

## Los Angeles County Municipal Storm Water Permit (Order 01-182)

## Individual Annual Report Form

## Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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Reporting Year 2010-2011

## I. Program Management

- A. Permittee Name: City of South Gate
- B. Permittee Program Supervisor: Mohammad Mostahkami  
 Title: Director of Public Works/City Engineer  
 Address: 8650 California Boulevard  
 City: South Gate Zip Code: 90280  
 Phone: 323 563-9582 Fax: 323-563-9572
- C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The Department of Public Works is the lead department for the implementation of the NPDES program. The City's stormwater consultant visits City Hall on a weekly basis to ensure smooth operations of the stormwater program and to facilitate the interfacing of city departments. Employees are trained a minimum of once per year to educate them on stormwater related topics. This training helps to increase awareness among city staff, and improve coordination between the various City departments. The SQMP has been developed and is available for reference to all City departments at Public Works.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Public Works	1
2. Industrial/Commercial Inspections	Public Works	1
3. Construction Permits/Inspections	Building	1
4. IC/ID Inspections	Public Works	1
5. Street sweeping	Public Works	4
6. Catch Basin Cleaning	Public Works	1
7. Spill Response	Public Works	1-4
8. Development Planning (project/SUSMP review and approval)	Public Works	1
9. Trash Collection	Public Works-contractor	1

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## D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

Ongoing training throughout the year via staff meetings, formal and informal training and instructional sessions provide information to the necessary personnel. The most recent training sessions were held on 5/24/11 and 6/22/11.

## E. Budget Summary

1. Does your municipality have a storm water utility? Yes  No

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

Sewer Fund  
Storm water inspection fees  
Storm water plan review fees

2. Are the existing financial resources sufficient to accomplish all required activities? Yes  No

Resources have been sufficient to date.

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

Installation of 497 ARS (retractable screens) and 680 CPS full-capture inserts in City and County-owned catch basins. Grant funding of \$837,000.

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TABLE 2

Program Element	Expenditures in Fiscal Year 2010-2011	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	\$18,477	\$100,500
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	\$6,442	\$80,500
3. Industrial/Commercial inspection/ site visit activities	\$0	\$95,200
4. Development Planning	\$11,643	\$97,650
5. Development Construction a. Construction inspections	Included above	Included above
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Capital costs (Atlantic ave) f. Other (GIASP sites)	\$22,275 \$1,168,306 \$40,000 \$3,268,000 \$90,000 \$5,275	\$242,275 \$3,694,000 \$344,000 \$19,768,000 \$240,000 \$17,750
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	\$3,896.00	\$63,900
8. Monitoring	Primarily by LA County \$5,000 (est) for CMP	U U
9. Other TMDL (admin/reports/etc) Install Trash Capture inserts	\$16,282 \$837,000	U
10. TOTAL	>\$4 mil	>\$24 mil

List any supplemental dedicated budgets for the above categories:

None

List any activities that have been contracted out to consultants/other agencies:

A consultant has been retained to assist the City in implementing the various elements of the NPDES program including: administration, plan review, inspections, investigations and public outreach.

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**II. Receiving Water Limitations (Part 2)**

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes  No
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes  No
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
  2. A plan to comply with the RWL (Permit, Part 2);
  3. Changes to the SQMP to eliminate water quality exceedances;
  4. Enhanced monitoring to demonstrate compliance; and
  5. Results of implementation.

**III. SQMP Implementation (Part 3)**

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes  No
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes  No
- C. Describe the status of developing a local SQMP in the box below.

The City follows the existing countywide models and continues to revise, upgrade and tailor the program as needed to meet the City's characteristics and achieve the goals of the NPDES program.

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

All city owned catch basins have a screen or basket insert installed.

- E. Watershed Management Committees (WMCs)

1. Which WMC are you in? Los Angeles River Watershed
2. Who is your designated representative to the WMC? John L. Hunter and Associates
3. How many WMC meetings did you participate in last year? All
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The WMC meetings provide a forum to discuss topics relevant to stormwater. Items addressed during the meetings are discussed when deemed applicable.

5. Attach any comments or suggestions regarding your WMC. None at this time.

- F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes  No

If not, describe the status of adopting such an ordinance.

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2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes  No

If not, please attach a copy to this Report.

3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes  No

If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

None at this time

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

None at this time

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IV. Special Provisions (Part 4)

A. Public Information and Participation (Part 4.B)

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

a) How many storm drain inlets does your agency own? 64

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 0

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 64

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A

d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? No City owned creeks, open channels, or water bodies.

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

N/A

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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes  No
- b) If so, what is the number? N/A
- c) Is this information listed in the government pages of the telephone book? N/A Yes  No
- d) If no, is your agency coordinated with the countywide hotline? Yes  No
- e) Do you keep record of the number of calls received and how they were responded to? Yes  No
- f) How many calls were received in the last fiscal year?

County maintains these records.

- g) Describe the process used to respond to hotline calls.

No calls from the County hotline were received this reporting period, When they are, the procedure is generally: County refers calls to the city and an inspector responds within 24 hours. An investigation is opened when an illicit connection or discharge is observed, or evidence of a past event is found.

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes  No
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the [www.888CleanLA.com](http://www.888CleanLA.com) web site (Principal Permittee only)? N/A Yes  No   
If not, when is this scheduled to occur?

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

Not applicable

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- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes  No

How many Public Outreach Strategy meetings did your agency participate in last year? 4

Explain why your agency did not attend any or all of the organized meetings.

All were attended.

Identify specific improvements to your storm water education program as a result of these meetings:

The City took the opportunity to request collaterals the county produced for the program.

List suggestions to increase the usefulness of quarterly meetings:

No suggestions at this time.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

Not applicable

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- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media?

More than 90,000 impressions were made via city newspaper (South Gate Vista), local trade publication (PennySaver) and bill inserts.

- d) Describe efforts your agency made to educate local schools on storm water pollution.

The city reached to all schools during the earth day month (April) with a mailer offering educational materials and encourage schools to be more environmentally concerned.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes  No   
If not, explain why.

All schools were contacted regarding the city's earth day event. Schools were encouraged to participate and request materials.

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

Not applicable

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

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- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

Not applicable

If no target has been developed, explain why and describe the status of developing a target.

Not applicable

What is the status of meeting the target by the end of Year 5?

Not applicable

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes  No
- c) Did your agency help distribute pollutant-specific materials in your city? Yes  No

The city distributed educational materials to the general public and businesses through: partnership programs with businesses, community groups, direct mailing to business owners and displays at the city hall and local events. Local animal hospitals and pet related businesses are part of the pollutant specific outreach venues for material distribution. Pet waste tip cards and environmental programs calendars were provided for display. Local schools and libraries were visited and provided with calendars and bookmarks during the same time.

The stormwater program also partners with the city's used oil program to host filter recycling event and to encourage oil recycling.

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- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

The City continues to reach to the general public through the use of partnership programs with businesses and community groups, direct mail to business owners and displays at the City Hall and local events. In addition, various stormwater BMP brochures to contractors were restocked at the City's Building & Planning Department. Local animal hospitals and related businesses are part of the pollutant specific outreach venues for material distribution.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

Not applicable

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? N/A

- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? N/A

- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)?

South Gate continues to implement its restaurant outreach campaign on an annual basis. The campaign consists of annual outreach to all restaurant owners through a mailer that targets all restaurants with an emphasis on sidewalk, patio and parking lot cleaning and maintenance. More than 100 restaurants were reached with bi-lingual brochures during this reporting period.

Yes  No

If not, describe measures that will be taken to fully implement this requirement.

Not applicable

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- e) Has your agency developed and/or implemented a Business Assistance Program? Yes  No   
 If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

In order to keep businesses informed about the stormwater requirements, "A Business Guide to Stormwater Pollution Prevention" brochures were made available at the city hall counter and hand out during regular educational visit.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes  No   
 How many media outlets were contacted? Not applicable  
 Which newspapers or radio stations ran them?

The NPDES program partnered with City's recycling programs to promote stormwater pollution prevention message in the City's quarterly newspaper "South Gate Vista" which was published in both English and Spanish.

Who was the audience?

General public, students, and businesses.

7. Did you supplement the County's media purchase by funding additional media buys? Yes  No   
 Estimated dollar value/in-kind contribution: N/A  
 Type of media purchased: N/A  
 Frequency of the buys: N/A  
 Did another agency help with the purchase? N/A Yes  No

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes  No

If so, describe the type of advertising.

Through a partnership with local businesses, a Point-of-Purchase program was developed where materials such as general stormwater brochures have been distributed to customers. Calendars were developed with the recycling programs and distributed to the City Hall, city library, Certified Centers, POP businesses and other locations around the City. The City also works within the business licensing unit to distribute materials to all new businesses and those that are renewing their business licenses.

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9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes  No

Describe the materials that were distributed:

Stormwater/Recycling Programs Calendars, bookmarks, fliers, brochures, activity books, tip cards and promotional items.

Who were the key partners? Library, City's used oil/ beverage container recycling programs.

Who was the audience (businesses, schools, etc.)?

Residents, students, library goers and event attendees.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes  No

How many events did you attend? 3

Family Day in the Park (10/9/10), Used oil filter exchange event (3/5/11), HHW Roundup Event (4/16/11)

11. Does your agency have a website that provides storm water pollution prevention information? Yes  No

If so, what is the address? The web content has been updated and is under review.

12. Has awareness increased in your community regarding storm water pollution? Yes  No

Do you feel that behaviors have changed? Yes  No

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

No scientifically based survey has been conducted; however, while out at events, the overall understanding and the awareness of the program from the general public was high.

13. How would you modify the storm water public education program to improve it on the City or County level?

No modifications recommended at this time.

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B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes

No

Comments/Explanation/Conclusion:

The Critical Sources Inventory database is updated in two ways:

1. Annually during each inspection cycle from the business license database, and
2. On an ongoing basis by inspectors in the field who add new businesses to the critical sources inventory as they are observed, and delete locations that are no longer in business.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)* Cycle Previously Completed	Total number since permit adoption
Landfill	1	*0	*N/A	5
Restaurant	180	*0	*N/A	387
Automotive	200	*0	*N/A	512
Ind/Comm	307	*0	*N/A	510

Comments/Explanation/Conclusion:

\*100% of all priority sites have been inspected, twice during the permit cycle. The required site inspections for the permit cycle were completed before December 12, 2006. All critical sources will be inspected at the beginning of the next permit or if deemed necessary. The Critical Sources Inventory is a fluid document whose numbers change as businesses move in and out of the City, or SIC codes that are unreported or incorrectly reported are entered into the proper category.

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3. BMP's Implementation

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills	0	N/A	N/A	N/A	2	2	100%	0	3	0
Restaurant	0	N/A	N/A	N/A	201	159	79%	40	326	59
Automotive Services	0	N/A	N/A	N/A	246	166	67%	79	397	116
Ind/Comm	0	N/A	N/A	N/A	285	227	80%	57	494	82

Comments/Explanation/Conclusion:

The City continues to see a high level of compliance with NPDES regulations, and expects to see this cooperation continue to increase as facilities become more comfortable with incorporating BMP's into their daily operating procedures.

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year*	Number of facilities (re)inspected due to enforcement actions in current reporting cycle*	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Verbal Warnings	N/A	130	0*	11*	N/A	130	201
NOV	N/A	31	N/A	28	N/A	28	41

\* Facilities that require minor corrections generally come into compliance while the inspector is onsite; therefore, no reinspection is necessary.

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Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other: Verbal Warnings
Landfills	0	N/A	0	N/A
Restaurant	0	N/A	0	N/A
Automotive Services	0	N/A	0	N/A
Ind/Comm	0	N/A	0	N/A
Comments/Explanation/Conclusion:		Our inspectors work with businesses to bring them into compliance using friendly, non-threatening methods. Only when these methods do not bring about the desired results is a formal enforcement action begun.		

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective

Somewhat Effective

Non-effective

Comments/Explanation/Conclusion:

The overall understanding and support has increased since the start of the program. Business owners, managers and staff are quick to understand the need for their compliance and the reasons for the requirement.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities. The City is ready to do this, once a recipient is designated by the Board.

Los Angeles County has informed us they are not accepting this information at this time.

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes  No

Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year. Form P1 (attached) is used as an initial step in this process.

2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
- a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes  No
  - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes  No
  - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes  No
  - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes  No

3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

- Infiltration Trench: 3
- Stenciling/Signage: 4

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

This activity is to be implemented by Los Angeles County.

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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes  No

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

Priority projects proposed to the Community Development Department are referred to the Engineering Department for review of SUSMP criteria. Permits will not be issued prior to the storm water approval.

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

- |   |   |
|---|---|
| a) Residential  | 1 |
| b) Commercial   | 0 |
| c) Industrial   | 0 |
| d) Automotive Service Facilities  | 0 |
| e) Retail Gasoline Outlets  | 0 |
| f) Restaurants  | 0 |
| g) Parking Lots   | 1 |
| h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | 0 |
| i) Total number of permits issued to priority projects  | 2 |

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 1%

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

Already accomplished.

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10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 0-1
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes  No
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes  No

If no, provide an explanation and an expected date of completion.

N/A

13. Did your agency update any of the following General Plan elements in the past year?
- a) Land Use Yes  No
  - b) Housing Yes  No
  - c) Conservation Yes  No
  - d) Open Space Yes  No

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

N/A

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14. How many targeted staff were trained last year? 57
15. How many targeted staff are trained annually? 55-65
16. What percentage of total staff are trained annually? 90-100%
17. Has your agency developed and made available development planning guidelines? Yes  No
18. If no, what is the expected date that guidelines will be developed and available to developers? N/A
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

Los Angeles County has been tasked with completion of the technical siting manual. Upon adoption and release to co-permittees, the City will implement its use.

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D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

Contractors are required to submit a plan with the appropriate BMP's listed. Projects that are 1 acre or more must submit a Storm Water Pollution Prevention Plan (SWPPP).

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes  No
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes  No
- c) Is located in a hillside area Yes  No

3. Attach one example of a local SWPPP

A template (L)SWPPP was attached in the FY 04-05 report.  
Completed documents can be reviewed at the City.

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

Proof of an NOI submittal or a WDID number must be available before any permits are issued.

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- 5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 0
- 6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 0
- 7. How many building/grading permits were issued to construction site less than one acre in size last year? 869
- 8. How many construction sites were inspected during the last wet season? 430
- 9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	2	2	1	0
Off-site discharge of other pollutants	3	6	6	1
No or inadequate SWPPP	0	0	0	0
Inadequate BMP/SWPPP implementation	0	0	0	0

\*Most violations were immediately corrected in the field.

- 10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

For minor corrections, a verbal warning is given with an order to correct the offense. For more significant violations, a written notice is issued and follow-up inspections are conducted. If the written notice of violation is not addressed within the required time frame, the work may be stopped by a suspension of work order.

- 11. Describe the system that your agency uses to track the issuance of grading permits.

Grading Plans for projects 1 acre or greater are forwarded to Public Works for entry onto NPDES database.

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E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention  
(only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes  No
- b) How many sanitary sewer overflows occurred within your jurisdiction? 0
- c) How many did your agency respond to? N/A
- d) Did your agency investigate all complaints received? Yes  No
- e) How many complaints were received? 0
- f) Upon notification, did your agency immediately respond to overflows by containment? N/A Yes  No
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? N/A Yes  No
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes  No

If so, describe the program:

City sewer lines are regularly cleaned and maintained by routine inspections and video taping as needed. All sewage spills are responded to immediately. Furthermore, the city has implemented an Industrial Waste Inspection Program in order to further reduce the likelihood of a sewer blockage.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes  No

If so, describe the program:

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Standard Operating Procedures ensures that all sanitary sewers are monitored and repaired to prevent leakage. In addition, any suspicious situations are monitored and video taped.

The City has an aggressive program of sewer vacuuming, cleaning and installation of new sewer linings.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit? N/A %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

No public construction projects over 5 acre.

- c) What is the total number of active public construction sites? (CIP Projects) 2  
 How many were 5 acres or greater in size? 0
- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? This is standard procedure. Yes  No

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes  No

A PPP was prepared in a previous reporting cycle for the City Yard and Salt Lake Transfer Station. They are reviewed on a regular basis, and changes are made as necessary.

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b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

The above listed BMP's are routinely implemented through training of the appropriate personnel. The PPP provides guidelines to perform Good Housekeeping practices at all city owned facilities to control illicit discharges.

c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes  No   
 If not, what is the status of implementing this requirement?

N/A

d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? None - Yard and transfer station are already properly equipped with a clarifier.

4. Landscape and Recreational Facilities Management

a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers? Yes  No   
 Briefly describe this protocol:

Where applicable City employees are trained on how to properly apply pesticides, fertilizers, and herbicides to minimize runoff and exposure to storm water. Employees are also trained in proper disposal methods.

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- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

All pesticides and fertilizers are applied by a certified contractor.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of? Yes  No
- If so, list them:

N/A

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? 100%

- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

Standard BMP's are used to encourage the retention and planting of native vegetation. This in turn will reduce water, fertilizer, and pesticide needs.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes  No

- b) How many of each designation exist in your jurisdiction?

Priority A:

Priority B:

Priority C:

All City catch basins have been retrofitted with screens and inserts and are Priority C. See item "i" below for cleaning details.

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c) Is your city subject to a trash TMDL? Yes  No

d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

All City owned catch basins are now fitted with either screens or basket style inserts to prevent trash from entering the storm drain system.

e) How many times were all Priority A basins cleaned last year? 4

f) How many times were all Priority B basins cleaned last year? 2

g) How many times were all Priority C basins cleaned last year? 1

h) How much total waste was collected in tons from catch basin clean-outs last year? City has installed full capture inserts on all city own catch basins.

i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year. The city contracts with LA County for catch basin cleaning, and they maintain all records. City owned catch basins have screens or inserts. City catch basins are clean out by a stormwater contractor. Cleaning and classification reports are available at the City yard.

j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. N/A, the City is under a trash TMDL and this specific BMP is not required. Yes  No

k) How many new trash receptacles were installed last year? 2

l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:

(1) Provide for the proper management of trash and litter generated from the event? Yes  No

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(2) Arrange for temporary screens to be placed on catch basins?

Majority of events are along Tweedy Blvd where most of the city's screened catch basins are located.

Yes  No

(3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain?

Yes  No

m) Did your agency inspect the legibility of the catch basin stencil or labels?

Yes  No

What percentage of stencils were legible?

100%

n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection?

Yes  No

o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? N/A - No city owned open channels.

Yes  No

Is the prioritization attached? N/A

Yes  No

p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality?

Yes  No

What changes have been made?

No changes in the present procedures were deemed necessary.

q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? N/A

Yes  No

r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

When City crews are needed to clean catch basins, standard BMPs are used to minimize the discharge of contaminants.

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s) Where is removed material disposed of?

In the event that City crews are used, debris is temporarily held at the City Yard or Salt Lake Transfer Station, pending disposal at a sanitary landfill.

6. Streets and Roads Maintenance

a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:

(1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes  No

(2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes  No

(3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes  No

b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

(1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes  No

(2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes  No

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes  No

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- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes  No
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes  No
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes  No
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes  No
- (2) Identify and select appropriate BMPs? Yes  No

## 7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes  No
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes  No   
How many? N/A

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8. Public Industrial Activities Management
- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes  No
- b) Does your agency serve a population of less than 100,000 people? Yes  No
9. Emergency Procedures
- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? *N/A, No true emergencies in the past year.* Yes  No
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? *N/A* Yes  No
10. Feasibility Study
- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes  No
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? *The City cooperated with the County in developing this list. No potential diversion candidates were identified within the City.* Yes  No

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- F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)
1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
  2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

L. A. County has taken the lead in mapping IC/ID. All required data was submitted to Los Angeles County as requested in January 2011.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

During routine site inspections, an attempt to identify illicit connections and illicit discharges is made. Routine surveillance is conducted in selected areas during wet and dry weather conditions to identify potential violations. Upon identification of illicit discharge or illicit waste, the responsible party is given thirty days to provide a written description of all best management practices they will implement to prevent future discharges into the storm drain system. Records of such events are kept in an electronic database and evaluated for three months.

4. Describe your record keeping system to document all illicit connections and discharges.

An electronic database is maintained to record all illicit connections and discharges. Each record consists of background information, witness information, a completed report, pictures, and follow-up schedule. Investigation is considered closed after three months if no discharge is observed after the initial violation.

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- 5. What is the total length of open channel that your agency owns and operates? N/A
- 6. What length was screened last year for illicit connections? N/A
- 7. What is the total length of closed storm drain that your agency owns and operates? 2.46 miles
- 8. What length was screened last year for illicit connections? 0.44 mile

9. Describe the method used to screen your storm drains.

Closed circuit television.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	N/A	N/A	N/A	N/A	N/A
02/03	0	0	N/A	N/A	N/A	N/A	N/A
03/04	0	0	N/A	N/A	N/A	N/A	N/A
04/05	0	0	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	0	0	0	0	0	0	0
08/09	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0
10/11	0	0	0	0	0	0	0

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11. Explain any *other* actions that occurred in the last year.

None

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported? **24 hours or less**

a) Were all identified connections terminated within 180 days? Yes  No

b) If not, explain why.

N/A, no illicit connections were identified this fiscal year.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	12	12	0	0	0	0	0
02/03	6	6	0	0	0	0	5
03/04	13	10	0	3	0	0	10
04/05	7	6	1	0	0	0	1
05/06	9	9	0	0	0	0	9
06/07	9	8	0	0	0	0	9
07/08	9	2	0	7	0	0	2
08/09	11	5	0	0	0	0	6
09/10	9	5	0	5	0	0	5
10/11	8	6	0	1	1	0	6

14. What is the average response time after an illicit discharge is reported? **Within 24 hours**

a) Did any response times exceed 72 hours? Yes  No

b) If yes, explain why.

N/A

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15. Describe the your agency's spill response procedures.

Once the spill is reported, an inspector is dispatched to perform an investigation. The inspector will then determine if further agencies or actions are required (i.e. Hazardous Materials Unit, Vacuum Trucks, etc...). Once the spill is controlled and contained, appropriate cleaning measures are taken. The responsible party is issued a Notice of Violation and follow up inspections are conducted if necessary.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

No changes are deemed necessary at this time.

17. Attach a list of all permitted connections to your storm sewer system.

The city does not issue permits for connections to the MS4 and therefore does not have a list of "permitted" connections.

**V. Monitoring**

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

Los Angeles County and City perform monitoring for water quality.

**VI. Assessment of Program Effectiveness**

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:

1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;

The City continuously meets requirements stated by the permit.

2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program

The City's Stormwater Consultant meets weekly with the staff to review current and future tasks, and to discuss the effectiveness of the program.

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3. A summary of the strengths and weaknesses of your agency's storm water management program

The City continuously reviews and revises their strategy on the implementation process to ensure that all elements of the NPDES program are sufficiently executed.

4. A list of specific program highlights and accomplishments

The City invests a great deal of time and energy into public education and partnering with their used oil recycling and beverage container recycling programs to bring about an awareness of the "big picture" as it relates to pollution prevention. There has been an excellent response and cooperation from the public in doing their part to prevent stormwater pollution.

5. A description of water quality improvements or degradation in your watershed over the past fiscal year

All water quality monitoring is performed by the County of Los Angeles.

6. Interagency coordination between cities to improve the storm water management program

The City maintains a good relationship with adjacent cities to further all of their stormwater programs, and effectively maintain stormwater quality.

7. Future plans to improve your agency's storm water management program

The storm water management program is continuously evaluated and improvements are made as needed.

8. Suggestions to improve the effectiveness of your program or the County model programs.

None at this time.

- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.

10

- C. List any suggestions your agency has for improving program reporting and assessment.

Continue web based reporting. Continue to simplify the reporting process to remove redundancies.