

# Town of Jamestown

2024-2025 MS4 Annual Report



Permit No. NCS000400

Current Permit Effective July 1, 2024

Current Permit Expires June 30, 2029

**Town of Jamestown Stormwater Management Plan BMPs**

<b>BMP #</b>	<b>Description of BMP</b>	<b>Measureable Goal</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>	<b>Year 1 Metric</b>	<b>Comments</b>
<b>Program Administration BMPs</b>						
1	Annual Self-Assessment: Evaluate the performance and effectiveness of the program components at least annually. Results shall be used to modify the program components as necessary to accomplish the intent of the Stormwater Program.	1. Prepare, conduct and document an annual evaluation of the program components.	1. Annually Permit Years 1 – 5	1. Yes/No	Yes	
2	Shared Responsibility: Agreements with entities operating on behalf of the town of Jamestown will be reviewed to confirm that the entity has agreed to implement part of the program on the municipalities behalf and that all required documentation will be submitted to the municipality for documentation and reporting purposes.	1. Review all agreements and confirm that they meet all requirements outlined in 1.4.1 of the MS4 permit.	1. Permit Year 1	1. Yes/No	Yes	
3	Minimum Control Measures: Written programs will be created to assure compliance with part 2.2.2 of the MS4 Permit. Written programs shall be reviewed on an annual basis and modified if needed to best outline the program and needs of the municipality.	1. Develop and maintain written programs for all minimum control measures.	1. Permit Year 1	1. Yes/No	No	IDDE & PPGH Program Plans developed. Program Plans for Public Education, Public, Construction, and Post-Construction written 25/26 FY
		2. Review written programs and modify/update.	2. Annually	2. Yes/No	Yes	All written programs have been reviewed and updated as needed.
4	Funding and Staffing: The funding and staffing status of the program will be evaluated by appropriate City/Town staff to confirm that the program is meeting permit requirements.	1. Review and analyze the current funding and staffing of the program	1. Annually	1. Adequate/inadequate	Adequate	
5	Permit Renewal Application: Submit a permit renewal application and Draft SWMP no later than 180 prior to permit expiration.	1. Draft SWMP applicable to the proceeding 5 years following permit re-issuance	1. Permit Year 5	1. Yes/No		
		2. Certify the stormwater permit renewal application (Permit renewal application form and Draft SWMP for the next 5-year permit cycle) and submit to NCDEQ at least 180 days prior to permit expiration	2. Permit Year 5	2. Date of permit renewal application submittal		

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<b>Public Education and Outreach BMPs</b>						
6	Public Outreach: Provide educational materials and outreach activities locally or through partnership with Stormwater SMART at the Piedmont Triad Regional Council (PTRC). Materials regarding target pollutants will be sent via direct mail, email, newsletter and given out at community events. An annual outreach campaign will be conducted via various media methods including social media, online advertising, and radio. In-person K-12 educational programs will be offered at schools, libraries, and summer camp.	1. If needed, maintain legal agreement with PTRC for public outreach and volunteer opportunities	1. Annually for permit years 1-5	1. Yes/No/NA	Yes	
		2. Distribute an annual newsletter via sign-up, social media and at Town Hall, describing target pollutants and their impacts on water quality. Post monthly on social media channels to promote the stormwater program's message. Complete at least 4 weeks of online ad placement for target pollutant videos. Provide at least 4 weeks of radio, TV, or cable PSAs for stormwater education. At least twice a year, offer in-person environmental education programs to K-12 educators.	2. Annually for permit years 1-5	2. Report number of newsletters distributed; Number of social media posts; Number of advertising campaigns; Number of educational programs; Number of people that participated in educational programs	TOK: 1,890 newsletters; 15 social media posts. SWS: 206 social media posts; 10 weeks mass media campaigns. 2 programs (3 additional offered but declined), 243 participants.	3 quarterly newsletters with stormwater information; 8/6/24 National Night Out tabling event w/educational info; Mass media campaigns for "Scoop the Poop" and "Pick Up Litter" across 6 platforms; Creek Week Activity Booklets at the Library. Educational programs offered to Jamestown Elementary & Middle, and Ragsdale High, but were not accepted.
7	Town-Sponsored Events: Distribute educational information on stormwater pollution and the stormwater program during at least one Town-sponsored event or festival each year. Example events include Music in the Park, National Night Out, or the Christmas Parade.	1. Develop or identify existing educational displays and information that promote stormwater pollution education	1. Annually for permit years 1-5	1. Yes/No/Partial	Yes	
		2. Staff a booth at the chosen event and distribute educational materials	2. Annually for permit years 1-5	2. Report the event and number of participants that came to the booth	Tabling event for Jamestown National Night Out on 8/6/24, 43 people participate.	Tabling event for Jamestown National Night Out on 8/6/24, 43 people participated, pollution awareness, stormdrains, and buffer basics were some of the topics discussed and materials available to the public.

**Town of Jamestown Stormwater Management Plan BMPs**

<p><b>8</b> Town Stormwater Website: Continue to maintain the stormwater web pages with information about stormwater education, ordinances, program requirements, utility fee, and other relevant information</p>	<p><b>1. Review website for broken links, new information, and updated material</b></p>	<p><b>1. Annually for permit years 1-5</b></p>	<p><b>1. Yes/No</b></p>	<p><b>Yes</b></p>	<p><b>The Website was reviewed January 14, 2025 and June 9, 2025. Stormwater site(s) being re-developed for 25/26 FY</b></p>
<p><b>9</b> Stormwater Hotline: Continue to maintain and advertise the stormwater hotline that allows resident to ask stormwater questions and report stormwater issues</p>	<p><b>1. Add hotline number to any new SW education webpages</b></p>	<p><b>1. Annually for permit years 1-5</b></p>	<p><b>1. Yes/No/NA</b></p>	<p><b>Yes</b></p>	
	<p><b>2. Train staff answering the hotline in general stormwater information, and appropriate contacts for SW questions</b></p>	<p><b>2. Annually for permit years 1-5</b></p>	<p><b>2. Yes/No</b></p>	<p><b>Yes</b></p>	
	<p><b>3. Test hotline functionality quarterly</b></p>	<p><b>3. Quarterly for permit years 1-5</b></p>	<p><b>3. Yes/No</b></p>	<p><b>Yes</b></p>	

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<b>Public Involvement and Participation BMPs</b>						
<b>10</b>	Town Stormwater Website: Continue to maintain the stormwater web pages with information about stormwater education, ordinances, program requirements, utility fee, and other relevant information	<b>1. Review website for broken links, new information, and updated material</b>	<b>1. Annually for permit years 1-5</b>	<b>1. Yes/No</b>	<b>Yes</b>	<b>The Website was reviewed January 14, 2025 and June 9, 2025. Stormwater site(s) being re-developed for 25/26 FY</b>
<b>11</b>	Stormwater Hotline: Continue to maintain and advertise the stormwater hotline that allows resident to ask stormwater questions and report stormwater issues	<b>1. Add hotline number to any new stormwater education webpages</b>	<b>1. Annually for permit years 1-5</b>	<b>1. Yes/No/NA</b>	<b>Yes</b>	
		<b>2. Train staff answering the hotline in general stormwater information, and appropriate contacts for stormwater questions</b>	<b>2. Annually for permit years 1-5</b>	<b>2. Yes/No</b>	<b>Yes</b>	
<b>12</b>	Volunteer Opportunities: Provide public involvement and participation activities locally or through partnership with Stormwater SMART at PTRC. Opportunities can include Guilford Creek Week Events, Cooperative Extension Programs, local Community College initiatives, or can be partnerships with local community and business groups such as Scouts, the Business Association, or the YMCA	<b>1. Maintain legal agreement with PTRC for public involvement and participation</b>	<b>1. Annually for permit years 1-5</b>	<b>1. Yes/No/NA</b>	<b>Yes</b>	
		<b>2. Participate in at least 1 Guilford Creek Event involving public participation. Contact local community groups about implementing projects that improve water quality and promote citizen science efforts. Host a public meeting for citizens to attend to ask stormwater questions and provide feedback on the stormwater program. Coordinate a litter clean up event.</b>	<b>2. Annually for permit years 1-5</b>	<b>2. Report number of participants in Town Creek Week Events; number of volunteer water quality projects implemented; number of citizen science water quality project participants; number of citizens in attendance for public stormwater meetings; number of volunteers for litter clean-up event</b>	<b>0 Creek Week volunteer events; 0 volunteer WQ projects, 0 citizen science projects; 37 volunteers for 2 litter sweeps over 12 sites with 44 bags of trash</b>	<b>1 Creek Week volunteer event cancelled due to weather. Fall litter sweep numbers were low due to heavy rains; WQ &amp; Citizen Science projects were evaluated during the annual self-assessment and alternative volunteer opportunities will be pursued for 25/26 FY</b>

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<b>Illicit Discharge Detection and Elimination BMPs</b>						
<b>13</b>	MS4 Map: Maintain the MS4 map with stormwater conveyances, flow direction, major outfalls, and waters of the United States receiving stormwater discharges	<b>1. Review map to ensure completeness</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	
		<b>2. Develop process for collecting new as-built data and incorporating into the existing map</b>	<b>2. Permit year 1</b>	<b>2. Yes/No/Partial</b>	<b>Yes</b>	
		<b>3. Add newly found conveyances and outfalls to the existing map</b>	<b>3. Annually for permit years 1-5</b>	<b>3. Yes/No; report quantity found</b>	<b>Yes; None Found</b>	
<b>14</b>	Maintain Legal Authority: The Town’s stormwater ordinance provides legal authority to prohibit, detect, and eliminate illicit discharges and connections, illegal dumping, and spills. The ordinance includes enforcement procedures and actions	<b>1. Maintain and enforce IDDE ordinance</b>	<b>1. Continually</b>	<b>1. Yes/No</b>	<b>Yes</b>	
		2. Review ordinance to ensure legal authority	2. Once per permit term	2. Yes/No		
<b>15</b>	Written IDDE Plan: Develop a written IDDE Plan separate from the 2016 SWMP. The Plan will include standard procedures and documentation as listed in permit 3.4.3	<b>1. Develop a written IDDE Plan</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	
		2. Review the IDDE Plan and revise as needed	2. Permit years 2-5	2. Yes/No		
<b>16</b>	Outfall Dry Weather Screening: Continue to perform dry weather screening at outfalls to proactively identify illicit discharges and connections. Inspections should be completed after no rain for at least 72 hours.	<b>1. Train inspection staff or contractors on dry weather screening procedures and reporting</b>	<b>1. Annually for permit years 1-5</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	<b>12/12/2024</b>
		<b>2. Perform inspections of 100% of mapped outfalls</b>	<b>2. Annually for permit years 1-5</b>	<b>2. Percent inspected</b>	<b>34 outfalls</b>	<b>Outfall map in progress so uncertain of total quantity</b>
		<b>3. Trace and eliminate any illicit discharges or connections that are found during dry weather screening</b>	<b>3. Continually</b>	<b>3. Quantity found</b>	<b>5</b>	
<b>17</b>	IDDE Program Evaluation: Evaluate the IDDE program annually to check for effectiveness, find areas of improvement, locate priority areas likely to have illicit discharges, and to identify chronic violators.	1. Review IDDE tracking document to identify chronic violators, and/or “hot spot” areas for illicit discharges	1. Annually for permit years 2-5, during self assessment for permit	1. Yes/No/NA		

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<b>Illicit Discharge Detection and Elimination BMPs (continued)</b>						
<b>18</b>	IDDE Tracking: Develop and implement an IDDE tracking mechanism that will include dates observed, results of investigations, enforcement actions, and the ability to identify chronic violators.	<b>1. Develop an IDDE tracking document</b>	<b>1. Permit year 1</b>	<b>1. Yes/No</b>	<b>Yes</b>	
		2. Maintain IDDE tracking document	2. Annually for permit years 2-5	2. Yes/No	Yes	
		3. Track and report results from IDDE investigations	3. Annually for permit years 2-5	3. Number of illicit discharge, connection, dumping investigations; Number of illicit discharges; Number of illicit connections; Number of enforcement actions	<b>7 investigations; 5 illicit discharges; 0 illicit connections; 4 enforcements</b>	
<b>19</b>	Staff Training: Develop or use existing training materials from PTRC to continue illicit discharge and illicit connection training for staff and contractors that may observe illicit discharges or connections, illegal dumping and spills.	<b>1. Determine which immediate staff and contractors need training</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	
		<b>2. Provide annual training to staff and contractors identified in BMP 17.1</b>	<b>2. Annually permit years 1-5</b>	<b>2. Yes/No/Partial; Number of people trained</b>	<b>Yes; 13</b>	
<b>20</b>	Town Stormwater Website: Continue to maintain the stormwater web pages with information about stormwater education, ordinances, program requirements, utility fee, and other relevant information	<b>1. Review website annually for broken links, new information, and updated material</b>	<b>1. Annually for permit years 1-5</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	<b>The Website was reviewed January 14, 2025 and June 9, 2025. Stormwater site(s) being re-developed for 25/26 FY.</b>
		<b>2. Post link to DEQ Laserfiche for easy public access to annual reports</b>	<b>2. Permit year 1</b>	<b>2. Yes/No</b>	<b>No</b>	
<b>21</b>	Stormwater Hotline: Continue to maintain and advertise the stormwater hotline that allows resident to ask stormwater questions and report stormwater issues.	<b>1. Add hotline number to any new stormwater education webpages</b>	<b>1. Annually for permit years 1-5</b>	<b>1. Yes/No/NA</b>	<b>Yes</b>	
		<b>2. Train staff answering the hotline in general stormwater information, and appropriate contacts for stormwater questions</b>	<b>2. Annually for permit years 1-5</b>	<b>2. Yes/No</b>	<b>Yes</b>	

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<b>Construction Site Runoff Control BMPs</b>						
<b>22</b>	Municipal Staff Training: Train municipal staff who receive calls from the public on the protocols for referral and tracking of construction site runoff control complaints.	<b>1. Train municipal staff on proper handling of construction site runoff control complaints</b>	<b>1. Annually for Permit Years 1-5</b>	<b>1. Yes/No/Partial; report number of staff trained</b>	<b>Yes; 13</b>	
<b>23</b>	Stormwater Hotline: Continue to maintain and advertise the stormwater hotline that allows residents to ask stormwater questions and report stormwater issues.	<b>1. Add hotline number to any new stormwater education webpages</b>	<b>1. Annually for permit years 1-5</b>	<b>1. Yes/No/NA</b>	<b>Yes</b>	
		<b>2. Train staff answering the hotline in general stormwater information, and appropriate contacts for stormwater questions</b>	<b>2. Annually for permit years 1-5</b>	<b>2. Yes/No</b>	<b>Yes</b>	
<b>24</b>	Maintain Legal Authority: Continue to enforce construction site waste management through the prohibition of illicit discharges, illegal dumping, and improper disposal of waste.	<b>1. Review ordinance to determine if it includes verbiage to control waste that has the potential to impact water quality</b>	<b>1. Permit year 1</b>	<b>1. Yes/No</b>	<b>Yes</b>	
		<b>2. Maintain and enforce IDDE ordinance</b>	<b>2. Continually</b>	<b>2. Report if ordinance requires revision</b>	<b>No revision required</b>	

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<b>Post Construction Site Runoff Control BMPs</b>						
<b>25</b>	Standard Reporting: Implement standardized tracking, documentation, inspections and reporting mechanisms to compile appropriate data for the annual self assessment process. Data shall be provided for each Post-Construction/Qualifying Alternative Program being implemented as listed in Tables 18 and 19. Low density shall be defined by Town ordinance	<b>1. Track number of low density and high density plan reviews performed.</b>	<b>1. Continuously Permit Years 1-5</b>	<b>1. Number of plan reviews performed for low density and high density.</b>	<b>11 L.D.; 14 H.D.</b>	<b>Includes TRC reviews &amp; DCC reviews that impacted BUA</b>
		<b>2. Track number of low density and high density plans approved.</b>	<b>2. Continuously Permit Years 1-5</b>	<b>2. Number of plan approvals issued for low density and high density.</b>	<b>11 L.D.; 14 H.D.</b>	
		<b>3. Maintain a current inventory of low density projects and constructed SCMs including SCM type or low density acreage, location and last inspection date.</b>	<b>3. Continuously Permit Years 1-5</b>	<b>3. Summary of number and type of SCMs added to the inventory; and number and acreage of low density projects constructed.</b>	<b>37 total SCMs, 4 wet ponds added for 24/25 FY</b>	<b>4 new devices added due to proximity in the ETJ that were not previously required. Low density project inventory and acreage tracking are in development for 25/26 FY</b>
		<b>4. Track number of annual SCM inspections performed.</b>	<b>4. Continuously Permit Years 1-5</b>	<b>4. Number of SCM inspections.</b>	<b>37 Inspections</b>	
		<b>5. Track number of low density inspections performed once per permit term.</b>	<b>5. Once per permit term</b>	<b>5. Number of low density projects inspected</b>		
		<b>6. Track number and type of enforcement actions taken.</b>	<b>6. Continuously Permit Years 1-5</b>	<b>6. Number of enforcement actions issued.</b>	<b>13 letters of non-compliance</b>	

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<b>Pollution Prevention and Good Housekeeping BMPs</b>						
<b>26</b>	Pollution Prevention and Good Housekeeping (PPGH) Plan: Develop a written PPGH Plan that includes routine inspections and maintenance at municipal facilities and establishes frequencies, schedules, documentation, and training for municipal staff. The Plan will include standard procedures and documentation as listed in permit 3.7.1	<b>1. Develop a written PPGH Plan</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	
		<b>2. Maintain municipal facility inventory including stormwater pollution potential</b>	<b>2. Continuously</b>	<b>2. Number of municipal facilities with stormwater pollution potential</b>	<b>7</b>	Town Hall, Civic Center, Fire Station, Pump Station Storage Shed, Parks & Rec/Golf Course Maintenance, Golf Course ProShop and Golf Cart Storage Shed, Public Works
		<b>3. Perform municipal facility inspections in accordance with the PPGH Plan schedule</b>	<b>3. Annually for permit years 2-5</b>	<b>3. Number of facilities inspected</b>		
		<b>4. Determine if facilities require an industrial permit or no-exposure certification</b>	<b>4. Permit year 1</b>	<b>4. Yes/No/Partial</b>	<b>Partial</b>	Currently awaiting DEQ determination for Public Works.
		<b>5. Evaluate the PPGH Plan and revise as needed</b>	<b>5. Permit years 2-5 during self-assessment for permit</b>	<b>5. Yes/No; report if revisions were required</b>		
<b>27</b>	Staff Training: Develop or identify staff training options for stormwater pollution prevention, spill response, fertilizer training, and pavement management. Include training on the general PPGH plan	<b>1. Develop or identify training options</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	<b>12-Dec-24</b>
		<b>2. Train municipal staff with PPGH responsibilities</b>	<b>2. Annually permit years 2-5</b>	<b>2. Yes/No/Partial; report number of staff trained</b>		
<b>28</b>	Spill Response Procedures: Develop a written O&M Plan that includes routine inspections and maintenance of the collection system and establishes frequencies, schedules, documentation, and training for municipal staff. The Plan will	<b>1. Develop a written O&amp;M Plan</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	
		<b>2. Train municipal staff on O&amp;M requirements</b>	<b>2. Annually permit years 2-5</b>	<b>2. Yes/No/Partial; report number of staff trained</b>		
<b>29</b>	MS4 Operation and Maintenance (O&M) Plan: Develop a written O&M Plan that includes routine inspections and maintenance of the collection system and establishes frequencies, schedules, documentation, and training for	<b>1. Develop a written O&amp;M Plan</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	
		<b>2. Train municipal staff on O&amp;M requirements</b>	<b>2. Annually for permit years 2-5</b>	<b>2. Yes/No/Partial; report number of staff trained</b>		
<b>30</b>	Municipal SCM Operation and Maintenance (O&M) Plan: Develop a written SCM O&M Plan that includes routine inspections and maintenance of municipally owned SCMs and establishes frequencies, schedules, and documentation. The Plan will include standard procedures and documentation as	<b>1. Develop a written SCM O&amp;M Plan</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	
		<b>2. Maintain an inventory of municipal SCMs</b>	<b>2. Continually</b>	<b>2. Number of SCMs</b>	<b>2</b>	
		<b>3. Perform municipal SCM inspections and maintenance</b>	<b>3. Annually for permit years 1-5</b>	<b>3. Number of inspections</b>	<b>2</b>	

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<b>Pollution Prevention and Good Housekeeping BMPs (continued)</b>						
<b>31</b>	Applicator Training and Certification: Develop or identify training for Town staff and contractors that apply landscape chemicals or store them on municipal property, and require certification classes for applicators.	<b>1. Identify staff and contractors that apply landscape chemicals</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	<b>12/12/2024</b>
		<b>2. Develop or identify appropriate training courses for landscape chemical use</b>	<b>2. Permit year 1</b>	<b>2. Yes/No/Partial</b>	<b>Yes</b>	
		3. Require staff and that apply chemicals to attend training classes and/or be certified in chemical application	3. Permit years 2-5	3. Number of licensed applicators		
<b>32</b>	Vehicle and Equipment Cleaning and Maintenance: Perform routine inspections and maintenance at the Town vehicle and equipment cleaning facility as part of the general facility inspection per the GHPP Plan. Ensure that staff are trained on inspection and usage procedures	<b>1. Perform routine inspections per the GHPP Plan</b>	<b>1. Annually for permit years 1-5</b>	<b>1. Number of inspections</b>	<b>3</b>	<b>Public Works, Parks &amp; Rec/Golf Course Maintenance, &amp; fire station</b>
		<b>2. Train staff on inspections and usage procedures</b>	<b>2. Annually, for permit years 1-5</b>	<b>2. Number of staff trained</b>	<b>Yes</b>	<b>12/12/2024</b>
<b>33</b>	Pollution Prevention and Good Housekeeping (PPGH) Plan: Develop a written PPGH Plan that includes implementing procedures to control litter, leaves, debris, particulate and fluid pollutants. The Plan will establish specific frequencies, schedules, and documentation and will include standard procedures and documentation as listed in permit 3.7.7	<b>1. Develop a written PPGH Plan</b>	<b>1. Permit year 1</b>	<b>1. Yes/No/Partial</b>	<b>Yes</b>	
		2. Train staff on requirements, schedules, and reporting	2. Annually for permit years 2-5	2. Number of staff trained		
		3. Implement PPGH Plan for pavement management and document according to the Plan	3. Permit years 2-5	3. Approximate weight of leaves removed; Number of street hot spot areas cleared		

**Additional Annual Report Comments:**

The annual self-assessment was completed and documented in conjunction with the annual report.

**Annual Report Completed by:** Lindsey Lengyel - Water Resources Director - Blue Stream Environmental

**Date Completed:** 8/29/2025