressing the source of an illicit discharge to prevent any future illicit discharges.
3	Erosion & Sediment Control Requirements	Construction Sites	0	Inspections	No, however, creating regulations that govern practices on construction sites reduces the amount of pollution in the storm drains and receiving waterbodies.
3	Construction Plan Review Procedures	Number of Plans Reviewed	3	Plans	No, however, it is important the City administers review procedures to ensure that construction sites are enacting appropriate pollutant-reducing BMPs.
3	Construction Site Inspection and Enforcement	Construction Sites	0	Inspections	No, however, it is important for the City to have proper inspection procedures to ensure that construction sites are enacting appropriate pollutant-reducing BMPs.
3	Construction Stormwater Training	Number of Attendees	6	Attendees	No, however, it is important that inspectors be trained such that they can identify improper erosion control practices, recommend corrective actions, and reduce stormwater pollution from construction sites.
4	Post-Construction Ordinance	Post-Construction Stormwater Controls	0	Inspections	No, however, requiring developers to install post-construction runoff control measures reduction long-term pollution from the site.
4	Long-Term Maintenance of Post-Construction BMPs	Number of Plans Implemented	0	Maintenance Plans	No, however, developing long-term operation and maintenance requirements can ensure post-construction BMPs will be maintained according to the City's criteria.
5	Facility and Stormwater Control Inventory	Facility and Stormwater Controls	16	Controls	No, however, it is important to identify City-owned facilities and stormwater controls in order to establish pollution prevention measures and sources of pollution.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
5	Municipal Employee Training Program	Number of Attendees	6	Attendees	No, however, training the employees to be cognizant of and report improper stormwater practices can result in pollutant reduction.
5	Contractor Requirements and Oversight	Contractual Agreements	1	Draft Agreements	No, however, implementing contractual requirements and oversight ensure that MS4-hired contractors are accountable to the MS4's pollution reduction goals.
5	Municipal Operation and Maintenance Activities	Municipal and Maintenance Activities Assessment	0	Assessments	No, however, performing the assessment on municipal operations and maintenance activities identifies possible pollutants and will help develop standard operating procedures to reduce and minimize pollutant discharges.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals.

MCM	Measurable Goal	Success
1	Provide brochures to the public or City facilities.	Partially Met Goal – The City continues to provide 2 different stormwater brochures at City Hall.
1	Distribute brochures to at least one City Event each year.	City events were postponed due to COVID.
1	Distribute an educational stormwater message to be included on 100% of City water bills once each year.	Exceeded Goal – The City provided a stormwater message on the water bill at least 3 times this year.
1	Post annual reports on City's website no later than 30 days after the approval dates.	Did Not Meet Goal – The City is in the process of creating a stormwater webpage.
1	Coordinate at least one annual cleanup event.	Exceeded Goal – The City of Sansom Park provided hosted 5 bulk trash events.
1	City will provide recycling service once a week.	Met goal – Recycling services are provided to residents once a week
1	Provide at least two educational post to residents about recycling through the City website.	Did not meet goal – The City did not provide recycling information on the City's website.
1	Review the current SWMP of each MCM	Met goal – The City reviewed the Stormwater Management Program and deemed some changes necessary.
2	Conduct 100% of illicit discharge inspections.	Met goal – There was no illicit discharge detected, but the City continues to inspect ad maintain stormwater controls.
2	Investigate 100% of illicit discharges reported.	Met goal – No illicit discharges were reported, but the City continue to inspect and maintain stormwater controls.
2	Annually update the storm drainage system map as necessary.	Met goal – The City's storm drains and outfalls are 100% mapped. The map will be updated with new development or redevelopment occurs.
2	Conduct IDDE training at least once a year for designated employees.	Met goal – The City conducted IDDE training for City employees on January 12, 2021.
2	Investigate 100% of illicit discharges reported.	Met goal – No illicit discharges were reported, but the City continue to inspect and maintain stormwater controls.
2	Conduct 100% of illicit discharges inspections.	Met goal – There was no illicit discharge detected, but the City continues to inspect ad maintain stormwater controls.





## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

MCM	Measurable Goal	Success
2	Investigate 100% of illicit discharges reported	Met goal – No illicit discharges were reported, but the City continue to inspect and maintain stormwater controls.
3	Inspect 100% of construction sites each year.	Met goal – In Year 2, there is no large construction. The City is inspecting individual single-family home construction.
3	Inspect 100% of complaint driven site each year.	Met goal – The City did not receive construction complaints but is actively inspecting individual single-family home construction.
3	Administer the construction plan review process for 100% of new regulated construction projects.	Met goal – The City has reviewed 100% (3) of new regulated construction projects.
3	Inspect 100% of construction sites each year.	Met goal – In Year 2, there is no large construction. The City is inspecting individual single-family home construction.
3	Inspect 100% of complaint driven site each year.	Met goal – The City did not receive construction complaints but is actively inspecting individual single-family home construction.
3	Conduct annual construction stormwater training at least once a year for designated City staff and new hires.	Met goal – The City conducted stormwater training for City employees on January 12, 2021.
4	Investigate 100% of post-construction violations or complaints.	Met goal – The City did not receive any complaints of post-construction BMPs.
4	Implement maintenance plans for new owners or operators once post-construction BMPs is installed.	Did not meet goal. The City is planning to implement the long-term maintenance plan in Year 3.
5	Maintain an inventory of City-owned and operated facilities and stormwater controls and update as necessary.	Met goal – The City maintains an inventory of City-owned and operated facilities.
5	Conduct good housekeeping training at least once a year for designated employees.	Met goal – The City conducted stormwater training for City employees on January 12, 2021.
5	Implement contracts and revised as needed.	Met goal – The City is preparing a draft of the contractual agreements for contractors.
5	Implement pollution prevention measures and inspect facilities at least once a year.	Partially met goal – While the City regularly inspects City facilities to ensure proper pollution measures, these inspections were not documented.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

### C. Stormwater Data Summary

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

 Yes No

- a. Explain below or attach a summary to submit along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable. Be sure to include a discussion of results.
  - o MS4 IDDE Source Investigation and Elimination
    - This BMP requires city stormwater personnel to be actively monitoring for any possible illicit discharges.
  - o Construction Site Inspections and Enforcement
    - This BMP requires city stormwater personnel to be actively monitoring construction sites for stormwater pollutants.

### 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(d) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.**
  - The main receiving streams within The City of Sansom Park is West Fork Trinity River below Lake Worth (#0806). While this waterbody are not located within a TMDL watershed, West Fork Trinity River below Lake Worth is listed as impaired on the TCEQ 2014 303d Impaired Waterbodies List for dioxin and PCBS in edible tissue. The City of Sansom Park has implemented BMPs specifically targeting dioxin and PCBs in edible tissue, including Clean-up event and/or pollutant collection. The City will determine the effectiveness of these BMPs throughout the permit term and make any changes as needed.
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.**
  - Not applicable. City of Sansom Park does not contain impaired waterbodies listed on the TCEQ 2016 303d list.
3. **Describe the implementation of targeted controls if the small MS4 discharges to an impaired waterbody with an approved TMDL.**
  - Not applicable. City of Sansom Park does not contain impaired waterbodies listed on the TCEQ 2016 303d list.
4. **Report the benchmark identified by the MS4 and assessment activities:**
  - Not applicable. City of Sansom Park does not contain impaired waterbodies listed on the TCEQ 2016 303d list.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

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

- Not applicable. City of Sansom Park does not contain impaired waterbodies listed on the TCEQ 2016 303d list.

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

- Not applicable. City of Sansom Park does not contain impaired waterbodies listed on the TCEQ 2016 303d list.

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

- Not applicable. City of Sansom Park does not contain impaired waterbodies listed on the TCEQ 2016 303d list.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

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

Describe any stormwater activities the MS4 operator has planned for the next reporting year.

MCM	BMP	Stormwater Activity	Description/Comments
1	Educational Brochures	Provide brochures to the public at City facilities.	Brochures will be provided and distributed to residents.
1	Educational Brochures	Distribute brochures to at least one City event each year.	The City will distribute brochures to at least one City event.
1	Water Bill Inserts	Distribute an educational stormwater message to be included on 100% of City water bills once each year.	Water bills inserts with a stormwater message will be distributed once a year.
1	Stormwater Education Web Page	Post SWMP on City's website no later than 30 days after the approval date.	The SWMP will be posted on the City's website once the program has been approved.
1	Stormwater Education Web Page	Post Annual reports on City's website no later than 30 days after the due date.	Annual Report will be posted on the City's website once the report is submitted.
1	Stakeholder Meeting	Provide 1 public notice inviting constituents to participate in public meetings about stormwater every year.	A public meeting about stormwater will be conducted annually.
1	City Cleanup Event	Coordinate at least one annual cleanup event.	The City will continue to provide a annual pollutant collection event.
1	Recycling	City will provide recycling service once a week.	Recycling service will be provided to its residents once a week.
1	Recycling	Provide at least two educational post to residents about recycling through the City website.	The City will provide its residents with educational information about recycling.
1	SWMP Annual Review	Review the current SWMP for each MCM	A review of the SWMP will be conducted once a year.
2	Illicit Discharge Ordinance	Conduct 100% of illicit discharge inspections.	The City of Sansom Park will continue to inspect 100% of illicit discharge inspections.
2	Illicit Discharge Ordinance	Investigate 100% of illicit discharges reported.	The City of Sansom Park will investigate 100% of illicit discharges reported.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

MCM	BMP	Stormwater Activity	Description/Comments
2	Storm Drainage System Map	Annually update the storm drainage system map with new development or redevelopment.	The Storm Drainage System Map will be updated with new development or redevelopment
2	Education and Training on Illicit Discharges	Conduct IDDE training at least once a year for designated employees.	The City will conduct IDDE training for designated employees at least once a year.
2	Public Reporting & Response Procedures	Investigate 100% of illicit discharges reported.	The City will investigate 100% of illicit discharges reported.
2	Source Investigation and Elimination	Conduct 100% of illicit discharge inspections.	The City of Sansom Park will conduct 100% of illicit discharge inspections.
2	Source Investigation and Elimination	Investigate 100% of illicit discharges reported.	The City of Sansom Park will investigate 100% of illicit discharges reported.
3	Erosion & Sediment Control Requirements	Inspect 100% of construction sites each year.	The City will inspect 100% of construction sites each year.
3	Erosion & Sediment Control Requirements	Inspect 100% of complaints driven site each year.	The City will inspect 100% of complaints driven site each year.
3	Construction Plan Review Procedures	Administer the construction plan review process for 100% of new regulated construction projects.	Construction Plan review process will be administered for 100% of new regulated construction projects.
3	Construction Site Inspections and Enforcement	Inspect 100% of construction sites each year.	The City of Sansom Park will inspect 100% of construction sites each year.
3	Construction Site Inspections and Enforcement	Inspect 100% of complaints driven site each year.	The City of Sansom Park will inspect 100% of complaints driven site each year.
3	Construction Stormwater Training	Conduct annual construction stormwater training at least once a year for designated City staff and new hires.	The City of Sansom Park will conduct annual construction training for designated employees.
4	Post-Construction Requirements	Investigate 100% of post-construction violations or complaints.	The City will continue to investigate 100% of post-construction violations or complaints.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

MCM	BMP	Stormwater Activity	Description/Comments
4	Long-Term Maintenance of Post-Construction BMPs	Implement maintenance plans for new owners or operators once post-construction BMPs are installed.	Maintenance plans will be implemented to new owners or operators once post-construction BMP is installed.
5	Facility and Stormwater Control Inventory	Maintain an inventory of City-owned and operated facilities and stormwater controls and update as necessary.	The City will continue to maintain an inventory of City-owned facilities and stormwater controls.
5	Municipal Employee Training Program	Conduct good housekeeping training at least once a year for designated employees.	The City of Sansom Park will provide annual training to designated employees.
5	Contractor Requirements and Oversight	Implement contracts and revised as needed.	The City will implement and maintain contractual requirements with new and current contractors.
5	Municipal Operations and Maintenance Activities	Implement pollution prevention measures and inspect facilities at least once a year.	The City will continue to implement pollution prevention measures and inspect facilities.



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

### F. Stormwater Modifications (Part IV Section B.2.(e))

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

### 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.

- No additional BMPs are anticipated for the City of Sansom Park at this time.

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

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

Yes     No

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

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

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). 0

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

Yes     No

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



## Phase II MS4 Annual Report Form TPDES General Permit Number TXR040000

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

### J. Certification

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

Title: City Administrator

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

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

City of Sansom Park MS4





# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **Educational Brochures**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Provide brochures to the public at City facilities.  
Distribute brochures to at least one City event each year.

---

1. Was the measurable goal accomplished for this permit year? Yes  No   
(a) If so, explain what was done to accomplish the measurable goal.

The City continues to purchased two different brochures about stormwater education. The City is currently researching new publications to distribute to residents.

- (b) If not, why was the measurable goal not accomplished?

Unfortunately, the City did not provide educational material during a City event due to COVID.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No
3. Was this BMP considered to be successful? Yes  No   
(a) Please explain.

The BMP was considered successful. The City continues to place orders to brochures to distribute at public buildings. However, the City is researching other publications and platforms to provide residents with stormwater education.

4. Are any changes to this BMP recommended for the next permit term? Yes  No   
(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

**MCM:**

**Public Education, Outreach, and Involvement**

**BMP Title:**

**Water Bill Inserts**

**Responsible Department:**

Public Works

**Measurable Goal:**

Year 3 – Distribute an educational stormwater message to be included on 100% of City water bills once each year.

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

The City of Sansom Park continues to provide stormwater information on 4,000 residential water bills at least three times a year.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

Providing education for residents is an important part of the stormwater program. The more residents that are educated, the more likely a reduction in pollutants in stormwater will occur.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **Stormwater Education Web Page**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – The City will develop a webpage dedicated to stormwater education on the City’s website and implement website in Year 3. Post annual reports on City’s website no later than 30 days after the due date.

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

(b) If not, why was the measurable goal not accomplished?

Unfortunately, this BMP was not accomplished. The City will create a stormwater page to include information about the stormwater management program and ways to prevent stormwater pollution.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

This BMP is considered unsuccessful. It is important to educate residents in the significance of stormwater and its effect on the With more people aware of their actions, hopefully the result is less pollution in our waterways.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **City Cleanup Event**

**Responsible Department:** Parks & Recreation

**Measurable Goal:** Year 3 – Coordinate at least one annual cleanup event.

---

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

The City has exceeded its goal by providing its residents with 5 pollution collection events annually. Bulk trash events were held on April 17, May 3, June 12, July 5, and September 6.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

The program is effective and allows residents to dispose of bulk trash and debris. The program directly reduces the amount of trash and debris in streams in the City.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **Recycling**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – City will provide recycling service once a week. Provide at least two educational post to residents about recycling through the City website.

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

Sansom Park provides recycling service once a week. The City provides residents with a public recycling bin available 24 hours a day.

(b) If not, why was the measurable goal not accomplished?

Unfortunately, the City did not provide educational post to residents about recycling through the City website.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

The BMP is considered partially successful. It is important to provide educational information through different media. The City understands the importance of recycling to reduce the amount trash and litter in the landfills. This reduces the amount of floatables and contaminants that enter local waterways.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **SWMP Annual Review**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Review the current SWMP for compliance

---

1. Was the measurable goal accomplished for this permit year? Yes  No   
(a) If so, explain what was done to accomplish the measurable goal.

The City has reviewed the SWMP and will research other platforms to provide stormwater education. The City is considering starting a Facebook page in order to provide educational stormwater information to residents easily and quickly.

- (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No
3. Was this BMP considered to be successful? Yes  No   
(a) Please explain.

This BMP is considered successful because it allows for the City to review current BMPs. It allows for changes to the program, especially due to unforeseen circumstances, such as the pandemic and winter storm.

4. Are any changes to this BMP recommended for the next permit term? Yes  No   
(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Illicit Discharge Detection and Elimination**

**BMP Title:** **Illicit Discharge Ordinance**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Conduct 100% of illicit discharge inspections.  
Investigate 100% of illicit discharges reported.

---

1. Was the measurable goal accomplished for this permit year? Yes  No   
(a) If so, explain what was done to accomplish the measurable goal.

The City continues to implement and enforce the ordinance. No illicit discharges were reported this year, but the City encourages residents to report illicit discharges.

- (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No
3. Was this BMP considered to be successful? Yes  No   
(a) Please explain.

The illicit discharge ordinance allows the City to prevent any non-stormwater discharges and illegal dumping and take actions of enforcement on any issues that may arise.

4. Are any changes to this BMP recommended for the next permit term? Yes  No   
(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Illicit Discharge Detection and Elimination**

**BMP Title:** **Storm Drainage System Map**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Annually update the storm drainage system map as necessary.

---

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

The City developed a storm drainage system outfall map with 100% of the outfalls mapped. The storm drainage map will be updated with new development or redevelopment occurs.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

Preparing an outfall map, allows for easier identification of pollutant sources and discharges.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No





# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Illicit Discharge Detection and Elimination**

**BMP Title:** **Education and Training on Illicit Discharges**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Conduct IDDE training at least once a year for designated employees.

---

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

Sansom Park employees attended IDDE training on January 12, 2021. A total of 6 employees attended the stormwater training.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

Training educates City employees on how to identify any possible illicit discharges and how to resolve them, Knowing how to respond when discharges happen can result in minimizing pollution to lakes and streams.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Illicit Discharge, Detection, and Elimination**

**BMP Title:** **Public Reporting & Response Procedures**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Investigate 100% of illicit discharges reported.

---

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

The City provides a contact number on the City website for residents and businesses to report illegal dumping and illicit discharges. This year the City did not receive reports of illegal discharges. However, the City encourages residents to report illicit discharges.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

Allowing the public to be part of a reporting system helps target and address illicit discharges in a timely manner. City staff alone is not large enough to be monitoring all waterways at all times.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Illicit Discharge, Detection, and Elimination**

**BMP Title:** **Source Investigation and Elimination**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Conduct 100% of illicit discharge inspections.  
Investigate 100% of illicit discharges reported.

---

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

The City continues to inspect and maintain stormwater controls. Sansom Park has investigated and documented possible discharges in a timely manner. The City also implemented removing junk cars to reduce pollution cared directly into streams, rivers, and lakes.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

It is important for the staff be informed on how to respond to a spill or an illicit discharge and keep the methods for responding consistent.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

**MCM:** **Construction Site Stormwater Runoff Control**

**BMP Title:** **Erosion & Sediment Control Requirements**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Inspect 100% of construction sites each year. Inspect 100% of complaints driven site each year.

1. Was the measurable goal accomplished for this permit year? Yes  No   
(a) If so, explain what was done to accomplish the measurable goal.

The City continues to implement and enforce the ordinance. There are currently no large construction projects occurring in Sansom Park. The City is currently inspecting single family home projects.

- (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No
3. Was this BMP considered to be successful? Yes  No   
(a) Please explain.

It is important for the City to be able to enforce the requirements for erosion and sediment control on construction sites. Proper stormwater practices on construction sites reduces the amount of pollution from site runoff.

4. Are any changes to this BMP recommended for the next permit term? Yes  No   
(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Construction Site Stormwater Runoff Control**

**BMP Title:** **Construction Plan Review Procedures**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Administer the construction plan review process for 100% of new regulated construction projects.

---

1. Was the measurable goal accomplished for this permit year? Yes  No   
(a) If so, explain what was done to accomplish the measurable goal.

The City's engineer consultant reviewed all construction plans, including erosion control and checking for general compliance with local, state, and federal regulations. The City engineer review 3 construction plans.

- (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No
3. Was this BMP considered to be successful? Yes  No   
(a) Please explain.

It is important to ensure the new developments or redevelopments contain appropriate site-specific construction site control measures.

4. Are any changes to this BMP recommended for the next permit term? Yes  No   
(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Construction Site Stormwater Runoff Control**

**BMP Title:** **Construction Site Inspection and Enforcement**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Inspect 100% of construction sites each year. Inspect 100% of complaint driven site or locations each year.

---

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

Currently, there is no large construction projects in Sansom Park. However, the City continues to inspect single home constructions projects.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

It is important to enforce the construction ordinance to ensure that construction sites are enacting appropriate pollutant reducing BMPs.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Construction Site Stormwater Runoff Control**

**BMP Title:** **Construction Stormwater Training**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Conduct annual construction stormwater training at least once a year for designated City staff and new hires.

---

1. Was the measurable goal accomplished for this permit year? Yes  No   
(a) If so, explain what was done to accomplish the measurable goal.

Sansom Park held stormwater training for City employees on January 12, 2021. A total of 6 employees attended the stormwater training.

- (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No
3. Was this BMP considered to be successful? Yes  No   
(a) Please explain.

It is important to train employees on proper erosion control practices and recommended corrective actions in order to reduce stormwater pollution from construction sites.

4. Are any changes to this BMP recommended for the next permit term? Yes  No   
(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Post – Construction Stormwater Management in New Development and Redevelopment**

**BMP Title:** **Post-Construction Ordinance**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Investigate 100% of post-construction violations or complaints.

---

1. Was the measurable goal accomplished for this permit year? Yes  No   
(a) If so, explain what was done to accomplish the measurable goal.

The City continues to inspect and maintain detention and retention ponds located in the City. Maintenance was performed at three detention ponds located in the City.

- (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No
3. Was this BMP considered to be successful? Yes  No   
(a) Please explain.

It is important the City be able to enforce the post-construction requirements for new development, and renewed development sites, so that stormwater pollutants are reduced for long-term and that the post-construction controls work properly.

4. Are any changes to this BMP recommended for the next permit term? Yes  No   
(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No





# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Post – Construction Stormwater Management in New Development and Redevelopment**

**BMP Title:** **Long-Term Maintenance of Post-Construction BMPs**

**Responsible Department:** Engineering

**Measurable Goal:** Year 3 – Implement maintenance plans for new owners or operators once post-construction BMPs is installed.

---

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

(b) If not, why was the measurable goal not accomplished?

Currently, post-construction BMPs are owned and maintained by the City. However, Sansom Park is in the process of developing long-term maintenance of post-construction BMPs for new or redevelopment.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

The City understands the importance of developing long-term operation and maintenance requirements for new or redevelopment. While the agreements are not effective yet, the City inspects and maintains post-construction BMPs to ensure proper drainage.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Pollution Prevention and Good Housekeeping for Municipal Operations**

**BMP Title:** **Facility and Stormwater Control Inventory**

**Responsible Department:** Engineering & Public Works

**Measurable Goal:** Year 3 – Maintain an inventory of City – owned and operated facilities and stormwater controls and update as necessary.

---

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

The City maintains an inventory of City-owned and operated facilities and stormwater controls in the MS4. The City will update the inventory list as necessary.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

Preparing and maintaining an inventory of City-owned facilities tracks possible sources or pollutants within the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

**MCM:** **Pollution Prevention and Good Housekeeping for Municipal Operations**

**BMP Title:** ***Municipal Employee Training Program***

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Provide annual municipal employee training at least once a year for designated staff and new hires.

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

Sansom Park held stormwater training for City employees on January 12, 2021. A total of 6 employees attended the stormwater training.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No

3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

It is important to train employees to be cognizant of and report improper stormwater practices can result in pollutant reduction.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Pollution Prevention and Good Housekeeping for Municipal Operations**

**BMP Title:** **Contractor Requirements and Oversight**

**Responsible Department:** Public Works

**Measurable Goal:** Year 3 – Implement contract requirements to new contractors. Maintain contracts with current contractors and revise as necessary.

---

1. Was the measurable goal accomplished for this permit year? Yes  No

(a) If so, explain what was done to accomplish the measurable goal.

The City is in the process of preparing draft contractual agreements with contractors. Currently, City employees perform all maintenance and repairs. However, it is important to prepare contractual agreements for when contractors are hired by the City.

(b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No
3. Was this BMP considered to be successful? Yes  No

(a) Please explain.

Implementing contractual requirements to contractor's subject to stormwater requirements will ensure that contractors are using appropriate control measures and standard operating procedures when working within the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes  No

(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

---

**MCM:** **Pollution Prevention and Good Housekeeping for Municipal Operations**

**BMP Title:** ***Municipal Operation and Maintenance Activities***

**Responsible Department:** Public Works & Parks

**Measurable Goal:** Year 3 – Implement pollution prevention measures and inspect facilities at least once a year.

---

1. Was the measurable goal accomplished for this permit year? Yes  No   
(a) If so, explain what was done to accomplish the measurable goal.

City facilities are inspected regularly to ensure proper pollution prevention measures.

- (b) If not, why was the measurable goal not accomplished?

Although, City facilities are inspected regularly, there is no documentation of the inspections performed. The City is currently working on an effective checklist to document inspections performed.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes  No
3. Was this BMP considered to be successful? Yes  No   
(a) Please explain.

The BMP is considered partially successful. The City understands the importance of enforcing pollution prevention measures at City-owned facilities to reduce pollutant discharges.

4. Are any changes to this BMP recommended for the next permit term? Yes  No   
(a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes  No