

**Municipality:** City of Rosenberg, Texas, Fort Bend County, Texas

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**TPDES General Permit Number:** TXR040272

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**Annual Report Number  
& Reporting Period:** August 13, 2007 – August 12, 2008 (Year 1)

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## TPDES Phase II Small Municipal Separate Storm Sewer System (MS4) General Permit Annual Report

### Part I – General Information

**Contact Person:** Mr. Charles A. Kalkomey

**Title:** City Engineer

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**Telephone #:** (281) 342-2033

**E-mail:** CKalkomey@jonescarter.com

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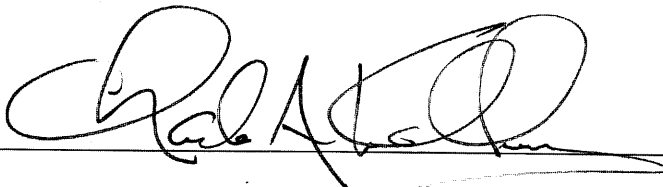
**Mailing Address:** 6415 Reading Road, Rosenberg, Texas 77471

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#### 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 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.

**Signature:**



**Printed Name:** Charles A. Kalkomey, P.E.

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**Title:** City Engineer

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**Date:** November 12, 2008

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**Part II. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 1</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 2</b>
Storm Drain Marking	Director of Public Works	ID remaining storm drains to be marked	Completed	N/A
		Review type and method of marking	Completed	N/A
		Revise construction detail to reflect storm drain markings – Year 2	Completed	N/A
		Mark 25% inlets – Year 2	N/A	Mark 25% of remaining inlets
		Mark 25% of inlets – Year 3	N/A	N/A
Municipal Website	Director Public Works/Director of Marketing and Public Relations	Mark 25% of inlets – Year 4	N/A	N/A
		Mark 25% of inlets – Year 5	N/A	N/A
		Update website to reference SWMP	Completed	N/A
		Update website to reflect annual report, current SWMP events – Years 2-5	N/A	Prepare content and post to website
		Obtain pamphlets prepared by EPA, TCEQ, TWBD, etc. and determine how to distribute	Completed	N/A
Storm Water Quality Education Material	Director Public Works/Director of Marketing and Public Relations	Distribute pamphlets to public – Years 2-5	N/A	Distribute as water bill insert and display at city offices and city events.

## 2. Public Involvement and Participation

BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Public Notice Requirements	Director Public Works	Publish notice in newspaper of largest circulation in area Receive comments from public	The notice has not yet been published. The NOI and SWMP have not been approved. The notice has not yet been published. The NOI and SWMP have not been approved.	N/A – Once the NOI and SWMP have been approved, the notice will be published. N/A – Public comments will be received after the notice has been published.
Storm Water Quality Volunteer Opportunities	Director Public Works	Identify volunteer opportunities Develop support materials – Year 2 Provide support materials to interested volunteers to distribute – Years 3-5	Complete; The Boy and Girl Scouts, the AARP, and the Police Explorers are among those who have committed to volunteer N/A N/A	N/A Develop support materials N/A
Make Presentations on Storm Water Management Plan	Director of Planning and Engineering	Present plan to City Council – Years 1-5 Present plan to interested public – Years 2-5	Completed – 2/5/08 N/A	Present plan to City Council Present plan to interested public. Possible groups include the Rotary Club, the Lions Club, and the AARP.

### 3. Illicit Discharge Detection and Elimination

BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Illicit Discharge Detection Ordinance	Director of Public Works	Draft ordinance – Year 2	N/A	Draft ordinance
		Conduct public review and collect comments – Year 3	N/A	N/A
		Finalize and adopt ordinance – Year 3	N/A	N/A
Illicit Discharge Detection and Elimination Program	Director of Public Works	ID program requirements, resources, and training needs	Completed	N/A
		Acquire needed resources and training – Year 2	N/A	Acquire needed resources and training
		Implement program – Years 3-5	N/A	N/A
Allowable Non-Storm Water Discharge	Director of Public Works	Review list of allowable non-storm water discharge and revise SWMP if necessary – Years 2-5	N/A	Review list of allowable non-storm water discharge and revise SWMP if necessary
		Prepare preliminary base map	Completed	N/A
Storm Drainage System Mapping	Director of Planning and Engineering	Locate, identify and map drainage features – Years 2-4	N/A	Locate, identify and map drainage features
		Update Storm Drainage System Map – Years 3-5	N/A	N/A

Public Education on Illegal Discharges and Improper Disposal	Director Public Works/Director of Marketing and Public Relations	Develop or acquire public education materials – Year 2	N/A	Develop or acquire public education materials
		Determine method of distribution – Year 2	N/A	Determine method of distribution
		Distribute materials to City employees – Year 3	N/A	N/A
		Distribute materials to businesses and general public – Year 4	N/A	N/A
On-site Sewerage Disposal System Identification and Inspection	Director of Public Utilities	Evaluate need to implement on-site sewerage disposal system identification and inspection program	Completed: No system identification and inspection needed at this time; minimal number of systems exist within city.	N/A
		Develop on-site sewerage disposal system identification and inspection program – Year 2	N/A	Re-evaluate need to implement on-site sewerage disposal system identification and inspection program
		Implement inspection program – Year 2	N/A	N/A
		Respond to all complaints- Years 2 -5	N/A	Respond to all complaints.

#### 4. Construction Site Stormwater Runoff Control

BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Construction Site Storm Water Runoff Control Ordinance	Director of Planning and Engineering	Evaluate existing ordinances	Completed; no pertinent existing ordinance found.	N/A
		Develop draft ordinance or modification – Year 2	N/A	Develop draft ordinance or modification
		Conduct Public Review – Year 3	N/A	N/A
		Finalize/Adopt ordinance – Year 4	N/A	N/A
Selected BMPs for Construction Site Storm Water Controls	Director of Planning and Engineering	Implement ordinance – Year 4	N/A	N/A
		Evaluate existing technical manuals – Year 2	N/A	Evaluate existing technical manuals
		Review additional information – Year 2	N/A	Review additional information
		Adopt a technical manual – Year 3	N/A	N/A
		Review and update technical manual – Years 4-5	N/A	N/A
Site Plan Review Program	Director of Planning and Engineering	Evaluate review process for storm water quality – Year 2	N/A	Evaluate review process for storm water quality
		Develop criteria checklist of storm water pollution prevention plans – Year 3	N/A	N/A
		Implement site plan review – Year 4	N/A	N/A

Construction Site Inspection Program	Director of Planning and Engineering	Evaluate inspection plan – Year 2	N/A	Evaluate inspection plan
		Develop inspection plan and procedure checklist - Year 3	N/A	N/A
		Inspect construction sites – Years 4-5	N/A	N/A
Reporting Hotline	City Manager	Identify person(s) to monitor and respond to calls – Year 2	N/A	Identify person(s) to monitor and respond to calls
		Set up and publicize hotline – Year 3	N/A	N/A
		Implement response program – Year 3	N/A	N/A

### 5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Develop an Ordinance	Director of Planning and Engineering	Evaluate existing ordinances	Completed; no pertinent existing ordinance found.	N/A
		Develop draft ordinance – Year 3	N/A	N/A
		Conduct public review – Year 4	N/A	N/A
		Adopt ordinance – Year 4	N/A	N/A
Evaluate Regional Storm Water Management System Facilities	Director of Planning and Engineering	Develop an evaluation report – Year 3	N/A	N/A
		Develop recommendations for storm water quality management – Year 4	N/A	N/A
		Implement storm water quality management – Year 4	N/A	N/A
Plan Requirements, Inspection and Maintenance Program for Storm Water Structural Controls	Director of Planning and Engineering	Develop a procedure/checklist to review development plans for long-term inspection and maintenance of structural controls – Year 4	N/A	N/A
		Implement procedure for inspection of structural controls – Year 5	N/A	N/A



Adopt a Technical Manual	Director of Planning and Engineering	Evaluate existing technical manuals – Year 3	N/A	N/A
		Review additional information – Year 3	N/A	N/A
		Adopt a technical manual – Year 4	N/A	N/A
		Review and update technical manual – Year 5	N/A	N/A

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Municipal Employee Training	Directors of Public Works, Public Utilities, and Parks	Develop training materials for City employees – Year 3  Require training to prevent and reduce storm water pollution from activities related to municipal operations – Years 3-5	N/A  N/A	N/A  N/A
Structural Control Maintenance	Director of Public Works	Review and evaluate existing structural control maintenance procedures  Develop inventory of City structural controls – Year 2  Develop inspection and maintenance schedule – Year 3  Implement inspection and maintenance – Years 3-5	Completed: there are no structural controls existing within the city.  N/A  N/A  N/A	N/A  Develop inventory of City structural controls  N/A  N/A

Waste Disposal	Directors of Public Works, Public Utilities, and Parks	Evaluate City facilities for proper waste disposal practices	Completed; see Appendix 1	N/A
		Develop storm waste water management procedures – Year 2	N/A	Develop storm waste water management procedures
		Train employees on proper storm waste management procedures – Year 2	N/A	Train employees on proper storm water waste management procedures
		Review and inspect City facilities for proper waste disposal – Years 3-5	N/A	N/A
Street Sweeping	Director of Public Works	Identify priority areas for street sweeping and continue progress – Years 1-5	Completed and ongoing; see Appendix 2	Identify priority areas for street sweeping and continue progress
Litter Control	Directors of Public Works, Public Utilities, and Parks	Require litter control at municipal operations sites	Completed; see Appendix 1	N/A
		Continue programs to collect litter on a regular basis – Years 1-5	Completed and ongoing	Continue programs to collect litter on a regular basis
Spill Prevention and Response	Director of Public Works	Develop procedures and train employees	Completed; see Appendix 3 for list of training events held	N/A
		Acquire containment and response equipment – Year 2	N/A	Acquire containment and response equipment
		Require contractors to include requirements for spill kits and comply with spill prevention and response requirements – Years 2-5	N/A	Require contractors to include requirements for spill kits and comply with spill prevention and response requirements

<p>Facility Inspection Program</p>	<p>Directors of Public Works, Public Utilities, and Parks</p>	<p>Develop checklist for inspection – Year 2 Require municipal facilities inspections – Year 3-5</p>	<p>N/A N/A</p>	<p>Develop checklist for inspection N/A</p>
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### **Part III – Summary of Information Collected and Analyzed**

Refer to Tables 1 – 6 in Part II and the attached Appendices.

### **Part IV – Summary of Storm Water Activities for Next Cycle**

Refer to Tables 1 – 6 in Part II.

### **Part V – Proposed Changes to the SWMP**

The following are proposed changes to the SWMPP:

1. The City's SWMP and permit have not been reviewed by the State. Therefore, the Public Notice Requirements and Public Hearing have not been held. These items will be completed upon receiving notice by the State that publication of the notice may be held. This should be in Year 2 of the plan.
2. Under MCM 1, BMP 1 – Storm Drain Marking, the revision of the construction detail to include storm drain markings on all new storm inlet construction was completed in Year 1 instead of Year 2.

### **Part VI – Construction Activities**

There were no municipal or non-municipal construction activities authorized under this general permit.

# **Appendix 1**

## **Storm Water Plan (Fleet Maintenance)**

The Fleet Maintenance Department actively maintains its property in order to minimize trash and or debris from collecting, but also to maintain a proper esthetic environment for the neighborhood.

### **Yard and building maintenance**

Trash is picked up daily. Trash receptacles are kept at convenient places in order to encourage proper disposal of trash.

### **Lawn maintenance**

Lawn maintenance is done by the Street Department.

### **Vehicle and equipment washing**

Equipment and vehicles are washed on an as needed basis. Vehicles and equipment are washed on a wash rack, located behind the main building, which drains into the sanitary sewer.

### **Waste oil and floor dry/Used filter**

Waste oil and antifreeze are collected and stored in a three hundred twenty (320) gallon tank in the rear of the building and is picked up by a certified disposal facility.

Used filters are stored in drums in the rear of the building and collected by a certified disposal facility.

Waster floor dry is collected in drums in rear of building and disposed by a certified disposal facility.

Oil spills are cleaned promptly and waste is disposed of by a certified waste company.

**Facility Waste Disposal Practices  
Rosenberg Storm Water Management Program**

**Rosenberg Civic & Convention Center  
3825 Texas 36 South**

The staff of the Rosenberg Civic & Convention Center maintains its property to minimize the collection of trash and/or debris and to present a professional image for clients.

**Trash Collection**

- Each morning and as needed throughout the day, staff collects trash and/or debris which have collected on the grounds surrounding the facility, including the ditch in front of the facility.
- A trash receptacle is placed at the entrance to the facility for use by staff and clients.

**Yard Maintenance**

- Lawn maintenance of the grounds surrounding the facility is performed by an outside provider. Grass clippings during regular lawn maintenance are collected and disposed of by the provider.
- Any debris collected on the parking lot, entrance drive, and sidewalks during regular lawn maintenance services are blown back on the lawn by the outside provider.

**Trash Disposal**

- The Rosenberg Civic & Center has a trash dumpster provided by an outside provider which is emptied twice a week.



## **Storm Water Plan Fire Department**

The Fire Department actively maintains its properties in order to minimize trash and or debris from collecting but also to maintain a proper esthetic environment for the neighborhood.

### **Yard maintenance**

1. Trash is picked up daily. Trash receptacles are kept at convenient places in order to encourage proper disposal of trash.
2. Lawn maintenance is done by an outside provider but fire department personnel are conscious of keeping leaves from collecting at the storm water inlets. Particularly during the period when there are large numbers of fallen leaves, the personnel will collect the leaves in trash bags and dispose in the dumpster. This is usually only necessary at station #1.

### **Trash disposal**

1. Normal trash is picked up at the curb at station #2.
2. Station #1 and the fire administration building share a dumpster which is located in the alley behind station #1.

### **Vehicle washing**

1. Fire trucks are washed on a regular basis at both fire stations. Biodegradable cleaners have been acquired for this routine cleaning.
2. Station #2 has floor drains which drain into grease traps. These grease traps will collect much of the normal products being removed during washing of fire trucks.

## **Storm water Plan (Street Department)**

The Street Department actively maintains its property in order to minimize trash and or debris from collecting, but also to maintain a proper esthetic environment for the neighborhood.

### **Yard and building Maintenance**

Trash is picked up daily. Trash receptacles are kept at convenient places in order to encourage proper disposal of trash.

### **Lawn maintenance**

Lawn maintenance is done in house. During the growing season, mowing and spraying is done on a two week cycle.

### **Trash disposal**

The Street Department facility has two (2) dumpsters located on the premises. The dumpsters are emptied weekly by Allied Waste.

### **Vehicle and equipment washing**

Equipment and vehicles are washed on an as needed basis. Vehicles and equipment are washed on a wash rack, located behind the main building at the Street Department, that drains into the sanitary sewer.

## **Storm Water Plan Police Department**

The Police Department actively maintains its properties in order to minimize trash and or debris from collecting but also to maintain a proper esthetic environment for the neighborhood.

### **Yard maintenance**

1. Trash is picked up daily by City crews. Trash receptacles are kept at convenient places in order to encourage proper disposal of trash.
2. Lawn maintenance is done by an outside provider. During the period when there are a number of fallen leaves, the yard personnel will collect the leaves in trash bags and dispose of them.

### **Trash disposal**

1. Normal trash is picked up from a dumpster which is located in the secure parking area behind the Police station.

### **Vehicle washing**

1. Police vehicles are normally washed at a local business. Police Vehicles are occasionally washed at the Police station. Biodegradable cleaners are used for this occasional cleaning.



**City of Rosenberg  
Storm Water Management Plan**

**Utilities Department  
Good Housekeeping Measures**

**Prepared June 5, 2008**

The Utilities Department maintains a number of properties within the city. The Wastewater Treatment Plants #1-A and #2 are under a stormwater pollution prevention plan. The NOI was filed under TPDES General Permit TXR050000 in August 2006. Southwest Water Company (SWWC) is responsible for the implementation of the plan, periodic inspections and reports required by the plan. Plant #1-A is also where the Utilities Division Building is located. Other properties are the water plants, storage tank grounds, Wastewater Treatment Plant #3, and lift stations.

**Good Housekeeping Measures**

1. Lawn maintenance is done by the Parks Department at all three wastewater plant sites. Trash and other debris are picked up daily and disposed of in a dumpster at wastewater plants #1-A and #2. Trash and debris are picked up at Wastewater Plant #3 daily and disposed of in the dumpster located at Wastewater Treatment Plant #1-A.
2. Lawn maintenance at water plants and lift-stations are done by an outside provider. Trash and other debris are picked up and disposed of in a dumpster at Wastewater Plant #1-A.
3. Dumpster pick-up is done weekly for proper disposal of trash in dumpster. Always keep the dumpster lid closed to prevent rainfall from entering the dumpster and washing pollutants out through the drain holes located in the bottom of the container.
4. Spills and leaks of any materials on site will be cleaned immediately.
5. Vehicular traffic will be monitored to ensure that vehicles stay off graded areas on the site unless otherwise authorized.
6. Work areas will not be hosed down so that potential pollutants cannot easily be discharged. Use brooms, shovels, mops, etc. to collect the waste and dispose of it properly.
7. Keep a drip pan under vehicles and equipment while disconnecting hoses and during fluid or waste transfers.
8. Vehicle washing is done at the Utilities Division Building on a wash rack that is drained into the plant to be treated. The debris is cleaned out of the pit and disposed of in a dumpster.
9. Post good housekeeping procedures and reminders in appropriate locations around the workplace.

### **5.1 Good Housekeeping Measures**

The following good housekeeping measures are to be conducted at WWTP No. 1A to help keep contaminants out of storm water discharge.

- 1) All areas covered with concrete, cement, or asphalt surfaces will be swept weekly. This will include the curbs and gutters along the access roads. All dirt and sediment should be removed from all paved areas on the site. All matter that is swept from these areas should be disposed of in an area of the site which allows no storm water runoff or trucked offsite for disposal.
- 2) Spills and leaks of any material on site will be cleaned immediately.
- 3) Vehicular traffic will be monitored to ensure that vehicles stay off grassed areas on the site unless otherwise authorized.
- 4) Work areas will not be hosed down so that potential pollutants cannot easily be discharged. Use brooms, shovels, mops, etc. to collect the waste and dispose of it properly.
- 5) Keep a drip pan under vehicles while disconnecting hoses and during fluid or waste transfers.
- 6) Always dispose of trash and debris by putting it into the dumpster or hauling it directly to a landfill. Always keep the dumpster lid closed to prevent rainfall from entering the dumpster and washing pollutants out through the drain holes located in the bottom of the container.
- 7) Post good housekeeping procedures and reminders in appropriate locations around the workplace.

### **5.2 Spill Prevention and Response Measures**

Spill prevention and response procedures are a vital part of the Storm Water Pollution Prevention Plan. Employees should be well trained in material handling procedures, storage requirements, and cleanup procedures that minimize the potential for spills and, in the case of a spill, how to respond. Containment and diversion equipment also play an important part in preventing pollutants from entering into storm runoff. Spill prevention and response procedures that will be implemented at WWTP No. 1A include:

- 1) All petroleum products, solvents, and cleaners will be stored inside a contained area so that all spills or leaks can be controlled.
- 2) Containers and drums will be stored away from direct traffic routes to prevent accidental spills.
- 3) Transfers of biosolids will be monitored closely to prevent overfilling and spilling.
- 4) Mops, rags, or sorbent materials (cat litter, straw, sawdust, etc.) will be used to clean up and contain spills. At no time will spills be washed into the storm drain.

### **5.3 Erosion Control Measures**

WWTP No. 1A has paved access roads that are used by all vehicular traffic. Unpaved areas are well vegetated. However, there are unpaved areas for equipment storage and access to the material storage area. The shooting range is also accessed from a gravel drive and parking area. These areas are located on the Site Map. Heavily trafficked areas are covered by gravel, and bare earth is minimal. Mud and sediment transported from these areas by storm water is filtered out by the well-vegetated drainage swales through which the storm water must flow before reaching the outfalls. Earth moving operations have also occurred on the north side of the northeast sludge pond. The access road to the impacted area is unpaved dirt. This area is noted on the Site Map. Storm water flowing off the majority of the bare areas goes into the sludge ponds and is not released from the WWTP site. However, the access road should be stabilized or paved so that mud and sediment removed by storm water is minimized.

An additional area where erosion control will need to be addressed is within the shooting range facility. Although the operation of the shooting range is not related to the primary industrial activity on the site, it

**5. POLLUTION PREVENTION MEASURES AND CONTROLS****5.1 Good Housekeeping Measures**

The following good housekeeping measures are to be conducted at WWTP No. 2 to help keep contaminants out of storm water discharge.

- 1) All areas covered with concrete, cement, or asphalt surfaces will be swept weekly. This will include the curbs and gutters along the access roads. All dirt and sediment should be removed from all paved areas on the site. All matter that is swept from these areas should be disposed of in an area of the site which allows no storm water runoff or trucked offsite for disposal.
- 2) Spills and leaks of any material on site will be cleaned immediately.
- 3) Vehicular traffic will be monitored to ensure that vehicles stay off grassed areas on the site unless otherwise authorized.
- 4) Work areas will not be hosed down so that potential pollutants cannot easily be discharged. Use brooms, shovels, mops, etc. to collect the waste and dispose of it properly.
- 5) Keep a drip pan under vehicles while disconnecting hoses and during fluid or waste transfers.
- 6) Always dispose of trash and debris by putting it into the dumpster or hauling it directly to a landfill. Always keep the dumpster lid closed to prevent rainfall from entering the dumpster and washing pollutants out through the drain holes located in the bottom of the container.
- 7) Post good housekeeping procedures and reminders in appropriate locations around the workplace.

**5.2 Spill Prevention and Response Measures**

Spill prevention and response procedures are a vital part of the Storm Water Pollution Prevention Plan. Employees should be well trained in material handling procedures, storage requirements, and cleanup procedures that minimize the potential for spills and, in the case of a spill, how to respond. Containment and diversion equipment also play an important part in preventing pollutants from entering into storm runoff. Spill prevention and response procedures that will be implemented at WWTP No. 2 include:

- 1) All petroleum products, solvents, and cleaners will be stored inside a contained area so that all spills or leaks can be controlled.
- 2) Containers and drums will be stored away from direct traffic routes to prevent accidental spills.
- 3) Transfers of biosolids will be monitored closely to prevent overfilling and spilling.
- 4) Mops, rags, or sorbent materials (cat litter, straw, sawdust, etc.) will be used to clean up and contain spills. At no time will spills be washed into the storm drainage system.

**5.3 Erosion Control Measures**

A paved road and parking lot at the site entrance provides access to WWTP No. 2. Additional access roads are gravel-covered. In general unpaved areas are well-vegetated. However, ground cover has been disturbed around the covered biosolid waste transfer pad. Maneuvering vehicles have exposed soil to erosion. This area is called out on the Site Map. Although the grassed swales provide a filter for mud and sediments transported by storm water from this disturbed area, the area should be stabilized with vegetation, gravel, or other material. This action will minimize the amount of mud and sediment removed by storm water and ease access and maneuvering of transport vehicles.

**5.4 Maintenance Program for Structural Controls**

Structural controls for storm water on this site consist primarily of drainage swales situated along the access roads and between treatment facilities and the outfall pipes at Outfalls #1 and #2. In order for these controls to function effectively, maintenance on the structures must be periodically completed. Inspections must also be periodically performed in order to identify when other than scheduled



## **City of Rosenberg Storm Water Management Plan**

### **Parks and Recreation Department Good Housekeeping Measures**

**Prepared June 23, 2008**

The Parks and Recreation Department is responsible for litter control for Parks and City-owned properties throughout Rosenberg. When removing trash from these properties the trash is disposed of in dumpsters located at Sunset Park, City Hall, Travis Park and/or the Public Works Office on Airport Road and Avenue A. The dumpsters are emptied on a weekly schedule. As of 2008 the contractor for trash removal is Allied Waste.

The Parks Department is also responsible for the City-wide recycling efforts. Recycling bins are located throughout City offices and emptied by Parks staff on an as-needed basis into the proper recycling bins located at the Public Works Office on Airport Road. Recycling-bins are emptied on an as needed basis by Allied Waste and Abitibi.

When mowing, the City mowing crews and contractors mulch the grass clippings back onto the ground so that they naturally decompose and provide nutrients to the grass and soil.

The Waste Disposal and Litter Control measures correspond to MCM No. 6; BMP 3 and BMP 5.

The cleaning crew daily assignment checklist is attached.

**Darren McCarthy**

Page 1 of 1

**From:** Paul Rodgers  
**it:** Thursday, May 22, 2008 9:53 AM  
**To:** Darren McCarthy  
**Subject:** Waste disposal

We are set up on a schedule which usually starts in the downtown area, removing trash bags and picking up trash in the streets. City hall, P.D., and parks follow. All trash is disposed of in trash bins located at the Parks building, Sunset Park and Travis Park. Any other trash items are disposed of at the roll off bin on Ave. A.

Paul Rodgers  
Parks and Recreation Supervisor  
Park and Recreation Department  
3720 Airport Road  
Rosenberg, Texas 77471  
office: 832-595-3960  
fax: 832-595-3961



City of Rosenberg  
 Public Operations

Crew: \_\_\_\_\_

**Cleaning Crew**

Daily Assignment Checklist

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

Downtown		Checklist	Men	Notes
Arrival Time:	Pick up trash			
	Pull trash from cans			

Third Street		Checklist	Men	Notes
Arrival Time:	Pick up trash off ground			
	Pull trash from cans			

Brazer Park		Checklist	Men	Notes
Arrival Time:	Clean restrooms			
	Pick up trash off ground			
	Pull trash from cans			
	Clean Pavilion			

Timothy Park		Checklist	Men	Notes
Arrival Time:	Pick up trash off ground			
	Pull Trash from cans			
	Check Basketball Court			

Riverband Park		Checklist	Men	Notes
Arrival Time:	Clean restrooms			
	Pick up trash			
	Pull trash bags			

Highway 90 Sign		Checklist	Men	Notes
Arrival Time:	Pick up trash			

		Checklist	Men	Notes
Arrival Time:	Pick up trash			
	Clean Restrooms			
	Pick up trash			
	Clean Pavilions			
	Pull trash bags			

		Checklist	Men	Notes
Arrival Time:	Pick up trash			
	Pull trash bags			

Sol Park		Checklist	Men	Notes
Arrival Time:	Pick up trash			
	Clean restrooms			
	Pull trash bags			
	Clean pavilions			
	Clean Baseball Fields			
	Trash into dumpster			

Seaborn Park		Checklist	Men	Notes
Arrival Time:	Pull trash bags			
	Clean restrooms			
	Pick up trash			
	Trails and pull bags			
	Pull trash from gazebo			
	Check on Carroll			

Arrival at Hwy 6 Sign		Checklist	Men	Notes
Arrival Time:	Pick up trash			
	Check fountain			

Arrival Time:		Checklist	Men	Notes
	Pick up trash			
	Blow sidewalks & lot			

Police Department		Checklist	Men	Notes
Arrival Time:	Pick up trash			
	Pull trash bags			
	Blow off sidewalk			

City Hall		Checklist	Men	Notes
Arrival Time:	Pick up trash			
	Pull trash bags			
	Blow off sidewalks			

Arrival Time:		Checklist	Men	Notes
	Pick up trash			
	Pull trash bags			
	Clean pavilions			

Arrival Time:		Checklist	Men	Notes
	Pick up trash			
	Pull trash bags			
	Clean pavilion			

Is		Checklist	Man	Notes
Arrival Time:	Pick up trash			

Go to trays to empty trash into dumpsters		Checklist	Man	Notes
Time Arrival:	Return to shop.			

Shop Times (week)		Checklist	Man	Notes
Start Time:	Sweep Front Hall			
	Men's Restroom			
	Women's Restroom			
	Kitchen			
	Pull all trash			
	Vacuum-Meeting Room			

# **Appendix 2**

## Street Sweeping List

Street	From	To	Side 1	Side 2
<b>BASE BID</b>				
First Street	US Hwy 59 (South ROW line)	Avenue G	9,889	9,889
Second Street	Avenue F	Avenue I	995	995
Third Street	RR Tracks	Avenue I	1,206	1,206
Fourth Street	Avenue F	Mons Avenue	6,830	6,830
Eighth Street	Avenue F	Avenue I	1,157	1,157
Avenue D	FM 723	Third Street	320	795
Avenue F	Second Street	Fourth Street	628	628
Avenue G	First Street	Fourth Street	957	957
Avenue H	Walnut Street	Jenetta Street	9,977	9,977
Avenue I	Spur 529	Radio Lane	11,976	11,976
Avenue N	Fourth Street	Graeber Road	7,053	7,053
West Street	Walger Avenue	Avenue I	2,728	2,728
Louise Street	Avenue H	Avenue N	2,087	2,087
Louise Street	Avenue N	US Hwy 59	7,010	7,010
Mons Avenue	First Street	Louise Street	4,676	4,676
Town Center Blvd.	Radio Lane	FM 2218	5,418	5,418
Mustang Avenue	In front of school		0	1,588
Reading Road	Herndon Drive	Dead end	634	634
Reading Road	Avenue I	FM 2218	4,224	4,224
Reading Road	FM 2218	US Hwy 59	4,445	4,445
Reading Road	US Hwy 59	Minonite Road	5,820	5,234
Lane Drive	Avenue H	Avenue I	5,150	5,150
Hardcastle	Old Richmond Road	Avenue H	630	630
Mercantile Drive	US Hwy 59	Commercial Drive	245	245
Vista Drive	US Hwy 59	Dead end	2,767	2,767
Plaza Drive	US Hwy 59	Commercial Drive	208	208
Commercial Drive	FM 762	Vista Drive	3,887	3,940
		<b>FEET</b>	100,917	102,447
		<b>MILES</b>	19.11	19.40
		<b>TOTAL MILES</b>		38.51
<b>Alternate 1: Turn Lane Sweeping Only</b>				
First Street Turn Lane	Avenue O	US Hwy 59 (South ROW line)	6,912	6,912
Avenue H Turn Lane	Millie Street	East City Limits	8,407	8,407
Avenue I Turn Lane	Millie Street	East City Limits	7,356	7,356
		<b>FEET</b>	22,675	22,675
		<b>MILES</b>	4.29	4.29
		<b>TOTAL MILES</b>		8.58

RESOLUTION NO. R-849

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROSENBERG, TEXAS, AWARDING A BID FOR STREET SWEEPING SERVICES, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A GENERAL SERVICES CONTRACT FOR AND ON BEHALF OF THE CITY OF ROSENBERG, TEXAS, REGARDING THE SAME.

\* \* \* \* \*

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROSENBERG:

Section 1. The approval and award of bid to Sweeping Services of Texas Operating, L.P., dba Mr. Dirt of Texas, in the amount of \$38,047.92 for street sweeping services.

Section 2. The City Manager is hereby authorized to execute a General Services Contract ("Contract") for street sweeping services. A copy of such Contract is attached hereto as Exhibit "A" and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this 19<sup>th</sup> day of August, 2008.

ATTEST:  
  
Linda Cernosek  
Linda Cernosek, City Secretary

APPROVED:  
Joe M. Gurecky  
Joe M. Gurecky, Mayor

# Appendix 3

City of Rosenberg  
Storm Water Management Prevention Training

<b><i>Spill Prevention and Response Training</i></b>		
<b>Date Training Held</b>	<b>Department</b>	<b>No. of Staff Trained</b>
August 12, 2008	Utilities	11
	Water	9
	Streets	14
	Parks	11
	Code Enforcement	4
	Fire	1
	Public Works	1
	Fleet Maintenance	2
	City Manager	1
	Personnel	1
	Marketing	1
		<b>56</b>
September 8, 2008	Fire	<b>30</b>
October 8, 2008	Police	<b>32</b>
<b>Total Employees Trained</b>		<b>118</b>