



**CITY OF MANCHESTER**  
HEALTH AND CODES DEPARTMENT  
200 W. Fort Street  
Manchester, Tennessee 37355  
931-723-1464



September 26, 2017

RE: Annual Report

To Whom It May Concern:

Attached is the annual report for FY 2016/2017 for the City of Manchester. If you have any questions, please feel free to contact me at the above phone number.

Sincerely,

A handwritten signature in blue ink that reads "Jamie Sain". The signature is written in a cursive style.

Jamie Sain

Codes Director



**Tennessee Department of Environment and Conservation**  
**Division of Water Resources**  
 William R. Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 11th Floor, Nashville, Tennessee 37243  
 1-888-891-8332 (TDEC)

**Municipal Separate Storm Sewer System (MS4) Annual Report**

**1. MS4 INFORMATION**

City of Manchester	TNS088331
Name of MS4	MS4 Permit Number
Jamie Sain	jsain@cityofmanchestertn.com
Name of Contact Person	Email Address

(931)723-1464  
 Telephone (including area code)

200 W. Fort Street  
 Mailing Address

Manchester	TN	37355
City	State	ZIP code

What is the current population of your MS4?    10,102

What is the reporting period for this annual report?    From 7/1/16    to 6/30/17

**2. WATER QUALITY PRIORITIES (SECTION 3.1)**

A. Does your MS4 discharge into waters listed as impaired on TN's most current 303(d) list and/or according to the on-line GIS mapping tool?     Yes     No

B. If yes, please attach a list all impaired waters within your jurisdictional area.    *Duck River and Little Duck River*

C. Does your MS4's jurisdictional area contain any waterbodies where a TMDL has been approved for parameters other than pathogens, siltation and habitat alterations? If yes, please attach a list.     Yes     No

D. Does your MS4 discharge to any Exceptional TN Waters (ETWs) or Outstanding National Resource Waters (ONRWs)? If yes, please attach a list.    *Fecal Coliform, D.O., Nutrients*  
 Yes     No

E. Are you implementing additional specific provisions to ensure the continued integrity of ETWs or ONRWs located within your jurisdiction?     Yes     No

**3. PROTECTION OF STATE OR FEDERALLY LISTED SPECIES (SECTION 3.2.1 General Permit for Phase II MS4s)**

A. Are there any state or federally listed species within the MS4's jurisdiction?     Yes     No

B. Are any of the MS4 discharges or discharge-related activities likely to jeopardize any state or federally listed species?     Yes     No

C. Please attach any authorizations or determinations by U.S. Fish & Wildlife Service on the effect of the MS4 discharges on state or federally listed species.

**4. PUBLIC EDUCATION AND PUBLIC PARTICIPATION (SECTION 4.2.1 AND 4.2.2)**

A. Have you developed a Public Information and Education plan (PIE)?     Yes     No

B. Is your public education program targeting specific pollutants and sources of those pollutants, such as Hot Spots?     Yes     No

## Municipal Separate Storm Sewer System (MS4) Annual Report

C. If yes, what are the specific causes, sources and/or pollutants addressed by your public education program? Oils and greases from restaurants and automotive facilities.

- D. Note specific successful outcome(s) (NOT tasks, events, publications) fully or partially attributable to your public education program during this reporting period. Restaurants and automotive facilities have implemented BMP Plans.
- E. Do you have an advisory committee or other body comprised of the public and other stakeholders that provides regular input on your stormwater program?  Yes  No
- F. How do you facilitate, advertise, and publicize public involvement and participation opportunities? Newspaper
- G. Do you have a webpage dedicated to your stormwater program?  Yes  No  
If so, what is the link/URL: http://www.cityofmanchestertn.com/index.aspx?nid=308
- H. Are you tracking and maintaining records of public education, outreach, involvement and participation activities? Please attach a summary of these activities.  Yes  No

### 5. ILLICIT DISCHARGE DETECTION AND ELIMINATION (SECTION 4.2.3)

- A. Have you completed a map of all outfalls and receiving waters of your storm sewer system? Approximately 90% complete  Yes  No
- B. Have you completed a map of all storm drain pipes of storm sewer system?  Yes  No
- C. How many outfalls have you identified in your system? 222
- D. Have any of these outfalls been screened for dry weather discharges?  Yes  No
- F. What is your frequency for screening outfalls for illicit discharges? 1 time per permit
- G. Do you have an ordinance that effectively prohibits illicit discharges?  Yes  No
- H. During this reporting period, how many illicit discharges/illegal connections have you discovered (or been reported to you)? 2
- I. Of those illicit discharges/illegal connections that have been discovered or reported, how many have been eliminated? 2

### 6. CONSTRUCTION SITE STORMWATER RUNOFF (SECTION 4.2.4)

- A. Do you have an ordinance or adopted policies stipulating:
- Erosion and sediment control requirements?  Yes  No
- Other construction waste control requirements?  Yes  No
- Requirement to submit construction plans for review?  Yes  No
- MS4 enforcement authority?  Yes  No
- B. How many active construction sites disturbing at least one acre were there in your jurisdiction this reporting period? 8
- C. How many of these active sites did you inspect this reporting period? 8
- D. On average, how many times each, or with what frequency, were these sites inspected (e.g., weekly, monthly, etc.)? bi-weekly
- E. Do you prioritize certain construction sites for more frequent inspections?  Yes  No  
If Yes, based on what criteria? prior issues/violations found on initial inspections

## Municipal Separate Storm Sewer System (MS4) Annual Report

### 7. PERMANENT STORMWATER CONTROLS (SECTION 4.2.5)

A. Do you have an ordinance or other mechanism to require:

Site plan reviews of all new and re-development projects?  Yes  No

Maintenance of stormwater management controls?  Yes  No

Retrofitting of existing BMPs with green infrastructure BMPs?  Yes  No

B. What is the threshold for new/redevelopment stormwater plan review? (e.g., all projects, projects disturbing greater than one acre, etc.) Projects greater than or equal to one acre and all commercial

C. Have you implemented and enforced performance standards for permanent stormwater controls?  Yes  No

D. Do these performance standards go beyond the requirements found in Section 4.2.5.2 and require that pre-development hydrology be met for:

Flow volumes  Yes  No

Peak discharge rates  Yes  No

Discharge frequency  Yes  No

Flow duration  Yes  No

E. Please provide the URL/reference where all permanent stormwater management standards can be found.

<http://www.cityofmanchestertn.com/index.aspx?nid=308>

F. How many development and redevelopment project plans were reviewed for this reporting period? 11

G. How many development and redevelopment project plans were approved? 11

H. How many permanent stormwater management practices/facilities were inspected? 7

I. How many were found to have inadequate maintenance? 0

J. Of those, how many were notified and remedied within 30 days? (If window is different than 30 days, please specify) NA

K. How many enforcement actions were taken that address inadequate maintenance? 0

L. Do you use an electronic tool (e.g., GIS, database, spreadsheet) to track post-construction BMPs, inspections and maintenance?  Yes  No

M. Do all municipal departments and/or staff (as relevant) have access to this tracking system?  Yes  No

N. Has the MS4 developed a program to allow for incentive standards for redeveloped sites?  Yes  No

O. How many maintenance agreements has the MS4 approved during the reporting period? 6

### 8. CODES AND ORDINANCES REVIEW AND UPDATE (SECTION 4.2.5.3)

A. Is a completed copy of the EPA Water Quality Scorecard submitted with this report?  Yes  No

B. Include status of implementation of code, ordinance and/or policy revisions associated with permanent stormwater management. Waiting to see approved MS4 permit

### 9. STORMWATER MANAGEMENT FOR MUNICIPAL OPERATIONS (SECTION 4.2.6)

A. Have stormwater pollution prevention plans (or an equivalent plan) been developed for:

## Municipal Separate Storm Sewer System (MS4) Annual Report

- All parks, ball fields and other recreational facilities  Yes  No
- All municipal turf grass/landscape management activities  Yes  No
- All municipal vehicle fueling, operation and maintenance activities  Yes  No
- All municipal maintenance yards  Yes  No
- All municipal waste handling and disposal areas  Yes  No
- B. Are stormwater inspections conducted at these facilities?  Yes  No
1. If Yes, at what frequency are inspections conducted? \_\_\_\_\_
- C. Have standard operating procedures or BMPs been developed for all MS4 field activities? (e.g., road repairs, catch basin cleaning, landscape management, etc.)  Yes  No
- D. Do you have a prioritization system for storm sewer system and permanent BMP inspections?  Yes  No
- E. On average, how frequently are catch basins and other inline treatment systems inspected? Annually
- F. On average, how frequently are catch basins and other inline treatment systems cleaned out/maintained? As Needed
- G. Do municipal employees in all relevant positions and departments receive comprehensive training on stormwater management?  Yes  No
- H. If yes, do you also provide regular updates and refreshers?  Yes  No
- If so, how frequently and/or under what circumstances? Annually

### 10. STORMWATER MANAGEMENT PROGRAM UPDATE (SECTION 4.4)

- A. Describe any changes to the MS4 program during the reporting period including but not limited to:
- Changes adding (but not subtracting or replacing) components, controls or other requirements (Section 4.4.2.a). NA
- Changes to replace an ineffective or unfeasible BMP (Section 4.4.2.b). NA
- Information (e.g. additional acreage, outfalls, BMPs) on program area expansion based on annexation or newly urbanized areas. NA
- Changes to the program as required by the division (Section 4.4.3). NA

### 11. EVALUATING/MEASURING PROGRESS

- A. What indicators do you use to evaluate the overall effectiveness of your Stormwater Management Program, how long have you been tracking them, and at what frequency? Note that these are not measurable goals for individual BMPs or tasks, but large-scale or long-term metrics for the overall program, such as in-stream macroinvertebrate community indices, measures of effective impervious cover in the watershed, indicators of in-stream hydrologic stability, etc.

Indicator	Began Tracking (year)	Frequency	Number of Locations
<i>Example: E. coli</i>	<i>2003</i>	<i>Weekly April–September</i>	<i>20</i>

## Municipal Separate Storm Sewer System (MS4) Annual Report

B. Provide a summary of data (e.g., water quality information, performance data, modeling) collected in order to evaluate the performance of permanent stormwater controls installed throughout the system. This evaluation may include a comparison of current and past permanent stormwater control practices. NA

### 12. ENFORCEMENT (SECTION 4.5)

A. Identify which of the following types of enforcement actions you used during the reporting period, indicate the number of actions, the minimum measure (e.g., construction, illicit discharge, permanent stormwater control) or note those for which you do not have authority:

Action	Construction	Permanent Stormwater Controls	Illicit Discharge	Authority?	
Notice of violation	# <u>3</u>	# <u>    </u>	# <u>1</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Administrative fines	# <u>    </u>	# <u>    </u>	# <u>    </u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Stop Work Orders	# <u>    </u>	# <u>    </u>	# <u>    </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Civil penalties	# <u>    </u>	# <u>    </u>	# <u>    </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Criminal actions	# <u>    </u>	# <u>    </u>	# <u>    </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Administrative orders	# <u>    </u>	# <u>    </u>	# <u>    </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Other <u>    </u>	# <u>    </u>	# <u>    </u>	# <u>    </u>		

B. Do you use an electronic tool (e.g., GIS, data base, spreadsheet) to track the locations, inspection results, and enforcement actions in your jurisdiction?  Yes  No

C. What are the 3 most common types of violations documented during this reporting period? Lack of maintenance of controls and controls installed incorrectly

### 13. PROGRAM RESOURCES (OPTIONAL)

A. What was your annual expenditure to implement the requirements of your MS4 NPDES permit and SWMP this past reporting period? \$55,000

B. What is next year's budget for implementing the requirements of your MS4 NPDES permit and SWMP? \$60,000

C. Do you have an independent financing mechanism for your stormwater program?  Yes  No

D. If so, what is it/are they (e.g., stormwater fees), and what is the annual revenue derived from this mechanism?

Source: \_\_\_\_\_ Amount \$

Source: \_\_\_\_\_ Amount \$

E. How many full time employees does your municipality devote to the stormwater program (specifically for implementing the stormwater program vs. municipal employees with other primary responsibilities that dovetail with stormwater issues)? 0

F. Do you share program implementation responsibilities with any other entities?  Yes  No

Entity	Activity/Task/Responsibility	Your Oversight/Accountability Mechanism
Public Works Dept.	System Mapping/Maintenance	Mayor
St. John Engineering, LLC	Program Assistance/Consulting	Mayor

## Municipal Separate Storm Sewer System (MS4) Annual Report


G. Please attach a copy of your Organizational Chart

### 14. CERTIFICATION

**This report must be signed by a ranking elected official or by a duly authorized representative of that person. See signatory requirements in sub-part 6.7.2 of the permit.**

*"I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information 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. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury."*

Mr. Lonnie J. Norman, Mayor  
Printed Name and Title

  
Signature

9/26/2017  
Date

**Annual reports must be submitted in accordance with the requirements of Section 5.4. (Reporting) of the permit. Annual reports must be submitted to the appropriate Environmental Field Office (EFO) by September 30 of each calendar year, as shown in the table below:**

EFO	Street Address	City	Zip Code	Telephone
Chattanooga	540 McCallie Avenue STE 550	Chattanooga	37402	(423) 634-5745
Columbia	1421 Hampshire Pike	Columbia	38401	(931) 380-3371
Cookeville	1221 South Willow Ave.	Cookeville	38506	(931) 432-4015
Jackson	1625 Hollywood Drive	Jackson	38305	(731) 512-1300
Johnson City	2305 Silverdale Road	Johnson City	37601	(423) 854-5400
Knoxville	3711 Middlebrook Pike	Knoxville	37921	(865) 594-6035
Memphis	8383 Wolf Lake Drive	Bartlett	38133	(901) 371-3000
Nashville	711 R S Gass Boulevard	Nashville	37216	(615) 687-7000

SUMMARY OF EDUCATIONAL ACTIVITIES FOR  
REPORTING YEAR 2017

<u>DATE</u>	<u>ACTIVITY</u>
Entire Period	Rotation of Radio PSAs
10/25/16	Stormwater Training for Street Department
10/26/16	Stormwater Training for Water Department

CITY OF MANCHESTER, TENNESSEE  
PHASE II STORMWATER PERMIT NOTICE OF INTENT

ORGANIZATIONAL CHART

The following departments will have responsibilities for stormwater management in Manchester, Tennessee:

