

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040042

Reporting Year 5

Annual Reporting Year Option Selected by MS4:

Calendar Year: X

Permit Year: _____

Fiscal Year: _____ Last day of fiscal year: _____

Reporting period beginning date: (month/date/year) January 1, 2023

Reporting period end date: (month/date/year) December 31, 2023

MS4 Operator Level: 3 Name of MS4: City of Richardson MS4

Contact Name: Bill Alsup Telephone Number: (972) 744-4079

Mailing Address: P.O. Box 830309 Richardson, TX 75083-0309

E-mail Address: bill.alsup@cor.gov

A copy of the annual report was submitted to the TCEQ Region: YES X NO _____

Region the annual report was submitted to: TCEQ Region 4

B. Status of Compliance with the MS4 GP and SWMP

1. Provide information on the status of complying with permit conditions:
(TXR040000 Part IV.B.2)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		SWMP has been submitted and has been reviewed and approved

Permittee is currently in compliance with recordkeeping and reporting requirements.	X		Annual reports have been submitted as required by the permit
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		No TMDL Requirements at this time.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
1	Stormwater Information on the City of Richardson Website	Yes, information publicized on the City's website provides awareness of stormwater issues for residences, business/industry, and construction site operators.
1	Distribute Educational Material	Yes, this allows us to reach various audiences according to the stormwater problems/issues that need to be addressed in each area of the City.
1	Stormwater video on webpage and stormwater video on City's public TV channel	Yes, these videos help to educate our residents on stormwater problems/issues that they may be unaware of in their neighborhood.
1	Education of Building Construction Community	Yes, this information is provided as part of the permitting process allowing for initial education and continued reminders. These documents are also reinforced when construction inspections take place either every 2 weeks or after a rain event.
1	Trash Bash Event	Yes, this event provides us with an opportunity to interact with the community on a face-to-face level with community participation, public education, and involvement.

1	Community and Corporate Environmental Clean Up Program	Yes, this program allows groups to collect litter from an area they select inside the city in order to bring awareness to water pollution and reduce litter that may enter the waterways.
1	Presentations to civic groups, schools, and neighborhood leadership groups	Yes, this avenue provides information to increase awareness of stormwater issues, stormwater programs, and volunteer opportunities related to stormwater activities and pollution prevention.
1	Stormwater Education using the newspaper, the City website, Richardson Today's website, social media, YouTube, Next door and public spaces	Yes, utilizing these forms of communication has proven to be an effective method of disseminating stormwater related issues and waterway protection to a larger and more diverse audience in a relatively easy manner.
1	Proper Disposal of Household Hazardous Waste (HHW)	Yes, continuing to provide this service to our community assist our residents with information of what is hazardous waste and how should it be disposed of. This service is offered year around for our resident's convenience providing an alternate disposal to illegal dumping.
1	Pet Waste Station Installation and Maintenance	Yes, providing pet waste stations in locations throughout the city gives residents supplies to collect their pet waste to protect our waterways from bacterial contamination. Information on proper disposal of the pet waste is provided on the station to educate on the importance of proper pet waste disposal.
1	Storm Drain Curb Markers	Yes, this program allows for groups and individual citizens to participate in helping the city clearly mark storm drains with messages to discourage illegal dumping and to protect waterways.
1	24-Hour Operations Reporting Hotlines	Yes, this reporting hotline is posted on several public media outlets so that citizens can report any activity and/or discharge of an unknown substance that may impact our City Stormwater System.
1	Public Notification Process of the City of Richardson's Stormwater Management Plan (SWMP)	Yes, this is posted so citizens are provided information and education on the City's efforts to control stormwater pollution. It also gives the citizens an avenue to provide public comment on the City's activities to control stormwater pollution.

1	Grease Traps	Yes, the City's Grease Trap ordinance provides legal authority and enforcement for food establishments to operate and maintain grease traps. Proper operation and maintenance help in the prevention of sanitary sewer overflows into the City's Stormwater System.
1	Annual NCTCOG Fall Used Cooking Oil Collection Event	Yes, this event helps to educate the residents on the negative impacts of improper disposal of Fats, Oils, and Grease (FOG). Residents are invited and encouraged to bring their used cooking oil to dispose of in designated containers.
1	Environmental Partnership Initiative and the Richardson's Environmental Resources Newsletter	Yes, this monthly newsletter is designed to keep residents informed of current environmental issues and ways to help beautify Richardson through the Community & Corporate Environmental Cleanup Program.
2	MS4, Stormwater, and Sewer System Mapping	Yes, our GIS group provides mapping support, analysis, and database management to all our departments. This aids our departments with maintaining up to date information on new points of entry to the waterways of the city.
2	Outfall Inventory and New Outfall Reconnaissance	Yes, reconnaissance of outfalls is tracked through an app to better track waterway surveillance, areas of concern and investigation of complaints and concerns of the public. Each year maps are reviewed and updated assisted by this incoming data.
2	MS4 Surface Water Surveillance via Development of Surface Water Observation Database	Yes, the GIS Department created a mobile application for use by City employees. This app allows us to record observation data and field investigation notes of illicit discharges to surface waters.
2	Prevention and Response to Sanitary Sewer Overflow (SSO)	Yes, Our Utilities Department utilizes their Sanitary Sewer Overflow Response Plan. This SOP is designed for response and reporting. Chronic problems encountered are logged in a database to better assist the Utilities Department with prioritizing maintenance activities.
2	City Fire Department Spill Response and Hazardous Material Response	Yes, The Richardson Fire Department responds and mitigates releases of pollutants from hazardous material response calls. They mitigate spills and limit the environmental impact of the spill. All spills are documented as to the type of spill and the method in which the spill was cleaned.

2	Contractor Spill Response and Hazardous Material Response	Yes, A third-party contractor is occasionally utilized to respond to and mitigate hazardous material releases of pollutants. They mitigate spills and limit the environmental impact of the spill. All spills are documented as to the type of spill and the method in which the spill was cleaned.
2	Informing and Training Field Staff	Yes, training addresses general stormwater issues, specific pollutants of concern for receiving waters in Richardson, methods for spotting and reporting stormwater runoff problems, illicit discharges, and/or suspicious stormwater drainage discharges.
2	Illicit Discharges Reporting	Yes, the city maintains a 24-hour operations hotline for reporting illicit discharges. Upon receipt of a complaint/concern, issues are assigned to the appropriate department for investigation and response.
2	On-Site Sewage Disposal Systems	Yes, the City maintains a list of on-site sewage systems within its jurisdiction and investigates use and proper function to help prevent discharges to the storm drainage system. All deficiencies and the resolutions of the deficiencies are noted, as applicable.
2	IDDE Response, Investigation, and Inspections	Yes, each call, web submission, or referral is dispatched to the appropriate department for proper response. Staff responding to illicit discharges investigate, report, and provide corrective action, if necessary, to prevent and/or minimize the threat to human health, the environment, and water quality.
3	Construction Site Plan and Permitting Procedures and Legal Authority	Yes, Engineers from Capital Projects and Development Services work with public and private construction contractors to review SWPPP, Erosion and Sediment Control Plans, and other stormwater guidance prior to any construction activities. Routine inspections are performed to ensure all construction contractors are in compliance with the City, State, and Federal rules and regulations. Legal framework for noncompliance, enforcement, and assessment of violations regarding stormwater discharges from land disturbance (construction) activities that are greater than or equal to one acre is under Chapter 23 Article I Section 23-2 – Discharge to public storm sewers, streets, and watercourses.

3	Construction Site Inventory	Yes, the city maintains an inventory of active public and private construction sites that result in a total land disturbance of one or more acres or that result in a total land disturbance of less than one acre if part of a larger common plan or development or sale. Inventory is edited as updates are received during construction stages.
3	Construction Site Inspections and Enforcement	Yes, City inspectors perform routine inspections to ensure construction contractors comply with the City, State, and Federal rules and regulations. Legal framework for noncompliance, enforcement, and assessment of violations regarding stormwater discharges from land disturbance (construction) activities that are greater than or equal to one acre is located in Chapter 23 Article I Section 23-2 – Discharge to public storm sewers, streets, and watercourses.
3	Informing and Training Building Inspectors (Capital Projects and Building Inspections Department)	Yes, the City continues to develop and implement training for employees on stormwater pollution prevention issues. Training addresses general stormwater issues, specific pollutants of concern for receiving waters in Richardson, methods for spotting and reporting stormwater runoff problems, and other building construction activities that may impact stormwater quality.
3	Informing and Training Capital Projects and Development Services Project Managers	Yes, Richardson continues to evaluate personnel training related to the required contents of a SWPPP and Erosion and Sediment Control Plans. Training is reviewed and updated, as necessary, to educate pertinent employees on stormwater pollution prevention issues.
3	Community Submitted Information for Construction Site Activity	Yes, the city maintains a 24-hour operations hotline for reporting construction site activity complaints/concerns. After receipt of a complaint/concern, issues are assigned to the appropriate department for proper investigation and response.
3	Parks and Recreation Construction Projects	Yes, The City Parks and Recreation rarely have construction projects that are greater than one (1) acre. When these projects do happen, the City Inspectors, in conjunction with Parks and Recreation, review and approve the contractor's SWPPP. Inspectors work to ensure all construction contractors are compliant with the City, State, and Federal rules and regulations.

4	Post Construction Stormwater Ordinance and Enforcement	Yes, the City has amended Chapter 21 of the Code of Ordinances for the City of Richardson for legal authority and enforcement measures that are inclusive and necessary to meet the requirements of the TCEQ TPDES MS4 General Permit TXR040042 Post Construction Requirements. The amended ordinance and regulations provide the legal authority for post construction stormwater management in new development and redevelopment areas. This amendment implements and enforces the requirement that owners of new development and redevelopment sites design, install, implement control measures, and provide annual operation and maintenance records to the City upon request.
5	Facility Inventory	Yes, the city has completed an inventory of its facilities. These facilities are mapped, and an assessment of each facility's pollutant discharge potential has been conducted. SOPs have been developed that identify BMPs to be installed, implemented, inspected, and maintained to minimize the discharge of pollutants to stormwater from each facility.
5	Training and Education for Municipal Staff	Yes, the city begins introductory training for all new incoming staff on stormwater pollution prevention during New Employee Orientation. After the introductory training, each staff member receives additional training in their assigned department based on their job duties and responsibilities. Training continues to be updated, developed, and implemented to educate employees on stormwater pollution prevention issues.
5	Street and Parking Lot Sweeping and Cleaning Program	Yes, the city has a proactive street sweeping program. Streets are cleaned/swept on a regular basis to remove road debris before it gets into the stormwater drainage system.
5	Disposal of Waste Material	Yes, the City's waste materials removed from the small MS4 are disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable. The City's waste management program has a comprehensive collection strategy including recycling and brush and bulky waste pick up.
5	Herbicide and Pesticide Application to Minimize Runoff	Yes, proper handling of any pesticides and fertilizers are implemented by the golf course and Parks and Recreation Department staff. Application is completed only when necessary and under the right conditions to prevent runoff and adverse environmental impacts.

5	Maintenance of Structural Control Measures at Municipal Facilities	Yes, the City's policies and procedures have been implemented to ensure the long-term operation and maintenance of the City's structural stormwater control measures. Maintenance activities are scheduled and documented through a digital work order and asset management system.
5	Third-party Contractor Requirements	Yes, the city employs several third-party contractors for facility, building and grounds maintenance, etc. These contractors are contractually obligated to have trained and certified staff as well as policies and procedures that limit/eliminate any potential discharge of pollutants to the environment/stormwater.
5	Litter Collection by Municipal Staff	Yes, Parks Department staff members ensures proper collection and disposal of trash in City parks by completing routine trash rotations yearly in park areas and parking area trash receptacles.
5	Stormwater System Inspections, Operations, and Maintenance	Yes, Capital Projects Engineering is coordinating the operation and maintenance activities conducted on stormwater systems to reduce the amount of sediment and associated pollutants discharged to the MS4 catch basins and surface drains. Problem areas are noted and evaluated each year to correct any deficiencies during operations and maintenance activities.
5	Sewer System Inspections, Operations, and Maintenance	Yes, Inspections of the sewer system along with operation and maintenance activities conducted on sewer systems help reduce the number of sewer overflows and associated pollutants discharged to the MS4 surface drains. Problem areas are noted and evaluated each year in order to correct any deficiencies during operations and maintenance activities.
5	Storm Inlet Debris Removal and Maintenance	Yes, the city collects field data through a smart phone application during creek surveillance and incoming complaints regarding roads, alley ways, City stormwater drainage system, and creeks. These activities help locate blocked storm inlets so work orders are generated directing the cleaning of these areas. Areas with on-going problems and/or concerns are noted and evaluated for improvements.
5	Chemical Applications and Industrial Materials Management	Yes, the City's ongoing chemical and materials management procedures are reviewed and evaluated regularly. Pertinent staff are trained regularly on chemical storage and handling, applicator/distributor education and certification, non-chemical pest management measures, scheduling of chemical applications, and proper disposal of unused chemicals and associated containers.

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the MEP. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table below to meet this requirement (**see Example 2 in instructions**):

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	1. Stormwater Information on the City of Richardson Web Site	The Communications Department will publicize the website in order to achieve the min. number of hits at the stormwater home page	Goals: Stormwater Homepage views 200 Stormwater Pollution Prevention views: 25 pageviews Fats, Oil & Grease: 125 Pageviews, Storm Drain Marking Initiative: 50 pageviews Proper Way to Drain Swimming Pools: 125 pageviews.	405 pageviews on the Stormwater homepage 212 pageviews for the Stormwater Resident's Guide 226 pageviews for the FOG information 179 pageviews for the Stormdrain marking Initiative 810 pageviews for the Swimming Pool Draining information	No, though this BMP does not result in a direct reduction of pollutants, educating the citizens will potentially reduce the introduction of pollutants into our waterways.
1	2. Distribute Educational Material	Number of stormwater quality educational information items distributed to employees, businesses and general public	Goal: Distribute 500 printed brochures related to stormwater awareness	At least 500 stormwater brochures were printed and made available for the public at events or in public buildings	No, though this BMP does not result in a direct reduction of pollutants, educating the citizens will potentially reduce the introduction of pollutants into our waterways.

1	3. Stormwater Video on Public TV Channel for the City	Communications tracks number of hits	Goals: Stormwater video airs on Public TV Channel at least 4 times a day.	Operations of the Public TV channel were suspended in August 2022 due to a fire at the city hall facility and has not resumed at this time.	No, though this BMP does not result in a direct reduction of pollutants, educating the citizens will potentially reduce the introduction of pollutants into our waterways.
1	4. Building Construction Community Education	Permit tracking system Permits issued with contractor education attached	Goals: Distribute stormwater compliance information to all contractors that are issued a permit	343 Residential permits and 6 commercial building permits were issued for the year and all contained stormwater literature	No, though this BMP does not result in a direct reduction of pollutants, educating the contractors will potentially reduce the introduction of pollutants into our waterways.
1	5. Trash Bash public event	Hold a city-wide litter collection event to bring awareness to water pollution.	Goals: Provide 30,000 bill inserts to residents about the Trash Bash Event Have 250 participants at the event	40,000 Utility Bill Inserts were distributed either printed or digitally advertising the event 364 Participants registered for the event	Yes, this BMP does result in a direct reduction of pollutants as well as educating the citizens to reduce the introduction of pollutants into waterways.
1	6. Community and Corporate Environmental Clean Up Program	Number of Participation	Goals : Facilitate a minimum of 21 events	36 Events were held with 440 reported participants	Yes, offering these litter collection events provides citizens the opportunity to collect floatables and trash reducing their impact on our waterways.

1	7. Presentations to Civic Groups, Schools, and Neighborhood Leadership Groups	•Provide group presentations about pollution prevention, sustainability, and recycling to civic groups, school, and neighborhood leadership groups. Distribute educational materials specific for the target audience at each event.	Goal: Conduct a minimum of 5 presentations to city civic groups	7 presentations to civic groups were provided Brochures were offered to educate the citizens on the reduction of pollutants into our waterways.	No, though this BMP does not result in a direct reduction of pollutants, educating the citizens will potentially reduce the introduction of pollutants into our waterways. Brochures are offered in many different types educating the citizens on the reduction of pollutants into our waterways in municipal buildings around the City.
1	8. Stormwater Education using the newspaper, the City website, Richardson Today's Website, social media, YouTube, Nextdoor and public spaces	Provide stormwater education information through local newspapers, social media, and other public spaces in print and online	Goal: Publish a minimum of 4 stormwater related articles in the Richardson Today newspaper	There were 6 articles in Richardson Today Newspaper (Print and .com versions) There were 26 social media posts	No, though this BMP does not result in a direct reduction of pollutants, educating the citizens will potentially reduce the introduction of pollutants into our waterways, as well as, encourage participation in water pollution cleanup and prevention events.
1	9. Proper Disposal of Household Hazardous Waste (HHW)	Continue to make available access to a service for residents to dispose of household hazardous waste	Sufficiently advertise the HHW center to have a min. of 1,000 residents utilize the service	2,450 residents participated in this program	Yes, offering a collection location for residents prevents any disposal through dumping in the stormwater and/or sewer systems of the city.
1	10. Pet Waste Station Installation and Maintenance	Continue education on the effects of pet waste and its possible negative impacts on Stormwater, local rivers and streams.	Goals: Provide a minimum of 90 pet waste stations. Provide at least 100,000 pet waste bags to stock the stations	100 pet waste bag dispensing stations are provided in public spaces 307,200 pet waste bags were ordered this year	Yes, offering supplies provides citizens with the means to collect their pet waste to prevent an impact to stormwater quality. It also provides education and information on the effect of pet waste on our waterways.

1	11. Storm Drain Curb Markers	Continue to mark storm drains, track their location, and encourage volunteer efforts to mark storm drains.	Goal: To engage at least one volunteer to mark a minimum of 25 storm drain locations	20 Participants 204 storm drain locations were marked	Yes, this activity is offered as a volunteer opportunity. Citizens mark drains to provide awareness that the storm drain inlets on the streets lead to the creeks not the sanitary sewer.
1	12. 24-Hour Operations Reporting Hotlines	Educate the public about the existence of the 24-Hr Operations Reporting Hotlines through various education outlets, distributed material at city facilities and events, news papers, the City's website, and social media accounts	Goal: Publish the 24-hr hotline on our public service website for 365 days.	Posted 365 days a year and 24 hours a day on our website and referenced in Richardson Today stories as appropriate.	Yes, this reporting hotline is posted on several public media outlets so that citizens can easily report any activity and/or discharge of an unknown substance that may impact our Stormwater System.
1	13. Grease Traps	A Fats, Oil, and Grease ordinance is in place for the city. Grease traps are checked regularly and are required to be cleaned a minimum of twice a year.	Goal: Perform 200 trap inspections each year	406 inspections of grease traps were conducted this year	Yes, our staff inspects grease traps at food establishments for records of proper operation and maintenance. This activity aids in the prevention of grease trap overflows into the stormwater system.
1	14. Annual NCTCOG Fall Used Cooking Oil Collection Event	Facilitate an event for the collection of used cooking oil for proper disposal	Goal: Publicize the event to collect a min. of 200 gallons of used cooking oil	260 Gallons of used cooking oil was collected 40,000 printed or digital Utility Bill Inserts were sent advertising the event	Yes, offering a collection event for residents reduces disposal through dumping in the stormwater and/or sewer systems of the city.
1	15. Environmental Partnership Initiative and the Richardson's Environmental Resources Newsletter	Provide stormwater education information through Richardson's Environmental Resources Newsletter monthly.	Goal: Publish a minimum of 4 stormwater related newsletter articles	Stormwater related topics were included in 11 articles this last year.	No, though this BMP does not result in a direct reduction of pollutants, educating the citizens will potentially reduce the introduction of pollutants into our waterways.

2	1. MS4, Stormwater, and Sewer System Mapping	Review and update, as necessary, maps for stormwater and sewer systems of the city, and document the source of the information used to develop the map. -Incorporate priority areas into the map.	Goal: Update 80% of the sanitary sewer and water mapping system	The Sanitary Sewer map has been updated and priority areas are noted on the map.	No, our GIS group provides mapping support, analysis, training, and database management to all our departments. This aids departments with maintaining up to date information on new points of entry to the waterways of the city.
2	2. Outfall Inventory and New Outfall Reconnaissance	Continue to mark stormwater outfall locations and update locations on GIS mapping programs and printed maps. Maintain up-to-date information regarding new points of entry to the waterways.	Goals: To identify 80% of new outfalls To up-date 80% of new points of entry to the waterways.	18 new outfalls were added to the map this year. We have determined this was at least 80% of new outfalls known to GIS. There are a total of 1,672 active outfalls.	Yes, new outfalls are identified each permit year by City staff surveillance and mapped by GIS.
2	3. MS4 Surface Water Surveillance via Development of Surface Water Observation Database	Continue existing programs to detect, investigate, and eliminate illicit discharges into surface waters. Conduct stream area surveillance and track distance covered annually to effectively decrease the potential for discharges to go undetected	Goals: Conduct a minimum of 30,000 linear feet of creek observation. Screen a minimum of 30 outfalls	35,973 Linear feet of creek observation was completed We have been unable to locate data on the number of outfalls screened for 2023. The person conducting those suffered a stroke during the year and has been on medical leave.	Yes, by conducting surveillance normal versus abnormal creek observations and/or illicit discharges are recorded. When abnormal creek observation and/or illicit discharges are observed, immediate corrective action can take place to reduce and/or eliminate the amount of pollutants entering waterways or environmental impact.

2	4. Prevention and Response to Sanitary Sewer Overflow (SSO)	Utilities department utilizes their implemented SOP's for the response and reporting of SSOs	Goal: To respond to a 100% of SSO	Health Dept. staff responded to 29 reports of SSO submitted to the Response Center Utilities staff responded to 776 sewer complaints and 28 sewer overflows	Yes, Response and investigation of reported SSO's helps minimize the amount of and impact of sewage entering the storm drain system. Problem areas are noted and evaluated to correct any deficiencies during operations and maintenance activities.
2	5. City Fire Department Spill Response and Hazardous Material Response	Continue implementation of spill response procedures.	Goal: To respond to 100% of hazmat issues.	Fire Department responded to 200 HazMat incidences and documented their mitigation	Yes, immediate response and corrective action mitigates hazardous materials from spilling/releasing into the stormwater drains.
2	6. Contractor Spill Response and Hazardous Material Response	Utilize a 3 rd party contractor to assist when necessary to mitigate spills and limit environmental impact.	Goal: The contractor will respond to 100% of calls for services.	The 3 rd Party Contractor responded to 2 calls from Public Services to clean up oil spills	Yes, immediate response and corrective action mitigates hazardous materials from spilling/releasing into the stormwater drains.
2	7. Informing and Training Field Staff	Evaluate the activities requiring personnel training related to IDDE	Goal: Train 20% of staff identified in the training procedure	Number of staff trained Parks – 43 Com Ser – 8 Fire – 95 BI – 6 Utilities – 29 Streets – 22 Cap Projects -9	No, however staff training is important to bring awareness on how to reduce pollutants from entering our storm drains and how to identify and report illicit discharges.
2	8. Illicit Discharges Reporting	Evaluate the activities requiring personnel training related to IDDE (IDDE inspections, IDDE response and investigations, Spill Response, Stormwater Reporting Line, etc.).	Goal: Respond to and document all IDDE related calls	Staff responded to 192 reports of Illegal Discharges to waterways	Yes, prompt response, investigation, and corrective action of complaints/concerns aids in minimizing pollution in waterways. Complaints/concerns are assigned to the appropriate department for proper investigation and response.

2	9. On-Site Sewage Disposal Systems	Maintain a list of on-site sewage systems in the city and investigate the use and proper function to prevent discharges	Goal: Complete inspection of 100% of the onsite sewage systems in Richardson	There are 2 locations in the MS4 where a private sewage system is in place. Neither system was inspected in 2023.	Yes, appropriate operation and maintenance of on-site sewage disposal systems reduces pollutants released into storm drains.
2	10. IDDE Response, Investigation, and Inspections	Evaluate procedures for responding to and investigating reports of illicit discharges, enforcing the corrective action, reporting to TCEQ if a threat to human health or the environment is detected, and performing inspections. -Include follow-up investigation or field screening procedures, as applicable.	Goal: Track 100% of the investigation/inspection reports with the date observed, elimination method, and date resolved	192 IDDE related calls have been documented from investigation/inspection, dates observed, field screening, and remediation. Response Center notes are provided upon request.	Yes, each call, web submission, or referral is dispatched to the appropriate department for proper response. Staff responding to the illicit discharges investigate, report and provide corrective action, if necessary, to prevent and/or minimize the threat to human health, environment, and water quality.
3	1. Construction Site Plan and Permitting Procedures and Legal Authority	Assess existing procedures, modify as needed to meet reissued MS4 permit, and implement updated SWPPP review processes that incorporate the consideration of potential water quality impacts and compliance with requirements of TCEQ	Goal: Distribute stormwater compliance information to all contractors that are issued a permit.	All 349 Building Permits were issued with stormwater information	No, Engineers review plans for adequate stormwater BMPs. The potential for pollutants will be reduced when the appropriate BMPs are utilized.

3	2. Construction Site Inventory	Maintain an inventory of permitted active public and private construction sites. -Evaluate the current construction site inventory database to see if it is an effective tracking tool and make revisions as necessary.	Goal: To update our construction sites inventory with 100% of new, existing, and closed sites	New construction sites are entered, by address, into a shared network drive as permits are issued. Once construction is finalized, the file is moved to an Archived file for that year.	Yes, this inventory provides inspectors with current construction details allowing them to track and target their inspections. Inspectors can then inform, educate, and, if needed, enforce rules and regulations for construction activities in order to protect water quality.
3	3. Construction Site Inspections and Enforcement	Conduct inspections of active local construction sites that discharge stormwater to the MS4 to determine compliance with local construction stormwater regulations and appropriate coverage under the TPDES CGP, TXR150000.	Goal: Inspect 80% of construction sites for runoff control	Building Inspections Dept. conducted 954 stormwater inspection at residential construction sites and 149 stormwater inspections of commercial construction sites. Capital Projects staff conducted 3358 site inspections at construction sites.	Yes, inspectors performing routine inspections to evaluated if proper BMPs are in place and maintained to reduce water pollution.
3	4. Informing and Training Building Inspectors (Capital Projects and Building Inspections Department)	Evaluate existing processes to training project managers on the required contents of a SWPPP. Project Managers are required to review construction SWPPPs for appropriate BMPs and erosion control measures as required in TXR150000.	Goal: Train 50% of capital project managers Train 50% of building inspectors	6 of 6 Building Inspectors received stormwater training 5 of 10 personnel from Cap Projects received Stormwater training and 4 of 8 construction inspectors were trained Training has been and will continue to be conducted both online and in person	Yes, inspectors are trained to educate on stormwater pollution prevention information, specific pollutants of concern for receiving waters, methods for spotting and reporting stormwater runoff problems, and other building construction activities that may impact stormwater quality.

3	5. Community Submitted Information for Construction Site Activity	Continue to educate the public about the public reporting line for construction site-related issues. Document each call and dispatch it to the appropriate department for proper response. Evaluate the needs for improvement and update the written procedures accordingly.	Goal: Respond to 80% of issues submitted through the hotline.	Building Inspection Dept. did not receive any stormwater issues or complaints through the hotline this permit year. Cap Projects addressed 96 out of 99 submitted complaints	Yes, the city maintains a 24-hour operations hotline for reporting of construction site activity complaints/concerns. After receipt of a complaint/concern, issues are assigned to the appropriate department for proper investigation and response.
3	6. Parks and Recreation Construction Projects	Conduct inspections of active City-owned construction projects that discharge stormwater to the MS4 to determine compliance with local construction stormwater regulations	Goal: Inspect 80% of parks and recreation construction sites over 1 acre for runoff control.	There were NO Parks construction sites > 1 acre this year	Yes, Plans are reviewed for adequate BMPs. Inspectors then conduct inspections to evaluate if proper BMPs are in place to reduce water pollution.
4	1. Post Construction Stormwater Ordinance and Enforcement	Continue enforcement of the ordinance amended in Chapter 21 of the Code of Ordinances of the City of Richardson for legal authority and enforcement measures that are inclusive and necessary to meet the requirements of the TCEQ TPDES MS4 General Permit TXR040042 Post Construction Requirements.	Goals: Update inventory list with 100% of new post construction devices installed in the jurisdiction Make contact with 20 of the properties with existing post-construction control mechanisms for inspection and review of operation and maintenance plans	List has been revised and updated 20 property owners were contacted regarding their post construction devices for inspections and review of operations and maintenance	No, however ordinances, policies and procedures are in place to provide the City with the legal authority and enforcement measures that are inclusive and necessary for post construction stormwater management in new development and redevelopment.

5	1. Facility Inventory	Maintain and assess the inventory of municipally owned facilities	<p>Goals: Update the inventory list and map of municipally owned facilities to include 100% of new facilities.</p> <p>Categorize all municipal facilities according to risk for pollutant discharge</p>	<p>List and map of municipally owned facilities has been edited and updated.</p> <p>Municipal facilities have been categorized.</p>	No, however, inventory and mapping identify where municipality stormwater controls are located as well as the stormwater outfalls corresponding to these facilities and the receiving waters. Comprehensive list and maps help staff build a better awareness of their locations and their potential to contribute stormwater pollutants.
5	2. Training and Education for Municipal Staff	Educate city staff on preventing or reducing pollutant runoff from municipal activities and municipally owned areas	Goal: Train a minimum of 100 municipal staff	<p>Number of employees trained Parks – 43 HR – 364 Fire – 95 BI – 6 Golf – 12 Utilities – 29 Streets – 22 Cap Projects - 9 Comm. Services -8</p> <p>Training methods used were in person, PowerPoint, and online</p> <p>Training rosters are available upon request</p>	No, however, training helps staff build a better awareness of stormwater pollution prevention in their daily job duties.
5	3. Street and Parking Lot Sweeping and Cleaning Program	Review and revise, if needed, the existing program for sweeping streets, roadways, and parking lots in order to reduce the amount of sediment and associated pollutants discharged to the MS4 from roadways. Continue oversight of contracted 3rd party street sweeper	<p>Goals:</p> <p>To sweep 8,000 curb miles annually</p> <p>To sweep 75,000,000 square feet of parking lots</p>	<p>11,649 Miles swept in 2023</p> <p>86,977,269 Square feet of parking lots swept</p>	Yes, proactive street sweeping on a regular basis removes road debris before it gets into the stormwater drainage system.

5	4. Disposal of Waste Material	Waste materials removed from the small MS4 are disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable	Goal: Dispose of 100% waste materials in accordance with 30 TAC Chapters 330 or 355 as applicable	97,577 Tons of trash waste was collected and disposed of in accordance with TAC Ch 330 or 355.	Yes, waste materials removed from the small MS4 are disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable, preventing trash and floatables from entering waterways.
5	5. Herbicide and Pesticide Application to Minimize Runoff	Pesticide and herbicide application methods and procedures for municipal operations and maintenance will be evaluated for the potential to discharge pollutants into stormwater.	Goal: Less than 45% of pesticide and herbicide applications will occur within 24 hours of a rain event	Parks Dept. Number of days of chemical applications was 156 with 54 days (34%) where rainfall occurred within 24 hrs. Golf Dept. Number of days of chemical applications was 59 with 6 days (10%) where rainfall occurred within 24 hrs.	Yes, applications are completed only when necessary and under the right conditions to aid in reduction of runoff and adverse environmental impacts.
5	6. Maintenance of Structural Control Measures at Municipal Facilities	Review and/or update, as necessary, the database for long-term operation and maintenance for structural stormwater control measures under the control of the City.	Goal: Perform a minimum of 5 maintenance activities	18 inspections were conducted 16 maintenance activities (cleaning) were conducted this year	Yes, design, implementation, inspection, and proper operation and maintenance ensure the long-term operation of structural controls measures at municipal facilities reducing their potential to contribute stormwater pollutants.

5	7. Third-party Contractor Requirements	Develop a process to review existing contractual language for third-party contractor requirements for the contractor to comply with MS4 stormwater management program best management practices	Goal: Include contractual language for all third-party services to conform with federal and state rules including the city's best management practices.	Process has been established through inspection procedures to monitor contractors. All contracts and purchase orders include language requiring compliance with all local, state, and federal storm water pollution prevention regulations, laws, and ordinances.	Yes, third-party contractors are contractually obligated to have trained and certified staff as well as policies and procedures that limit/eliminate any potential discharge of pollutants to the environment/stormwater while performing operations and maintenance activities.
5	8. Litter Collection by Municipal Staff	The Parks Department ensures proper collection and disposal of trash in City parks by completing trash rotations in those areas and parking lot trash receptacles.	Goal: The Parks Department will perform 250 trash rotations	Number of rotations: 260 Number of trash bags used: 10,800 bags	Yes, proper collection and disposal of trash reduces the introduction of pollutants into the waterways.
5	8. Stormwater System Inspections, Operations, and Maintenance	City staff and third-party contractors perform inspections of the stormwater system. The results of these inspections provide direction and focus for cleaning, repairs, and maintenance efforts.	Goal: To inspect a minimum of 15,000 linear feet of the stormwater conveyance system.	43,770 linear feet of Storm Sewer were inspected	Yes, operation and maintenance activities conducted on stormwater systems reduce the amount of sediment and associated pollutants discharged to the MS4 catch basins and surface drains.

5	10. Sewer System Inspections, Operations, and Maintenance	City staff and third-party contractors perform inspections of the City's sanitary sewer system. The results of these inspections provide direction and focus for cleaning, repairs, and maintenance efforts	Goal: To inspect a minimum of 25,000 linear feet of the sanitary sewer system	122,548 Linear feet of sewer lines inspected Detailed inspection paperwork available upon request Number of areas maintenance was performed	Yes, operation and maintenance activities to be conducted on sewer systems reduce the amount of sediment and associated pollutants discharged to the MS4 catch basins and surface drains.
5	11. Storm Inlet Debris Removal and Maintenance	City of Richardson staff, through routine creek and street surveillance, work to identify blocked storm inlets. Resident's complaints or concerns of flooding from blocked storm inlets and creeks are logged.	Goal: Clean a minimum of 50 storm inlets.	Number of storm inlets cleaned during the year – 34	Yes, collecting field data through a smart phone application during creek surveillance helps to locate blocked storm inlet points so work orders can be created directing the cleaning of these areas. Areas with on-going problems and/or concerns are noted and evaluated for improvements.
5	12. Chemical Applications and Industrial Materials Management	Review and evaluate the City's ongoing chemical and materials management procedures including landscape maintenance, city public swimming pools, golf course maintenance, mosquito abatement, as well as miscellaneous activities and material usage.	Goals: Post updated safety data sheets in all locations where chemicals are stored and used Document 100% of chemical application dates	Up-to-date safety data sheets have been printed and posted for staff members. Type and location of chemicals and materials used has been documented and filed in each department. All dates of chemical applications are documented and filed in each department.	Yes, Staff are equipped with knowledge and training regarding proper use and disposal protocol as to not pollute stormwater and to prevent run-off water from entering storm drains, sewers, surface water, and soils.

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
1	<ul style="list-style-type: none"> •Goals: Stormwater Homepage views 200 Stormwater Pollution Prevention views: 25 pageviews Fats, Oil & Grease: 125 Pageviews, Storm Drain Marking Initiative: 50 pageviews Proper Way to Drain Swimming Pools: 125 pageviews 	<p>405 pageviews on the Stormwater homepage</p> <p>212 pageviews for the Stormwater Resident's Guide</p> <p>226 pageviews for the FOG information</p> <p>179 pageviews for the Stormdrain marking Initiative</p> <p>810 pageviews for the Swimming Pool Draining information</p> <p>Target Audiences are residential, business owners, construction site operators, and pet owners.</p>
1	<ul style="list-style-type: none"> • Goal: Distribute 500 printed brochures related to stormwater awareness 	<p>Met goal.</p> <p>Over 1,000 printed brochures and other educational information was provided by the Health Department and Building Inspections Department. Printable information is also available online.</p> <p>Education materials are targeted to school age children, residents, business owners, construction site operators, and pet owners.</p>
1	<ul style="list-style-type: none"> • Goals: Achieve a min of 5 hits on the stormwater video links on the website per year • Video for the Public TV Channel runs at least 4 times a day 	<p>Did not meet goal.</p> <p>The Stormwater video had been hosted on the city's public TV channel and this was damaged/destroyed during a fire at city hall in August 2022. City staff were displaced to alternate work areas and have only recently relocated to a location where that program can be restored.</p>
1	<ul style="list-style-type: none"> • Goals: Distribute stormwater compliance information to all contractors that are issued a building permit 	<p>Met goal.</p> <p>A total of 349 commercial and residential building permits were issued and stormwater information was handed out with each permit issued.</p>

1	<p>Goals:</p> <p>Hold a city-wide litter collection event to bring awareness to water pollution</p> <p>Provide 30,000 bill inserts to residents about the Trash Bash Event</p> <p>Have 250 participants at the event</p>	<p>Met Goal.</p> <p>Trash Bash was held as a drive thru event this year.</p> <p>Utility bill inserts promoting trash bags were sent to approximately 40,000 citizens.</p> <p>We had 364 participants who collected trash during the event.</p>
1	<ul style="list-style-type: none"> Facilitate a minimum number of 21 participant events for the Community and Corporate Cleanup Programs 	<p>Met Goal.</p> <p>A total of 36 Community and Corporate Cleanup Program events were held this permit term. There was a total of 440 participants.</p>
1	<p>Conduct a minimum of community events with presentations and information handed out regarding Stormwater education and water pollution prevention.</p>	<p>Met the Goal</p> <p>There were 7 presentations to civic/community groups.</p>
1	<p>Goal:</p> <p>Publish a minimum of 4 stormwater related articles in the Richardson Today newspaper</p>	<p>Met Goal</p> <p>There were 6 articles in RichardsonToday.com and Richardson Today Print that covered stormwater issues.</p>
1	<p>Goal:</p> <p>Sufficiently advertise the HHW center to have a min. of 1,000 residents utilize the service</p>	<p>Met goal.</p> <p>We had 2,450 residents that dropped off items for HHW disposal.</p> <p>Information is posted on our website 365 days a week and 24 hours a day.</p>

1	<p>Goals: Provide a minimum of 90 pet waste stations.</p> <p>Provide at least 100,000 pet waste bags to stock the stations</p>	<p>Met goal.</p> <p>The city continues to provide pet waste stations. There are 100 dispensing stations in and around the city with approximately 307,200 bags used over the permit year.</p>
1	<p>Goal: Map location of marked and unmarked storm drains with storm drain warning tile.</p> <p>To engage at least one volunteer to mark a minimum of 25 storm drain locations</p>	<p>Met Goal</p> <p>Maps have been updated to reflect storm drains that are marked.</p> <p>One participant organized a group of 20 people and installed 204 new markers.</p>
1	<p>Goal: Publish the 24-hr hotline on our public service website for 365 days.</p>	<p>Met goal.</p> <p>Reporting can be done via our website at https://www.cor.net/services/24-7-response-center, My Richardson App, and by calling 972-744-4111.</p> <p>These methods are posted 365 days a year and 24 hours a day on our website.</p>
1	<p>Goal: Perform 200 grease trap inspections each year</p>	<p>Met goal.</p> <p>A total of 406 inspections were conducted.</p>
1	<p>Goal: Publicize the used cooking oil collection event to collect a min. of 200 gallons of used cooking oil</p>	<p>Met goal.</p> <p>Approximately 260 gallons of used cooking oil was collected for the Annual NCTCOG Fall Used Cooking Oil Collection Event.</p> <p>A total of 40,000 utility bill inserts were sent advertising the event.</p>
1	<p>Goal: Publish a minimum of 4 stormwater related newsletter articles in Richardson's Environmental Resources Newsletter</p>	<p>Met goal.</p> <p>There were 8 issues of the Environmental Newsletter that contained articles regarding stormwater awareness.</p>
2	<p>Goal: Update 80% of the sanitary sewer and water mapping system</p>	<p>Met goal.</p> <p>Map information is gathered from present and past City staff surveillance activity conducted throughout the city.</p> <p>GIS continues to update mapping documents each year. Surface water bodies and their designated stormwater drainage basins have been identified and mapped.</p> <p>Priority areas are being identified as they are found</p>

2	<ul style="list-style-type: none"> Goals: To identify 80% of new outfalls To up-date 80% of new points of entry to the waterways. 	<p>Met goal. The city has a total of 1,672 mapped outfalls.</p> <p>There were 18 new outfalls that have been identified this permit year term. Outfall inventory is tracked and mapped through our GIS Department.</p>
2	<p>Goals: Conduct a minimum of 30,000 linear feet of creek observation.</p> <p>Screen a minimum of 30 outfalls</p>	<p>Partially met goal</p> <p>Linear feet covered during creek surveillance and outfall screening is 35,973 for this permit year.</p> <p>We have been unable to locate data on the number of outfalls screened for 2023. The person conducting those suffered a stroke during the year and has been on medical leave.</p>
2	<ul style="list-style-type: none"> Goal: To respond to a 100% of SSO 	<p>Met Goal</p> <p>Staff responded to 29 reports of SSOs that had been submitted to the Response Center.</p>
2	<p>Goal: To respond to 100% of hazmat issues.</p>	<p>Met Goal</p> <p>City Fire Department responded to 200 hazardous spill events.</p>
2	<p>Goal: The contractor will respond to 100% of calls for services.</p>	<p>Met Goal</p> <p>The City had 2 events where our 3rd Party Contractor was utilized for the clean-up.</p> <p>Documentation of type of spill, method of cleaning and resolution date are documented and stored and provided upon request.</p>
2	<p>Goal: Train 20% of staff identified in the training procedure</p>	<p>Met Goal</p> <p>A total of 364 personnel were trained this permit term.</p> <p>Every new hire is introduced to stormwater IDDE during new employee orientation. In addition, each department has evaluated their staff for the need of any additional IDDE training necessary for their job duty.</p>
2	<p>Goal: Respond to and document all IDDE related calls.</p>	<p>Met Goal</p> <p>The Health Department received and responded to 192 complaints/concerns reporting discharges/IDDE.</p> <p>IDDE Response Center actions are documented and noted so that trends for areas with issues and the kinds of issues that are more frequent.</p>

2	<p>Goal: Complete inspection of 100% of the onsite sewage systems in Richardson</p>	<p>Did not meet the goal.</p> <p>No inspections of OSSF were conducted by the MS4 in 2023.</p>
2	<ul style="list-style-type: none"> Track IDDE <p>Track 100% of the investigation/inspection reports with the date observed, elimination method, and date resolved</p>	<p>Met Goal</p> <p>The Health Department received 192 complaints/concerns from citizens for reporting of IDDE. These investigations/inspections are tracked through follow up actions and are documented/reported in Response Center notes can be provided upon request for review.</p>
3	<ul style="list-style-type: none"> Continue providing Stormwater Education and Information to Construction Plans during the plan review stage in an effort to educate citizens and contractors. Distribute stormwater compliance information to all contractors that are issued a permit. 	<p>Met Goal</p> <p>Stormwater Education and Information is distributed and reinforced during pre-construction meetings.</p> <p>Building Inspection issued 349 building permits containing information of the potential to impact stormwater.</p>
3	<ul style="list-style-type: none"> To update our construction sites inventory list with 100% new, existing, and closed sites 	<p>Met Goal.</p> <p>There were 343 residential and 6 Commercial new construction sites present in the city.</p> <p>All of these have been entered into the shared site inventory and the inventory updated.</p>
3	<p>Goal: Inspect 80% of construction sites for runoff control</p>	<p>Met Goal</p> <p>There were 3358 inspections were conducted by Capital Projects Construction Inspections.</p> <p>There were 1103 inspections conducted by Building Inspections staff</p> <p>Stormwater BMPs were documented and reviewed for the Construction Site Plan Reviews and SWPPP Reviews. Any deficiencies were noted and brought to the attention of the contractor.</p>

3	<p>Goal: Train 50% of capital project managers</p> <p>Train 50% of building inspectors</p>	<p>Met Goal Training has been and will continue to be conducted either in person on the job training and/or online.</p> <p>50% (9) Cap Projects staff received stormwater training</p> <p>100% (6) Building Inspection personnel were identified and received training for Stormwater Construction BMPs and Erosion Control.</p> <p>Rosters with attendees, training materials, dates of training, and trainer source are documented and available upon request.</p>
3	<p>Goal: Respond to 80% of issues submitted through the hotline.</p>	<p>Met Goal</p> <p>The City has three (3) ways of reporting issues/complains/concerns.</p> <p>(1) 24/7 Response Center Hotline at (972) 744-4111 (2) Online Issue System at https://www.cor.net/departments/community-services/code-enforcement/express-a-concern (3) MyRichardson App</p> <p>After receipt of the compliant/concern, issues are assigned for investigation.</p> <p>Policies and procedures are in place to track priority and reoccurring problem/issues.</p> <p>A total of 99 construction stormwater pollution complaints were filed for Capital Projects construction sites and 96 were addressed and closed.</p>
3	<p>•Goal: Inspect 80% of parks and recreation construction sites over 1 acre for runoff control.</p>	<p>Met Goal There were 0 permitted construction sites through Parks and Recreation Department that are > 1 acre.</p>
4	<p>Goals:</p> <p>Update inventory list with 100% of new post construction devices installed in the jurisdiction.</p> <p>Contact at least 20 of the properties with existing post-construction control mechanisms for inspection and review of operation and maintenance plans</p>	<p>Met Goal -</p> <p>A total of 20 private owned post construction devices in the city have been contacted regarding their devices for inspections and review of operations and maintenance plans.</p> <p>For 2023, we have 2 properties that have added 4 new post construction devices.</p>

5	<p>Goals:</p> <p>Update the inventory list and map of municipally owned facilities to include 100% of new facilities.</p> <p>Categorize all municipal facilities according to risk for pollutant discharge</p>	<p>Met Goal</p> <p>List and map of municipally owned facilities is current.</p> <p>All municipal facilities have been categorized according to risk potential for pollutant discharge.</p> <p>All documents are available for review upon request.</p>
5	<p>• Goal:</p> <p>Train a minimum of 100 municipal staff</p>	<p>Met Goal</p> <p>Several job positions in City departments have been identified where additional training in Stormwater Pollution Prevention would be beneficial in their day-to-day duties.</p> <p>Approximately 588 city staff participated in training related to stormwater pollution awareness. A combination of DVD, in person, on the job, and online training modules were used.</p> <p>Training rosters are on file with each department and available upon request identifying attendees, training methods, training materials, training methods, and dates.</p>
5	<p>Goals:</p> <p>To sweep 8,000 curb miles annually.</p> <p>To sweep 75,000,000 square feet of parking lots</p>	<p>Met Goal</p> <p>Parks and Recreation has swept 11,649 miles this permit term and 86,977,269 square feet of parking lots.</p> <p>All documents are available for review upon request.</p>
5	<p>•Goal:</p> <p>Dispose of 100% waste materials in accordance with 30 TAC Chapters 330 or 355 as applicable</p>	<p>Met Goal</p> <p>Solid waste collected 97,577 tons of trash/waste this permit term.</p>
5	<p>Goal:</p> <p>Less than 45% of pesticide and herbicide applications will occur within 24 hours of a rain event</p>	<p>Met Goal</p> <p>Parks and Recreation Department documented 156 days where chemical applications occurred. A total of 24 (15%) of those applications were followed by a rainfall event that occurred within 24 hours of application for the Parks Department.</p> <p>Golf Course documented 59 days where chemical applications occurred. A total of 6 (10%) of those applications were followed by a rainfall event that occurred within 24 hours of application for the Parks Department.</p> <p>All documents are available for review upon request.</p>

5	Goal: Perform a minimum of 5 maintenance activities on stormwater control devices under control of the city	Met Goal 6 cleaning events have taken place on structural stormwater control measures on property controlled by the city. All documents are available for review upon request.
5	Goal: Include contractual language for all third-party services to conform with federal and state rules including the city's best management practices.	Met Goal Purchasing contracts contain the contractual language that meets the requirements. Stormwater Pollution Prevention Plan contracts are reviewed as they arrive in house for the contractual language for each project. Project Managers and Capital Projects Inspectors will conduct inspections to ensure contractors are in compliance with the City's contractual agreements as well as federal and state stormwater rules and regulations.
5	Goal: The Parks Department will perform 250 trash rotations.	Met Goal There were 260 trash rotations conducted by the Parks and Recreation Department and 10,800 trash bags.
5	Stormwater System Inspection Goal: To inspect a minimum of 15,000 linear feet of the stormwater conveyance system.	Met Goal CCTV inspections were conducted on 43,770 linear feet of pipe.
5	Goal: San. Sewer System To inspect a minimum of 25,000 linear feet of the sanitary sewer system	Met Goal Various locations inspected over the permit year term between January – December 2023. A total of 122,548 linear feet was inspected (TV'd). A total of 36,757 linear feet was jetted.
5	Goal: Storm Inlets Clean a minimum of 50 storm inlets.	Did not meet Goal There was a total of 34 stormwater inlet areas where creek debris removal and maintenance activities occurred over this permit term year. Activities included debris removal from gravity mains, inlets, discharge points and flumes.

5	<p>Goals:</p> <p>Post updated safety data sheets in all locations where chemicals or stored and used</p> <p>Document 100% of chemical application dates</p>	<p>Met Goal</p> <p>Up-to-date safety data sheets are in the locations where chemicals are stored.</p> <p>Each department keeps documentation tracking dates of the chemical application, types of chemicals used, and storage locations of the chemical.</p>
---	---	--

C. Stormwater Data Summary

Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct visual inspections, clean the inlets, look for illicit discharge, clean streets, look for flow during dry weather, etc.?

MS4 conducted visual inspections as well as looking for illicit discharges as noted below:

MCM 2 Illicit Discharge Detection and Elimination (IDDE)

BMP 3 Outfall Inventory and New Outfall Reconnaissance

Outfall Inventory and New Outfall Reconnaissance	• Identify new outfalls each year	18	Total new outfalls
	• Maintain Outfall inventory	1,672	Total outfalls
	• Map new points of entry to the waterways	Maps have been updated	Maps have been updated

MCM 2 Illicit Discharge Detection and Elimination (IDDE)

BMP 4 MS4 Surface Water Surveillance via Development of Surface Water Observations Database

MS4 Surface Water Surveillance via Development of Surface Water Observation Database	Smartphone app tracks surveillance through linear feet	35,973	Linear feet
--	--	--------	-------------

MCM 2 Illicit Discharge Detection and Elimination (IDDE)

BMP 9 Illicit Discharges Reporting

Illicit Discharges Reporting	Approximate number of IDDE related calls received	192	Approximate number of IDDE related calls received
------------------------------	---	-----	---

MCM 2 Illicit Discharge Detection and Elimination (IDDE)

BMP 11 IDDE Response, Investigation, and Inspections

IDDE Response, Investigation, and Inspections	Track investigation/inspection reports with the date observed, elimination method, and date resolved. Track results of follow-up investigations or field screening, as applicable	192 Response Center notes are provided upon request.	Approximate number of IDDE related calls that have been documented from investigation/inspection, dates observed, field screening, and remediation. Response Center notes are provided upon request.
---	--	---	--

MCM 5 Pollution Prevention and Good Housekeeping for Municipal Operations

BMP 3 Street and Parking Lot Sweeping and Cleaning Program

Street and Parking Lot Sweeping and Cleaning Program	Parks and Recreation provides miles swept per year	11,649	Miles swept
--	--	--------	-------------

MCM 5 Pollution Prevention and Good Housekeeping for Municipal Operations

BMP 8 Litter Collection by Municipal Staff

Litter Collection by Municipal Staff	<ul style="list-style-type: none"> • Track number of trash rotations • Estimate number of trash bags used through the rotations through the year 	260 10,800	Number of rotations Number of trash bags used
--------------------------------------	--	-------------------	--

MCM 5 Pollution Prevention and Good Housekeeping for Municipal Operations

BMP 11 Storm Inlet Debris Removal and Maintenance

Storm Inlet Debris Removal and Maintenance	Track number of storm inlet and creek debris removal and maintenance activities	34	Number of storm inlet debris removal and maintenance activities
--	---	----	---

The City of Richardson conducted 35,973 linear feet of visual surveillance. Outfall reconnaissance was also conducted during these visual surveillance activities. These activities aid in detections of illicit discharge detection and elimination (IDDE). Suspect IDDE were traced and investigated through discovery of the source of the pollution through mitigation and final termination of the pollution. These efforts directly aid in reducing discharges of pollutants to the MS4.

Our Parks and Recreation Department swept 11,649 miles of parking lots and streets throughout the city. They also conducted 260 rotations to collect litter around the city. These rotations directly aid in limiting floatable trash within the MS4.

Through the activities above as well as staff training, there has been a reduction in IDDE activity. When IDDE activities are found they are quickly assessed and terminated limiting their impact to the environment. Activities above like street sweeping, stormwater inlet maintenance aid in the collection and reduction of floatables in the environment.

D. Impaired Waterbodies

1. Identify whether an impaired water within the permitted area was added to the latest EPA-approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d). List any newly identified impaired waters below by including the name of the water body and the cause of impairment.

A section (Segment 0820B-01 of Rowlett Creek) is listed on the EPA Approved 303(d) List and in the 2016 Texas 303(d) List with a bacteria impairment. There is only one (1) outfall located within Richardson that is in this segment. The portion of this creek segment located in Richardson flows through undeveloped park property. This segment is part of a joint survey between the City of Plano and Texas AgriLife for study of the pollutant of concern bacteria.

2. If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern.

Rowlett Creek (impaired water body) flows through Breckinridge Park. Pet Waste Stations have been placed in seven (7) locations throughout Breckinridge Park to help address the pollutant of concern, bacteria.

3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.

Not Applicable

4. Report the benchmark identified by the MS4 and assessment activities:

Benchmark Parameter <i>(Ex: Total Suspended Solids)</i>	Benchmark Value	Description of additional sampling or other assessment activities	Year(s) conducted
NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

5. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark:

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark
NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

6. If applicable, report on focused BMPs to address impairment for bacteria:

Description of bacteria-focused BMP	Comments/Discussion
NOT APPLICABLE	NOT APPLICABLE

7. Assess the progress to determine BMP’s effectiveness in achieving the benchmark.

For example, the MS4 may use the following benchmark indicators:

- number of sources identified or eliminated;
- number of illegal dumpings;
- increase in illegal dumping reported;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs); /or
- increase in illegal discharge detection through dry screening.

Benchmark Indicator	Description/Comments
NOT APPLICABLE	NOT APPLICABLE

E. Stormwater Activities

Describe activities planned for the next reporting year:

For 2024 we plan to continue with our current Public Education and Public Involvement initiatives as well as our discharge investigation and mitigation processes. We will continue staff training and Good Housekeeping practices in an effort to eliminate pollutants from entering the storm drain system. We have started evaluating the requirements of the draft permit and the added commitments required for the level 4 MS4s as we will be adding those once the permit is adopted.

MCM(s)	BMP	Stormwater Activity	Description/Comments

F. SWMP Modifications

1. The SWMP and MCM implementation procedures are reviewed each year.

Yes No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

Yes No

If "Yes," report on changes made to measurable goals and BMPs:

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

Note: If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible, and why the replacement BMP is expected to achieve the goals of the original BMP.

3. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land, etc.).

NOT APPLICABLE

G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans.

BMP	Description	Implementation Schedule (start date, etc.)	Status/Completion Date (completed, in progress, not started)

NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
----------------	----------------	----------------	----------------

H. Additional Information

1. Is the permittee relying on another entity to satisfy any permit obligations?

Yes No

If "Yes," provide the name(s) of other entities and an explanation of their responsibilities (add more spaces or pages if needed).

Name and Explanation:

Name and Explanation:

Name and Explanation:

Name and Explanation:

2.a. Is the permittee part of a group sharing a SWMP with other entities?

Yes No

2.b. If "yes," is this a system-wide annual report including information for all permittees?

Yes No

If "Yes," list all associated authorization numbers, permittee names, and SWMP responsibilities of each member (add additional spaces or pages if needed):

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

I. Construction Activities

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators):

2

2a. Does the permittee utilize the optional seventh MCM related to construction?

Yes No

2b. If "yes," then provide the following information for this permit year:

The number of municipal construction activities authorized under this general permit	
The total number of acres disturbed for municipal construction projects	NOT APPLICABLE

Note: Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

J. Certification

If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those 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.

Name (printed): Don Magner Title: City Manager

Signature:  Date: March 4, 2024

Name of MS4 City of Richardson

If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671.

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.