

**Los Angeles County Municipal Storm Water Permit (Order 01-182)  
Individual Annual Report Form  
Attachment U-4  
City of Arcadia FY 11-12**

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 2011-2012**

**I. Program Management**

A. Permittee Name: City of Arcadia

B. Permittee Program Supervisor: Tom Tait  
 Title: **Public Works Services Director**  
 Address: **11800 Goldring Rd PO Box 60021**  
 City: **Arcadia** Zip Code: **91066-6021**  
 Phone: **(626) 305-1386** Fax: **(626) 359-7028**

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 Public Works Services Department administers the NPDES program for the City of Arcadia. Training sessions and informal briefing are held to educate City staff and help facilitate coordination of the program between departments. The SQMP has been developed and is reviewed on an annual basis. It is available for reference at the Public Works Services Department.**

**TABLE 1 - Program Management**

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

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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.

**Training is made available to all applicable employees a minimum of once per year.**

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.

**Funding is from three (3) primary sources: site specific plan check fees, stormwater inspection fees and the City's General Fund**

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

**Funds 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.

**None at this time**

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<b>Program Element</b>	<b>Expenditures in Previous Fiscal Year 2011-2012</b>	<b>Estimated Amount Needed to implement Order 01-182</b>
1. Program management a. Administrative costs b. Capital costs	<b>\$64,438 (est)</b>	<b>Unknown -New Permit</b>
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	<b>\$12,600</b> <b>U</b> <b>U</b>	
3. Industrial/Commercial inspection/ site visit activities	<b>\$5,000</b>	
4. Development Planning	<b>\$15,000</b>	
5. Development Construction a. Construction inspections	<b>\$5,000</b>	
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	<b>U</b> <b>\$334,000</b> <b>\$21,540</b> <b>U</b> <b>U</b>	
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	<b>\$5,000</b> <b>U</b>	
8. Monitoring	<b>\$17,000 (CMP for Metals TMDL &amp; Site Specific Objective Studies)</b>	
9. Other (TMDL)	<b>\$15,000 (completion of Certified Full Capture Devices installation);</b>	<b>U</b>
10. TOTAL	<b>U</b>	

List any supplemental dedicated budgets for the above categories:

N/A

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

**Some of the City's NPDES program has been contracted out to a consultant which include routine site inspections, public education/public outreach, and commercial/industrial inspection program.**

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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 uses the model program developed by the County as the basis of the City's NPDES program; however the City molds the program to meet the needs of our community.**

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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.

**The City of Arcadia has an extensive public outreach campaign that includes bilingual (English-Chinese and English-Spanish) materials. Additionally, the City has completed the installation of full capture devices and automatic retractable screens at City-owned catch basins.**

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? **Los Angeles River**
2. Who is your designated representative to the WMC? **City staff/consultant**
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 Watershed Management Committee meetings discussed relevant topics regarding stormwater. Items addressed in these meetings are implemented as deemed appropriate. The WMC meetings offer a venue for cities to exchange ideas and comments regarding the NPDES program.**

5. Attach any comments or suggestions regarding your WMC.  
**No comments 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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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 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.

**The City of Arcadia is engaged in many community events where stormwater pollution prevention materials are distributed including Concerts in the Park, the Los Angeles Environmental Fair, the Upper San Gabriel Water District's Water Fest and Arcadia Chinese Association's Mother's Day Tea Party. Articles on stormwater pollution prevention are routinely updated and published on the City's newsletter, website, and other City publications. In addition, the City participated in a joint media campaign with neighboring cities promoting pollution prevention.**

**1. No Dumping Message**

a) How many storm drain inlets does your agency own? **261**

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **All inlets stenciling are maintained on an as needed basis throughout the year.**

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **261**

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.

**All signage postings were completed prior to the deadline specified in the Permit for this task (February 2, 2004).**

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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? 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?  
**The County maintains these records.** Yes  No

f) How many calls were received in the last fiscal year?  
**The County maintains these records.**

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

**Calls are referred to the City from the County hotline. The complaint is assigned to an inspector who responds and launches an investigation within 24 hours. A flow chart is attached that further details response procedures. Calls directly to the City are assessed and entered into a database for diligent field response.**

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?

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

**The City attended all the meetings.**

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

**The meetings have provided a valuable forum to discuss and share ideas on public outreach activities including the Countywide media campaigns and available outreach materials/literature/giveaways.**

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)*.

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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? **The City continues a joint advertisement campaign with surrounding agencies (Monrovia, Sierra Madre and Bradbury) to promote stormwater pollution prevention.**
- d) Describe efforts your agency made to educate local schools on storm water pollution.

**In previous reporting years, the City sent letters to all elementary schools encouraging them to participate in the County sponsored Environmental Defender's program. This program was not available during this reporting year; however, the City sent an Earth Day mailer to all 5<sup>th</sup> grade teachers in the City offering educational materials on stormwater pollution.**

- 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.

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- 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

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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...

**The City distributes educational materials to the general public and businesses through the following efforts: partnership programs with businesses and community groups; direct mailing to business owners and to the schools; displays at City Hall and other city facilities; and local events. Local animal hospitals and pet related businesses are part of the pollutant specific outreach venues for material distribution as are local auto repair and auto supply stores. Pet waste tip cards and environmental programs calendars were distributed.**

**The County's Smart Gardening Workshop are held regularly at the Los Angeles County Arboretum where relevant materials were distributed to workshop attendees (bilingual outreach was included).**

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

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- 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*)? **N/A** 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.

**The City continues to assist businesses to better understand the stormwater program and BMPs through site visits in order to reduce pollution runoff. In addition, the City mailed materials to all restaurants within its jurisdiction.**

- 6. Did you encourage local radio stations and newspapers to use public service announcements? Yes  No   
How many media outlets were contacted? **3**  
Which newspapers or radio stations ran them?

**A joint-effort stormwater program advertisement was made with the Cities of Monrovia, and Sierra Madre and Bradbury and was published in local newspapers (Arcadia Weekly, Sierra Madre Weekly, and Monrovia Weekly).**

Who was the audience?

**The general public was targeted.**

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

Estimated dollar value/in-kind contribution:

Type of media purchased: **N/A**

Frequency of the buys:

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.

**The City has already successfully developed and sustained a Point-of-Purchase program through a partnership with local businesses where materials such as brochures have been distributed to customers. The City also works within the Business License Department to distribute materials to new businesses and those that are renewing their business licenses.**

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

Describe the materials that were distributed:

**The City distributed the environmental calendars to 10 local businesses and 24 churches. Additional outreach materials included bookmarkers, flyers, activity books and brochures.**

Who were the key partners? **Local businesses, churches**

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

**Residents, students, and businesses**

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

How many events did you attend? **7 - Concerts at the Park (3), the Los Angeles Environmental Fair, Upper San Gabriel Municipal Water District's Water Fest, Pancake Breakfast, Los Angeles Arboretum Grow Festival**

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

If so, what is the address? **<http://www.ci.arcadia.ca.us/home/index.asp?page=849>**

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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.

**In speaking with the public during community events, there appears to have an overall high understanding and awareness of stormwater pollution.**

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

**The City has an extensive outreach/education program. City staff attends several community events throughout the year promoting stormwater pollution prevention as well as other environmental programs. In addition, City regularly provides articles on stormwater pollution prevention on the City's newsletter, Hot Sheet and other City publications.**

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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 database is updated in two ways:**  
**1 – Annually from the business license database at the start of each inspection cycle and**  
**2 – On an on-going basis by field inspectors**

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	1	*0	100	1
Restaurants	190	*43	100	406
Automotive Srvs	50	*0	126	132
Industrial/Commercial	162	*0	96	295

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Comments/Explanation/Conclusion:

**100% of all priority sites have been inspected twice during the permit cycle. The required site inspections were completed before the December 6, 2006 deadline. 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 changes as businesses move in and out of the City or SIC that are unreported or incorrectly reported are entered into the proper category.**

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	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Restaurant	43	43	100	0	43	0	100	0	43	43
Automotive Svcs	0	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Industrial/commercial	0	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A

Comments/Explanation/Conclusion: **As the inspection program continues and with public outreach support, we expect to see an**

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increase in the number of facilities adequately implementing BMPs in their daily routines.

**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)
<b>M/C Verbal</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>NOV</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

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

Comments/Explanation/Conclusion:

**City staff/consultant attempt to use friendly facilitation methods in the form of educational materials, gentle reminders, and hands-on methods to encourage facilities to use appropriate BMPs in their daily operations. Notices of Violations are sent when other methods fail to bring about expected results.**

**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.

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Highly Effective

Somewhat Effective

Non-effective

Comments/Explanation/Conclusion:

**The NPDES program is generally well received by the facilities on the critical sources inventory. Outreach materials distributed during routine site inspections help open discussion of necessary BMPs and the reasons why they need to be implemented. Facility owners, managers, and staff generally respond well to inspector's request for changes in operations to meet requirements for compliance.**

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

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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 an integral part of the City's review 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 trenches (2); Hydrodynamic separator (1); filter inserts (2); signage/stencils (22)**

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

**Los Angeles County is tasked with this project.**

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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.

**Plans for priority projects are forwarded to the Public Works Services Department for review of SUSMP criteria. Permits will not be given unless appropriate SUSMP or site specific-criteria are met. All sites subject to SUSMP requirements must obtain a final inspection for stormwater prior to the issuance of an occupancy permit from the City's Building Department. Inspections verify installation and/or implementation of all proposed post-construction BMPs.**

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

- a) Residential 3
- b) Commercial 0
- 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? <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?

**This task has been completed.**

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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.

- 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.

**The City of Arcadia updated all of the General Plan elements in November 2010. Under the Resources Sustainability Element, the goals identified include incorporating Low Impact Development (LID) strategies into new construction and city projects and by fulfilling the City’s responsibilities relative to the requirements of the County’s NPDES permit program by enforcing regulations aimed at reducing groundwater and urban runoff pollution.**

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- 14. How many targeted staff were trained last year? **58**
- 15. How many targeted staff are trained annually? **50-60**
- 16. What percentage of total staff are trained annually? **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?

**The Los Angeles County Dept of Public Works has completed the technical manual.**

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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.

**Projects of one or more are required to submit a SWPPP prior to project approval. Contractors are required to sign permit forms which require the implementation of BMPs.**

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?

**Any projects that meet the requirements for coverage under the GCASP are required to submit a WDID number or other proof of submittal of an NOI prior to any permits being 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? **507**
- 8. How many construction sites were inspected during the last wet season? **377**
- 9. Complete the table below.

<b>Type of Violation</b>	<b># of Violations</b>	<b>% of Total Inspections</b>	<b># of Follow-up Inspections</b> <small>*</small>	<b># of Enforcement Actions</b>
Off-site discharge of sediment	<b>341</b>	<b>91</b>	<b>62</b>	<b>341</b>
Off-site discharge of other pollutants	<b>55</b>	<b>15</b>	<b>19</b>	<b>55</b>
No or inadequate SWPPP	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Inadequate BMP/SWPPP implementation	<b>55</b>	<b>15</b>	<b>19</b>	<b>396</b>

**\*Many violations were corrected immediately and a follow-up inspection was not warranted.**

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

**When a construction site is found to have violations, the process involves verbal warnings, written correction notices and formal written Notices of Violation (NOV). These actions depended on the extent and nature of the violation. Follow-up inspections are conducted routinely, as needed, with subsequent corrective actions taken if warranted.**

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

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**Approved projects of one acre or greater are forwarded to the Public Works Services Department for inclusion on the NPDES inspection database. The City keeps a plan check log to track the routing of grading plans, as well as the number of plan checks and the issuance of grading permits.**

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? **3**
  - c) How many did your agency respond to? **All**
  - d) Did your agency investigate all complaints received? Yes  No
  - e) How many complaints were received?  
**Not all complaints resulted in an actual overflow; however the City responds promptly to all complaints.** **3**
  - 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:

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**In the event of a spill, City staff has been trained to contain any spill and employ proper cleaning techniques so as no sewage enters the storm drain system. Attached is a flow chart that describes the City's spill response procedure. As of May 2006, the City is also subject to the statewide Sanitary Sewer Overflow (SSO/WDR) regulations.**

- 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:

**City sewer lines are regularly cleaned and maintained. Routine inspections are also conducted. Standard Operating Procedures ensure that all sanitary sewers are monitored and repaired to prevent leakage. In addition, the City prepared the state mandated Sewer System Management Plan (SSMP).**

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?  %  
**No City projects over 5 acres**

- 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? **0**  
How many were 5 acres or greater in size? **0**

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- 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

**Pollution Prevention Plans have been prepared for the City Yard and the Police Station. They are reviewed on an annual basis and revised as necessary.**

- 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 BMPs are routinely implemented through training of appropriate personnel. The Pollution Prevention Plan provides guidelines to perform good housekeeping practices at all City-owned facilities to control illicit discharges. Specific BMPs may include:**

- City Yard is swept weekly at a minimum
- Random inspections are conducted
- There is a designated vehicle wash area plumbed into a clarifier and then discharge into the sanitary sewer
- Vehicle repairs and storage are conducted indoors

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- 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?

**Already properly equipped.**

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? **Already completed - 0**

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:

**City staff is trained routinely in appropriate use, proper application procedures, and proper disposal for pesticides, herbicides and fertilizers. The City's landscape work is contracted with an outside vendor.**

- 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?

**Applications are scheduled based on irrigation times to prevent runoff. Weather reports are consulted to determine if a significant chance of a rain event is predicted during the scheduled application.**

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- 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?  
  
**All pesticide applicators have appropriate certification or work under a supervisor who does. 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 BMPs are used to promote the retention and planting of native vegetation which reduces the need to water and apply pesticides.**

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: **8**  
Priority B: **23**  
Priority C: **230**

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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.

**The City has an aggressive street sweeping program. Commercial areas are swept twice a week. Catch basins are routinely cleaned based on a cleaning schedule. In addition, the City has completed the installation of 261 certified full capture devices and/or automatic retractable screens at City-owned catch basins.**

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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? **3**

g) How many times were all Priority C basins cleaned last year?  
**The City contracts with the County for catch basin cleaning.** **1**

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

**The County maintains these records.**

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. The County maintains these records as part of their catch basin cleaning program. A complete list of the City's owned catch basins, by priority, is available for viewing at the City Yard.**

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

**Although the City is not required to place and maintain trash receptacles at transit stops, City staff collects trash twice a week at majority of transit stops.**

k) How many new trash receptacles were installed last year? **None**

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

**Although the City is not required to adhere to these requirements below, the City does follow standard BMPs to minimize trash generation at community events.**

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- (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? **Cleaned as needed** 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?  
**The City owns two open channels and inspects them regularly; therefore there is not a need to prioritize them.** 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 were considered necessary at this time.**

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- 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?

**City crews are trained to use appropriate BMPs during cleanouts to prevent the discharge of pollutants into the storm drain system.**

- s) Where is removed material disposed of?

**Materials removed from cleanouts are stored in a trash bin at the City Yard while waiting to be transferred to 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

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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

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(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? How many?

Yes  No   
**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? **N/A** 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?  
**The list has been submitted to the Regional Board by Los Angeles County (No City-owned candidate drains were identified on the list)** 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.

**Los Angeles County has taken the lead in completing the baseline map for illicit connections/illicit discharges. The data for this project was forwarded to the County as requested by December 2009. The City's map of its storm drain system is attached.**

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

**When routine inspections of businesses on the critical sources inventory are conducted, illicit connections/illicit discharges and potential violations are actively sought out. Complaints received from private citizens, businesses and City staff is responded to and an investigation is initiated within 24 hours of receipt of the complaint. If indicated, Notices of Violations are sent and follow-up inspections are conducted to ensure compliance. If warranted after several attempts at ensuring compliance, fines may be assessed. An investigation is closed after three (3) months with no further discharges (violations) observed.**

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

**Records of inspections, investigations, and complaints with all pertinent information regarding the illicit connections/illicit discharges (e.g. pictures, witnesses, contact information, investigation report, etc) are kept on an electronic database for reference.**

5. What is the total length of open channel that your agency owns and operates? **3,800 ft**
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? **4.26 mi**
8. What length was screened last year for illicit connections? **N/A**
9. Describe the method used to screen your storm drains.

**No priority areas have been identified for the City of Arcadia; yet review has been made of key discharge points throughout the City by NPDES staff and Engineering. Each discharge point was inspected for indication of IC/ID. All applicable drains 36" or greater were screened by the permit deadline of December 2006.**

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	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

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02/03	0	N/A	N/A	N/A	N/A	N/A	N/A
03/04	0	N/A	N/A	N/A	N/A	N/A	N/A
04/05	0	N/A	N/A	N/A	N/A	N/A	N/A
05/06	0	N/A	N/A	N/A	N/A	N/A	N/A
06/07	0	N/A	N/A	N/A	N/A	N/A	N/A
07/08	0	N/A	N/A	N/A	N/A	N/A	N/A
08/09	0	N/A	N/A	N/A	N/A	N/A	N/A
09/10	0	N/A	N/A	N/A	N/A	N/A	N/A
10/11	0	N/A	N/A	N/A	N/A	N/A	N/A
11/12	0	N/A	N/A	N/A	N/A	N/A	N/A

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? **Within 24 hours**

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

b) If not, explain why.

**N/A – There were no illicit connections found this reporting 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	7	7	0	0	0	0	7
02/03	13	13	0	0	0	0	13

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03/04	20	15	3	2	0	0	15
04/05	13	11	1	1	0	0	11
05/06	21	21	0	0	0	0	21
06/07	10	10	0	0	0	0	10
07/08	11	6	0	4	0	1	6
08/09	6	3	2	0	0	1	3
09/10	7	3	0	4	0	0	3
10/11	4	4	0	0	0	0	0
11/12	4	4	0	0	0	0	0

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 – All illicit discharges discovered were responded within 24 hours.**

15. Describe your agency's spill response procedures.

**When a spill is reported, it is responded to immediately by Public Works staff. Public Works staff is assigned and reports to the site soon after to launch an investigation. The Public Works staff calls additional agencies as needed and ensures that appropriate cleanup measures are in place. A Notice of Violation is issued as appropriate. A flow chart is attached to further describe the spill response procedures.**

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

**The City's IC/ID Elimination Program is very effective and therefore no changes are being considered at this time.**

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17. Attach a list of all permitted connections to your storm sewer system.  
**The City does not issue discharge permits for connections to the storm drain system.**

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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 provides all water quality monitoring as described in the Monitoring Program under the Los Angeles Countywide NPDES Municipal Permit. The City of Arcadia is currently participating in the Los Angeles River Metals TMDL Coordinated Monitoring Plan (CMP) and the Water Effects Ratio/Recalculation Study. The results of the CMP are submitted to the Regional Board.**

**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 of Arcadia continues to implement the requirements specified in the Permit, meeting all the deadlines as mandated.**
  2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;  
**The City evaluates the NPDES program on a regular basis. Meetings are held between the City's consultant and City staff to review planned implementation of various NPDES activities and make improvements to the program if appropriate.**
  3. A summary of the strengths and weaknesses of your agency's storm water management program;  
**The City proactively inspects for "hot spots" identifying areas which have a high probability for pollutants or the potential for pollutants to enter the storm drain system. There are no known program deficiencies at this time.**
  4. A list of specific program highlights and accomplishments;  
**The City takes pride on its public outreach and education directed to residents and businesses. City staff participates in several community events throughout the year distributing information and answering questions on stormwater pollution and other environmental programs. In addition, the City partners with neighboring cities to promote stormwater pollution prevention.**
  5. A description of water quality improvements or degradation in your watershed over the past fiscal year;  
**The City has completed the installation of 261 certified full capture devices and/or automatic retractable screens at City-owned catch basins. In**

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**combination with the installation of full capture devices and an aggressive street sweeping program, the City is confident that water quality improvements were made as a result of these implementation measures.**

6. Interagency coordination between cities to improve the storm water management program;  
**The City continues to maintain an excellent working relationship with neighboring municipalities in order to develop regional/subregional solutions to storm water problems and to improve storm water management program on the whole.**
7. Future plans to improve your agency's storm water management program; and  
**The City will continue to implement all the requirements of the Permit as specified and continue to review and revise if necessary its stormwater program.**
8. Suggestions to improve the effectiveness of your program or the County model programs.  
**No suggestions 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.

**None at this time.**

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**VII. Certification Statement**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility, of a fine and imprisonment for knowing violations.

Executed on the \_\_\_ day of August , 2012,

at Arcadia, CA.

Printed Name Tom Tait Title Public Works Services Director

(Signature) \_\_\_\_\_

**Signature by duly authorized representative**