

Appendix C

Individual BMP Descriptions

BMP 1 General Public Education Using the Web Site

Description

Continue distribution of educational material to residents, students, and members of the public utilizing the City's existing web site, located at <https://www.thecolonytx.gov/273/Storm-Water-Management-Plan>, as an educational platform. Digital format reduces the emphasis on printing/distribution of hard copies. Web platform provides access for a variety of stormwater-related educational materials including but not limited to: public educational materials, classroom educational materials, storm water videos, EPA or TCEQ information for homeowners/residents, landscaping and other practices, proper disposal of household hazardous waste and oils, and other educational and participatory opportunities, and social media education and announcements. The site will continue to be used to post information about upcoming educational events and volunteer opportunities. The site will also continue to be used to inform and educate the public about the existence of the stormwater hotline, which is the City's primary avenue for citizen communication about stormwater-related issues, complaints, and reporting.

Consider using existing public materials for education, such as those available from the EPA's Nonpoint Source Outreach Toolbox (www.epa.gov/nps/toolbox) or from other agencies and municipalities with similar public education goals. Also leverage the Web Site to share contact information for citizens to use the Storm Water Hotline, which is referenced in BMP 9.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY2019 – 2023)*

- Review and revise the stormwater website once per year.
- Document number of web visitors or page hits to the stormwater page once per year.
- Post educational information via social media at least twice per year.
- Post two articles each year and distribute one educational resource to residents each year.
- Seek to add 50 or more new friends/followers of the City's social media outlets each year.
- Post the new Storm Water Management Program (SWMP) document on the stormwater web page within 30 days of approval.
- Verify that the Storm Water Management Program (SWMP) document is posted and accessible on the stormwater web page once per year.
- Post and verify public access on the stormwater web page to the MS4 annual report within 30 days of approval each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 2 General Education of City Employees

Description

Continue to educate existing employees involved with the MS4 program at least once per year on general stormwater protection topics. Establish an attainable policy for global training of new staff involved with the MS4 program. Ensure that training is effective and as simple as possible. Examples may include a 15min video that's viewed, or printed materials related to MS4 and SWMP program as part of annual training activities or that are distributed with new hire packets. Employees with job responsibilities with potential stormwater impacts will receive additional job-specific training, as appropriate, for stormwater protection. Incorporate pollution prevention and good housekeeping training topics, such as illicit discharge training, spill procedures, material storage procedures, and storm sewer waste disposal procedure. Document all related meetings and trainings and maintain a training attendance list.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Conduct employee education during regularly scheduled "key-up" meetings at least once per year.
- Distribute educational materials for stormwater education to at least 50% of City employees once per year.
- Conduct educational and/or training-related meetings once per year.
- Train staff on stormwater topics once per year.
- Maintain a staff training attendance list once per year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 3 Business, Commercial and Industrial Education

Description

Continue to educate local businesses, including commercial and industrial facilities, at a minimum frequency of one time each year by distributing educational information. Use bill mailers, digital content that is distributed via email, or other sustainable means. Consider using EPA/TCEQ materials that are already available from exterior sources and don't require internal budget to develop. Solicit feedback and revise program if appropriate. Document annually the number of business that receive educational materials.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Distribute educational information to 25% of local businesses once a year, and document the names of these businesses.
- Select and document two materials that were used to educate local businesses each year.
- Solicit feedback from businesses once each year.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 4 Education for Elected Officials and Public

Description

Continue existing program where City elected officials and the public receive stormwater education on general stormwater topics, as well as an provide a brief overview of the MS4 program and SWMP activities, requirements, and the progress made during previous year. Do so at one open Council meeting per year. Ensure that public notice protocols are used when announcing the meetings. Schedule this educational session (perhaps in the early Spring) so as to report on the previous year's activities. Plan to incorporate a stormwater-focused public attitude survey (may use hard copy or mobile device format) into one or more public meetings. Plan to summarize results each year as a way to track public education efforts as related to stormwater.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Provide and document one (1) overview of the Phase II MS4 permit requirements and updates on SWMP implementation progress at one open Council meeting each year.
- Document one (1) MS4 overview meeting conducted per year and the number of attendees.
- Conduct one (1) public attitude survey and document a summary of the results once each year.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 5 Storm Drain Inlet Marking

Description

A program to label storm drain inlets with messages warning against dumping pollutants into the drainage system. Invite volunteer groups to participate in marking inlets throughout the City. Public education and involvement about the impact of pollution entering into storm drains for residents, businesses, and visitors.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Invite two volunteer groups to participate in marking inlets throughout the City each year.
- Mark 50 inlets in new subdivisions each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 6 Bulk Waste Cleanup

Description

Continue the existing trash/bulk waste cleanup activities that encourage public participation and help to reduce floatables and other debris that pollute the stormwater system and receiving waters. Host bulk trash cleanup events at local parks as a way to focus cleanup efforts in specific areas and to minimize trash, debris, and animal waste. Document quantities for trash/bulk waste cleanup activities.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Conduct and document one (1) trash/bulk waste cleanup activity each year.
- Conduct cleaning once per year for a selected park.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 7 Household Hazardous Waste Collection Center

Description

Continue to conduct annual household hazardous waste (HHW) collection program at the The Colony Friends of the Environment (SAFE) recycling center. Emphasize importance of public participation. Document types and quantities of HHW collected.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Continue to conduct one household hazardous waste collection center collection program once each year.
- Distribute HHW pamphlets to 50% of residents, documenting the dates and locations of the HHW collection event. Encourage public use of the center and household hazardous waste collection center.
- Document the types of household hazardous waste collected.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 8 Illicit Discharge Prohibition/Elimination Ordinance

Description

Continue operations and enforcement under the existing illicit discharge ordinance (Chap. 20, Article IV, Sec 18-23, which has been in place since 12-7-2010) to prohibit and require elimination of non-stormwater discharges that significantly contribute pollutants to the municipal storm sewer system. Conduct annual ordinance review to confirm that the current ordinance is sufficient, with clear definitions as well as defined penalties/enforcement actions. Update the existing ordinance when and if necessary. Track and document annual infractions & details as a way to reduce illicit discharge.

Measurable Goals & Recordkeeping

By End of Fiscal Year 2019

- Review ordinance once each year to ensure all terms and conditions of new permit are included.
- If necessary, draft revised ordinance for public review and comment. Solicit input each year from the public for the draft revisions.
- Continue enforcement of existing ordinance.
- Document 100% of instances of enforcement and follow-up actions taken.
- The deadline is December 29 of this fiscal year 2019.

By End of Each Fiscal Year (2020 – 2023)*

- Review existing ordinance once each year to ensure all terms and conditions of new permit are included.
- Continue enforcement of existing ordinance provisions, including both education-focused enforcement and penalty-based enforcement of ordinance provisions.
- If necessary, draft ordinance revisions for public review and comment. Solicit input each year from the public for the draft revisions.
- Document 100% of instances of enforcement and action taken to eliminate illicit discharge.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 9 Storm Sewer System Map

Description

Review the City's existing MS4 storm sewer system map annually and update as needed to record new pipes/systems created by new development. Document annual updates.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Review the storm sewer system map each year to ensure all new development and storm sewer systems are included.
- Document 50% of the storm drain pipes and outfalls added to the map each year.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 10 Illicit Discharge Reporting and Inspections

Description

Continue to conduct inspections of the storm sewer system to identify the presence and sources of illicit connections and illegal dumping activities. Ensure that inspections are conducted when complaints are received. Continue to maintain and promote the City's Stormwater Hot Line as the primary way to solicit information related to illicit discharges and illegal dumping and related complaints. Track and document all illicit discharge inspections, infractions, and details on an annual basis as a way to reduce illicit discharge.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Continue to conduct illicit discharge inspections for the City's regulated outfalls.
- Inspect 20% of the system outfalls each year, document observations, and document corrective actions taken, if any.
- Document each year 100% of the inspections made as follow-ups to complaints, sources identified, and corrective actions taken.
- Use annual inspections as an opportunity to check and refresh storm drain stenciling (painted or glued) on an as-needed basis.
- Continue to educate the public two times each year about the existence of the City's Stormwater Hot Line through the City's website, referenced in BMP 1.
- Continue to document 100% of the calls received and to take appropriate response and/or corrective action.
- Continue to monitor and respond to 100% of the calls received, and specifically review five or more calls each year to identify and document trends (i.e., repeated reports of illegal dumping in certain areas of the City) or needs for Stormwater Hot Line improvement to more effectively prevent illicit discharges and protect stormwater quality.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 11 Sanitary Sewer Line Rehabilitation and Maintenance

Description

Continue to report any rehabilitation or maintenance of City's sanitary sewer mains each year. Reporting should consist of linear footage of sewer rehab, location in system, etc. as a step towards improving system function and reducing sanitary sewer overflows as illicit discharges. Any inspection or cleaning will also be reported.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Continue to report any rehabilitation or maintenance of City's sanitary sewer mains each year.
- Document linear footage of sewer rehabilitation and location in system; target 2,000 LF of rehabilitation each year.
- Document any inspection or cleaning in system; target 2,000 LF each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 12 Erosion Control Ordinance and Requirements for Construction Site Contractors

Description

Continue operations under existing ordinance (Chap. 20, Article II, Sec 8-14), which has been in place since 12-7-2010. Review and update, if necessary, the City's existing ordinance prohibiting the unauthorized discharge of polluted stormwater to the MS4 from construction sites one acre or greater in size. Conduct annual ordinance review to confirm that the current ordinance is sufficient, with clear definitions as well as defined penalties/enforcement actions. Track and document annual infractions & details as a way to reduce construction site erosion.

Measureable Goals & Recordkeeping

By End of Fiscal Year 2019

- Review ordinance to ensure all terms and conditions of new permit are included.
- If necessary, draft revised ordinance for public review and comment. Solicit input from the public for the draft revisions.
- Continue enforcement of existing ordinance.
- Document 100% of instances of enforcement and follow-up actions taken.
- The deadline is December 29 of this fiscal year 2019.

By End of Each Fiscal Year (2020 – 2023)*

- Continue enforcement of existing ordinance provisions. If necessary, begin penalty-based enforcement of new ordinance provisions.
- Document 100% of instances of enforcement and follow-up actions taken.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 13 Site Plan/Design Review

Description

Continue to conduct plan reviews for adequate protection of water quality through the development of pre-and post-construction controls. Continue to maintain site design compliance with current ordinances (erosion control, illicit discharges, etc.). Document the plan reviews completed annually along with a list of addresses. Leverage the plan review feedback process to carry out training and education for builders/developers/engineers. Make a practice of including educational materials with the site plan review response letter and/or when building permits are issued. When appropriate, obtain/develop new materials, or revise existing materials for education and training.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (2019 - 2023)*

- Continue to conduct plan reviews, incorporating new procedures if necessary.
- Document 100% of the site plans reviewed along with a list of addresses each year.
- If necessary, document the updated plan review procedures.
- If necessary, educate the public about new plan review procedures.
- Include educational materials with each site plan review response letter and when each building permits are issued.
- When appropriate, obtain/develop new materials or revise existing materials for education and training.
- Document 100% of the educational materials distributed with response letters and building permits each year.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of FY due to TPDES permit renewal.

BMP 14 Construction Site Inspection and Enforcement

Description

Continue existing procedures to conduct construction stormwater management inspections and maintain enforcement of control measures to protect stormwater quality during the active construction phase. This applies for construction sites one acre or greater in size, as well as for sites less than one acre that are part of a larger common plan of development or sale. Ensure that all small and large construction activities discharging to the MS4 have developed/implemented a stormwater pollution prevention plan (SWP3). Document construction inspections, instances of enforcement activity, and reason(s) for non-compliance. Staff involved in construction site inspection activities will be trained or certified, where field training will be integrated with annual inspection activities to allow new inspection staff to be trained in the appropriate procedures for inspection, documentation, and reporting.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Continue to conduct construction site inspections.
- Document 100% of SWP3 development/implementation for all small and large construction activities discharging to the MS4.
- Document 100% of construction inspections, instances of enforcement activity, and reason(s) for non-compliance.
- Document 100% of corrective action taken.
- Document 100% of the dates of related training/certification and 100% of the City staff trained and certified to perform construction site inspections.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 15 Post-Construction Stormwater Ordinance

Description

Continue operations under existing ordinance (Chap. 20, Article III, Sec 15-17), which has been in place since 12-7-2010. Conduct annual ordinance review to confirm that the current ordinance is sufficient, with clear definitions as well as defined penalties/enforcement actions. Track and document annual infractions & details as a way to ensure that post-construction control measures are operating correctly and are maintained for water quality protection. Make a practice of including educational materials with any post-construction inspection correspondence. When appropriate, obtain/develop new materials, or revise existing materials for education and training, when appropriate.

Measureable Goals & Recordkeeping

By End of Fiscal Year 2019

- Review ordinance to ensure all terms and conditions of new permit are included.
- If necessary, draft revised ordinance for public review and comment. Solicit input from the public for the draft revisions.
- Continue enforcement of existing ordinance.
- Document 100% of the instances of enforcement and follow-up actions taken.
- The deadline is December 29 of fiscal year 2019.

By End of Each Fiscal Year (2020 – 2023)*

- Review ordinance once each year to ensure all terms and conditions of new permit are included.
- If necessary, draft revised ordinance for public review and comment. Solicit input from the public for the draft revisions.
- Continue enforcement of existing ordinance.
- Document 100% of the instances of enforcement and follow-up actions taken.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 16 Post-Construction Site Inspection and Enforcement

Description

Continue to conduct inspections of post-construction stormwater controls (in years when construction projects have been completed). This applies for construction sites one acre or greater in size, as well as for sites less than one acre that are part of a larger common plan of development or sale. Inspection goal is to ensure that control measures are operating correctly and are being maintained to properly protect water quality. Document post-construction inspections, instances of enforcement activity, and reason(s) for non-compliance. Staff involved in post-construction site inspection activities will be trained and/or certified, where field training will be integrated with post-construction inspection activities to allow new inspection staff to be trained in the appropriate procedures for inspection, documentation, and reporting.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Continue to conduct at least one inspection of post-construction stormwater controls each year.
- Document 100% of post-construction inspections, instances of enforcement activity, and reason(s) for non-compliance.
- Document 100% of corrective action taken.
- Document 100% of the dates of related training/certification and 100% of the City staff trained and certified to perform inspections of post-construction stormwater controls.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 17 Herbicide, Pesticide, and Fertilizer Management

Description

Continue the City's existing herbicide, pesticide and fertilizer management program.

Measureable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Continue implementation of The Colony's existing herbicide and pesticide management program.
- Provide a list of 100% of the individuals currently certified and/or trained as herbicide and pesticide applicators each year.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 18 Storm Sewer System Maintenance

Description

Continue City's existing program to remove floatables, sediment, and other debris from the storm sewer system to reduce stormwater pollution and minimize drainage impediments. Continue the existing inspection schedule, response to storm sewer reports from citizens as necessary, and periodic system maintenance and cleaning. Continue to evaluate the municipal storm sewer system for the need for structural controls, evaluate budget requirements, etc. Document annual activities - areas inspected, observations made, problems reported, and maintenance performed.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Continue to implement the inspection schedule followed under the previous permit cycle; target 2,000 LF of storm drain CCTV inspection each year.
- Perform maintenance as necessary.
- Clean system as needed in response to complaints or reported problems; target 2,000 LF of storm drain cleaning each year; target 20 storm inlets cleaned each year.
- Document 100% of the areas inspected, observations made, problems reported, and maintenance performed each year.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 19 Street Sweeping

Description

Continue the City's existing street sweeping program. City owns a sweeper and performs sweeping on a regular basis but also contracts out this service. Continue to document dates of sweeping and miles cleaned each year.

Measureable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Continue existing street sweeping program and perform 10 miles of street sweeping each year.
- Document 100% of street sweeping activities, volume of waste collected, and method of waste disposal.
- The deadline is December 29 of each year.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.

BMP 20 Pollution Prevention for Municipal Operations

Description

Maintain a master inventory of all municipal facilities with stormwater controls and/or potential for adverse impact to stormwater system quality, and annually inspect all applicable City facilities. All applicable City facilities regardless of managing City department will be inspected by staff responsible for stormwater compliance. Confirm that a checklist-style inspection form is available, schedule annual inspections, perform annual inspections, and document findings. As part of the annual inspection of municipal facilities, review proper material storage, confirm that a spill response procedure is in place, confirm the central spill response kit is available at the Fire Department, and review waste material disposal.

Measurable Goals & Recordkeeping

By End of Each Fiscal Year (FY 2019 – 2023)*

- Review and update each year the master inventory of all municipal operations and facilities that have a potential to adversely impact stormwater quality once each year.
- Review each year and update as needed the budget requirements to conduct assessments of the municipal operations by staff responsible for stormwater compliance.
- Evaluate the need for a checklist-style inspection form and implement as needed.
- Schedule and document once each year the assessments of 100% of the relevant municipal facilities by staff responsible for stormwater compliance.

*Fiscal Year 2023 tasks may be due prior to the end of the FY due to TPDES permit renewal.