



Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040042

Reporting Year: 4

Annual Reporting Year Option Selected by MS4: Fiscal Year

Last day of fiscal year: September 30, 2018

Reporting period beginning date: October 1, 2017

Reporting period end date: September 30, 2018

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

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A copy of the annual report was submitted to the TCEQ Region YES NO
Region the annual report was submitted. 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 Section B.2.):

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	√		
Permittee is currently in compliance with recordkeeping and reporting requirements.	√		
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.)	√		

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below. (**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. Public Education Outreach and Involvement	Provide stormwater information on the city website	Yes, information publicized on the City's website provides awareness of storm water issues for the residences, business/industry, and construction site operators.
1. Public Education Outreach and Involvement	Flyers, Brochures and Educational materials	Yes, this allows us to reach various audiences according to their needs.
1. Public Education Outreach and Involvement	Storm Water Video on City Webpage	Yes, the new video was targeted to a younger audience providing information to more citizens.
1. Public Education Outreach and Involvement	Commercial Community Education	Yes, providing information as a part of the permitting process allows for initial education and continued reminders. It is then reinforced when the inspectors make their inspections every 2 weeks or after a rain event.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No, and explain.)
1. Public Education Outreach and Involvement	Trash Bash	Yes, it is a welcomed annual event. It provides an opportunity for community participation, public education, and involvement.
1. Public Education Outreach and Involvement	Presentations to civic groups, schools, and neighborhood leadership groups	Yes, this was another avenue to provide information and increase awareness regarding programs and volunteer opportunities related to stormwater activities.
1. Public Education Outreach and Involvement	Promote Texas Smartscape	Yes. It is an interactive how to guide that teaches environmentally friendly concepts. Providing information on proper design, care and maintenance techniques of landscaping with native and adapted plants as well as discouraging overuse of fertilizers.
1. Public Education Outreach and Involvement	Stormwater education using the newspaper, social media and public spaces	Yes. Utilizing various forms of communication, such as newspaper and social media pages, this has been an effective method of disseminating information regarding city events and waterway protection.
1. Public Education Outreach and Involvement	Household Hazardous Waste Program	Yes. The continued availability of this service for the residents of Richardson assists in understanding the importance of proper waste disposal while providing an accessible way to dispose of their HHW.
1. Public Education Outreach and Involvement	Pet Waste Management	Yes. Providing pet waste stations will help residents protect waterways. The information that goes with the pet waste bags helps residents understand the importance of proper pet waste disposal.
1. Public Education Outreach and Involvement	Public Notices, Public Input and Hearings	Yes. This is an integral tool that provides the public with information pertaining to changes that will help create a positive impact to our waterways.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No, and explain.)
1. Public Education Outreach and Involvement	Storm Drain Curb Marker Program	Yes. This program is one of our most popular public volunteer activities. Various groups and individual citizens participate, helping us make the connection with the public regarding waterway protection.
2. Illicit Discharge Detection and Elimination (IDDE)	Legal Authority and Enforcement Measures	Yes. The importance of reducing the discharge of pollutants and the review of specific areas of the ordinance has led to the inclusion of a grease trap inspection program and grease trap ordinance.
2. Illicit Discharge Detection and Elimination (IDDE)	MS4 Mapping and Outfall Inventory	Yes. Aids in maintaining up to date information regarding new points of entry to the waterways.
2. Illicit Discharge Detection and Elimination (IDDE)	MS4 Outfall Reconnaissance and Surface Water Surveillance	Yes. We are utilizing the developed app to better track waterway surveillance, areas of concern, and investigation of comments and/or complaints.
2. Illicit Discharge Detection and Elimination (IDDE)	Preventative Maintenance Inspections of Sanitary Sewers	Yes. The Utilities department utilizes their implemented SOP's for inspection of sanitary sewer lines. In addition, Utilities also utilizes a 3 rd party contractor to assess lines for cleaning and repair.
2. Illicit Discharge Detection and Elimination (IDDE)	Hazardous Material Response	Yes. A 3 rd party contractor is being utilized to assist when necessary to mitigate spills and to limit environmental impact
2. Illicit Discharge Detection and Elimination (IDDE)	Informing and Training MS4 Field Staff	Yes. Employees receive training each year to help recognize and report activities that may be illicit discharges.
2. Illicit Discharge Detection and Elimination (IDDE)	Public Reporting, Community Hotline	Yes. The City uses a MyRichardsonApp to accept complaints/concerns from citizens as well as a 24-hour response phone line and web submissions.
2. Illicit Discharge Detection and Elimination (IDDE)	On-Site Sewage Disposal Systems	Yes. The City maintains a list of on-site sewage systems within its jurisdiction. The city investigates the use and proper function of these systems to help prevent discharges to the storm drain system.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No, and explain.)
3. Construction Site Runoff	Construction Plans Review	Yes. Adding information at the plan review stage helps citizens and contractors understand the importance of waterway protection.
3. Construction Site Runoff	Construction Site Inspections and Enforcement	Yes. Each department involved in a construction event shares stormwater information. Regular site inspections also help address any construction site concerns.
3. Construction Site Runoff	Construction Community Education	Yes. The contractors involved in the project are informed of the importance in maintaining the waterways for the community at large.
3. Construction Site Runoff	Erosion Control	Yes. Site inspectors ensure proper measures are in place and that contractors understand the importance of properly placed and correctly used erosion control measures.
3. Construction Site Runoff	Community Submitted Information	Yes. The community can report any concerns with street debris, runoff, etc. to the City for investigation. The community can also voice concerns regarding upcoming projects and their potential environmental impact.
3. Construction Site Runoff	SWPPP for Parks Planning Construction Projects	Yes. Having the SWPPP available on site for review and discussing the expectations of all parties during pre-bid and pre-construction meetings helps to provide education in preventing discharge of pollutants.
3. Construction Site Runoff	Construction Site Inventory	Yes. Having a system to maintain an inventory of active sites helps investigators and inspectors determine if there are waterway concerns due to specific projects.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No, and explain.)
4. Post-Construction Stormwater Management in New Development and Redevelopment	Stormwater Management Program and Best Management Practices Review	Yes. Having a program in place and periodically reviewing BMPs to determine necessary changes allows the City to put measures in place that aid in reducing pollutant discharge.
4. Post-Construction Stormwater Management in New Development and Redevelopment	Regulatory Mechanism	Yes. Reviewing the ordinance periodically helps the City remain current on changing legislations, providing increased opportunities for waterway protection.
4. Post-Construction Stormwater Management in New Development and Redevelopment	Long-term Maintenance of Post-Construction Control Measures	Yes. Continuing to discuss with property owners the importance of maintaining post construction control measures and how proper maintenance helps reduce pollutant discharges.
4. Post-Construction Stormwater Management in New Development and Redevelopment	Enforcement Action	Yes. Having this available as a tool for compliance and as a measure of returning loss to the City is helpful when BMP's are not followed and ordinances surrounding Stormwater activities are ignored.
5. Good Housekeeping/ Pollution Prevention	Facility Inventory	Yes. Maintaining a list of facilities and categorizing according to risk potential allows the City to focus resources on areas that are more likely to be a concern of pollutant discharge.
5. Good Housekeeping/ Pollution Prevention	Training and Education for Municipal Staff	Yes. Enables each staff member to understand the importance of waterway protection and how they can contribute to reducing pollutant discharge.
5. Good Housekeeping/ Pollution Prevention	Street and Parking Lot Sweeping and Cleaning Program	Yes. This program helps reduce the amount of floatables, litter, debris and other pollutants entering the storm drain.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No, and explain.)
5. Good Housekeeping/ Pollution Prevention	Disposal and Waste Material	Yes. Ensuring that the City disposes of waste materials properly helps reduce pollutant entry to waterways.
5. Good Housekeeping/ Pollution Prevention	Herbicide and Pesticide Application to Minimize Runoff	Yes. Applying only when necessary and under the right conditions helps reduce runoff and adverse environmental impacts.
5. Good Housekeeping/ Pollution Prevention	Maintenance of Structural Control Measures at Municipal Facilities	Yes. Ensuring proper maintenance, replacing and repairing structural control measures when necessary and according to PM schedules will help reduce pollutant discharge.
5. Good Housekeeping/ Pollution Prevention	Municipal Operation and Maintenance	Yes. Conducting municipal operations according to SOP's and PM schedules will help reduce pollutant discharge.
5. Good Housekeeping/ Pollution Prevention	Contractor Oversight	Yes. Providing Stormwater information on all contracts and performing inspections to ensure compliance with regulations and BMPs helps reduce pollutants in the waterways.
5. Good Housekeeping/ Pollution Prevention	Litter Collection	Yes. Following current procedures for collection of litter and assessing areas of high litter provides a tool to reduce litter entry to waterways.
5. Good Housekeeping/ Pollution Prevention	Storm Sewer System Operation and Maintenance	Yes. Following procedures regarding cleaning and maintenance of storm drain system helps to prevent pollutant discharge from overflows and/or system breaks.

3. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable. Summarize any information used (such as visual observation, amount of materials removed or prevented from entering the MS4, or if required monitoring data, etc.) to evaluate reductions in the discharge of pollutants. You may use the table (**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	Trash Bash	400 participants	358 90 60	Pounds/trash Pounds/recyclables Gallons/used cooking oil	Yes. This community wide clean up event directly removed litter that had the potential to enter the storm system.
1	Trash Bash	Mail outs	30,000	Utility Bill inserts	No. This does however provide information on opportunities to help protect the storm drain system.
1	Presentations to civic groups, schools and neighborhood leadership groups	Newly developed mascot	4	Community events attended.	No. However, this provides valuable information to the community and excites the interest of our youngest residents to help protect our waterways.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No, and explain.)
1	Commercial Community Education	Tracking system	1072	Permits issued	No. This does however provide information to an audience that will have direct impact on the storm drain system.
1	Used Cooking Oil Collection Event (Fall)	Gallons collected	Just over 100	Gallons	Yes. Offering a safe disposal method for residents recuses the potential for dumping into the sewer system.
1	Stormwater education using newspaper, social media and public spaces	Information Services	21 13 14	Social Media posts Richardson's Environmental Resources Newsletter Articles in Richardson Today Newspaper	No. This does however provide stormwater education to the community.
1	Stormwater Information on city web	Information Services	150	Hits to website/links	No. This does however provide stormwater education to the community.
1	HHW Program	HHW usage	3,116	Residents	Yes. This is proper disposal of waste, preventing improper

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No, and explain.)
					disposal into the storm drain system.
1	Storm Drain Curb Marker Program	Participants	0	Storm drain markers installed	Yes. Storm Drain Curb Marking is offered as a volunteer activity throughout the year. This activity has been completed throughout the city, but we maintain this as a volunteer activity for when new developments are constructed.
2	Surface Water Surveillance	App designed for tracking surveillance	136,970	Linear feet	Yes. By conducting surveillance immediate action can be taken on illicit discharges, reducing the amount of pollutants entering the waterways.
2	Preventative Maintenance Inspections of Sanitary Sewers	Sewer lines tracking system	14007 16499	Linear feet TV'D Linear feet Jetted	Yes. Completing repairs and providing maintenance of sewer lines reduces potential for discharge of pollutants

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No, and explain.)
2	Hazardous Material Response	Fire	578	Hazardous material responses	Yes. Responding to and mitigating hazardous material spills reduces pollutants run-off.
2	Informing and Training MS4 Field Staff	Human resources	100	New staff members	No. However, having staff members aware of how to reduce pollutant entry and when to report illicit discharges will help reduce pollutants.
3	Construction Site Inspections	Construction Sites	652 219	Inspections from Building Inspections Inspections from Capital Projects Inspections	Yes. Inspecting sites provides an opportunity to verify components of their plan and to ensure proper BMPs are in place to reduce runoff and provide additional education
3	On-Site Sewage Disposal Systems	Utilities services	1	On-site sewage visual inspection	Yes. Identifying and ensuring maintenance of on-site sewage systems will reduce pollutants.
4	Post-Construction Stormwater Management in New	Construction Sites	20	Plans reviewed for stormwater BMPs.	Yes. These plan reviews provide an opportunity to verify that the appropriate BMPs are in place

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No, and explain.)
	Development and Redevelopment				to reduce runoff and provide additional education.
5	Litter Collection	132 participants from 7 separate events	Over 50	Full bags of trash	Yes. The coordination between City and private business removed litter from the designated park/creek area.
5	Litter Collection from the City	Residential Commercial	2 1 - 6	Times per week Times per week	Yes. Trash rotations continue on a weekly basis.
5	Street and Parking Lot Sweeping and Cleaning	Street sweeper	21,161	Miles swept	Yes. Removing debris from roadways prevents entry to storm drains.
5	Herbicide and Pesticide Application Program	Parks	194 58	days of chemical application Days in which rainfall occurred within 24 hours of chemical application event	Yes. Applying chemicals properly, in respect to proximity to waterbodies and rain events reduces pollutants.
5	Herbicide and Pesticide Application Program	Parks	8	Number of licensed applicators	Yes. Having staff members with knowledge and training regarding proper disposal will directly reduce pollutants.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No, and explain.)
5	Litter Collection	Parks	360	Trash rotations.	Yes. Ensuring proper collection and disposal of trash directly reduces pollutants.

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	Provide information and links on City's Website and track the number of hits to the Stormwater education information links.	Met goal. Tracked 150 hits to stormwater page.
1	Provide information to the public.	Met goal. Information is provided as brochures in the Health department. Printable information is also available online.
1	Track number of brochures developed	Met goal. Stormwater brochures have been reviewed and no revisions are necessary at this time.
1	Create video and post to city website.	Met goal. New stormwater video is posted on the city website, targeting a younger audience.
1	Estimate the number of building permits with Stormwater education on the forms issued	Met goal. 1072 permits were issued

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
1	Review and tabulate data reflecting the number of notices sent that include Stormwater management information	Met goal. 1,000 notices were sent to residential properties and 72 notices were sent to commercial properties regarding erosion control and debris on the sidewalk.
1	Estimate the number of participants and amount of litter collected during Trash Bash event.	Met goal. 400 participated in litter collection with 358 pounds of trash, 90 pounds of recyclables and 60 gallons of used oil collected and properly disposed of.
1	Estimate the number of attendees at an environmental awareness event	Met goal. 561 attendees
1	Track advertisements and outreach methods used to promote and solicit event participation	Met goal. Posters displayed in all city facilities, 14 articles posted in Richardson Today newspaper, 30,000 utility bill inserts mailed, information and volunteer sign up posted on City webpage.
1	Document and provide the number of presentations or events where Stormwater education is provided.	Met goal. 4 events where stormwater education and water pollution prevention was provided.
1	Track the number of hits to the Texas SmartScape site from the City website	Met goal. 1,576 hits to Texas SmartScape.
1	Document the number of stormwater education articles provided in the Richardson Today newspaper	Met goal. 14 articles posted in Richardson today related to stormwater.
1	Include stormwater education material on municipal social media	Met goal. Stormwater information, clean up events, environmental awareness campaigns provided via social media.
1	Provide space for stormwater public education at public facilities. Based on assessment place material.	Met goal. Space has been made available for display of stormwater education material at several city facilities.
1	Review information pertaining to the HHW program on the city website and update if necessary.	Met goal. Information on website has been reviewed no changes at this time.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
1	Document the number of residents that participate in the HHW program.	Met goal. 3,116 residents participated in the HHW program.
1	Document and report the number of pet waste dispensing stations installed in city parks.	Met goal. 90 dispensing stations in city parks.
1	Estimate the number of disposable pet waste bags purchased by the City in each permit year.	Met goal. 410,400 bags purchased during the permit year.
1	Develop and make available informational brochures explaining how pet waste can affect water quality.	Met Goal. The Proper Pet Waste Disposal brochure is available.
1	Post public meeting notices regarding possible ordinance changes related to stormwater to allow for citizen input.	Met goal. 2 meeting postings were provided regarding the addition of a Fats, Oils and Grease ordinance. This addition aids in reducing the number of sanitary sewer overflows that have the potential to adversely impact the stormwater system. No other changes to the ordinance, as it relates to stormwater, were proposed.
1	Track number of presentations where Stormwater/ SWMP information is provided to civic organizations and community groups and take public comments.	Met goal. 5 presentations provided.
1	Coordinate with GIS to update Storm drain marker map with information from any recent storm drain marking activities and identify target areas or streets where storm drain markers are lacking to be included in the program.	Met goal. Despite extensive advertising highlighting this volunteer activity, there was no expressed interest in this activity over the past year. This is still in place as needed for new developments and replacement of damaged and/or missing markers.
1	Solicit public participation in the storm drain marking program to volunteer groups and civic	Met goal. The storm drain marking program is on the departmental website and has been added to the environmental awareness campaign for the City. The program is also

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
	organizations through various communication channels	publicized at Trash Bash and presentations given by department personnel.
1	Estimate number of participants in the program including estimating the participation among volunteers.	Met goal. Despite extensive advertising highlighting this volunteer activity, there was no expressed interest in this activity over the past year. This is still in place as needed for new developments and replacement of damaged and/or missing markers.
1	Estimate the number of storm drain markers installed during current year	Met goal. There was no expressed interest in this volunteer activity over the past year. This is still in place as needed for new developments and replacement of damaged and/or missing markers for any renewed interest.
2	Continue to review regulatory mechanisms and evaluate need for additional legal authority to implement requirements of reissued Small MS4 permit.	Met goal. No revisions necessary at this time.
2	Continue to estimate the number of new outfalls in areas of new development and redevelopment and implement revisions to mapping procedures identified in Year 1.	Met goal. 59 new outfalls were recorded in GIS. Map has been updated with the new outfalls. No changes to current mapping procedures needed at this time.
2	Continue watercourse reconnaissance program and screening of outfalls. Track linear distance covered and outfalls screened.	Met goal. Added a new observation checklist to our toolkit to be used when investigating watercourse complaints. We had 136,970 linear feet covered during complaint investigations.
2	Maintain records of complaints resolved, discharges eliminated, and subsequent follow-up after illicit discharges have been eliminated.	Met goal. Database of complaints, discharges and observations is maintained, and resolution of discharges noted.
2	Continue current investigation practices, documenting approximate number of linear feet of sewer mainlines inspected along with	Met goal. CityWorks provides the database for maintaining records of repair and maintenance. 14,007 feet of sewer main was TV'D and 16,499 feet of sewer main was jetted.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
	maintenance performed and repairs made.	Additionally, the contractor for Capital Projects sanitary/stormwater project inspected 58,634 linear feet of storm system and 250,000 linear feet of sanitary sewer.
2	Finalize written procedures for tracing sanitary sewer leaks. Perform training of staff.	Met goal. Procedures for tracking and reporting sanitary leaks were provided to staff during several training events throughout the year.
2	Document and report the number of hazardous material incidents responded to and if containment and/or removal of a pollutant was conducted to prevent impacts to nearby waterways.	Met goal. City Fire Department personnel responded to 578 hazardous material incidents. Containment and/or removal was conducted to prevent impact to waterways. No adverse environmental impacts were noted.
2	Document and report the number of hazardous material incidents responded to, by contract party, and if containment and/or removal of a pollutant was conducted to prevent impacts to nearby waterways.	Met goal. 49 hazardous material incidents were mitigated by a private party. City maintains a contract with a 3 rd party hazardous material response company to assist in remediation and disposal.
2	Implement SWMP related training program for new, on-boarding full-time employees during formal orientation using existing training materials. Maintain lists of attendees documenting materials used and personnel present at training events.	Met goal. 100 full-time employees viewed the stormwater educational video.
2	Operational divisions provide training as necessary to facilitate proper reporting of issues with potential to impact water quality. Operational divisions maintain lists of attendees documenting materials used and names of personnel present for training events.	Met goal. Operational divisions provided training and documented personnel in attendance.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
2	On annual basis document operational divisions that have conducted awareness or refresher training.	Met goal. Operational divisions provided awareness and refresher training as part of monthly/quarterly staff and safety meetings.
2	Update mobile application and web-based reporting procedures with any additional reporting criteria determined necessary to capture nature and location of the complaint.	Met goal. No update needed. Current procedures and reporting criteria deemed adequate.
2	Develop a database of on-site sewage disposal system locations and conduct preliminary inspections if applicable.	Met goal. 3 septic systems identified, only one is active and a visual inspection of that location was conducted.
3	Review procedures/handouts and revise if necessary-Construction Plans Review for Building Inspections Dept.	Met goal. Procedures are revised throughout the year as necessary.
3	Continue to review plans with updated procedures-Development Services	Met goal. Flow Chart has been created and is used for review of civil construction plans with erosion control plans and grading permits. The process of requiring BMPs remains the same.
3	Select revisions and develop implementation schedule. Provide training on new procedures-Capital Projects Department	Plan review for SWPPP is implemented at different stages during the design to ensure adequate measures are being required of a contractor. The SWPPP is also reviewed with the contractor prior to start of construction. New employees involved with SWPPP have received training.
3	Assess and revise existing internal tracking procedures. Revise as needed-Building Inspections Dept.	Met goal. Currently construction related items are tracked internally through AS400.
3	Continue to review plans with updated procedures and tracking spreadsheet-Development Services	Met goal. The spreadsheet and GIS labeling used for tracking projects is updated as needed with new projects and BMPs.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
3	Implement revised procedures and track number of plans reviewed each year-Capital Projects	Met goal. Tracking and reviews of 4 projects were conducted. Three were new projects and 1 project was terminated.
3	Implement new and continue to review existing procedures. Revise as needed and continue to educate construction permit applicants and existing permittees-Building Inspections	Met goal. No new procedures have been deemed necessary. Permit applicants are provided educational pamphlets and guidance that is site/project specific.
3	Implement new and continue to review existing procedures. Revise verbiage in Developer's Checklist as needed and continue to educate construction permit applicants and existing permittees-Development Services	Met goal. The current procedures for site grading permitting/erosion control plan have been created and are being implemented. Construction Site Notices are being tracked. Education materials are made available.
3	Maintain reporting procedures while assessing effectiveness and revising as necessary-Building Inspections.	Met goal. Tracking of reports related to construction sites is maintained in the AS400 system. Stormwater checklist utilized by inspectors provides the basis for additional education.
3	Maintain reporting procedures while assessing effectiveness and revising as necessary-Development Services	Met goal. BMPs constructed during the calendar year are reported to GIS at the end of each project. GIS maps are checked for accuracy.
3	Maintain reporting procedures while assessing effectiveness and revising as necessary -Capital Projects	Met goal. No revisions necessary at this time.
3	Maintain tracking procedures while assessing effectiveness and revising as necessary-Building Inspections	Met goal. Building Inspections utilizes AS400 to track construction site activity. At this time this internal system is deemed satisfactory. A specific internal network drive has been developed to be used by multiple departments to assist in tracking all activity for all active construction sites.

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3	Maintain tracking procedures while assessing effectiveness and revising as necessary- Development Services, Capital Projects, and Building Inspections.	Met goal. A multi-department shared network drive has been created to help streamline information gathering and ensure all items pertaining to active construction sites is tracked. 871 construction site inspections were conducted. There are currently 14 active construction sites. This past year 15 construction sites have been completed and are terminated. Effectiveness is assessed by end result of achieving overall compliance.
3	Maintain training program with revised materials and procedures- Building Inspections	Met goal. Staff has access to stormwater management seminar. Each inspector that attends a training seminar provides course materials to the remaining staff members.
3	Maintain training program with revised materials and procedures- Capital Projects and Development Services.	Met goal. Training provided for staff.
3	Select revisions of written procedures based on assessment. Train personnel on revised procedures for implementation in FY 2018 -Building Inspections, Capital Projects, Development Services departments.	Met goal. New changes included the implementation of a shared database. Personnel involved with reporting, tracking and reviewing information related to construction site activities have been trained. No other revisions were necessary.
3	Maintain available to permit applicants a supply of guidance materials while assessing effectiveness and revising as necessary-Building Inspections, Development Services	Met goal. Education materials are provided, and effectiveness is being gauged based on number of violations issued and enforcement action taken.
3	Complete development and revision of written procedure to include web-based reporting and documentation tool-Building Inspections, Development Services, Capital Projects, Parks and Recreation,	Met goal. Currently all city departments utilize the response center and/or Cityworks (depending on who receives and is assigned the complaint) for all web-based complaint reporting. Observations during inspections and complaint investigations are documented in the response center as well as follow up notes and

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	Public Services, Information Technology	resolutions. A web-based GIS page is under development to allow public view of identified construction sites.
3	Maintain compliance monitoring records completed by City staff tracking findings and corrective actions taken to ensure compliance with the CGP, TXR150000-Parks and Recreation	Met goal. At this time Parks department has one large active construction project under way at the Spring Creek Nature Trail. Parks Department is supervising these activities and conducts routine inspections for compliance with stormwater BMPs.
3	Complete development and revision of procedures. Train appropriate City staff responsible for issuing permits and approving projects subject to coverage under the TPDES CGP to ensure City is in receipt of NOIs and CSNs in compliance with TXR150000. Implement procedures-Building Inspections, Development Services, Capital Projects, Parks and Recreation, Public Services, Information Technology	Met goal. A shared network drive was developed that allowed collaboration through the various departments involved in construction projects. Information Technology created the shared network drive. The folder structure was defined to ensure the revisions of procedures were being followed in a productive manner. An e-mail was sent by the Information Technology group to appropriate City Staff to inform them of the changes and train accordingly. The training material included the folder structure break down, naming nomenclature and the material that would be placed inside the different project folders. All involved departments also use departmental spreadsheets as they transition to the shared network folders.
4	Review implementation schedule and report changes to the schedule in annual report to TCEQ as necessary, regarding implementation of Post Construction Runoff Control Procedures-Development Services	Met goal. No changes to the implementation schedule.
4	Educate appropriate staff and implement revised regulatory mechanism-Development Services	Met goal. Flow Chart has been created and is used for review of civil construction plans with erosion control plans and grading permits. The process of requiring BMPs remains the same.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
4	Perform structural stormwater control maintenance as necessary- Development Services	Met goal. Property owners with BMPs have been contacted advising them of the responsibility to maintain their BMPs. Documentation of maintenance records will be required in the future.
4	Propose and enact changes to authority mechanism as necessary- Development Services	Met goal. Discussions to update the code of ordinances to include the policy of Post Construction BMPs are in process.
4	Continue documenting enforcement actions utilizing revisions to documentation methods- Development Services	Met goal. At this time Health and Capital Projects have citation authority. A database to track all enforcement action resulting from other departments is being developed.
5	Update list of municipally owned facilities, as necessary.	Met goal. Public Safety Campus is currently under construction and old 911 dispatch building has been demolished.
5	Update map of municipally owned facilities, as necessary	Met goal. The map of the municipally owned facilities was edited, and old 911 dispatch building was removed from the map.
5	Utilizing evaluation checklist and the facilities inventory assess facilities identify high priority facilities.	Met goal. High priority facilities have been identified.
5	Document assessments including deficiencies and recommended corrective actions	Met goal. Recommended corrective actions for deficiencies have been provided.
5	Implement Good Housekeeping Pollution Prevention related training program for new, on-boarding full-time employees during formal orientation using existing training materials. Maintain lists of attendees documenting materials used and personnel present at training events.	Met goal. Training has been conducted and personnel attendance documented by HR.
5	On annual basis document operational divisions that have conducted awareness or refresher training.	Met goal. Departments provided training as necessary.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
5	If necessary, revise street sweeping and cleaning program procedures to include additional areas, sweeping frequency and procedures for dewatering and/or disposal of sweeper waste that ensures water and material will not reenter the small MS4. Continue to maintain mileage records of areas swept.	Met goal. Review of procedures indicated that no major revisions were necessary at this time. Large-scale sweeping is done by a contractor. Some areas were added to the contractor's rotation this year, but in-house sweeping was reduced due to equipment malfunctions. 21,161 miles of street swept.
5	Make revisions as appropriate and provide training to staff conducting and/or supervising collection and disposal activities-Public Services	Met goal. No new collection/disposal activities added; no revisions necessary.
5	Document the number of days in which chemical application events occurred during the permit year. Document the number of days in which rainfall events occurred within 24 hours after a chemical application event-Parks and Recreation & Golf	Met goal. 194 documented days with chemical applications. 58 documented days in which a rainfall event occurred within 24 hours after chemical application.
5	Train staff on policy regarding water front buffer zones-Parks and Recreation & Golf	Met goal. Staff is trained on water frontage buffer zones.
5	Maintain chemical applicator licenses, training and records- Parks and Recreation & Golf	Met goal. There are currently 13 TDA licensed applicators on staff. All licenses are current and required CEU's have been obtained. All TDA compliance records are maintained.
5	Perform structural stormwater control maintenance as necessary and document maintenance performed-Development Services, Public Services-Facilities	Met goal. Grease and sand traps are checked monthly and cleaned as needed but at a minimum twice per year.
5	Revise procedures as necessary and conduct training as it relates to municipal operations and maintenance activities with the	Met goal. No procedural changes necessary at this time. During routine staff/safety meetings team members are reminded of activities that have potential to pollute the storm water system.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
	potential to contribute to stormwater pollution	
5	If funded, design and begin install of structural BMPs-Parks and Recreation	Met goal. Storm drain inlet at Crowley Park is checked weekly. No other structural BMPs have been installed.
5	Implement and maintain use of environmentally friendly products-Public Services (streets)	Met goal. Department continues to utilize environmentally friendly products when available and effective.
5	Evaluate fire department facilities for stormwater pollution utilizing pollution prevention checklist.	Met goal. Fire department facilities have been evaluated.
5	Document staff training on SOPs regarding pool chemical safe handling	Met goal. New and returning aquatic staff was trained on proper chemical storage and handling in May 2018, prior to the 2018 aquatics season. In addition, Pool Manager and Assistant Managers conducted a facility walkthrough with the contracted pool party to review all standard operating procedures.
5	Update staff training as it relates to pool chemical spill response plan	Met goal. Each facility was provided with current Safety Data Sheets and reviewed with aquatic staff. Standard operating procedures are also available in the Lifeguard Manual that is provided to all staff as well as reviewed during the in-service training prior to the aquatic season. In addition, pool managers meet on a weekly basis to review the importance of proper chemical maintenance.
5	Develop oversight procedures to ensure contractors are using appropriate controls	Met goal. The Sunbelt Pools contract was completed in February 2018 with language regarding the requirements for maintaining chemical storage areas for cleanliness in order to not affect stormwater quality.
5	Revise as necessary existing standardized contract language and purchasing policies and procedures	Met goal. Contracts handled through the purchasing department contain standardized language and website information.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved If goal was not accomplished, please explain
5	Continue inlet cleaning schedule and maintenance of installed inlet protections BMPs-Parks and Recreation	Met goal. Inlet protection installed at Crowley Park is cleaned at least once weekly.
5	Maintain a storm inlet maintenance log-Parks and Recreation	Met goal. Log and maintenance records maintained.
5	Conduct inspections of areas on the list and increase public awareness of pollution in the neighborhood if necessary	Met goal. Health continues to monitor the listed areas for increase in flow or change in composition.
5	Modify the list of problem areas as conditions improve or additional areas are identified for increased surveillance	Met goal. Health continues to modify the list as necessary.

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.? (Refer to the MS4 General Permit TXR040000 Part IV Section B.2.(b))

Reducing the discharge of pollutants into the stormwater system is a city-wide effort, with each department playing a vital part in the success of the stormwater program. Parks, Public Services and Health perform important daily roles that include identifying potential illicit discharges, performing visual inspections of inlets and waterways, and performing maintenance/cleaning of streets, inlets, and culverts on a routine basis.

During FY 2017-2018 a third-party contractor performed inspections of both sanitary sewer and stormwater mains. Results of the inspections provided information that helped direct/focus cleaning, repair and maintenance efforts. Separate from the work of the contractor, COR Public Services-Streets department performed services on 46 standard curb inlets, 4 culverts, 2 stormwater gravity mains, 8 bridge debris removal events, 16 inspections of flumes, ditches, and creeks, and 1 segment of creek was repaired. COR Public Services-Utilities department and our third-party contractor

inspected 266,499 feet of sewer main. COR-Health observed more than 136,970 feet of creek while investigating complaints and conducting normal creek surveillance. COR-Parks ensured that more than 21,161 miles of street were swept to reduce the number of items entering the stormwater system. Capital Projects, Development Services and Building Inspections performed inspections of construction sites for proper operation and placement of stormwater BMP's. Other COR departments provided education and training to ensure awareness of issues that may have an adverse impact on our waterways.

Newly implemented quarterly meetings with other departments will ensure that SWMP information is communicated and areas of concern are addressed in a timely manner. Compliance with the MS4 General Permit and protection of our waterways is an important task for all involved.

D. Impaired Waterbodies

1. 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: (Refer to MS4 General Permit TXR040000 Part IV Section B.2.(c)) A small section was added (Segment 0820B-01 of Rowlett Creek) in 2014 with bacteria impairment. This was added after submission of our SWMP. There is only one outfall located within this segment. The remaining portion of this segment flows through undeveloped park property. The distance from the outfall to City of Richardson limit is about 73 feet. Preparations are underway to perform sampling events at various locations upstream, within stream and downstream of the outfall to determine any bacterial increase/decrease as the stream flows through Richardson.
2. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL (Refer to the MS4 General permit TXR040000; Part II Section D.4.(a)): NOT APPLICABLE
3. Report the benchmark identified by the MS4 and assessment activities (Refer to the MS4 General permit TXR040000; Part II Section D.4.(a)(6)): NOT APPLICABLE
4. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark (Refer to the MS4 General permit TXR040000; Part II Section D.4.(a)(4)): NOT APPLICABLE
5. If applicable, report on focused BMPs to address impairment for bacteria (Refer to the MS4 General Permit TXR040000; Part II Section D.4.(a)(5)): NOT APPLICABLE

6. Assess the progress to determine BMP's effectiveness in achieving the benchmark (Refer to the MS4 General Permit TXR040000; Part II.D.4.(a)(6)): NOT APPLICABLE

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

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

E. Stormwater Activities

Describe stormwater activities the MS4 operator plans to undertake during the next reporting year. You may use the table below (Refer to the MS4 General Permit TXR040000 Part IV Section B.2.(d)):

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	Commercial Community Education	Presentations/Education	With the implementation of our Fats, Oils and Grease program, we will continue to educate the business owners and residents about the importance of proper disposal to avoid sanitary sewer overflows that may cause adverse environmental impact
2	Surface Water Surveillance	Continue development of surface water observation database	We will continue to review checklists and database information to ensure we are capturing as much information as possible about the stormwater system. We will continue to review GIS maps for accuracy and any missing data points.
3	Construction Site Inspections and Enforcement	Ensure proper operation of construction site as it relates to protecting the stormwater system	We will review all enforcement response plans to ensure proper measures are in place to address violations and repeat offenders. We will verify that citation and enforcement authority is available to all necessary personnel.
4	Long Term Maintenance of Post-Construction Control Measures	Authority mechanism	We will continue to make changes to the authority mechanism that will ensure all responsible parties are maintaining post construction control measures as required.
1-5	All	All	We will continue to diligently work on achievement of measurable goals indicated in Year 4 of the City's permit.

F. SWMP Modifications

- 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 (Refer to the MS4 General Permit TXR040000 Part IV Section B.2.(e)):

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)

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.

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

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 (Refer to the MS4 General permit TXR040000 Part IV Section B.2.(f)). NOT APPLICABLE

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

H. Additional Information

1. Is the permittee relying on another entity to satisfy some of its permit obligations? (refer to the MS4 General Permit TXR040000 Part IV Section B.2.(g))

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:

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 (Notices of intent and site notices received; Refer to the MS4 General Permit TXR040000 Part IV Section B.2.(h)): 9 NOIs received.

2a. Does the permittee utilize the optional 7th MCM related to construction?

Yes No

2b. If 'yes,' then provide the following information for this permit year (refer to the MS4 General Permit TXR040000 Part IV Section B.2.(i)):

The number of municipal construction activities authorized under this general permit	
The total number of acres disturbed for municipal construction projects	

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

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): _____ Title: _____

Signature: _____ Date: _____

Name of MS4 _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name of MS4

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name of MS4 _____

Note: 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).