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 *Do not leave any of the sections blank.*
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:

SECTION	PAGE
I. Program Management	**2-4**
II. Receiving Water Limitations	**5**
III. SQMP Implementation	**5-7**
IV. Special Provisions	**8**
IV.A. Public Information and Participation Program	**8-14**
IV.B. Industrial/Commercial Facilities Program	**15-17**
IV.C. Development Planning Program	**18-21**
IV.D. Development Construction Program	**22-23**
IV.E. Public Agency Activities Program	**24-33**
IV.F. IC/ID Elimination Program	**34-37**
V. Monitoring	**38**
VI. Assessment of Program Effectiveness	**38**
VII. Certification	**39**

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

Reporting Year 2010- 2011

I. Program Management

A. Permittee Name: CITY OF AGOURA HILLS

B. Permittee Program Supervisor: Ramiro Adeva

Title: City Engineer
Address: 30001 Ladyface Court
City: Agoura Hills Zip Code: 93001
Phone: (818) 597-7329 Fax: (818) 597-7352

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.

All storm water program coordination is initiated by Agoura Hills' Public Works Department. Training and education resources regarding NPDES issues and requirements are provided via Public Works. Building & Safety staff is utilized to identify potential storm water violations at project sites under there supervision, while the Public Works Department's inspection team does a citywide project site inspection. Public Works staff then completes all follow-up inspections. Storm water record-keeping regarding development and redevelopment projects is constantly updated using Planning Department computer files geared to track the status of development projects in the City.

TABLE 1 - Program Management

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

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

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.

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.

General fund money.

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☒
While limited resources have been sufficient to date, the City believes that some of the NPDES Permit requirements constitute unfunded state mandates and is currently participating in a proceeding before the State Commission on Mandates to obtain additional funding needed to ensure continuation of permit compliance work.

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.

Prop 13 Grant for Monitoring and Modeling Program

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

TABLE 2

Program Element	Expenditures in Previous Fiscal Year	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	$21,036.63	$45,000
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	$8,111.25 $0 $575 $1,000	$12,000
3. Industrial/Commercial inspection/ site visit activities	$7,435.40	$7,500
4. Development Planning	$360	$500
5. Development Construction a. Construction inspections	$1821.25	$2,000
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 f. Other	$91,745.00 $87,202.29 $15,490.66 $7,836.75 $500.00 $19,408.89	$92,000 $85,000 $15,500 $7,800 $500 $20,000
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	$405	$750
8. Monitoring	$49,692.86	$75,000
9. Other (Recycling program, etc.)	$67,097	$150,000
10. TOTAL	$379,718	$513,550

List any supplemental dedicated budgets for the above categories:

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

1. Storm Drain Maintenance
2. Sewer Maintenance
3. Trash Collection/Recycling Administration
4. Irrigation/Landscaping Maintenance
5. Road Maintenance
8. Watershed Consultant - Willdan
9. City Hall Catch Basin Maint.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

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 complies with all requirements as outlined in the County SQMP. However, the Malibu Creek Watershed cities have worked to prepare the Integrated Total Maximum Daily Load Implementation Plan for the Malibu Creek Watershed, which has been submitted to the Regional Board for approval.

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.

1. Proactive effort to purchase open land to ensure no development.
2. Employed the services of California Highway Adoption for once monthly trash pick-up on city streets and the highway corridor.
3. Installed a Quantum Ozone unit to reduce bacteria loading and other constituents in the watershed.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? Malibu Creek Watershed

2. Who is your designated representative to the WMC? Kelly Fisher

3. How many WMC meetings did you participate in last year? 11

4. Describe specific improvements to your storm water management program as a result of WMC meetings.

For FY09/10 City Management made the decision to bring a majority of the NPDES permit program management in-house. The consultant team assisting the City in prior years still provides assistance when needed, however having the WMC monthly meetings has been an extreme advantage through the transition. In effect, the WMC has made the City's storm water management programs stronger. As stated in prior reports, the WMC meets officially on a quarterly basis, but the core group also meets monthly with the TMDL working group. Our agencies have enjoyed extensive collaboration on joint watershed projects such as support riparian enhancement projects with water quality benefits, public outreach activities, monitoring projects, and exchanging lessons learned or recommendations on BMPs such as trash separators.

5. Attach any comments or suggestions regarding your WMC.

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.

N/A

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

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

None

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? 63

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 643

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 643

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? 0

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

“No Dumping” signs (with Penal Code included) were installed by the County on behalf of the City.

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? 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?
Information is unobtainable from 888-CleanLA due to complications in the identification and breakdown of incoming calls per municipal boundary.

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

Caller is prompted to classify the issue of concern using keypad. If additional info is needed, they are directed to the receptionist who forwards them to the local recycling coordinator.

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 web site (*Principal Permittee only)?* *N/A* Yes ☐ No ☐

If not, when is this scheduled to occur? N/A

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)*

N/A

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? 3

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

We coordinate representation at the Public Outreach Strategy meetings through our Watershed Management Committee. One representative from the WMC attends the meetings, taking ideas/suggestions from the WMC forum and then reported back to the WMC on what happened at the meeting.

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

The Public Outreach Strategy meetings provide a forum for the County to share their outreach activities, and make their already developed advertising materials available to the Cities for use in their specific programs. This allows the sharing of resources that otherwise would not be available to individual city programs because of costs.

List suggestions to increase the usefulness of quarterly meetings:

No suggestions.

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

N/A

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? Greater than 100,000

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

Coordinated with LA County school education programs, and held a Planet Expo Day event.

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.

N/A

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).*

N/A

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

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

N/A

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

N/A

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

N/A

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 ☐

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

1. We maintain our webpage by adding links to environmental websites, added PSAs, and educational items.
2. Aired the Agoura Hills, Westlake, Calabasas, and LVMWD in the Watershed Stewardship Project video.
3. Articles on ozone appeared in the Fall 2009 League of Cities PW Officers newsletter, Ventura Star, and Acorn.
4. Doubling Street Sweeping article appeared in Ventura County Star.
5. Handed out campaign materials and Living Lightly in the Watershed books at the City Walk (concerts in the park).
6. Sent out mailers to each business and resident to let them know about increased street sweeping and asking they not park.

5. Businesses Program

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

N/A

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)*? Yes ☐ No ☐

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

N/A

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.

N/A

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐

How many media outlets were contacted? 2

Which newspapers or radio stations ran them?

Ventura County Star, and the Acorn.

Who was the audience?

Malibu Creek Watershed residences and businesses.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐

Estimated dollar value/in-kind contribution: $2,911.35

Type of media purchased: Promotional items

Frequency of the buys: Annual

Did another agency help with the purchase? 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.

N/A

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

Describe the materials that were distributed:

"Living Lightly Guide" Booklets, Additional placement of "Mutt-Mitts" on area dog walking routes, Distribution on LA County educational material at community events such as "Planet Expo Day".

City Walk was held during a Concert In the Parks series. Various educational materials were handed out.

Who were the key partners? LA County, Local HOAs, other MCW agencies and non-profits such as the Resource Conservation District of the Santa Monica Mountains, Cornell Preservation Organization

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

All members of the watershed

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

How many events did you attend? 2

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

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

    If so, what is the address? www.ci.agoura-hills.ca.us

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.

For the eigth consecutive year, hundreds of pollutant-specific handouts were distributed at the City Hall counter. There were fewer storm water violations at construction sites again this year. In general, there seems to be a higher awareness of water quality requirements among the residents as well as the construction community.

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

Increase messages at public gatherings, e.g. movie previews, sporting events, DMV's. Make it a mandatory part of school science curriculum, including homework requiring parental/adult participation.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

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: City has contracted with LA County Environmental Programs Division to conduct inspections. The first and second inspections were completed before their respective permit deadlines.

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)	Total number since permit adoption
Landfills	0	0	-	0
TSDF	0	0	-	0
Retail Gasoline Outlets	10 (10)	0	100%	20
Restaurants	3 (3)	0	100%	6
Automotive Services	20 (19)	0	100%	39
Cleaners	10 (3)	0	100%	13
Comments/Explanation/Conclusion:			None	

3. BMPs 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	-	0	0	0	-	0	0	0
TSDF	0	N/A	-	0	0	0	-	0	0	0
Retail Gasoline Outlets	0	N/A	-	0	10	10	100%	10	10	0
Restaurants	0	N/A	-	0	3	3	100%	3	3	0
Automotive Services	0	N/A	-	0	19	19	100%	20	20	0
Cleaners	0	N/A	-	0	3	3	100%	10	10	0

Comments/Explanation/Conclusion: City contracted with LA County to complete first round and second round inspections by their respective deadlines. During the 03-04 fiscal year all 46 facilities inspected by the County achieved 100% BMP compliance. LA County completed the second series of inspections during the 2006-2007 fiscal year. It included 37 facilities, all of which achieved 100% BMP compliance during the inspection process.

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

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)
0	0	0	0	0	0	0	0

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
0	0	0	0	0

Comments/Explanation/Conclusion:	No enforcement actions required this past year. Initial violators were compliant by the follow-up inspection.

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:	It has been advised by the County that follow-up inspections and the threat of fines cause immediate corrective actions by the violator in most instances. In this respect, it can be concluded that the program causes awareness amongst the Industrial/Commercial facility community.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

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.

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.

Catch Basin Inserts: 5
Preservation of undeveloped land: 0
Directing runoff to landscaped areas: 1
Velocity Reduction Devices for erosion control: 3
Covered Trash Enclosures: 5
Pervious Pavement: 2
Vegetated Swales: 1

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

LA County is conducting a study on behalf of the City to meet this requirement. The City intends on providing any support to the County when needed. The City implements a limit on percent impervious for new development projects and certain redevelopment projects.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

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.

Through a development's Conditions of Approval, the applicant is required to prepare a SUSMP that identifies pollutants specific to the project, and to determine/recommend solutions to the pollutants of concern. The proposed SUSMP is then reviewed and approved by the Public Works Department, and brought to the Planning Commission for review and approval.

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

a)	Residential	2
b)	Commercial	1
c)	Industrial	0
d)	Automotive Service Facilities	0
e)	Retail Gasoline Outlets	0
f)	Restaurants	0
g)	Parking Lots	0
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	1

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 75% (3 out of 4)

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?

Projects are conditioned through the Development Review Committee from which the new requirements are implemented along with the reduced threshold. Every permittee that applies for a building permit is subject to the reduced threshold of 1 acre.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? U

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

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. How many targeted staff were trained last year? 19

15. How many targeted staff are trained annually? 19

16. What percentage of total staff are trained annually? 54%

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?

This was completed by Los Angeles County and submitted to the Regional Board for approval.

D. Development Construction Program

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

All projects are required to have an approved Local Stormwater Pollution Prevention Plan (LSWPPP). Public Works approves the submitted plan and is checked against California Best Management Practices Handbook and County Model Programs. Letters are sent out annually in September to all building and grading permit holders notifying them of the upcoming rainy season and to address their stormwater requirements. Inspectors routinely check for compliance, and special inspections are performed before and after each rainy season to assure proper BMP installation and maintenance.

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

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?

Formal Conditions of Approval are prepared by the Public Works Department requiring the applicant to prepare a SWPPP for those projects that meet the criteria. These conditions are reviewed and approved by the Planning Commission. The SWPPP and NOI/WDID are required prior to issuance of a grading permit.

5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 14

6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 1

7. How many building/grading permits were issued to construction site less than one acre in size last year? 12

8. How many construction sites were inspected during the last wet season? 6

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	0	0	0	0
Off-site discharge of other pollutants	0	0	0	0
No or inadequate SWPPP	1	17	1	0
Inadequate BMP/SWPPP implementation	1	17	1	0

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

City inspectors report all possible violations to City Storm Water Coordinator. Coordinator determines if violation is valid. If so, notice of violation is issued, and follow-up inspection is scheduled. Second violation notice issued if necessary. After second violation inspection, refer to the Regional Board if not promptly addressed. Regional Board involvement has not been required thus far.

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

We use Energov tracking software. It is a complex system, which may only be modified by programmers from the software developer. HdL offers limited ability in regards to tracking for storm water issues. The City is working towards integrating Energov with the City's GIS system.

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? 0

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? Yes ☒ No ☐

g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? 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:

The sanitary sewer lines owned by the City are maintained by the County under the Consolidated Sewer Maintenance District agreement. Due to proximity of County crews it may take upto 2 hours for emergency response and containment to be employed. The City has established an unformal agreement with Las Virgenes Municipal Water District to provide assistance in the event that County crews are not immediately available. The City is also underway in developing a Sanitary Sewer Management Plan that is goaled to eliminate preventable overflows.

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:

The City of Agoura Hills contracts these services to LA County under the Consolidated Sewer Maintenance District program. The City is from the Las Virgenes Municipal Water District and LA County.

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 ? 100 %

b) Give an explanation for any sites greater than 5 acres that were not covered:

N/A

c) What is the total number of active public construction sites? 1

How many were 5 acres or greater in size? 1

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? 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 ☒

We do not have such facilities. We contract to LA County for the use of their maintenance crews and yards.

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

We have no vehicle maintenance/material storage facilities/corp. yards. We contract to the County for all services offered by these facilities. The City does take care of maintaining landscape and park areas. Strict inspection and observation help prevent from pesticides and fertilizers from polluting. Adjustment of irrigation clocks produces irrigation error reports to allow for timely corrections to over-watering problems. We rely on City inspectors and the public to report illicit discharges. Upon notification of an illicit discharge, the City acts immediately to inform the violator to remediate the situation without delay.

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? N/A Yes ☐ No ☐

If not, what is the status of implementing this requirement?

We have no such facilities.

d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? N/A

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:

The City has implemented an Integrated Pest Management (IPM) system, which utilizes beneficial species (i.e.: lacewing, ladybugs, bio and mechanical methods). Our Public Works Inspector is a State-Certified Pesticide Applicator.

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?

The City Park Public Works Inspector pays special attention to the probability of rainy days in dealing with the application of pesticides and fertilizers. Timing is critical and carefully coordinated to prevent potential pollutant discharge.

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:

Commercial developments are continuously encouraged to direct surface flows to areas covered in vegetation (depressed medians and filtration pits) to promote groundwater recharge and treatment via natural filtration.

In the horse community of Old Agoura, residents are advised to implement filtration strips, grassy swales, and other forms of vegetation in order to filter pollutants.

Fertilizer and pesticide needs are eliminated by the introduction of beneficial species (i.e.: lacewing, ladybugs, etc) and mechanical methods such as the removal of weeds and other areas where pests reside.

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:	0
Priority B:	0
Priority C:	63

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.

Developed a Trash Monitoring and Reporting Plan, and submitted to the Regional Board for approval. The City is working on full capture BMPs on priority storm drain inlets. The City is working to have structural solutions in places by the required schedule.

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

f) How many times were all Priority B basins cleaned last year? N/A

g) How many times were all Priority C basins cleaned last year? 2

h) How much total waste was collected in tons from catch basin clean-outs last year? 0.75 tons

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.

j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐

k) How many new trash receptacles were installed last year? 0 – No new transit stops.

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 ☐

(2) Arrange for temporary screens to be placed on catch basins? 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? Yes ☒ No ☐

Is the prioritization attached? 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?

The only maintenance the City is responsible for is in regards to park landscaping. The City has reduced the use of pesticides, and increased the use of bio-methods for pest control.

q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☒ No ☐

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

LA County Public Works performs these duties on behalf of the City.

s) Where is removed material disposed of?

LA County Public Works performs these duties on behalf of the City

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 ☐

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?

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? Yes ☒ No ☐

   b) Were BMPs implemented to the extent that measures did not compromise public health and safety? 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? Yes ☒ No ☐

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.

We submit GIS data to the Principal Permittee (LA County) on an annual basis that includes all IC/IDs that have occurred since the joint agency mapping program was started.

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

Illicit discharges/connections that are found trigger a courtesy letter to the owner specifying a date of compliance, a copy of which is kept on file. If no immediate action is taken to correct the violation, the next step is to have a letter sent from our code enforcement officer. If the problem still persists, a letter is sent from the City Prosecutor, at which point they are subject to penalties and fines. The owner/discharger is billed for any expense borne by the City to immediately correct any discharge/connection violation.

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

As soon as an illicit connection/discharge is discovered, it is documented in an electronic file specifically created to track IC/ID's for the current fiscal year. This file includes pertinent information such as addresses, dates, description, a copy of any written notification and how and when it was eliminated.

5. What is the total length of open channel that your agency owns and operates? 0

6. What length was screened last year for illicit connections? 0

7. What is the total length of closed storm drain that your agency owns and operates? 0

8. What length was screened last year for illicit connections? 0

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

Inspectors will investigate for unseasonable flows into the storm drains that are visible from the gutter or catch basin, or are the subject of a complaint.

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 *other* actions
01/02							
02/03							
03/04	0	0	0	0	0	0	0
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

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

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported? Same day/ within 24-hours

    a) Were all identified connections terminated within 180 days? N/A Yes ☐ No ☐

    b) If not, explain why.

    N/A

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							
02/03							
03/04	0	0	0	0	0	0	0
04/05	5	5	0	0	0	0	0
05/06	5	2	0	2	0	0	0
06/07	4	4	0	0	0	0	0
07/08	3	3	0	0	0	0	0
08/09	3	4	0	1	0	0	0
09/10	3	2	0	1	0	0	0
10/11	2	1	0	0	0	1	0

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. What is the average response time after an illicit discharge is reported? Same day/ within 24-hours

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

b) If yes, explain why.

N/A

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

Spills are investigated immediately. Fire Department called out to shut off water. LVMWD called for sewer blockages/spills, and LA County Health Department is notified for investigation and immediate treatment procedures (bleaching, chlorinating, etc).

Private properties require a contract pumper to correct the problem and sanitize the area.

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

Utilize the City's GIS system to supplement the electronic file created for tracking IC/ID's throughout the City. By using the theme table for each shape file, the electronic file can eventually be phased out, and the GIS system can be used as the sole source of record keeping.

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

City of Agoura Hills drains are maintained and operated by LA County Public Works. The City continually works to transfer all drains to LACDPW. There are currently no permitted connections to City-owned storm drains.

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.

The City participated in a joint watershed agency compliance monitoring program that was required by the Malibu Creek and Lagoon Bacteria TMDL. In addition, the City monitored four additional sites in conjunction with the compliance monitoring program. Both programs conducted weekly sampling for Fecal Coliform, and E.coli. One site requires additional tests for enterococci and total coliform when site is brackish.

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;
2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
3. A summary of the strengths and weaknesses of your agency's storm water management program;
4. A list of specific program highlights and accomplishments;
5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
6. Interagency coordination between cities to improve the storm water management program;
7. Future plans to improve your agency's storm water management program; and
8. Suggestions to improve the effectiveness of your program or the County model programs.

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.

Agoura Hills gets a 10 for compliance. Even with the extremely limited staff available in our small city for this huge endeavor, in cooperation with the County, we have managed to meet all permit deadlines and requirements. There is always room for improvement, but meeting the requirements of the permit is always a high priority of the City, and we strive for 100% compliance at all times.

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

No comments at this time.