

# Phase II MS4 Annual Report

for the



Stormwater Management Program Year 1  
(January 1, 2019 – December 31, 2019)  
Permit Authorization Number: TXR040091



**Texas Commission on Environmental Quality**

March 2020

Prepared By



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**FOR 20007**



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

### A. General Information

Authorization Number: TXR040091

Annual Report Year: MS4 General Permit Year 1 (January 1, 2019 – December 31, 2019)

MS4 Operator Level: Level 2

Name of MS4/Permittee: City of Forest Hill

Contact Name: Mr. I

Telephone Number: 817-568-300

Mailing Address: 3219 California Parkway  
Forest Hill, TX 76119

Email Address: rduenes@foresthilltx.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 MS4 GP and SWMP (Part IV Section B.2(a))

- Provide information on the status of complying with permit conditions: (Part V-Standard Permit Conditions)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Permittee is currently in compliance with recordkeeping and reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



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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	General Education Program	Yes, educating citizens, including adults and children, is an important part of reducing stormwater pollution by raising awareness of everyday issues that can be easily remedied.
1	Municipal Employee Training Program	Yes, educating employees on illicit discharge, construction site stormwater, pollution prevention and good housekeeping practices can reduce stormwater pollution.
1	Business Education Program	Yes, informing local businesses on proper waste disposal can reduce pollutants discharge into lakes and streams.
1	Texas Smartscape Program	Yes, the program provides information for homeowners and commercial businesses to use native and adaptive plants. Not only does this conserve water, but it reduces the amount of fertilizers, pesticides, and herbicides that are discharged into stormwater.
1	Fertilizer and Pesticide Use Education	Yes, educating residents on the proper use of fertilizer and pesticide can help reduce stormwater pollution during lawn care activities.
1	Post SWMP and Annual Report on City Website	Yes, posting the SWMP and annual report can educate residents of the importance of the program.
1	Review the SWMP and MCM Implementation Procedures	No, however, it is important review the program annually to ensure program is clear specific and measurable.
1	General Permit Public Notice	Yes, providing a public notice of the SWMP allows for residents to comment about the program.
1	Clean City Commission	Yes, getting the public involved in the cleanup activities can educate residents the importance of preventing stormwater pollution.
1	Citywide Litter Cleanup	Yes, the program reduces the amount of trash in streams in the City.
2	Storm Sewer Map	Yes, the map allows the City to easily track and remedy illicit discharges, should they occur.
2	Public Reporting	Yes, providing a mechanism for residents to report illicit discharges expedites the City's ability to locate and address illicit discharges.
2	Spill Control and Response	Yes, it is important for City staff to be informed on how to response to a spill or an illicit discharge.
2	Ordinance for Illicit Discharge Detection and Elimination	Yes, the ordinance allows the City to regulate and enforce rules on non-stormwater discharges and illegal dumping and prevent stormwater pollution.



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MCM	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
2	Sanitary Sewer Inspections and Maintenance	Yes, by inspecting and tracking sanitary sewer operations, the number of sanitary sewer overflows into waterbodies can be reduced.
2	Illicit Discharge Inspections	Yes, inspecting City outfalls and storm drain can lead to the detection of illicit discharges and allows for periodic monitoring.
3	Ordinance for Construction Site Stormwater Runoff Control	Yes, by allowing the City to regulate erosion and sediment control on construction sites, pollutants from stormwater runoff are reduced.
3	Site Plan Review Process	Yes, by ensuring that construction sites are enacting appropriate erosion and sediment control BMPs.
3	Construction Site Inspections and Enforcement	Yes, performing site inspections will ensure proper installation and maintenance of erosion and sediment controls and reduce transport of sediment load.
4	Ordinance for Post-Construction Stormwater Management	Yes, by allowing the City to regulate post development plans and ensure long-term water quality.
4	Post-Construction Inspections	Yes, performing site inspections ensures proper installation of post-construction controls.
5	Inventory of City Facilities	Yes, maintaining an inventory of City-owned facilities and stormwater controls identifies facilities and controls of concern in order to establish pollution prevention measures and sources of pollution.
5	Waste Disposal Procedures	Yes, proper waste disposal can reduce pollutants discharge into lakes and streams.
5	Municipal Contractor Oversight	Yes, developing contractual requirements will ensure that contractors are using appropriate control measures and standard operating procedures when working within the MS4.
5	Street Cleaning Program	Yes, this program reduces the amount of debris in the street that can lead to a nearby inlet.
5	Stream and Creek Maintenance	Yes, this program reduces the amount of trash in streams in the City.
5	Structural Control Maintenance	Yes, the program ensures structural controls are maintain and working properly.
5	Storm Drain Inlet Marking	Yes, marking storm drains will remind the public that storm drains discharge directly into creeks and streams, which may prevent any dumping or pollutants from entering the storm drain.



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3. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable. Summarize any information used (such as visual observation, amount of materials removed or prevented from entering the MS4, or if required monitoring data, etc.) to evaluate reductions in the discharge of pollutants. Use a 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	General Education Program	Provide educational material frequency	1	Annually	No, but educating the public and City Council is important for their understanding of the SWMP.
1	Municipal Employee Training Program	Number of Employees Trained	5	New Employees	No, however it is important to educate City employees on ways to reduce and prevent pollution, as well as to identify and report if pollution is occurring.
1	Business Education Program	Groups of Business Types	5	Groups identified	No, but educating local businesses about proper waste disposal is important to reduce pollution by making the populations more informed.
1	Texas Smartscape Program	Number of Articles Published	0	Articles	Yes, through the education residents receive planting native and adaptive plants helps reduce the amount of fertilizers and pesticides from local waterways.
1	Fertilizer and Pesticide Use Education	Number of Articles Published	0	Articles	No, but providing proper use of fertilizer and pesticide can reduce the harmful effects in local waterways.
1	Review the SWMP and MCM Implementation Procedures	BMPs Reviewed	26	BMPs	No, however, reviewing the program and BMPs annually ensures the program is compliant with TPDES permit.
1	Clean City Commission	Number of meetings	6	Meetings	Yes, involving the public in keeping the City clean is an effective way to reduce pollution.
1	Citywide Litter Cleanup	Number of Cleanup Events	1	Event	Yes, the cleanup event helps to eliminate trash and debris from entering local waterways.
2	Storm Sewer Map	Outfalls Mapped	100%	Outfalls	No, but the BMP allows staff to easily track illicit discharges and anticipate potential outfalls that may be affected from a discharge.



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MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
2	Public Reporting	Illicit Discharges Reported	0	Reports	Yes, the BMP provides a way of contact for residents to report illicit discharges and illegal dumping to minimize pollution.
2	Spill Control and Response	Illicit Discharges Reported	0	Reports	No, but it is important that the City follows proper procedures for addressing the source of an illicit discharge in the most efficient and uniform manner possible.
2	Ordinance for Illicit Discharge Detection and Elimination	Illicit Discharge Report	0	Reports	No, however, creating regulations that govern illegal dumping and illicit discharges can prevent pollutants from entering the storm drains.
2	Sanitary Sewer Inspections and Maintenance	Annual inspection frequency	x4	Annually	Yes, cleaning the sewer system regularly reduces sanitary sewer overflows into waterbodies.
2	Illicit Discharge Inspections	Number of Inspections	138	Inspections	No, but it is important for the City to have proper inspection procedures to ensure illicit discharge are being addressed safely and quickly.
3	Ordinance for Construction Site Stormwater Runoff Control	Number of Construction Sites Inspected	2	Construction Sites	Yes, placing requirements on construction sites reduces the amount of pollution in the storm drains from site runoff.
3	Site Plan Review Process	Plans Reviewed	19	Plans	No, but it is important the Town have proper review procedures to ensure that construction sites are enacting appropriate pollutant reducing BMPs.
3	Construction Site Inspections and Enforcement	Number of Construction Sites Inspected	2	Construction Sites	No, but it is important for the Town to have proper inspection procedures to ensure construction sites are complying with the Town's Erosion and Sediment Control Ordinance.
4	Ordinance for Post-Construction Stormwater Management	Number of Post-Construction Inspections	0	Post-Construction Inspections	Yes, some post-construction requirements, such as detention ponds can serve to reduce pollutant loading in streams.



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MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
4	Post-Construction Inspections	Number of Post-Construction Inspections	0	Post-Construction Inspections	Yes, inspecting post-construction BMPs helps to maintain and ensure the BMPs continue to work properly and prevent stormwater pollution.
5	Inventory of City Facilities	Number of City Facilities	26	Facilities	No, however it is important to identify Town-owned facilities and stormwater controls in order to establish pollution prevention measures and sources of pollution.
5	Waste Disposal Procedures	Frequency of Waste Disposed	X5	Weekly	No, however it is important to provide proper waste disposal to ensure waste is not entering local waterbodies.
5	Municipal Contractor Oversight	Review Contract	1	Contract	No, but implementing contractual requirements and oversight ensures that MS4-hired contractors are accountable to the MS4's pollution reduction goals.
5	Street Cleaning Program	Zones Maintained	4	Zones	Yes, by directly removing debris and trash from the streets that would otherwise remain in a nearby inlet.
5	Stream and Creek Maintenance	Maintenance Performed	41	Locations Maintained	Yes, by directly removing debris and solids that would otherwise remain in the stream.
5	Structural Control Maintenance	Structural Controls Inspected	138	Structural Controls	No, but the program ensures the structural control are maintained and working properly.
5	Storm Drain Inlet Marking	Evaluate Feasibility	-	Evaluated	No, but storm drain marking serves as a reminder to residents and visitors that pollutants dumped in inlets drain directly to creeks.



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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.

MCM	Measurable Goal	Success
1	Determine overall goals of public education program.	Met goal. The City's goal with the program is to educate residents about stormwater pollution.
1	Provide educational materials at City Hall and Public Participation Events at least once annually.	Met goal. The City provides educational material at City Hall.
1	Provide SWMP information on City Website and review and update as necessary – at least once annually.	Met goal. The City's website provides information about the SWMP.
1	Identify additional City employees to be involved in program.	Met goal. The City identified 5 new employees to receive training.
1	Continue to provide annual training to City employees	Met goal. The City conducted training for the new employees in Year 1.
1	Identify 5 groups of business types to be included in program	Met goal. The City identified restaurants, auto shops, gas stations, hotels, and dental offices to be included in the program.
1	Continue to make Texas Smartscape materials available at City offices and Public Library.	Met goal. The City provides Texas SmartScape at City offices and Public Works.
1	Publish one article in the City newsletter about the program, and the free bookmarks.	Did not meet goal. This BMP will be re-evaluated due to the state of the newsletter.
1	Review and update Texas Smartscape information on website as necessary each year.	Met goal. The City continues to provide Texas Smartscape link on the City's website and offer classes.
1	Publish one article each year in City Newsletter about proper pesticide and fertilizer use for homeowners and business.	Did not meet goal. This BMP will be re-evaluated due to the state of the newsletter.
1	Include fertilizer and pesticide use information on the City website and review annually for any necessary updates.	Did not meet goal. Fertilizer and pesticide information will be provided on website in Year 2.
1	Post SWMP within 30 days after the approval date.	The City will post the SWMP on the City's website once approved.
1	Post annual reports to the City website no later than 30 days after the due date.	The City will post the annual report by the end of April.





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MCM	Measurable Goal	Success
1	Annually review the SWMP and MCM implementation procedures. Update if necessary.	Met goal. The City reviewed the SWMP and MCM and decided to revise the program slightly.
1	Provide public notice for SWMP per TCEQ direction.	The City will provide public notice for the SWMP once approved.
1	Continue to meet monthly and solicit public input and involvement in cleanup activities. Ensure notice is included in newsletter.	Met goal. The Clean City Commission continues to meet monthly. Due to the state of the newsletter the City will determine a different way to advertise meeting.
1	Continue existing citywide program and include information on all events in newsletter and on website as appropriate.	Met goal. The City provided its residents with a Citywide clean up n April 13, 2018.
1	Annually document the number and dates of citywide events, person attending, and estimate trash removed for each event.	Met goal. The City held two cleanup events and collected 660 yards of trash and debris and 280 tires.
2	Review map and add any data necessary to ensure map is complete.	Met goal. The storm sewer map is 100% complete and City will review with new development.
2	Annually review existing reporting procedures posted on City website. Revise if necessary.	Met goal. The City reviewed the existing reporting procedures and deemed no changes necessary.
2	Annually document the number of illicit discharges and spill complaints received.	Met goal. No illicit discharges were received.
2	Continue existing spill control procedures.	Met goal. The City continues to use the existing spill control procedures
2	Review existing ordinance and its effectiveness.	Met goal. The City reviewed the ordinance and deemed no changes necessary.
2	Treat the City's sanitary sewer system at least once annually with a degreasing product to prevent sanitary sewer overflows.	Exceeded goal. The City treats the City's sanitary sewer system quarterly.
2	Require contractors to provide CCTV inspections of all new sanitary sewer lines.	Met goal. CCTV was provided for new sanitary sewer lines.
2	Continue program of illicit discharge inspections.	Met goal. The City continues to conduct illicit discharge inspections.
2	Document the number of inspections performed, identifies sources of illicit discharges, and corrective actions taken.	Met goal. The City documents the number of inspections performed as wells as dates and locations.
3	Review existing ordinance and its effectiveness.	Met goal. The City reviewed the ordinance and deemed no changes necessary.



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MCM	Measurable Goal	Success
3	Continue existing site plan review procedures.	Met goal. The City's engineer continues to administer site plan review procedures.
3	Document number of plans reviewed each year.	Met goal. The City's engineer review 19 construction plans.
3	Continue program of construction inspections.	Met goal. The City will continue to conduct construction inspections.
3	Document number of inspections performed, issues addressed, and corrective actions taken.	Met goal. The City documented construction inspections and is available at City offices.
3	Inspect 40% of active sites.	Met goal. The City has inspected 40% of active sites.
4	Continue operations under ordinance passed in 2018. Annually review ordinance and determine if revisions are necessary.	Met goal. The City continues to enforce the ordinance.
4	Document the number of sites inspected.	Met goal. Currently there are no post-construction BMPs in the City of Forest Hill.
5	Annually review inventory of City-owned facilities and revise, if necessary.	Met goal. The City has reviewed inventory of City – owned facilities.
5	Continue existing waste disposal practices. Document waste disposal amounts removed from City facilities on an annual basis.	Met goal. The City continues to implement the existing waste disposal practices
5	Review standard municipal contract to determine extent of changes that may be necessary.	Met goal. The City reviewed the ordinance and deemed no changes necessary.
5	Continue existing street cleaning program.	Met goal. The City continues to implement the street cleaning program.
5	Annually document activities included in program (miles cleaned, ton of debris removed, etc.)	Met goal. The City documents the zone, location, and dates of street sweeping.
5	Continue existing stream and creek program. Annually document activities included in program (length of streams included, amount of debris removed, etc.)	Met goal. The City continues to implement the existing stream and creek program.
5	Continue existing structural control program. Annually document activities included in program (length of streams included, amount of debris removed, etc.)	Met goal. The City documents the dates, locations, and maintenance performed.
5	Investigate feasibility of stencil for marking inlets.	Met goal. The City investigate the feasibility of stencil for marking inlets.

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### C. Stormwater Data Summary (Part IV Section B.2. (b))

1. The MS4 has conducted analytical monitoring and visual observation 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.

- Sanitary Sewer Inspections and Maintenance
  - The City regularly monitors the existing conditions of sanitary sewer lines and performs maintenance as necessary. Actively monitoring and repairing the sanitary sewer lines reduces the potential for sanitary sewer overflows.
- Construction Site Inspections and Enforcement
  - This BMP requires city stormwater personnel to be actively monitoring construction sites for stormwater pollutants.
- Municipal Operation and Maintenance Activities
  - Observing the municipal operations and maintenance activities identifies possible pollutants that can be discharged into storm drains. In future years, the City has identified a BMP that will define monitoring and inspection frequencies which will result in active monitoring and observance of potential pollution.

### D. Impaired Waterbodies (Part IV Section B.2. (c))

**1. If applicable, explain below or attach a summary of 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:**

- The City of Forest Hill discharges into North Branch of North Fork of South Creek, North Fork of South Creek and South Creek. The state classified waterbody that ultimately receives the discharge from Forest Hill is Lake Arlington (#0828). While this waterbody is not located within a TMDL watershed, Village Creek is listed as impaired on the TCEQ 2014 303d Impaired Waterbodies list for bacteria. The City of Forest Hill has implemented BMPs specifically targeting bacteria, including and Park Cleanups. The City will monitor and determine the effectiveness of these BMPs throughout the permit term and make any changes as needed.

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

- Not applicable. The City of Forest Hill discharges into an impaired water body (Village Creek) without an approved TMDL by TCEQ and EPA.

**3. Report the benchmark identified by the MS4 and assessment activities (Part II Section D.4.(a)(6)).**

- Not applicable. The City of Forest Hill discharges into an impaired water body (Village Creek) without an approved TMDL by TCEQ and EPA.



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**4. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark (Part II Section D.4.(a)(4)).**

- Not applicable. The City of Forest Hill discharges into an impaired water body (Village Creek) without an approved TMDL by TCEQ and EPA.

**5. If applicable, report on focused BMPs to address impairment (Part II Section D.4.(a)(5)).**

- Not applicable. The City of Forest Hill discharges into an impaired water body (Village Creek) without an approved TMDL by TCEQ and EPA.

**6. Describe progress in achieving the benchmark (Part II Section D.4.(a)(6)).**

- Not applicable. The City of Forest Hill discharges into an impaired water body (Village Creek) without an approved TMDL by TCEQ and EPA.



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### 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	General Education Program	Review effectiveness of existing public education and outreach program materials.	The City will review effectiveness of the current public education.
1	General Education Program	Provide educational materials at City Hall and Public Participation Events at least once annually.	The City will continue to provide educational materials at City Hall and public events annually.
1	General Education Program	Provide SWMP information on City website and review and update as necessary – at least once annually.	The City will provide SWMP on City website once approved.
1	Municipal Employee Training Program	Purchase, obtain, or develop additional materials for education program to ensure all MCMs are included.	The City will re-evaluate educational material for training.
1	Municipal Employee Training Program	Continue to provide annual training to City employees. Document the number of employees trained and type of materials used.	The City will continue to provide annual training and document training materials used and number of employees trained.
1	Business Education Program	Develop a letter with recommended best management practices for preventing stormwater pollution unique to each business type.	The City will develop a letter recommending best management practices preventing stormwater pollution.
1	Business Education Program	Send letter to one group of business annually. Document number of business contacted.	The City will send letters to a business group annually.
1	Texas Smartscape Program	Continue to make Texas Smartscape materials available at City offices and Public Library.	The City will continue to provide Texas Smartscape materials at City offices and Public Library.
1	Texas Smartscape Program	Publish one article in the newsletter about the program and the free bookmarks.	The City will publish one article in the newsletter about Texas Smartscape.
1	Texas Smartscape Program	Review and update Texas Smartscape information on website as necessary each year.	The City will review and update the Texas Smartscape information on the website as necessary.



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MCM	BMP	Stormwater Activity	Description/Comments
1	Fertilizer and Pesticide Use Education	Publish one article in the newsletter about proper pesticide and fertilizer use for homeowners and businesses.	The City will publish an article about proper pesticide and fertilizer use in the newsletter.
1	Fertilizer and Pesticide Use Education	Include fertilizer and pesticide use information on the City website and review annually for any necessary updates.	The City will provide fertilizer and pesticide use information on the City's website and review annually.
1	Post SWMP and Annual Report on City Website	Post annual reports to City website no later than 30 days after the due date.	The City will post the annual reports on the City website no later than April.
1	Review the SWMP and MCM Implementation Procedures	Annually review the SWMP and MCM implementation procedures. Update if necessary.	The City will review the SWMP and MCM annually to ensure compliance.
1	General Permit Public Notice	Provide public notice for SWMP per TCEQ direction.	The City will provide a public notice of the program per TCEQ direction.
1	Clean City Commission	Continue to meet monthly and solicit public input and involvement in cleanup activities. Ensure notice is included in newsletter.	The City will continue to meet monthly about cleanup activities and solicit public input.
1	Citywide Litter Cleanup	Continue existing citywide program and include information on all events in newsletter and on website as appropriate.	The City will continue to provide existing program and provide information on the City's newsletter and website.
1	Citywide Litter Cleanup	Annually document the number and dates of citywide events, person attending, and estimate trash removed for each event.	The City will document information regarding the cleanup event.
2	Storm Sewer Map	Review the map annually to ensure that any new outfalls operated by the City and any other information useful to the program are included.	The City will review the storm sewer map annually and update as necessary.
2	Public Reporting	Annually review existing reporting procedures posted on City website. Revise if necessary.	The City will review the review the existing reporting procedures and revise as necessary.



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MCM	BMP	Stormwater Activity	Description/Comments
2	Public Reporting	Annually document the number of illicit discharges and spill complaints received.	The City will continue to document illicit discharges detected or reported.
2	Spill Control and Response	Review existing spill control procedure and document any unwritten procedures.	The City will review the existing spill control procedure.
2	Ordinance for Illicit Discharge Detection and Elimination	Pass revisions to existing ordinance if necessary.	The City will pass revisions to existing ordinance if necessary.
2	Sanitary Sewer Inspections and Maintenance	Treat the City's sanitary sewer system at least once annually with a degreasing product to prevent sanitary sewer overflows.	The City will continue to treat the City's sanitary sewer system at least once annually.
2	Sanitary Sewer Inspections and Maintenance	Require contractors to provide CCTV inspections of all new sanitary sewer lines.	The City will require contractors to provide CCTV inspections of new sanitary sewer lines.
2	Illicit Discharge Inspections	Continue program of illicit discharge inspections	The City will continue to perform illicit discharge inspections.
2	Illicit Discharge Inspections	Document the number of inspections performed, identified sources of illicit discharges, and corrective actions taken.	The City will continue to document illicit discharges and any enforcement actions.
3	Ordinance for Construction Site Stormwater Runoff Control	Pass revisions to existing ordinance if necessary.	The City will pass revisions to existing ordinance if necessary.
3	Site Plan Review Process	Continue site plan review procedures. Review procedures if ordinance was revised.	The City will continue to administer site plan review procedures.
3	Site Plan Review Process	Document number of plans reviewed each year.	The City will document the number of plans reviewed.
3	Construction Site Inspections and Enforcement	Continue program of construction inspections.	The City will continue to conduct construction inspections.
3	Construction Site Inspections and Enforcement	Document number of inspections performed, issues addressed, and corrective actions.	The City will document the construction inspections and any enforcement actions.



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MCM	BMP	Stormwater Activity	Description/Comments
3	Construction Site Inspections and Enforcement	Inspect 50% of active sites.	The City will inspect 50% of active construction sites.
4	Ordinance for Post-Construction Stormwater Management	Continue operations under ordinance passed in 2018. Annually review ordinance and determine if revisions are necessary.	The City will continue to enforce operations under the post-construction ordinance. The ordinance will be reviewed and revised if necessary.
4	Post-Construction Inspections	Document the number of sites inspected.	The City will document the number of post-controls inspected.
5	Inventory of City Facilities	Annually review inventory of City owned facilities and revise, if necessary.	The City will annually review the City owned facilities and revised as necessary.
5	Waste Disposal Procedures	Continue existing waste disposal practices. Document waste disposal amounts removed from City facilities on an annual basis.	The City will continue existing waste disposal practices and document amount of waste disposed.
5	Municipal Contractor Oversight	Make any revisions to municipal contract, if necessary.	The City will revise the municipal contract if necessary.
5	Street Cleaning Program	Continue existing street cleaning program.	The City will continue to provide the street cleaning program.
5	Street Cleaning Program	Annually document activities included in program.	The City will document activities performed in the program.
5	Stream and Creek Maintenance	Continue existing stream and creek program.	The City will continue to provide the stream and creek program.
5	Stream and Creek Maintenance	Annually document activities included in program.	The City will annually document maintenance performed on streams and creeks
5	Structural Control Maintenance	Continue existing structural control program.	The City will continue to provide the structural control program.
5	Structural Control Maintenance	Annually document activities included in program	The City will annually document maintenance performed on structural controls.
5	Storm Drain Inlet Marking	Re-mark inlets as necessary.	The City will re-mark inlets as necessary.





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### 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.

MCM	BMP or Measurable Goal	Revisions
1	BMP 1.4 – Publish one article in the City newsletter.	Due to certain circumstances the City will not advertise in the City newsletter until further notice. The City will determine a different media to advertise the stormwater programs.
1	BMP 1.5 – Publish one article each year in City newsletter.	
1	BMP 1.9 – Ensure notice is included in newsletter.	
1	BMP 1.10 – Include all information on all events in newsletter	

### G. Additional BMPs (Part IV Section B.2.(f))

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 necessary for the City of Forest Hill 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 named permittee 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 projects in the jurisdiction of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent or site notices). \_\_\_\_\_ 96 \_\_\_\_\_



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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:

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: Sheyi I. Ipaye

Title: City Manager

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

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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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

**BMP Title:** *General Education Program*

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Determine overall goals of public education program. Provide educational materials at City Hall and Public Participation Events at least once annually. Provide SWMP information on City website and review and update as necessary – at least once annually.

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 Forest Hill provides educational flyers about Smartscape and Pollution Prevention Practices at City Hall and Public Works. The City's webpage provides information about the Stormwater Management Program and a link to educational stormwater information. Forest Hill's goal for the program is to educate residents about the stormwater management program and how to prevent stormwater pollution.

(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.

Educating the public about stormwater pollution is paramount to a successful program and raises awareness of stormwater pollution.

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:** **Municipal Employee Training Program**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Identify additional City Employee to be involved in program. Continue to provide annual training to City employees. Document the # of employees trained and type of material used.

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

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

Five new employees were identified to participate in the annual Municipal Employee Training conducted on February 20<sup>th</sup> and February 21<sup>st</sup>, 2019. Training material included videos focusing on Underground Safety “Heavy Equipment Operation”, “Road Crew Safety” Safe Practices for Road Construction & Paving Crews, Stormwater Pollution, and Underground Safety “Jobsite Hazards”.

(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 that the City staff be educated on stormwater pollution, so that City activities for Operation and Maintenance do not contribute to any pollution to the storm drains. In addition, the more staff knowledgeable about common pollutants to stormwater, and proper practices, the more stormwater pollutants can be reduced by identifying any problems as soon as they 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:** **Public Education, Outreach, and Involvement**

**BMP Title:** **Business Education Program**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Identify 5 groups of business types to be included in program.

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 Forest Hill identified restaurants, auto shops, gas stations, hotels, and dental to receive stormwater education. For Year 1, the City of Forest Hill inspected auto shops and restaurants. The City will determine best management practices for each business type identified.

(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 educate different business types about best management practices for preventing stormwater pollution.

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:** **Texas Smartscape Program**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue to make Texas Smartscape materials available at City offices and Public Library. Publish one article in the City newsletter about the program, and the free bookmarks. Review and update Texas Smartscape information on website as necessary 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.

A Texas SmartScape flyer is provided on the City's webpage, City office and Public Works.

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

Unfortunately, the City did not provide an article about the Texas Smartscape program on the City's newsletter. This measurable goal is subject to change due to circumstances that prevent the newsletter from being continued.

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 Texas Smartscape program provides information to homeowners and commercial businesses regarding native and adaptive plants to use during landscaping. The classes provide residents with ways to reduce the use of pesticides, fertilizers, and how to be environmentally friendly gardeners.

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

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

**BMP Title:** **Fertilizer and Pesticide Use Education**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Publish one article each year in City Newsletter about proper pesticide and fertilizer use for homeowners and business. Include fertilizer and pesticide use information on the City website and review annually for any necessary updates.

---

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?

The City was unable to provide an article in the newsletter about proper fertilizer and pesticide use. This measurable goal is subject to change due to circumstances that prevent the newsletter from being continued. Currently there is no information on the City's website about proper fertilizer and pesticide use. The City will provide this information in Year 2.

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.

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

(a) If so, please explain.

This BMP was considered unsuccessful because it was not completed. The City understands the importance of providing proper use of fertilizer and pesticide in order to reduce the harmful effects in local waterways.

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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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

**BMP Title:** **Review the SWMP and MCM Implementation Procedures**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Annually review the SWMP and MCM implementation procedures. Update if 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 has reviewed the Stormwater Management Program and each individual BMP. The City has decided to remove advertising in the newsletter until further notice. Due to certain circumstances, the responsible party is no longer administering the monthly newsletter. This affects the following BMPs: Texas Smartscape, Fertilizer and Pesticide, Clean City Commission, and Citywide Litter Cleanup.

(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.

Reviewing the SWMP and BMPs allows for the City to revise the program if necessary. It is important for the BMPs to be clear, specific, and measurable.

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

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

**BMP Title:** **Clean City Commission**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue to meet monthly and solicit public input and involvement in cleanup activities. Ensure notice is included in newsletter.

---

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

Clean City Commission meetings are advertised in the newsletter and the group continues to meet monthly to discuss cleanup activities. The Clean City Commission meetings were only advertised in the newsletter from January to July. As discussed in the SWMP review, the City will determine a different way to advertise the Clean City Commission.

- (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 a Clean City Commission helps in the effort of reducing the amount of trash, debris, and pollutants that can enter into waterways. It also gets citizens involved in initiatives to protect water quality.

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:** Citywide Litter Cleanup

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue existing citywide program and include information on all events in newsletter and on website as appropriate. Annually document the number and dates of citywide events, person attending, and estimate trash removed for each 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.

In Year 1, the City advertised and hosted two annual Citywide Litter Events. The Spring Clean – Up (4.13.19) event collected 360 yards of trash and 180 tires. The Fall Clean Up (11.9.19) event collected 300 yards of trash and 100 tires. Unfortunately, no volunteers participated in the program, but the City continues to encourage residents to volunteer.

(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 debris. The program is used to keep Forest Hill clean and reduce the potential for illegal dumping 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

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

**BMP Title:** **Storm Sewer Map**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Review map and add any data necessary to ensure map is complete.

---

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 completed map of the storm drain system outfalls, storm drains, and receiving waters. There was no new development this year, so no update was necessary this 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.

The storm sewer map is vital to the success of the illicit discharge detection and elimination program. The map is used to track the location of upstream 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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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

**BMP Title:** **Public Reporting**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Annually review existing reporting procedures posted on City website. Revise if necessary. Annually document the number of illicit discharges and spill complaints received.

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 posted a phone number for residents and business owners to report illegal dumping and illicit discharges on the City's website. The existing reporting procedures were reviewed and deemed no changes necessary. For Year 1, the City did not receive reports of 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.

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

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

**BMP Title:** **Spill Control and Response**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue existing spill control procedures.

---

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 use the existing spill control procedures when addressing illicit discharges. However, the City is looking to revise the spill control procedures.

- (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 to 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

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

**BMP Title:** **Ordinance for Illicit Discharge Detection and Elimination**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Review existing ordinance and its effectiveness.

---

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 enforce the Illicit Discharge Ordinance. As part of the ordinance, the City inspect and investigate potential illicit discharges. This year the City of Forest Hill did not receive any reports of 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: Sanitary Sewer Inspections and Maintenance

Responsible Department: Public Works

Measurable Goal: Year 1 – Treat the City’s sanitary sewer system at least once annually with a degreasing product to prevent sanitary sewer overflows. Require contractors to provide CCTV inspections of all new sanitary sewer lines.

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

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

The City routinely treats the City’s sanitary sewer system quarterly. High priority areas, such as, lift stations are treated daily. In 2015, a Quiktrip was constructed and the City required contractors to provide CCTV inspections. Since then there have been no new sanitary sewer lines constructed.

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

[Empty text box for explanation]

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

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

(a) Please explain.

Routine maintenance of the sanitary sewer system prevents sanitary sewer overflows during heavy rain event,s thus reducing the potential for the discharge of pollutants to the MS4.

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

(a) If so, please explain.

[Empty text box for explanation]

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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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

**BMP Title:** **Illicit Discharge Inspections**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue program of illicit discharge inspections. Document the number of inspections performed, identifies sources of illicit discharges, and corrective actions taken.

---

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 did not receive any reports on illicit discharges or detected any during routine inspections. However, the City has actively inspected 138 structural controls for Year 1. The trash from the inlets and drainage ditches were removed.

(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 conduct illicit discharge inspections to prevent 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

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

**BMP Title:** **Ordinance for Construction Site Stormwater Runoff Control**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Review existing ordinance and its effectiveness.

---

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 Erosion & Sediment Control ordinance continues to be enforced. The City reviewed the ordinance and deemed no changes 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.

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:** **Site Plan Review Process**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue existing site plan review procedures.  
Document number of plans reviewed 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 has administered the construction plan review process for civil plans for 19 construction 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 ensure active construction sites are implementing the erosion and sediment controls in order to prevent pollutants from entering the storm drains and waterways during active construction.

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 Inspections and Enforcement**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue program of construction inspections. Document number of inspections performed, issues addressed, and corrective actions taken. Inspect 40% of active sites.

---

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 conducted various inspection at 100 % (2) construction sites for Year 1. Construction inspections are available at the City offices.

(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 active construction sites are implementing the erosion and sediment controls in order to prevent pollutants from entering the storm drains and waterways during active construction.

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

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

**BMP Title:** **Ordinance for Post-Construction Stormwater Management**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue operations under ordinance passed in 2018. Annually review ordinance and determine if revisions are 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 an illicit discharge ordinance that was adopted in 2018. The City continues to enforce the ordinance. There have been no incidents to report.

- (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.

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

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

**BMP Title:** **Post-Construction Inspections**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Document the number of sites inspected.

---

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 are no structural post – construction BMPs in the City of Forest Hill. The City encourages new development and redevelopment to implement post – construction BMPs to reduce pollutants in runoff from new development.

- (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.

Performing site inspections ensures proper installation of post-construction controls and reduces the amount of pollutants in post – construction 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

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

**BMP Title:** ***Inventory of City Facilities***

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Annually review inventory of City-owned facilities and revise, if 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/Good Housekeeping for Municipal Operations**

**BMP Title:** **Waste Disposal Procedures**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue existing waste disposal practices. Document waste disposal amounts removed from City facilities on an annual basis.

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 utilizes Waste Connection for trash and recycling needs for the entire City. Public Works uses Waste Oil Services to dispose of the City's used oil. As part of this program, the City collects tires from around Forest Hill and utilize Liberty Tire Services to dispose of the tires. Waste from City facilities are disposed of at least five times a week.

(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 provide proper waste disposal to ensure waste is not entering local waterbodies.

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

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

**BMP Title:** **Municipal Contractor Oversight**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Review standard municipal contract to determine extent of changes that may be 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 of Forest Hill reviewed the current standard municipal contract. No changes deemed 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.

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/Good Housekeeping for Municipal Operations**

**BMP Title:** **Street Cleaning Program**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue existing street cleaning program. Annually document activities included in program (miles cleaned, ton of debris removed, etc.)

---

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 Forest Hill conducted several street sweeping for all 4 zones within the City limits. The City has recorded the dates and locations for when street sweeping was performed for each zone in Year 1.

- (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 perform routine street sweeping to remove debris and trash from streets that would otherwise remain in a nearby inlet.

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

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

**BMP Title:** **Stream and Creek Maintenance**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue existing stream and creek program. Annually document activities included in program (length of streams included, amount of debris removed, etc.)

---

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

For Year 1, the City conducted routine drainage ditch maintenance. Maintenance included: removing trash and debris, mowing and weedeating, and removing trees and bushes. The City has recorded dates, locations, and maintenance performed in drainage ditch.

- (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 maintain drainage ditches to ensure proper drainage and to prevent trash and debris from entering 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

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

**BMP Title:** **Structural Control Maintenance**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Continue existing structural control program. Annually document activities included in program (length of streams included, amount of debris removed, etc.)

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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 structural control maintenance. For Year 1, the City has inspected and maintained 5 manholes, 11 outfalls, and 122 inlets. The City has documented the dates, location, and maintenance performed at the various structural controls.

(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 inspect and maintain structural controls to ensure proper drainage and remove trash and debris that can otherwise end up in a local waterway.

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

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

**BMP Title:** **Storm Drain Inlet Marking**

**Responsible Department:** Public Works

**Measurable Goal:** Year 1 – Investigate feasibility of stencil for marking inlets.

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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 investigate feasibility of stencils for marking inlets for this 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.

Investigating feasibility for stencils is beneficial to the program. Marking the storm drain inlets remind residents that the drains are directly connected to creeks and streams, discouraging any illegal dumping that could pollute storm water.

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