



Rule 13 - MS4 ANNUAL REPORT

State Form 51278 (R6 / 7-12)
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

For questions regarding this form, contact:

IDEM Office of Water Quality , Storm Water Program
MS4 Coordinator
100 North Senate Avenue, Room 1255
MC 65-42
Indianapolis, IN 46204-2251
Telephone: (317) 234-1601 or
(800) 451-6027, ext. 41601 (within Indiana)
Web Access: <http://www.IN.gov/idem/4900>

- NOTE:**
- Annual reports must be submitted to the Indiana Department of Environmental Management. **Failure to submit the annual report is considered noncompliance with your permit.**
 - For the **first five** (5)-year permit term, this completed form must be submitted by 1 year from the SWQMP – Part C submittal date and, thereafter, 1 year from the previous report (i.e., in years two (2) through five (5) of permit coverage).
 - In the **second and subsequent** five (5)-year permit terms, this completed form must be submitted in years two (2) and four (4) of permit coverage.
 - **Please type or print in ink.**
 - Please answer all questions thoroughly and return the form by the due date.
 - Return this form and any required attachments to the IDEM Storm Water Program, MS4 Coordinator at the address listed in the box on the upper-right.

Five Year Permit Term	Reporting Year
<input type="checkbox"/> 1st Permit Term	Permit Year <u>2022</u>
<input checked="" type="checkbox"/> Second and subsequent five (5) Year Permit Terms	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	MS4s in their first permit term must submit reports annually. MS4s that are in subsequent permit terms must submit in years 2 and 4 of the permit term.

PART A: GENERAL INFORMATION – MS4 OPERATOR

1. Permit Number: INR 0 4 0 119	Type of MS4: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> County <input type="checkbox"/> Non-traditional
2. MS4 Entity: City of Auburn <i>(Name of permit holder)</i>	
3. MS4 Operator: Mike Ley	
4. Mailing Address: 210 East Ninth Street Auburn, IN ZIP: 46706 County: DeKalb	
5. Email Address: mayor@ci.auburn.in.us	

PART B: GENERAL INFORMATION – MS4 COORDINATOR

6. MS4 Coordinator (<i>please print</i>): Drew Wallace
7. Person's Title: Program Coordinator
8. Mailing Address: 2010 South Wayne Street Auburn, IN ZIP: 46706
9. Telephone Number: 260-925-1714 ext. 2321
10. E-mail Address: dewallace@ci.auburn.in.us

PART C: GENERAL INFORMATION – REPORT PREPARER

11. Name: Amy Harvell, Wessler Engineering <i>(Provide this information if someone other than MS4 Operator or Coordinator completed this report.)</i>
12. Affiliation with the MS4: Consultant
13. Mailing Address: 6219 South East Street Indianapolis, IN ZIP: 46227
14. Telephone Number: 317-788-4551 Extension:
15. E-mail Address: amyh@wesslerengineering.com

16. Provide a summary of the following program management activities performed during the reporting period:

- a) If this is a co-permit, list all permittees and operators responsible for permit implementation for each entity.
N/A
- b) Identify changes to the MS4 area boundaries, including areas added to or lost to the MS4 area via annexation or other similar means. Provide a current map (8.5" X 11" or 8.5" X 14")
No changes have been made to the MS4 area boundaries since submittal of map with SWQMP on 12/21/22.
- c) Identify follow-up or additional water quality characterizations completed during the reporting period if applicable.
An updated Water Quality Characterization Report was submitted with the SWQMP in December 2022.
- d) Provide updated receiving water information completed during the reporting period if applicable.
Updated list of receiving waters was provided in the updated NOI and WQCR submitted in 2022.
- e) Identify funding sources (utility fees, grants, enforcement fines etc) utilized for MS4 program implementation during this reporting period.
Sewer utility fees
- f) Provide a list of new active industrial sites identified during this reporting period.
An inventory of active industrial facilities within the City of Auburn was updated in 2022.
- g) Provide a list of facilities owned and operated by the MS4 that require Rule 6 (industrial storm water) permits.
There are no MS4-owned facilities that require a Rule 6 permit.
- h) Provide a summary of complaints received and follow-up investigation results related to storm water quality issues during this reporting period.
The City of Auburn was notified of two spills, one of diesel fuel and one of vehicle fluids from an accident. Water Pollution Control staff assisted the City of Auburn Fire Department Hazmat staff with spill clean-up. There were no complaints received in 2022.
- i) Other:
Refer to Table C-13 Annual Report Tracking table.

PART E: PUBLIC EDUCATION AND OUTREACH - MINIMUM CONTROL MEASURE

17. Identify the best management practices (BMPs) for public education and outreach included in your Storm Water Quality Management Plan (SWQMP) Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP for this minimum control measure (MCM) including timetables and measurable goals during this reporting period.
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals. Refer to Table C-13 Annual Report Tracking table.
- b) Describe implementation problems encountered and changes made due to ineffectiveness or infeasibility during this reporting period.
None as implementation of the updated SWQMP is still occurring.
- c) Describe program BMPs that went beyond those identified in the SWQMP.
NA
- d) Identify storm water BMPs installed or initiated for this MCM during this reporting period.
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals.
- e) Describe program implementation partnerships and explain successes and barriers during this reporting period.
The MS4 partners with the SWCD to hold the Cedar Creek Cleanup and Rain Barrel Workshop. These events provide an opportunity for public education and participation.
- f) Other:
Refer to Table C-13 Annual Report Tracking table.

PART F: PUBLIC PARTICIPATION AND INVOLVEMENT - MINIMUM CONTROL MEASURE

18. Identify the best management practices for public participation and involvement included in your SWQMP Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period.
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals. Refer to Table C-13 Annual Report Tracking table.
- b) Describe implementation problems encountered and changes made due to ineffectiveness or infeasibility during this reporting period.
None as implementation of the updated SWQMP is still occurring.
- c) Describe program BMPs that went beyond those identified in the SWQMP.
NA
- d) Identify storm water BMPs installed or initiated for this MCM during this reporting period.
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals.
- e) Describe program implementation partnerships and explain successes and barriers during this reporting period.
The MS4 partners with the SWCD to hold the Cedar Creek Cleanup and Rain Barrel Workshop. These events provide an opportunity for public education and participation.
- f) Other:
Refer to Table C-13 Annual Report Tracking Table.

PART G: ILLICIT DISCHARGE DETECTION AND ELIMINATION - MINIMUM CONTROL MEASURE

19. Identify the best management practices for illicit discharge detection and elimination (IDDE) included in your SWQMP Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period (mapping, screening, etc.).
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals. Refer to Table C-13 Annual Report Tracking table..
- b) Describe implementation problems or challenges encountered, particularly as it relates to mapping and screening of outfalls during this reporting period.
None as implementation of the updated SWQMP is still occurring.
- c) Identify changes made to the IDDE Plan during this reporting period if applicable.
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals.
- d) Identify updates or revisions to IDDE ordinance or other regulatory mechanism made during this reporting period.
IDDE Ordinance shall be updated in 2024.
- e) Describe level of mapping and screening completed to date. If there are unmapped or unscreened outfalls, provide a plan and a timetable for completion.
The City of Auburn maintains a storm sewer map in the ThinkMap GIS application. Mapping will be updated in 2023 to include all required storm sewer system components.
- f) Other:
Refer to Table C-13 Annual Report Tracking table.

PART H: CONSTRUCTION SITE STORM WATER RUN-OFF CONTROL - MINIMUM CONTROL MEASURE

20. List the best management practices for the construction site storm water run-off program identified in your SWQMP Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period.
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals. Refer to Table C-13 Annual Report Tracking table.
- b) Describe program implementation partnerships and explain successes and barriers during this reporting period.
The City of Auburn and DeKalb County SWCD have a Memorandum of Agreement for the SWCD to complete plan reviews and inspections on behalf of the MS4.
- c) Identify the number of construction sites permitted during this reporting period and identify the number and type of enforcement actions taken against construction site operators during the same period.
10 construction sites were permitted in 2022. There were no enforcement actions taken in 2022.
- d) Identify the number and types of training opportunities that were provided to contractors, developers, and builders during this permit period.
The City of Auburn did not provide any specific training opportunities to contractors, developers and builders during 2022. Maintained existing construction/post-construction educational information on website until program is developed.
- e) MS4 personnel responsible for plan review, inspection, and enforcement of construction activities shall receive, at a minimum, annual training addressing appropriate control measures, inspection protocol, and enforcement procedures. Identify training provided to MS4 personnel responsible for these activities during this reporting period.
The MS4 Coordinator attended the MS4 Annual Meeting (05/10/2022) and INAFSM Conference (09/14/2022-09/16/2022).
- f) Identify updates or revisions to the storm water construction ordinance or other regulatory mechanism made during this reporting period.
The Stormwater Runoff Control Ordinance for construction sites is incorporated into Chapter 161 of the City Code of Ordinances and shall be updated in 2024.
- g) Other:
Refer to Table C-13 Annual Report Tracking table.

PART I: POST-CONSTRUCTION STORM WATER RUN-OFF CONTROL - MINIMUM CONTROL MEASURE

21. List the best management practices for post-construction storm water run-off control identified in your SWQMP Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP in the SWQMP including timetables and measurable goals during this reporting period.
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals. Refer to Table C-13 Annual Report Tracking table.
- b) Describe implementation problems encountered and changes due to ineffectiveness or infeasibility during this reporting period.
None as implementation of the updated SWQMP is still occurring.
- c) Describe program implementation partnerships and explain successes and barriers.
The City of Auburn and DeKalb County SWCD have a Memorandum of Agreement for the SWCD to complete plan reviews and inspections on behalf of the MS4.
- d) MS4 area personnel responsible for implementation of the post-construction minimum control measure shall receive, at a minimum, annual training. Identify training provided for this minimum control measure during this reporting period.
The MS4 Coordinator attended the MS4 Annual Meeting (05/10/2022) and INAFSM Conference (09/14/2022-09/16/2022).
- e) Identify updates or revisions to the post-construction storm water ordinance or other regulatory mechanism made during this reporting period.
The Post-Construction Stormwater Control Ordinance for construction sites is incorporated into Chapter 162 of the City Code of Ordinances and shall be updated in 2024.
- f) Other:
Refer to Table C-13 Annual Report Tracking table.

PART J: MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING - MINIMUM CONTROL MEASURE

22. List the best management practices for municipal operations pollution prevention and good housekeeping identified in your SWQMP Part C and respond to the following:

- a) Identify progress made towards development and implementation of each BMP in the SWQMP including timetables and measurable goals during this reporting period.
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals. Refer to Table C-13 Annual Report Tracking table.
- b) Describe implementation problems encountered and changes due to ineffectiveness or infeasibility as it relates to pollution prevention and good housekeeping at MS4 owned and operated facilities during this reporting period.
None as implementation of the updated SWQMP is still occurring.
- c) Identify storm water BMPs installed or initiated at MS4 owned and operated facilities.
The SWQMP was updated in 2022 to meet the requirements of the MS4GP that included updates to BMPs and measurable goals.
- d) Identify and describe appropriate storm water training provided to MS4 employees. Employees are required to have a minimum training once per year.
The MS4 Coordinator attended the MS4 Annual Meeting (05/10/2022) and INAFSM Conference (09/14/2022-09/16/2022). Municipal employees attended training in January, November and December of 2022.
- e) Other:
Refer to Table C-13 Annual Report Tracking table.

PART K: CERTIFICATION AND SIGNATURE

The individual listed in "PART A: GENERAL INFORMATION – MS4 OPERATOR" must sign the following certification statement:

"By signing this annual report, I hereby 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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons 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."

Type or Print Name: Mike Ley

Signature: _____



3/15/2023
(mm/dd/yyyy)

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
Public Education, Outreach, Participation and Involvement		
4.3 (h)(1)	Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.	
	Community Stormwater Issue Construction MG - Increase awareness of MS4's approval process by providing educational information.	Updated SWQMP per MS4GP. Several materials and videos provided on MS4 website. To review and revise educational materials and website language in 2023.
	Community Stormwater Issue Residential MG - Increase public awareness and knowledge of the proper disposal of grass clippings and leaves by providing educational materials and information to the public.	Updated SWQMP per MS4GP. Educational brochures available at WPC and Utility Building. To review and revise educational materials and website language in 2023.
	Community Stormwater Issue Commercial/Industrial MG - Increase knowledge of stormwater issues to industrial/commercial sites regulated under current Wellhead Protection and Pretreatment Programs through education.	Updated SWQMP per MS4GP. To review and revise educational materials and website language in 2023. Educational stormwater language was added to the Wellhead Protection notification letters mailed in 2022.
	Public Events MG - Increase local knowledge on stormwater issues by providing two public events annually for participation.	WHP Mailers with a stormwater educational component distributed October 2022.
	Educational Materials MG - Organize and review developed materials to ensure the information is relevant prior to distribution.	Updated SWQMP per MS4GP. List of educational materials inventory developed in 2022. To review and revise educational materials in 2023.
	Construction/Post-Construction Training for Builders, Developers, Contractors, and Engineers MG - Increase knowledge of MS4 construction and post-construction processes and procedures to contractors through training.	Updated SWQMP per MS4GP. INAFSM construction training videos are provided on the MS4 website. Additional materials to be developed in 2023. To review and revise educational materials in 2023.
	Illicit Discharge Public Education MG - Increase public knowledge illicit discharges through educational efforts.	Updated SWQMP per MS4GP. Illicit discharge information on website with contact numbers. To review and revise educational materials and website language in 2023.
	Stormwater Website MG - Increase public awareness and participation by providing stormwater information on the MS4 website.	Updated SWQMP per MS4GP. To review and revise educational materials and website language in 2023.
	Elected Officials Update MG - Provide an opportunity to inform elected officials of program status and achievements and for the community to be involved with stormwater drainage planning and to express concerns.	Updated SWQMP per MS4GP. The public can be involved at City Council meetings 2/month. Annual report detailing stormwater operations and stormwater pollution education was provided to Mayor and Elected Officials in January 2022.
4.3 (h)(2)	A list of each public participation and outreach events and activities conducted, a description of the activity, an estimate of the number of attendees, and an assessment if the goals and objectives were met.	Refer to Table C-4 Public Events. Events included 24 City Council Meetings, creek cleanup, rain barrel workshop, 6th Grade environmental day, and WPC site tour.

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
4.3 (h)(3)	The number and types of construction and/or post-construction stormwater training opportunities that were provided to contractors, developers and builders, property owners (commercial, industrial, residential, homeowner associations, and other targeted entities during the reporting period.	Refer to Table C-3 List of Educational Materials and Table C-4 Public Events. INAFSM construction training videos are provided on the MS4 website. Additional materials to be developed in 2023.
4.3 (h)(4)	Documentation that presentations were made to elected officials or boards.	Refer to Table C-4 Public Events.
4.3 (h)(5)	Describe each targeted audience selected and how they were reached during the reporting period and describe behavioral changes observed.	Audiences selected in 2022 based on existing materials and events. Target specific materials/events to be developed/identified per BMP Implementation Schedule in the SWQMP. Refer to Table C-4 Public Events.
4.3 (h)(6)	A list of all public education materials used during the reporting period.	Refer to Table C-3 List of Educational Materials.
Illicit Discharge, Detection and Elimination		
4.4 (k)(1)	<p>Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.</p> <p>Illicit Discharge Ordinance Update MG - Continue to maintain and enforce the illicit discharge ordinance. Review and update to meet the MS4's needs and the permit requirements.</p> <p>Dry Weather Screening MG - Develop a schedule and perform visual inspections of outfalls and screen for illicit discharges. Maintain SOP for staff to follow in performing dry weather screenings.</p> <p>Industrial Facility Mapping MG - Compile the locations and information on industrial facilities in the first year of the permit term.</p> <p>Collection of Hazardous Waste MG - Provide and promote opportunities for disposal of household hazardous waste.</p> <p>Illicit Discharge Detection and Elimination SOPs MG - Maintain SOPs for illicit discharge investigation, dry weather screening, and complaint tracking.</p> <p>Public Reporting MG - Promote the methods on how to report stormwater complaints. Investigate potential illicit discharges within 2 business days. Maintain an SOP for public reporting.</p>	<p>Updated SWQMP per MS4GP. To review and revise Chapter 160, Illicit Discharge and Connection to Stormwater Drains Ordinance, in 2024.</p> <p>Updated SWQMP per MS4GP. To review and revise SOPs in 2023 and implement during the permit term.</p> <p>Updated SWQMP per MS4GP. Industrial facilities list and map compiled in 2022.</p> <p>Updated SWQMP per MS4GP. NISWMD provides weekly collection events. To review and revise educational materials and website language in 2023.</p> <p>Updated SWQMP per MS4GP. To review and revise SOPs in 2023.</p> <p>Updated SWQMP per MS4GP. Contact information on MS4 webpage. To review and revise website language and SOPs in 2023.</p>

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
4.4 (k)(1) (continued)	Develop Storm Sewer System Map MG - Maintain storm sewer and outfall mapping. Map outfalls and conveyances as they are identified. Identify high priority areas based on complaints, illicit discharges, and other issues in the map.	The City of Auburn maintains a storm sewer map in the ThinkMap GIS application. Mapping will be updated in 2023 to include all required storm sewer system component in MS4GP.
	IDDE Training for MS4 Staff MG - Revise or develop training materials for staff training within 360 days of permit coverage. Provide training to applicable staff members annually. Provide training within specified timeframes for new hires and applicable seasonal employees.	IDDE training materials to be developed/revise in 2023. Training will be provided according to the schedule in the updated SWQMP.
	Review of CSOOP and LTCP MG - Review in first year of the permit term.	The CSOOP and LTCP was reviewed and incorporated into the SWQMP in 2022.
	Review of Receiving Water TMDLs MG - Review the USEPA approved TMDLs and 303(d) lists at the beginning of each permit term. Add information to SWQMP and WQCR and update BMPs accordingly.	The USEPA approved TMDLs and Indiana 303(d) list were reviewed in 2022 and were incorporated into the SWQMP and WQCR.
4.4 (k)(2)	IDDE program updates.	Updated SWQMP per MS4GP. SOPs to be updated in 2023.
4.4 (k)(3)	A summary of any storm sewer system mapping changes to the stormwater outfall and conveyance maps.	None in 2022
4.4 (k)(4)	Number of new MS4 outfalls mapped.	0
4.4 (k)(5)	Number and location of dry weather outfalls screened for illicit discharges.	21
4.4 (k)(6)	Number and location of illicit discharges detected.	0
4.4 (k)(7)	Number and location of illicit discharges eliminated.	0
4.4 (k)(8)	Number of illicit discharges and/or spills reported to the MS4 entity.	06/22/2022 vehicle fluid from accident. 06/30/2022 diesel spill.
4.4 (k)(9)	Number of enforcement actions taken by the MS4 entity.	0
Construction Site Stormwater Run-Off		
4.5 (m)(1)	Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.	
	Construction Stormwater Ordinance and Standards MG - Develop and implement an ordinance that is consistent with the requirements of the MS4GP and CSGP.	The Stormwater Runoff Control Ordinance for construction sites is incorporated into Chapter 161 of the City Code of Ordinances and shall be updated by 2024.

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
4.5 (m)(1) (continued)	Construction Stormwater Plan Review MG - Review applicable construction projects per the ordinance, standards, MS4GP and CSGP. Maintain SOPs for the plan review process.	CSGP submittals are submitted to the DeKalb County SWCD. The plan reviewer evaluates the submittal for compliance with the CSGP, MS4GP, ordinance, and standards and documents it on IDEM's form. The SOP for construction plan review shall be updated in 2023.
	CSGP Compliance for MS4 Owned Projects MG - Submit all CSGP qualifying construction projects for plan review. Develop an SOP for CSGP submittals across all MS4 departments.	City-owned projects are submitted to IDEM for review and compliance with the requirements of the CSGP. The SOP for MS4-owned CSGP submittals shall be updated in 2023.
	Construction Priority Sites MG - Evaluate all qualifying construction projects for priority during the plan review process. Include the identification of priority sites in the plan review process SOP.	Priority designation is recorded on the IDEM Construction/ Stormwater Pollution Prevention Plan Technical Review form during plan review. The SOP for construction plan review shall be updated in 2023.
	Construction Site Inspections MG - Complete construction site inspections per required frequency. Develop and maintain SOPs for inspections.	Updated SWQMP per MS4GP. Construction sites shall be inspected per the frequency in the SWQMP; SOPs shall be updated in 2023.
	Construction Enforcement MG - Develop and maintain SOP(s) for enforcement actions. Document non-compliance and enforcement actions on the inspection form.	Updated SWQMP per MS4GP. Non-compliance and enforcement actions shall be documented as indicated in the SWQMP; SOPs shall be updated in 2023.
	Construction Stormwater Project Inventory MG - Track all CSGP construction sites and their status.	Updated SWQMP per MS4GP. Construction sites and their status shall be tracked according to the SWQMP.
	Construction Training for Inspection, Plan Review and Enforcement MG - Increase plan reviewer and construction inspector knowledge by receiving annual training.	Annual training shall be provided to, or attended by individuals responsible for plan review and enforcement.
	Construction Complaints MG - Reduce sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances. Develop and maintain SOP(s) for complaints.	Updated SWQMP per MS4GP. The MS4 maintains and promotes a phone number for reporting of stormwater pollution concerns, including construction stormwater complaints. SOPs shall be updated in 2023.
4.5 (m)(2)	The number of construction projects owned and/or operated by the MS4 entity that are active at the time of submittal.	1
4.5 (m)(3)	The number of construction sites obtaining a MS4 entity-issued stormwater run-off permit or authorization to discharge.	10
4.5 (m)(4)	The number of construction sites inspected.	10
4.5 (m)(5)	The number and type of enforcement actions taken.	0
4.5 (m)(6)	The number of public information requests and/or complaints received.	0

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
Post-Construction Stormwater Run-Off		
4.6 (j)(1)	Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.	
	Post-Construction Stormwater Ordinance and Standards MG - Review and update the ordinance to include stormwater quality and quantity requirements.	The Post-Construction Stormwater Control Ordinance for construction sites is incorporated into Chapter 162 of the City Code of Ordinances and shall be updated in 2024.
	Post-Construction Plan Review MG - Review construction projects per the ordinance, standards, MS4GP and CSGP. Maintain SOPs for the plan review process.	CSGP submittal are reviewed by the DeKalb County SWCD and post-construction measures are reviewed by the Building and Planning Department and Water Pollution Control. The plan reviewers evaluate the submittal in accordance with the CSGP, MS4GP, ordinance, and standards. SOPs shall be updated in 2023.
	Post-Construction Inspections (MS4-Owned) MG - Follow the Standards for MS4-owned stormwater measures. Develop and maintain SOPs for inspections. Complete post-construction inspections for MS4-owned measures per the schedule.	Updated SWQMP per MS4GP. Post-construction inspections of MS4-owned measures shall be completed per the schedule in the SWQMP. SOPs shall be updated in 2023.
	Post-Construction Inspections (Privately-Owned) MG - Develop a method to record private O&M Manuals with the property. Develop and maintain SOPs for inspections. Complete post-construction inspections for private measures per the schedule.	Updated SWQMP per MS4GP. Post-construction inspections of privately owned measures shall be completed per the schedule in the SWQMP. SOPs shall be updated in 2023.
	Post-Construction Training for Inspection, Plan Review and Enforcement MG - Increase plan reviewer and inspector knowledge by receiving annual training.	Annual training shall be provided to, or attended by individuals responsible for plan review and enforcement.
4.6 (j)(2)	Updates to the post-construction ordinance or regulatory mechanism.	Post-construction ordinance shall be updated in 2024.
4.6 (j)(3)	Number of sites requiring post-construction controls.	10
4.6 (j)(4)	Number, type, and location of structural measures installed.	0
4.6 (j)(5)	Number, type, and location of structural measures modified to function properly or improve water quality benefits.	Cleaned 2 retention pond overflows that were over-vegetated.
4.6 (j)(6)	Number, type, and location of structural measures inspected to ensure each meets design requirements and/or are being maintained.	All structural BMPs were inspected in the fall of 2022.
Municipal Operations Good Housekeeping and Pollution Prevention		
4.7 (n)(1)	Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.	

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
4.7 (n)(1) (continued)	Inventory of MS4 Facilities MG - Identify MS4 facilities, prioritize pollution generating sites, and maintain the inventory and map.	An inventory and map of MS4 facilities was compiled in 2022. Identified sites were evaluated for priority designation.
	Stormwater Pollution Prevention Plans MG - Maintain site SWPPPs and update annually.	Municipal facility SWPPPs were updated in 2022.
	Quarterly Facility Inspections MG - Complete inspections quarterly and maintain with SWPPPs	SWQMP updated per MS4GP. Quarterly inspections of municipal facilities shall began following SWPPP updates in 2022. Inspections were conducted as follows; Fire Department 12/15/22, Parks Department 12/13/22, Street Department 12/21/22, WPC 12/12/22 Water Department 12/13/22 and Electric Department 12/16/22.
	Annual Facility Assessment MG - Complete assessments annually and maintain with SWPPP.	Annual facility assessments were completed 06/2022 and 07/2022, inspection reports are maintained with the SWPPPs.
	Periodic Litter Collection MG - Collect litter to prevent conveyance contamination and clogging. Develop and maintain SOP.	Departments included in litter collection include the Parks Department for public parks and Street Department for MS4 common areas (city square). Each department is responsible for litter collection at their facilities. SOP shall be developed in 2023.
	Stormwater Infrastructure Maintenance MG - Reduce the amount of floatables and other pollutants discharged by cleaning stormwater structures and conveyances. Develop and maintain SOP.	SWQMP updated per MS4GP. Stormwater structures and conveyances shall be cleaned per the schedule in the SWQMP. SOPs shall be updated in 2023.
	Roadside Vegetation, Shoulder & Ditch Stabilization MG - Notify the County Surveyor when shoulders and ditches require repairs.	SWQMP updated per MS4GP.
	Remediation of Outfall Scouring MG - Repair stormwater outfalls to prevent sedimentation from entering conveyances. Develop and maintain SOP.	SWQMP updated per MS4GP. Stormwater outfalls are inspected per the schedule in the SWQMP and repaired when issues identified. SOPs shall be updated in 2023.
	Disposal of Animal Waste MG - Facilitate proper disposal of animal waste from public parks.	SWQMP updated per MS4GP. Proper disposal of animal waste from public parks shall be conducted per the SWQMP.
	City-Wide Snow and Salt Management MG - Reduce the amount of stored salt exposed through proper management.	SWQMP updated per MS4GP. Snow and salt shall be managed per the Street Department SWPPP which was updated in 2022.
	City Sweeping MG - Reduce the amount of pollutants discharged to stormwater infrastructure by sweeping public streets and municipal parking lots. Develop and maintain SOP.	SWQMP updated per MS4GP. Street sweeping shall be conducted per the schedule in the SWQMP. SOPs shall be updated in 2023.
	Stormwater Practices for Outside Entities MG - Train contractors on MS4 stormwater management policies and procedures.	SWQMP updated per MS4GP. Training shall be conducted per the schedule in the SWQMP.
	Flood Control Structures MG - Document that all new MS4-controlled flood management projects are evaluated for water quality impacts.	All new MS4-controlled flood management project are evaluated for water quality impacts. The MS4 does not own any flood control structures.

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
4.7 (n)(1) (continued)	Municipal Operations Training MG - Increase employee awareness of stormwater issues by providing annual training.	SWQMP updated per MS4GP. Training shall be conducted per the schedule in the SWQMP. Municipal employees attended stormwater training in January, November and December of 2022.
4.7 (n)(2)	Number and location of stormwater outfalls and conveyance systems that have been repaired.	Stormwater conveyance line repaired on North VanBuren (January 2022); inlet repairs along Erie Pass and storm structure repair at the intersection of 1st Street and Eckhart (March 2022); uncovered inlets at Bridgewater North (April and May 2022); catch basins cleaned with vacuum truck on Jacob Street; raised catch basins on Morningstar Road; uncovered stormwater inlets and installed risers at Bridgewater; lifted storm drain casting on Proper Pass; relocated stormwater inlet at intersection of Seneca Court and Huron Way and filled hole next to inlet at Auburn Meadows (June 2022); filled in hole next to inlet on Midway (August 2022); catch basin repair on Auburn Drive and cleaned stormwater inlets at County Fair industrial tent (September 2022); county drain repair on County Road 36 and stormwater conveyance repair on Wesley (November 2022).
4.7 (n)(3)	Estimated amount of material collected from stormwater drainage system cleaning including the disposal methods utilized.	200 cubic yards of plant screening and debris from the vacuum truck were disposed of at the landfill.
4.7 (n)(4)	Estimated amount of material collected from street sweeping, if applicable, including the disposal methods utilized.	272 cubic yards of street sweepings disposed of at the City disposal area.
4.7 (n)(5)	Number and location of de-icing salt and sand storage areas and methods used to minimize stormwater exposure.	Salt is stored at the Street Department. The City used 613.42 tons of salt and 42.48 tons of sand in 2022.
Misc.		
5.1 (c)(4)	TMDL Implementation - provide documentation in the annual report of installation and maintenance of stormwater management measures and principles that have been implemented.	The MS4 is implementing BMPs for grass clippings, proper lawn care, and pet waste in an effort to decrease pollutant loadings to the waterway.
8.1 (a)(1)	Relevant sections of the SWQMP that have been modified.	The entire SWQMP was updated in 2022 per the requirements of the MS4GP.
8.1 (a)(2)	Updates of measurable goals for each minimum control measure (MCM).	Measurable goals were updated in 2022 as part of the SWQMP revisions.
8.1 (a)(3)	Progress towards development, implementation, and enforcement of all MCMs. Report on all items identified in the annual report section associated with each MCM.	Measurable goals were developed in 2022 and implementation shall begin in 2023.
8.1 (a)(4)	Status of ordinance development and/or modification.	Stormwater ordinances shall be updated in 2024.
8.1 (a)(5)	New and on-going water quality characterization data.	The WQCR was updated and submitted to IDEM in 12/2022.

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
8.1 (a)(6)	Updated list of receiving waters.	Updated list of receiving waters was provided in the updated NOI and WQCR submitted in 12/2022.
8.1 (a)(7)	A description of progress to meet a TMDL WLA or improve water quality in the 303d listed impairments.	The MS4 is implementing BMPs for grass clippings, proper lawn care, and pet waste in an effort to decrease pollutant loadings to the waterway.
8.1 (a)(8)	Implementation problems encountered, including program changes made to address ineffectiveness or infeasibility.	None at this time.
8.1 (a)(9)	New funding sources and expenditures.	Sewer utility fees.
8.1 (a)(10)	MS4 jurisdictional boundaries as required by Section 4.2 (a)(1). Identify land areas removed or added to the jurisdictional area of the MS4.	The MS4 jurisdictional boundaries are defined by the corporate boundaries of the City of Auburn; an updated MS4 area map was provided with the updated SWQMP in 12/2022.
8.1 (a)(11)	Stormwater system map as required by 4.4 (f)(1) through (4).	The stormwater system map is maintained in ThinkGIS. Updates are made as new projects are accepted and as structures are identified. The mapping shall be updated in 2023 to meet the requirements of the MS4GP.
8.1 (a)(12)	A final program assessment, including a comprehensive review of all goals and objectives, program achievements, and areas identified to improve and enhance program effectiveness.	SWQMP revised for the MS4GP in 2022. Completed review on 2/28/23. Implementation of program updates will occur in the permit term.
8.1 (a)(13)	All required elements of the annual report must be completed or use of not applicable must have an explanation.	Completed

**TABLE C-3: LIST OF EDUCATIONAL MATERIALS
MCM 1 & 2 - PUBLIC EDUCATION, OUTREACH, PARTICIPATION & INVOLVEMENT**

SUBJECT MCM	EDUCATIONAL MATERIAL	DEVELOP	REVIEW AND REVISE	SCHEDULE	INFO SOURCE	TARGET CONSTITUENT	LOCATION	DISTRIBUTION	NUMBER DISTRIBUTED
1/2	After the Storm, A Citizen's Guide to Understanding Stormwater Brochure				EPA	Public	WPC Plant, City Hall	Ongoing	
1/2	Clean Water, One of Our Most Valuable Resources Brochure		NA		St. Joseph Watershed Initiative	Public	WPC Plant, City Hall	Ongoing	
1/2	Discover Stormwater Booklet		NA		Project Wet	Public	WPC Plant, City Hall	Ongoing	
1/2	How Much Rain Water Runs Off Your Roof? Brochure		X		MS4	Public	WPC Plant, City Hall	Ongoing	
1/2	Cedar Creek Watershed - Water Quality Begins with You! Brochure		NA		St. Joseph Watershed Initiative	Public	WPC Plant, City Hall	Ongoing	
1/2	Stormwater Pollution Prevention Best Management Practices Guidebook		NA		Excal Visual LLP	Contractors	WPC Plant, City Hall	Ongoing	
1/2	Dekalb County Cost Share Program, Rain Gardens Brochure		NA		Dekalb County SWCD	Public	WPC Plant, City Hall	Ongoing	
1/2	Rain Gardens Brochure		NA		Earth Partnership for Schools - University of Wisconsin	Public	WPC Plant, City Hall	Ongoing	
1/2	Rain Barrel Brochure		X		MS4	Public	WPC Plant, City Hall	Ongoing	
1/2	MS4 FAQ Flyer		X		MS4	Public	WPC Plant, City Hall	Ongoing	
1/2	MS4 Fact Sheet		NA		IDEM	Public	WPC Plant, City Hall	Ongoing	
1/2	About Wastewater Treatment Booklet		NA		Channing Bete	Public	WPC Plant, City Hall	Ongoing	
1/2/3	HHW Brochure		NA		IDEM	Public	WPC Plant, City Hall	Ongoing	
1/2	Quarterly Newspaper Article		X		MS4	Public	Newspaper Distribution	Quarterly	
1/2	Facebook Post - STEAM Sessions		X		MS4	Public	Auburn Server, Auburn Facebook Page	Ongoing	
1/2	Facebook Post - Thank you Auburn Conservation Team		X		MS4	Public	Auburn Server, Auburn Facebook Page	Ongoing	
1/2	Blog Post - Tips on watering, weeds, fertilizing, and more		X		MS4	Public	Auburn Server, Auburn City Website	Ongoing	
1/2	Blog Post - Recommended Trees to Plant in Auburn		X		MS4	Public	Auburn Server, Auburn City Website	Ongoing	
1/2	Blog Post- Master Gardeners- Info about Native Plants		X		MS4	Public	Auburn Server, Auburn City Website	Ongoing	
1/2	Stormwater Movie Spot		X		City	Public	Educational Video shown at Movie Theatre	Ongoing	
3	Illicit Discharge - General/Public Education		X		MS4	Public	MS4 Coordinator's Computer/Server	Distribute in 2nd Year of every Permit Term	
3	Illicit Discharge - Schools	X			MS4	Public	MS4 Coordinator's Computer/Server	Distribute in 3rd Year of every Permit Term	
3	Illicit Discharge - Businesses	X			MS4	Public	MS4 Coordinator's Computer/Server	Distribute in 4th Year of every Permit Term	
4 & 5	Construction Stormwater Ordinance		X		City	Contractors	SW Website link to Building Services website	Ongoing	
4 & 5	Information provided with Building Permit/CSGP	X		12/31/23	City	Contractors	To be developed	Ongoing & provided with each local/CSGP permit issued.	
4 & 5	Post/Con Training	X		12/31/23	City	Contractors	To be developed	Builders, Developers, Contractors & Engineers	
4 & 5	Standards		X		City	Contractors	SW website link to Building Services website	Ongoing	
4 & 5	Video on SW runoff and post-construction measures				Online	Contractors	Stormwater runoff - YouTube		

**TABLE C-3: LIST OF EDUCATIONAL MATERIALS
MCM 1 & 2 - PUBLIC EDUCATION, OUTREACH, PARTICIPATION & INVOLVEMENT**

SUBJECT MCM	EDUCATIONAL MATERIAL	DEVELOP	REVIEW AND REVISE	SCHEDULE	INFO SOURCE	TARGET CONSTITUENT	LOCATION	DISTRIBUTION	NUMBER DISTRIBUTED
6	General SW/MS4 Brochure	X		12/31/23	MS4	Public	To be developed	Ongoing	
6	MS4 for Elected Officials Video		NA		INAFSM	Municipal	https://www.youtube.com/watch?v=bFwj5UkQ_Du		
6	SWPPP Training Checklist		X	08/31/22	MS4	Municipal	Department SWPPP, MS4 files		
All	INAFSM Help Sheet: Educational Resources for MS4s - Videos for all MCMS				Online	Municipal	Help Sheet - MS4 Training Resources.pdf (inafsm.net)	Training videos for all MCMS.	
All	INAFSM: Indiana MS4 Videos for several MCMS				Online	Municipal	Webinars and Videos (inafsm.net)	Training videos for several MCMS.	
All	TMACOG GH & P2 Videos for municipal operations.				Online	Municipal	TmacogTube - YouTube	Training videos for municipal operations - snow/salt, spills, streets, parks, etc.	

**TABLE C-4: LIST OF PUBLIC EVENTS
MCM 1 & 2 - PUBLIC EDUCATION, OUTREACH, PARTICIPATION & INVOLVEMENT**

EVENT TITLE	PROVIDED BY	SCHEDULE	DATE(S) OCCURRED	TARGET AUDIENCE	EST. # OF ATTENDEES	DESCRIBE INFORMATION PROVIDED OR ACTIVITY CONDUCTED	OBJECTIVE MET? (Y/N)
SW Planning Team Meetings	City	April					
Cedar Creek Cleanup Event	MS4/SWCD	Summer	8/27/2022	Public	23	Creek cleanup, provide educational information regarding water quality, stormwater pollution prevention, residential best management practices and illicit discharge.	Y
Rain Barrel Workshop	MS4/SWCD	Spring and Fall	Spring and Fall (08/17)	Public, residential	24	Rain barrel demonstration at Water Pollution Control Plant and Waterloo Public Library, provide rain barrels to the public, provide educational information regarding water quality, stormwater pollution prevention, residential best management practices, and illicit discharge.	Y
Tree Sale	Parks and Recreation	Annually	8/30/2022	Public		Water quality, stormwater pollution prevention, watershed education, residential best management practices.	Y
Lakewood Park Christian School	MS4	Annually	10/6/2022	Public, schools		Water quality, stormwater pollution prevention, watershed education	Y
Garret 6th Grade Environmental Day	MS4	April	5/10/2022	Public, schools	135	Water quality, stormwater pollution prevention, watershed education	Y
Water Pollution Control Plant Visit	MS4	As requested	9/22/2022	Public	6	Girl Scout Troop and parents attended a tour of the Water Pollution Control Plant. Water quality, stormwater pollution prevention and watershed education.	Y
HHW Waste Collection	NISWMD	Weekly	Fridays	Public			Y
Stormwater Annual Report	City	1st Quarter	Jan-22	Elected Officials (BOW, Council, Mayor, Attorney)		Annual report detailing stormwater operations and stormwater pollution education provided to Mayor and Elected Officials	Y
City Council Meetings	City	January	01/04/22 & 01/18/22	Elected officials, public			Y
City Council Meetings	City	February	02/01/22 & 02/15/22	Elected officials, public			Y
City Council Meetings	City	March	03/01/22 & 03/15/22	Elected officials, public			Y
City Council Meetings	City	April	04/05/22 & 04/19/22	Elected officials, public			Y
City Council Meetings	City	May	05/03/22 & 05/17/22	Elected officials, public			Y
City Council Meetings	City	June	06/07/22 & 06/21/22	Elected officials, public			Y
City Council Meetings	City	July	07/05/22 & 07/19/22	Elected officials, public			Y
City Council Meetings	City	August	08/02/22 & 08/16/22	Elected officials, public			Y
City Council Meetings	City	September	09/06/22 & 09/20/22	Elected officials, public			Y
City Council Meetings	City	October	10/04/22 & 10/18/22	Elected officials, public			Y
City Council Meetings	City	November	11/01/22 & 11/15/22	Elected officials, public			Y
City Council Meetings	City	December	12/06/22 & 12/20/22	Elected officials, public			Y
Community SW Issue - Construction	MS4	Permit Term		Construction			Y
Community SW Issue - Residential	MS4	Permit Term	10/2022	Residential		(Rain Barrel Event, Tree Sale, etc.) WHP Mailers with a SW educational component distributed October 2022	Y
Community SW Issue - Commercial/Industrial	MS4	Permit Term		Commercial/industrial		(WHP Mailers, Pretreatment Inspections, Grease Trap Inspections)	