

**PHASE II MS4
YEAR 4
ANNUAL REPORT
for
RICHLAND HILLS, TEXAS**



Stormwater Management Program
Year 4 (January 1, 2022– December 31, 2022)
Permit # TXR040089

Prepared for
Texas Commission of Environmental Quality



AVO 31515 WO30



4000 Fossil Creek Boulevard
Fort Worth, TX 76137



Richland Hills Public Works
6700 Rena Drive | Richland Hills, TX, 76118
817-616-3830 | richlandhills.com

March 15, 2023

Texas Commission on Environmental Quality
Stormwater Team Leader (MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

RE: Phase II MS4 Annual Report Transmittal for Richland Hills, Texas
TPDES Authorization: TXR040089

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System (TPDES) Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040089 for Richland Hills, Texas

The annual report is for Year 4. The reporting period's beginning January 1, 2022 and ending December 31, 2022.

A separate Notice of Change has not been submitted based on the fact that changes have not been proposed for the next permit year.

As required by the general permit, a copy of the report has been mailed to the TCEQ's regional office 4 in Fort Worth, Texas

Sincerely,

Candice Edmondson
City Manager

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: **TXR040089**

Reporting Year (year will be either 1, 2, 3, 4, or 5): 4

Annual Reporting Year Option Selected by MS4:

Calendar Year: January-December 2022

Permit Year: n/a

Fiscal Year: n/a Last day of fiscal year: (n/a)

Reporting period beginning date: (month/date/year) January 1, 2022

Reporting period end date: (month/date/year) December 31, 2022

MS4 Operator Level: 1 Name of MS4: City of Richland Hills

Contact Name: Angela Davidson Telephone Number: 817-764-7457

Mailing Address: 4000 Fossil Creek Blvd, Fort Worth, TX 76137

E-mail Address: adavidson@half.com

A copy of the annual report was submitted to the TCEQ Region: YES 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		BMPs have been met or progress has been made towards meeting the goals

Permittee is currently in compliance with recordkeeping and reporting requirements.	X	Report is being submitted for Year 4 2022
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X	The permittee meets the eligibility requirements
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X	The permittee reviewed the SWMP and no changes are necessary

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: Public Education, Outreach, and Involvement	City Employee Education	Yes, employee training was conducted for 5 employees during the onboarding process in 2022 for the new public works employees
1: Public Education, Outreach, and Involvement	Bulk Trash Pick Up	Yes, 4 bulk trash pick up events were held in March, May, August and October 2022
2: Illicit Discharge Detection and Elimination	Dry Weather Screening	Yes, routine dry weather inspections were completed in 2022
3: Construction Site Control	Site Inspection, Enforcement, and plan review	Yes, 4 Construction Plans were reviewed and 0 development over 1 acre were developed in 2022

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
4: Post-Construction Site Control	Stormwater Ordinance Modification	Yes, the construction ordinance was reviewed, and no changes were necessary this year
5: Pollution Prevention and Good Housekeeping	Employee Training	Yes, employee training was conducted for 5 employees during the onboarding process in 2022 for the new public works employees

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	Stormwater Management Web Page	Web Page	365	Days	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will eventually reduce litter, hence pollutants.
1 & 5	City Employee Education	Employees Trained	5	Employees	No. Though this BMP does not result in a direct reduction of pollutants, educating the employees will provide good housekeeping and help locate and eliminate illicit connections.

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	Public Comments	Public Comments	0	Public Comments	Yes, citizens can provide comments on locations of illicit discharges
1	Bulk Trash Pickup	Bulk Trash Pickup Events	4	Events	Yes, bulk trash is removed during the event and helps to minimize litter
1	Hazardous Waste Pickup	Hazardous Waste Events	1	Event	Yes, hazardous waste was removed during the event
2	Dry Weather Screening	Illicit Discharges	0	Illicit Discharges	Yes, illicit discharge elimination removes pollutants from the system
3	Site Plan Reviews	Site Plan Reviews	1	Reviews	Yes, site plan reviews ensure that future development will not result in discharge into the stream system.

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.
1.1 Stormwater Management Web Page	April Annually 2019-2023: Ensure that the Stormwater Management Webpage is operational. April Annually 2019-2023: Post the SWMP and annual reports as they are submitted to TCEQ on the City's Stormwater Management Webpage. Monthly 2019-2023: Feedback from business and general public regarding Richland Hill's stormwater program will be solicited via the web page.	Stormwater Website was operational for 100% of 2022 Feedback was solicited on the Richland Hills Webpage
1.2 Display SWMP and Annual Reports on Stormwater Web Page	April Annually 2019-2023: Post the SWMP and annual reports as they are submitted to TCEQ on the City's Stormwater Management Webpage	Annual report was posted for 2022 at https://www.richlandhills.com/220/Stormwater-Management
1.3 Storm Drain Stenciling	October annually 2019-2022: Inspect 20% of the 268 existing storm drain markers throughout the City.	Storm drain stencils were not inspected in 2022
1.4 City Employee Education	December Annually 2019-2023: Conduct employee education for 100% of public works employees during regularly scheduled staff meetings at a minimum of once per year.	5 new employees were onboarded in 2022. The employees were given stormwater training during onboarding. Brochures titled "How Do I Get Stormwater Permit Coverage for My Construction Site" are available for employees to review in the Public Works Department.
1.5 City Inspector Training	Annually 2019-2023: Provide a minimum of 8 hours of construction site erosion control training to 100% of new inspection employees within 6 months of employee's start date. Annually 2019-2023: Provide 100% of the inspectors with the opportunity to participate in construction site erosion control training at least once every two years.	No inspectors were certified this year

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
1.6 Public Comments	Monthly 2019-2023: Document 100% of comments and responses from the City's Citizen Online Request website.	1 comment was received on the City's Citizen Online Request website
1.7 Household Hazardous Waste Collection Events	October Annually 2019-2023: Provide one household hazardous waste collection event will be held annually for citizens to dispose of household hazardous waste correctly.	Household Hazardous Waste can be dropped off at the Environmental Collection Center (ECC) Thursday and Fridays.
1.8 Bulk Trash Pick Up	February, May, August, October Annually 2019-2023: Sponsor 4 bulk trash pickup events for Richland Hill's citizens to dispose of large items.	4 Bulk Trash events were held in May 14, 2022 (446 residents serviced), June 10, 2022, August 15, 2022, October 17
2.1 Dry Weather Screening	October Annually 2019-2023: Conduct visual dry weather screening inspection of 20% of outfalls in the MS4.	Drainage staff regularly inspect all drainage ways, outfalls. Routine inspection procedures were documented for the permit year.
2.2 Illicit Discharge Inspections	December Annually 2019-2023: Review ordinances to ensure the City is provided with the authority to inspect suspected sites of illicit connections or illegal dumping activities in accordance with TCEQ requirements. Monthly 2019-2023: Document 100% of complaints received and conduct inspections of 100% of illicit discharges	Ordinance was reviewed in 2022. No changes were made to the ordinance Routine inspection procedures were documented for the permit year. 0 illicit discharges were located during the permit year.
2.3 Elimination of Illicit Connections	December Annually 2019-2023: Review ordinances to ensure the City has the authority to require the elimination of illicit connections or illegal dumping activities in accordance with TCEQ requirements. Monthly 2019-2023: Document 100% of illicit discharges detected, and actions taken to eliminate the identified illicit connections.	Ordinance was reviewed in 2022. No changes were made to the ordinance 0 illicit discharges were eliminated in 2022

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
2.4 Storm Sewer Map	December Annually 2019-2023: Update map each calendar year to ensure that 100% of outfall locations are included.	0 storm drain outfalls were installed in 2022. The storm sewer map is updated annually by City's outsourced engineering consultants.
3.1 Site Inspection and Enforcement	December annually (2019-2023): Review and update the procedures, schedule, and construction site inspection checklist each calendar year. Implement and enforce the existing ordinance by conducting construction inspections on 100% of sites on a bimonthly basis during active construction.	0 construction sites were inspected in 2022. No development over 1 acre in size was developed in 2022.
3.2 Site Plan Review	Monthly 2019-2023: Require SWPPPs for 100% of construction projects greater than or equal to 1 acre. Review 100% of all construction project SWPPPs to ensure compliance with the City ordinance. Document 100% of SWPPPs reviewed by the City each calendar year.	4 site plans were reviewed in 2022. No development over 1 acre in size was developed in 2022.
3.3 Erosion and Sediment Control Program Review	Monthly 2019-2023: Review Erosion and Sediment Control Ordinance once per calendar year and revise as conditions warrant. Investigate 100% of potential violations of the current ordinance based on inspections and complaints	The ordinance was reviewed and found to be efficient. No changes were made to the ordinance this year.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
4.1 Inspection Process	December 2022: Research and develop procedures, schedule, and checklist for inspection of post-construction stormwater management control measures by December 2022. December annually 2022-2023: Develop an inventory of control measures requiring regular inspection by December 2022. Review and update the inventory each calendar year. Inspect 50% of control measures each calendar year. Take corrective action on problems found during inspections within two-weeks. Document 100% of inspections and corrective actions taken each calendar year.	Checklist for inspection of post-construction stormwater management controls was not used this year due to no developments
4.2 Land Use Plan	December Annually 2019-2023: Review 100% of the storm water ordinance to determine if the requirements for post-construction and re-development are adequately addressed.	The land use plan was revised and adopted in 2014 and continues to be in effect during the current permit year.
4.3 Stormwater Ordinance Modification	December annually 2019-2022: Enforce the current ordinance and enforcement mechanisms to provide corrective action or penalties for 100% of actionable violations each calendar year. Each calendar year review 100% of ordinances and update as state policy and local practices necessitate.	The City's construction ordinance was reviewed, and no changes were made this permit year.
4.4 Use of Pervious Surfaces	December annually 2019-2023: Require the installation of grassy swales and landscaped strips etc. in appropriate pervious areas for 100% of construction sites greater than or equal to 1 acre.	A guidance document for the use of pervious surfaces is kept on file by the City. No development over 1 acre in size for 2022
5.1 Street Sweeping	July annually 2019-2022: Street sweep 20% of major arterials, collectors, and residential streets each year.	Street sweeping was not performed this permit year.

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
5.2 Storm Sewer Cleaning	July annually 2019-2023: Continue 100% of inspections under current policy, procedures, and schedule. Review policy, procedures, and schedule. Revise as necessary each calendar year. Document 100% of inspection and follow-up action items if applicable.	Street/drainage crews monitor inlets & storm drains regularly clean as issues are found. Staff typically respond to complaints within two hours.
5.3 Employee Training	December 2019-2023: Train 100% of public works employees on implementing pollution prevention and good housekeep practices.	5 new employees were onboarded in 2022. The employees were given stormwater training during onboarding. Brochures titled "How Do I Get Stormwater Permit Coverage for My Construction Site" are available for employees to review in the Public Works Department.

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.?

- City provided four Bulk Trask Pick up events
- Hazardous Waste Pickup changed from one time a year to being available year round
- Drainage Staff regularly inspects all drainage ways and outfalls. Routine inspection procedures were documented for the permit year.
- Illicit discharges are inspected and corrected.
- Continued to utilize the inspection schedule and cleaned inlets as necessary.
- Cleaned other stormwater systems as needed in response to complaints or reported problems.

- Street/drainage crews monitor inlets and storm drains regularly. The storm drains are cleaned when issues are found. Storm drains are inspected and cleaned within two hours of a complaint.

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.
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. **NOT APPLICABLE**
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			

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		

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

Description of bacteria-focused BMP	Comments/Discussion
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	

E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1.2	Display SWMP and Annual Reports on Stormwater Management Web Page	Website Maintenance	Post the SWMP and Annual Report to the City's Stormwater Website
1.4	City Employee Education	Employee Training	Conduct stormwater training for Public Works employees and provide onboarding for new employees

MCM(s)	BMP	Stormwater Activity	Description/Comments
1.5	City Inspector Training	Inspector Training	Provide training opportunities for new and current employees
1.7	Household Hazardous Waste Collection Events	Household Hazardous Waste Pickup	Provide household hazardous waste pickup opportunities throughout the year.
1.8	Bulk Trash Pickup	4 Bulk Trash Pickups	Bulk trash pickups are scheduled for February, May, August, and October
5.1	Street Sweeping	Street Sweeping	Street sweeping will be performed if funding is available
5.2	Employee Training	Employee Stormwater Education	Conduct stormwater training for Public Works employees and provide onboarding for new employees

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)

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.).

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. [No Additional BMPs have been added](#)

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 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).

- 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: n/a Permittee: n/a

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):

Zero notices of intent; Zero site notices

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	N/A


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): Candice Edmondson Title: City Manager

Signature:  Date: 3-17-2023

Name of MS4 City of Richland Hills, Texas

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.