

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.

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

B. Permittee Program Supervisor: Jim Arndt

Title: **Director of Public Works**

Address: **3621 Bell Avenue**

City: **Manhattan Beach**

Zip Code: **90266**

Phone: **(310) 802-5363**

Fax: **(310) 802-5303**

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

**The Department of Public Works management team oversees the City's storm water pollution mitigation initiatives. The team consists of the Director of Public Works responsible for NPDES compliance, a management analyst, one maintenance superintendent, one utilities manager and administrative support personnel. The PW team communicates with staff from other City departments to coordinate the management, inspection, enforcement and compliance efforts. The City retains an environmental consultant to assist with coordinating NPDES and TMDL programs, provide staff training and to assist with emerging technical and regulatory issues.**

**The Public Works team meets regularly to discuss city environmental program, maintenance and infrastructure issues (i.e. maintenance of signage at storm drains, capital project updates, BMP implementation, etc.). Additionally, pertinent municipal code ordinances and City policies are reviewed regularly to ensure applicability to current requirements and practices. The Public Works Director and/or management analyst meets monthly with the City's environmental consultant to plan and coordinate TMDL and NPDES implementation activities and initiatives.**

**TABLE 1 - Program Management**

<b>Storm Water Management Activity</b>	<b>Division/Department</b>	<b># of Individuals Responsible for Implementing</b>
1. Outreach & Education	Administration/Public Works	2
2. Industrial/Commercial Inspections	Administration/Public Works	2
3. Construction Permits/Inspections	Operation & Engineering/PW Code Enforcement/ComDev	3
4. IC/ID Inspections	Waste Water Operations, PW, & PD (for field screening)	2
5. Street sweeping	Maintenance & Administration/PW	3
6. Catch Basin Cleaning	Waste Water Operations/PW	2
7. Spill Response	Waste Water Operations/PW	2
8. Development Planning (project/SUSMP review and approval)	Engineering/PW Code Enforcement/PW Planning/ComDev	9
9. Trash Collection	Maintenance & Admin/PW	3

**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.

**See attached**

**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.

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

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.

**The City of Manhattan Beach Greenbelt Low Flow Infiltration project has been awarded \$500,000 in grant funding by Santa Monica Bay Restoration Commission Prop 84.**

**Attachment U-4 Individual Annual Report Form**

<b>Program Element</b>	<b>Estimated Expenditures in Fiscal Year 2011-2012</b>	<b>Estimated Amount Needed in FY 2012-13</b>
1. Program management a. Administrative costs b. Capital costs	a) \$51,756 b) -	a) \$50,949 b) -
2. Public Information & Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	a) \$9,808 b) \$3,454 c) N/A d) \$1,512	a) \$11,702 b) \$4,720 c) N/A d) \$2,596
3. Industrial/Commercial inspection a. Consultant b. Restaurant & Grease insp.	a) \$ 713 b) \$24,119	a) \$3,540 b) \$30,621
4. Development Planning	\$13,231	\$13,416
5. Development Construction a. Construction inspections	\$15,000	\$15,000
6. Public Agency Activities a. Catch basin cleaning & BMP maintenance b. Municipal street sweeping c. Trash collection/recycling d. Capital costs e. Consultant assistance	a) \$170,000 b) \$221,260 c) \$3,307,641 d) \$50,000 e) \$1,281	a) \$170,000 b) \$393,277 c) \$3,416,523 d) \$500,000 e) -
7. IC/ID Program a. Operations and Maintenance b. Capital Costs	a) \$5,124 b) -	a) \$7,536 b) -
8. Monitoring—SMBBB TMDL CSMP	\$11,217	\$11,440
9. Other a. NPDES Permit fee b. TMDL consulting services c. SMBBB TMDL Implementation	a) \$25,000 b) \$12,124 c)	a) \$25,500 b) \$16,048 c)
10. TOTAL	\$3,923,740	\$4,672,868

List any supplemental dedicated budgets for the above categories:

**We have a limited dedicated budget for NPDES related activities and programs that is split across multiple departments. We also have a dedicated budget for street sweeping and trash collection/recycling. The City utilizes CalRecycl Used Oil funds in part for public education regarding stormwater pollution prevention.**

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

**The City contracts for several maintenance activities that directly support our storm water program including: 1) street sweeping, 2) parking lot cleaning, 3) clarifier cleaning, and 4) solid waste trash and recycling collection and disposal. We also have contracted with a private firm for inspections related to industrial/commercial facilities control program. The City contracts with a consultant to assist in NPDES and TMDL compliance. The City contracts jointly with Jurisdictional Group 5&6 agencies for coordinated shoreline monitoring under the SMBBB TMDL.**

**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

The City is not aware, nor has the City been notified this year, that discharges from its MS4 are causing or contributing to exceedances of water quality standards. Other

The City of Manhattan Beach received a Notice of Violation (NOV) from the LARWQCB dated March 4, 2008 and October 15, 2009 stating that the City was in violation of waste discharge requirements established in Board Order No. 01-182 as amended by Orders R4-2006-0074 and Order No R4-2007-0042 (MS4 Permit). LARWQCB technical staff had concluded that violations of the Receiving Waters Limitations provisions of Part 2.5 of the MS4 Permit had occurred due to alleged discharges from the MS4 that caused or contributed to exceedances of bacterial objectives during summer dry weather at SMB 5-02, SMB 5-03, SMB 6-01 and SMB 6-05. The City explained in its response to the NOV that drainage from the City of Manhattan Beach is not tributary to site SMB 6-05. Furthermore, at site SMB 5-03 discharges from the storm drains are diverted to the sanitary sewer during dry weather and do not reach the shoreline. During the 2010-11 reporting year, the RWQCB removed the Santa Monica Bay Bacteria Dry Weather TMDL from the MS4 permit, and the RWQCB Executive Officer rescinded the NOV's issued in 2008 and 2009 which originally triggered the need to file a RWL Compliance report for SMB 6-01.

The City had prepared and submitted a Receiving Waters Limitation Compliance Report for Coordinated Shoreline Monitoring location SMB 5-2 (28th Street, Manhattan Beach) as an attachment to the NPDES MS4 Individual Annual Report for Fiscal Year 2006-2007 (prior to the NOV) because the low flow diversions for this storm drain system had not been brought online in time for the summer dry weather bacteria TMDL deadline. The low flow diversions were started up and an update was submitted with the Annual Report for Fiscal Year 2008-09. In response to the NOV mentioned above, the City submitted a Receiving Waters Limitation Compliance Report for shoreline monitoring site SMB 6-01 under the Santa Monica Bay Beaches Bacteria (SMBBB) TMDL Coordinated Shoreline Monitoring Plan for the 2007-2008 reporting year and a RWL Compliance status report for SMB 6-01 was attached with the 2009-10 Individual Annual Report. The City also provided a compliance report for SMB 5-2 and SMB 6-1 with the reporting year 2010-11 Annual Report in order to address both summer dry weather and winter dry weather conditions at SMB 5-2 and SMB 6-01. Another status report is not required until the 2012-13 reporting year. The City has not received a response from the RWQCB's staff on any of the RWL Compliance reports filed to date.

The abovementioned notices and the monitoring reports did not evidence, or

conclusively prove that discharges from the City's MS4 cause or contribute to a violation of water quality standards. Other than the now rescinded notice of violation, the City has not been notified that runoff from the City is contributing to or causing exceedances of water quality standards. As a good faith means of fully apprising the Regional Board of its activities and if necessary to comply with the provisions of the next MS4 permit, the City will consider whether to submit a RWL report with the 2012-13 Annual Report. The City continues to evaluate its stormwater program and in cooperation with the other agencies of Jurisdictional Groups 5 and 6, further investigate sources of potential pollutants and ways to treat and prevent stormwater runoff.

Results of the Santa Monica Bay Coordinated Shoreline Monitoring Program and data collected by the City of Los Angeles EMD under the Monitoring and Reporting Program CI 6948 under the MS4 Permit monitoring program are discussed in the Assessment of Program Effectiveness attachment to this Annual Report, in response to Item 5 *A description of water quality improvements or degradation in your watershed over the past fiscal year.* These results indicate that the two open beach shoreline monitoring locations in Manhattan Beach, SMB 5-1 and SMB 5-3, have continued to exhibit high water quality during both summer dry weather and winter dry weather consistent with their historically high water quality and both sites continue to exhibit lower exceedance rates than the reference beach. Thus no receiving waters limitation compliance reports are necessary for those monitoring locations.

- 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 of Manhattan Beach has implemented the SQMP requirements as outlined in the County of Los Angeles NPDES permit requirements. In addition to the Countywide SQMP the City of Manhattan Beach is also implementing additional activities as they are developed under the Jurisdictional Group 5 & 6 Implementation Plan for the Santa Monica Bay Beaches Bacteria TMDL.**

- 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 requires all new commercial development to have covered trash enclosures that are plumbed to the sanitary sewer system. The City is conducting annual inspections of restaurants under the Clean Bay Restaurant certification program established in cooperation with the Santa Monica Bay Restoration Commission.**

- E. Watershed Management Committees (WMCs)
1. Which WMC are you in? **Ballona Creek and Other Urban**
  2. Who is your designated representative to the WMC?  
**Kathleen McGowan, P.E./Consultant**
  3. How many WMC meetings did you participate in last year? **Four (4)**
  4. Describe specific improvements to your storm water management program as a result of WMC meetings.

**Our WMC has been a forum to share and disseminate information on new initiatives with respect to Low Impact Development and TMDL Implementation programs. In addition to the WMC meetings, the City participates in monthly meetings of the Jurisdictional Groups 5 & 6 agencies to plan and coordinate Santa Monica Bay Beaches Bacteria TMDL implementation activities.**

5. Attach any comments or suggestions regarding your WMC. **None**

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:

**Potable water releases necessary to comply with Safe Drinking Water Act standards should be exempt from the MS4 discharge prohibitions that cause or contribute to exceedances of recreational bacteria standards. While these releases in themselves do not contain indicator bacteria, when discharged through the storm drain system they may result in dry weather discharges to Santa Monica Bay which could contribute to exceedances of the Bacteria TMDL. The City believes that as a matter of good public policy, potable water discharges necessary to maintain the quality of potable water supplies must take a higher priority for the protection of public health than recreational water standards. Thus discharges from the MS4 associated with potable water releases should be exempt from the discharge prohibition.**

**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? **348**

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **35**

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **348**

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.

**All are legible.**

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? **None-previously posted**

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

**There is only one channel within the City; however it is fenced to prevent public access. Even so, it is posted with no dumping signage.**

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? **We use the 888CleanLA #**
- 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? **N/A** 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? **101 calls directly to the City, the City does not have a count of calls that were handled via 888CleanLA**

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

**Calls received by Public Works through the main phone number or from the County Hotline are directed to the appropriate department depending on the nature of the call. In addition, Public Works staff performs site inspections. If a violation is apparent, the offending party is cited and must clean up or pay for the cleaning of contaminate discharge. PW personnel monitor the cleanup and provide any further assistance.**

- 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)? 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? **Four (4)**

**plus twelve (12) Jurisdictional Group 5 & 6 coordination meetings**

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

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

**The meetings helped us stay up-to-date regarding available materials for public dissemination and timing of Countywide outreach. The meetings also provided a forum for sharing new ideas and for disseminating information.**

List suggestions to increase the usefulness of quarterly meetings:

**We appreciate the webcasting of the quarterly meetings to reduce the time and energy cost of commuting to the meeting. Such a medium is more convenient and consistent with city policies to reduce greenhouse gas emissions and consumption of fossil fuel associated with travel to meetings. The City supports the continued use of webcasts for these meetings.**

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?

**The City's local media placements and related news articles produced approximately 734,307 impressions:** City Newsletter quarterly (14,474x4=57,896), Eight inserts in solid waste bills or door hangers to single-family residences (8x 8,392 =67,136) Two ads in Beach Reporter (2x55,500=111,000) Five news articles in Daily Breeze (66,355x5=331,775), three news articles in Beach Reporter (3x55,500=166,500)] Regional news articles in LA Times not included in count.

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

**We have an extensive outreach program to the schools through our contract with our franchise solid waste hauler. We have a dedicated recycling coordinator who works with schools and includes a storm water pollution prevention message. The City is supporting a parent implemented environmental program in the public elementary schools, "Grades of Green".**

**Also, as part of the Jurisdictional Groups 5&6 joint implementation programs for Santa Monica Bay Beaches Bacteria TMDL, the J5&6 website provides resource links for stormwater related curriculum and other hands on activities for teachers.**

**We also conduct outreach to school age children through our community events. The booth that PW runs is always the most popular, evidenced by the long line, with kids because we have an interactive spin-the-wheel quiz game. Kids and their parents answer environmental questions, including questions on storm drain pollution, for prizes. We also hand out educational brochures on storm water pollution with the prizes.**

- 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. **N/A**

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...

**Public Works staff made outreach material available to contractors and developers through the public counter. We place inserts in utility bills to residents. Additionally, we distribute a quarterly newsletter and provide outreach and educational materials at our Earth Day and Hometown Fair events and through the public works page on the City's website. City has worked jointly with other south bay cities to develop and launch a new website focused on public outreach to address the Santa Monica Bay Beaches Bacteria TMDL. The website addresses three key target audiences: beach/pier goers, residents and businesses, see: [www.SouthBayStormwaterProgram.com](http://www.SouthBayStormwaterProgram.com) .**

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*)? **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 of Manhattan Beach, along with the cities of Hermosa Beach, Redondo Beach, and Torrance in cooperation with the Santa Monica Bay Restoration Commission, has implemented the Clean Bay Restaurant Certification program targeting food service establishments with exposure to stormwater. The agencies developed a comprehensive 28-point storm water inspection checklist that requires 100% compliance in order for the facility to be awarded a Clean Bay Restaurant Certification by the Santa Monica Bay Restoration—this checklist far exceeds the minimum requirements of the MS4 NPDES Permit. The Santa Monica Bay Restoration Commission publicizes the names and locations of Clean Bay certified restaurants on their website and through press releases. Clean Bay Restaurant certificates are posted in public view, either in the window or inside the restaurant.**

**The City provides outreach to businesses on a variety of environmental programs through the South Bay Environmental Services Center, in collaboration with the South Bay Cities Council of Governments.**

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?

**Beach Reporter, Daily Breeze,**

Who was the audience?

**Local residents and businesses.**

7. Did you supplement the County's media purchase by funding additional media buys? Yes  No   
Estimated dollar value/in-kind contribution: **\$500**  
Type of media purchased: **Print**  
Frequency of the buys: **varies**  
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.

**Restaurants who achieve the Clean Bay Restaurant certification post their certificates in public view in their establishments.**

**A banner was hung over the Sepulveda Blvd and Manhattan Beach Blvd intersection for 2 weeks prior to each composting workshop.**

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 of Manhattan Beach again co-sponsored a very well organized and well attended Earth Day festival. A number of organizations set up tents and offer earth-friendly shopping and information. The Public Works Department operated our environmental booth at the Earth Day festival. We hand out educational brochures related to storm water prevention pollution along with the prizes.**

Who were the key partners? **Chamber of Commerce**  
Who was the audience (businesses, schools, etc.)?

**Residents and local 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? **3**
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.manhattan-beach.ca.us/Index.aspx?page=1519>  
also  
<http://www.ci.manhattan-beach.ca.us/Index.aspx?page=1506>

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.

**Manhattan Beach residents enjoy a lifestyle that includes many outdoor activities. Most residents frequent the beach and pier as part of their routine activities. The City passed a plastic shopping bag ban with support from City Council and residents. Community awareness can be gauged by the interest in resident participation on the Environmental Task Force and the frequency of calls and complaints received regarding irrigation runoff.**

**The Jurisdictional Groups 5 & 6 agencies conducted a survey posted on the South Bay Stormwater Program website to evaluate the baseline knowledge of residents and target audiences as the foundation for the joint public outreach program. Results of the survey included:**

- **100% of those who responded agreed that urban runoff is an environmental issue**
- **94% of those who responded new that rain carries pollution directly to the ocean**
- **77.9% of respondents agreed that irrigation over-spray causes water pollution**

**When asked to rank a list of thirteen activities from highest to lowest the top ranking activities as a cause of ocean and beach water pollution were: plastic bags or water bottles, littering, over fertilizing, cigarette butts, and take-out or fast food containers.**

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

**The public education program is not static--we look for opportunities to improve the public education program. The City is working together with sister cities and the Santa Monica Bay Restoration Commission to increase public awareness of the Santa Monica Bay TMDLs and to provide a consistent message among the agencies regarding how residents, businesses and beach goers can help prevent stormwater pollution**

**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 contract inspector updated the list based on field observations.**

**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	N/A, we have no landfills	N/A	N/A	N/A
TSDf	N/A, we have no TSDf	N/A	N/A	N/A
Restaurants	144*	66	>600%	922 + 66= 988
All other	45	16	>100%	188 + 16 = 204

Comments/Explanation/Conclusion: **\*Restaurants were inspected during the reporting year as part of the Clean Bay Restaurant Certification program. Every year the number of facilities fluctuates up and down due to the transitory nature of these businesses.**

NPDES No. CAS 004001 LA County Municipal Stormwater Permit Order No. 01-182  
**Attachment U-4 Individual Annual Report Form**

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 of <i>inspections</i> during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Restaurants	66	62	94%	4	NA**	NA**	NA**	NA**	646+62=708	79+4=83
Automotive	0	NA	NA	NA	82	48	58%	34	*	*
Laundry***	16	16	100%	0	25+16=41	41	100%	0	*	*
Printing	0	NA	NA	NA	4	4	100%	0	*	*
Misc. categories	0	NA	NA	NA	13	11	84%	2	*	*

Comments/Explanation/Conclusion:

**\*No categorical information available from first cycle, only total number of facilities is available for first cycle.**  
**\*\* The term “cycle” is no longer applicable for restaurant inspections in Manhattan Beach because they are being inspected annually now under the SMBBB TMDL Implementation**  
**\*\*\* Exposure assessments were conducted for laundries to determine whether there were laundry operations/activity in exposure to stormwater that warranted inspection—none of the facilities assessed had had activity in exposure to stormwater.**

NPDES No. CAS 004001 LA County Municipal Stormwater Permit Order No. 01-182  
**Attachment U-4 Individual Annual Report Form**

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)
Warning letter	0	0	0	39	NA	38	66
NOV via facility signature on inspection report	4	112+4=116	0*	94	0*	49	112+4=116
Referral	0	0	0	0	NA	NA	1

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
Restaurants	0	4	0	0
Automotive	0	0	0	0
Misc.	0	0	0	0

Comments/Explanation/Conclusion:	<p>NOV consists of copy of inspection sheet with needed corrections noted and signature from manager or employee onsite at time of inspection.</p> <p>*not all follow up inspections have been completed for restaurants before the close of the reporting year</p>
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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:

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.—**N/A—no longer a requirement**

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? **N/A we do not have any natural drainage systems.** 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.

• **No SUSMP projects during the reporting year**

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

**N/A There are no recognized natural drainage systems within the City's four square mile limits.**

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.

**The City of Manhattan Beach has incorporated the SUSMP requirements in our local ordinance and reference future NPDES program changes as enforceable.**

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

- a) Residential 0
- 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 0

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?

**The City of Manhattan Beach has incorporated the SUSMP requirements in our local ordinance and referenced future program changes as enforceable. No changes to the municipal code were necessary to cover the change in SUSMP threshold for industrial/commercial facilities. We also monitor the size of all developments and industrial/commercial facilities.**

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

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

**N/A**

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

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

14. How many targeted staff were trained last year? **9**
15. How many targeted staff are trained annually? **100%**
16. What percentage of total staff are trained annually? **50-75%**
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?

**Our Community Development staff uses the County of Los Angeles' Development Planning for Storm Water Management and CASQA BMP handbooks.**

D. Development Construction Program

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

**The City of Manhattan Beach requires all construction activity to comply with storm water requirements stated in local codes and ordinances as well as those listed in a site runoff control checklist. Public Works' inspectors must sign-off the checklist prior to the start of any construction activities and then monitor the site periodically to ensure the job site is clean and in conformance with City codes and ordinances.**

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? **Local SWPPPs are no longer utilized since sites one acre or greater are required to seek coverage under the Statewide General Construction Permit.**

- 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?

**We use a permit checklist and plan check review to determine if a State General Construction Activity Storm Water permit is required. If so, the developer is conditioned to show proof of filing a Notice of Intent for coverage and preparing a SWPPP.**

- 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? **52**

**43 new construction, 5 major remodels, 4 grading permits**

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

**Even though few construction sites meet the 1 acre minimum size for mandatory inspections under the MS4 Permit, it is the City's practice that all new development construction sites, all major remodels and all grading sites are inspected for compliance with stormwater protection requirements. The Residential Construction/Code Enforcement Officer conducts daily rounds of active construction sites. Whenever a storm is anticipated these sites receive thorough inspections to ensure that BMPs are properly maintained.**

**all new construction, major remodel and grading permits**

- 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	4	<100%	4	0
Off-site discharge of other pollutants	0	NA	NA	NA
No or inadequate SWPPP	NA	NA	NA	NA
Inadequate BMP/SWPPP implementation	0	NA	NA	NA

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

**The City's typical enforcement process includes sending a Police Code Enforcement Officer and a Public Works Inspector to the site in question. Both City officials perform a site inspection, question the offending party and immediately request the clean up and further prevention of contaminant runoff. The PW Inspector will call for PW staff assistance to clean up the spill, if appropriate. The PW Inspector then monitors the site until cleanup activities are completed. The Police Code Enforcement Officer serves the Notice of Violation. The Public Works Inspector also has the option to "red tag", or put a stop on the work at the site until the violation is corrected.**

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

**The Community Development Department uses Permits-Plus software to track 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? **5**
- c) How many did your agency respond to? **101 calls received and of these 96 were regarding SSOs from private laterals**
- d) Did your agency investigate all complaints received? Yes  No
- e) How many complaints were received? **Most of these complaints were associated with private laterals—the City responded and provided information and assistance, none of these reached the storm drain system.** **101**
- 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:

**Our sanitary sewer overflow response plan describes procedures for preventing sanitary sewer spills and leaks from entering the MS4. The City's Public Works staff cleans our entire sewer system twice a year as a preventative measure. We also require the installation of backflow prevention devices on new and redevelopment construction projects. We dispatch a city-owned sewer cleaning vacuum truck to sites with potential sewage spills (blockage or backup calls) in order to contain and clean up spills if they do occur.**

**The City is implementing its SSMP in accordance with the required schedule under the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-0003).**

- 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:

**Public Works maintenance staff tracked sewer blockages reported by residents and management used this information to schedule additional cleanings. Additionally, staff uses video monitoring to identify the source of blockages and to identify potential for future blockages. All sewer systems are cleaned twice a year at minimum and then monthly or quarterly for those areas where frequent blockages have been reported.**

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?

**We did not have any public construction sites 5 acres or larger this year.** N/A %

- 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? **35**
- How many were 5 acres or greater in size? **0**

- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? 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

- 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

1. **Good Housekeeping:** PW employees are trained on good housekeeping practices related to their individual positions. Specific examples include: collecting slurry from cement saw cutting operations; washing cars at commercial facilities or over on-site clarifier at PW Yard that is connected to a second clarifier and a CDS unit; landscape maintenance vendor vacuums all residual material from sidewalks and gutters with each job; Public Safety Facility parking lots are swept three times per week; weekly vacuuming of PW Yard hardscape areas; weekly sweeping of public parking lots.
2. **Material Storage Control:** Solvent-based materials are kept under a covered storage area with secondary containment.
3. **Vehicle Leaks and Spill Control:** City vehicles receive regularly scheduled preventative maintenance (PM). This includes inspection for leaks. Between PM visits each driver is required to regularly inspect his/her vehicle for any problems, including leaks. If leaks are noticed the vehicle is brought in for repair immediately. Fleet Maintenance staff also dry sweep the garage area daily and as needed. Spills are contained using a processed volcanic absorbent. The absorbent is collected and disposed of at a proper facility.
4. **Illicit Discharge Control:** Public Works, Community Development and Police Code Enforcement staffs are trained on how to identify illicit discharges. Each staff member is responsible for taking the appropriate action in the event they recognize an illicit discharge. Public Works staff also participate in preventative measures to control illicit discharges such as regular televising of sewer and storm drain lines for illegal connections or blockages. Any illicit discharges related to sewer system problems or public maintenance or construction activities are contained, tracked and recovered using vacuum trucks at storm drain locations downstream. (See attachments.)

- 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?

The City yard has two open vehicle wash pads, which are not used during inclement weather. Low-flow runoff is directed to a clarifier and then to the City's sanitary sewer system. The yard has one additional clarifier and a CDS unit to capture debris, oils and other hydrocarbons from the parking lot areas. The CDS unit is also equipped with floating filters that capture hydrocarbons before diverting runoff to the MS4. Appropriate BMPs have been put in place and we do not have plans to build a sheltered wash area.

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

- **The City's Maintenance Superintendent applies to the County agricultural commissioner annually for a restricted materials permit**
- **Annually, the city's PCA licensed Maintenance Superintendent reviews pesticide recommendations provided by a state certified Pest Control Officer (PCO).**
- **Every City location and facility has a list of PCA recommended chemicals and this list is reviewed annually. Also, contract sprayers are limited to only applying listed chemicals.**
- **The contract sprayer must give the City's Maintenance Superintendent two-week notification and a list of what types of chemicals and quantities will be sprayed.**
- **The Maintenance Superintendent then has final approval on any pesticide and herbicide applications.**

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

**All City pesticide and fertilizer contracts include statement restricting contract workers from spraying chemicals before, during and after rain events. IPM (Integrated Pest Management) techniques are utilized to minimize the amount of pesticides that are applied as detailed in the City's Least-Toxic Integrated Pest Management Policy No chemicals or pesticides of any kind are to be used in tot lots and/or children's play areas, regardless of play surface (sand or wood chip)**

**As a safeguard, the City's Maintenance Superintendent has final approval on all spraying activities**

- 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? **N/A City Staff does not apply pesticides**
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

**The City's Public Works staff plant native vegetation where appropriate. We also have a botanical garden demonstrating xeriscaping in conjunction with native vegetation. Additionally, as mentioned above, we incorporate an Integrated Pesticide Management approach and restrictive statements in City contracts.**

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: **18**  
 Priority B: **34**  
 Priority C: **390 plus approx. 80 privately owned but maintained by City**

- 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 Santa Monica Bay Nearshore and Offshore Marine Debris TMDL became effective March 20, 2012. The City will be submitting a Trash Monitoring and Reporting Plan by September 20, 2012.**

**The City instituted a variety of trash control and reduction measures well before the Marine Debris TMDL was adopted. These measures include but are not limited to:**

- **The City has installed and maintains ten (10) hydrodynamic separators ( CDS units) within the storm drain system.**
- **The City installed trash exclusion devices on high priority catch basin openings.**
- **When installing trash cans in municipal parks and the public right-of-way, the City utilizes cans with lids— usually the type with a small hole in the center that allows the user to deposit trash but prevents trash from being blown out of the trash can by wind and also deters birds and other animals from spreading trash.**

**Due to increased effectiveness of source control BMPs for trash and litter as well as the installation of trash exclusion devices on catch basin openings, the City has been able to reduce the frequency of catch basin cleaning and has re-designated to Priority B or C catch basins which in previous years were Priority A or B.**

- e) How many times were all Priority A basins cleaned last year? **Four times**
- f) How many times were all Priority B basins cleaned last year? **Two or more times**
- g) How many times were all Priority C basins cleaned last year? **Once or twice**
- h) How much total waste was collected in tons from catch basin clean-outs last year? **20.54 CY from catch basins, 14.2 CY from CDS units.** **34.74 cubic yards**
- 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. **See attached—electronic file.**
- 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? **None last year. The City has already installed far in excess of the required number of trash receptacles with some 459 located throughout the City. An additional 126 receptacles for glass, plastic and aluminum beverage containers are located along the strand and in the business districts.**
- 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? **90%**  
**35 were re-stenciled**
- 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 has only one open channel.** 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 City adjusts the prioritization of catch basins for cleaning annually based on accumulation of material. Screens on catch basin inlets have reduced the frequency of necessary catch basin cleaning.**

- 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?

**The City's Public Works team used a vacuum and sewer cleaning truck during normal maintenance inspections. The cleaning system uses high pressure and low flow of water to remove and capture contaminants from the MS4. Field crews also control water flow in the area and dam the catch basins to prevent any runoff from maintenance activities.**

- s) Where is removed material disposed of?

**Trash waste and green waste was collected by Waste Management Inc. and sent to Puente Hills Landfill for disposal or recycling. Cement and asphalt waste was sent to Blue Diamond Crushing Plant for recycling. Liquid waste collected from City clarifiers was removed by Safety Kleen for recycling or disposal.**

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? **N/A**

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 we do not have any municipal activities considered industrial under USEPA Phase I.** **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? 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.). **The City of Manhattan Beach has implemented the SQMP requirements as outlined in the County of Los Angeles NPDES permit requirements. We use the model programs available on the Los Angeles County website. [http://www.ladpw.org/wmd/NPDES/model\\_links.cfm](http://www.ladpw.org/wmd/NPDES/model_links.cfm)** along with the City's Sewer Overflow Response Plan for responding to all reports of illicit discharge.
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.

**See attached**

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

**Process:**

1. **Identify source of discharge and/or illicit connection and, if appropriate, film using the city's video camera.**
2. **Immediately notify the offender of the problem and request that they clean up the illicit discharge and, if and illicit connection is also discovered, notify that that connection must be terminated or be approved (permitted) by the city and county. Initial notification is given in person to the offending party at the discharge site, then through letter and/or phone calls. Additionally, a violation warning or citation may also be issued.**
3. **The city's maintenance staff assists with or monitors the cleanup of the illicit discharge.**
4. **Staff performs their assessment within 21 days. This assessment includes locating the source of runoff and making a determination regarding the legality of the connection.**

**All illicit connections are then terminated within 180 days and findings are documented for future enforcement actions, if appropriate.**

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

**The City's Utility Manager keeps an Excel spreadsheet log of all illicit connections identified during the course of the year. This log includes the location of the connections, the test conducted to determine the extent of the problem (usually a smoke test), the requested remedy, due date, and status. The locations are shared with the GIS Analyst who then plots the information on a map. The City's Management Analyst keeps an Excel spreadsheet log of all illicit discharges identified during the course of the year. This log includes the location of the discharge, the type of discharge, the action taken to address the discharge, and contact information for the responsible party.**

5. What is the total length of open channel that your agency owns and operates? **550 feet**
6. What length was screened last year for illicit connections? **0 - completed in prior year**
7. What is the total length of closed storm drain that your agency owns and operates? **18 miles**
8. What length was screened last year for illicit connections? **0 - completed in prior year**
9. Describe the method used to screen your storm drains.

**During the course of the 5-year NPDES permit, City Public Works hired an outside contractor to video screen high priority drains for illicit connections and overall condition. Suspect connections were smoke tested to discover the source. City Public Works staff also screen the storm drains during their regular annual cleaning activities and continually field screen for problems that would be indicated by situations such as sink holes.**

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

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	0	0	0	0	0
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	1	1	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
11/12	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? **15-60 minutes**

a) Were all identified connections terminated within 180 days? **N/A no identified connections** 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 to storm drain system	# 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	N/A
02/03	8	8	0	8	0	0	0
03/04	13	13	0	13	0	0	3
04/05	29	28	1	28	0	0	7
05/06	32	32	3	32	0	0	8
06/07	27	26	1	4	0	0	11
07/08	18	16	2	2	0	0	8
08/09	8	8	0	4	0	0	1
09/10	3	3	0	2	0	0	0
10/11	37	37	0	13	0	0	0
11/12	3	3	0	0	0	0	0

14. What is the average response time after an illicit discharge is reported? **15 minutes (30-45 after 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.

**Staff follows the same procedures described in the Sewer Overflow Response Plan for illicit discharge incidents considered "spills". For those that do not require public works staff involvement the following procedures apply: Dispatch a Police Code Enforcement Officer to the site in question. CEO performs a site inspection, questions the offending party and immediately request the clean up and further prevention of contaminant runoff. The CEO then monitors the site until cleanup activities are completed. The Police Code Enforcement Officer either serves a warning or a Notice of Violation.**

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

**The City anticipates revising the program with the next permit adoption.**

17. Attach a list of all permitted connections to your storm sewer system.  
**N/A, no permitted connections.**

**V. Monitoring**

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

**We have implemented a coordinated shoreline monitoring plan, along with the other responsible agencies, for the Santa Monica Bay Beaches Bacteria TMDL. There are 3 locations in Manhattan Beach that are monitored for indicator bacteria levels.**

**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:  
**(see attached)**
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.  
**10**
- C. List any suggestions your agency has for improving program reporting and assessment.