

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

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

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

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

This Report Form consists of the following sections:

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



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

D. Staff and Training

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

There was no City provided training in the past year, however, new staff was hired with recent training.

E. Budget Summary

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

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

City's General Fund

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.

None

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

**TABLE 2**

<b>Program Element</b>	<b>Expenditures in Previous Fiscal Year</b>	<b>Estimated Amount Needed to implement Order 01-182</b>
1. Program management a. Administrative costs b. Capital costs	a) \$800 b) 0	a) \$5,000 b) -
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	a) \$0 b) \$0 c) \$0 - NA d) \$0 - NA	a) \$1500 annually b) \$1500 annually c) \$0 - NA d) \$0 - NA
3. Industrial/Commercial inspection/ site visit activities	NA	NA
4. Development Planning	Not broken down	\$2000 for information development and website
5. Development Construction a. Construction inspections	A few hours over the year - \$750	No change
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	a) NA b) NA c) Not known, part of County program d) Contracted out e) NA f) NA	No change is allowed – emergency activities only in budget Signage budget - \$1500
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	Part of general maintenance and not broken out	NA
8. Monitoring	None	NA
9. Other		
10. TOTAL	\$1550	\$11,550

List any supplemental dedicated budgets for the above categories:

There are no supplemental budgets. The voters did not allow for additional fees to be collected. All budgets are out of the General Fund.

Note: The budgets/costs above are based on staff time only. All NPDES focused staff time is shared with other duties.

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

A consultant has been retained to assist the City in all program areas of MS4 Permit compliance.

A conservation group volunteers to maintain the natural channels.

LA County provides for catch basin/storm drain cleaning when budgets allow.

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

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

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

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

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

The City did not have staff until 2012 to prepare a city- specific SQMP. This task has been identified as to be completed.

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

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.

N/A

E. Watershed Management Committees (WMCs)

- 1. Which WMC are you in? San Gabriel and Coyote Creek
- 2. Who is your designated representative to the WMC? City Manager
- 3. How many WMC meetings did you participate in last year? none
- 4. Describe specific improvements to your storm water management program as a result of WMC meetings.

N/A: with the new staff, the City is committed to attending the necessary meetings in 2012/2013.  
City Engineer did attend three Coyote Creek meetings in 2012.

5. Attach any comments or suggestions regarding your WMC.

F. Storm Water Ordinance

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

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

- 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.

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

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

None
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**Los Angeles County Municipal Storm Water Permit (Order 01-182)  
Individual Annual Report Form  
Attachment U-4**

**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? 41  
within the City limits\*
- b) How many storm drain inlets were marked with a no dumping  
message in the last fiscal year? unknown\*
- c) What is the total number of storm drain inlets that are legibly  
marked with a no dumping message? unknown\*

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.

In 2012, the City funded a mapping project that allowed for a citywide map of the drainage system. The next steps include inventory of catch basins and stenciled catch basins, assessment of current catch basin conditions. The City is still working on segregating city-managed vs. county managed storm drain inlets.

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

As part of a greater plan, opportunities for signage will be identified in this coming year.

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

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? City Hall Main line – one phone number for all citywide reporting.
- c) Is this information listed in the government pages of the telephone book? Yes  No
- d) If no, is your agency coordinated with the countywide hotline? Yes  No
- e) Do you keep record of the number of calls received and how they were responded to? Yes  No
- f) How many calls were received in the last fiscal year? unk
- g) Describe the process used to respond to hotline calls.

Calls are taken by main operator who provides information to appropriate city employee. City has just started to keep track of all calls.

- 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?

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)

NA

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

- 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? none  
 Explain why your agency did not attend any or all of the organized meetings.

Lack of resources – no staff

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

None

List suggestions to increase the usefulness of quarterly meetings:

NA

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

NA

- 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? none
- d) Describe efforts your agency made to educate local schools on storm water pollution.

There are no schools within the City's jurisdiction

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

- 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.

NA

- 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*).

NA

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*)?

NA

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

NA

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

NA

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

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...

During the planning process sediment control information is provided. In the upcoming year, additional opportunities for outreach will be identified including messages on the city website, city billboard, city TV.

5. Businesses Program

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

NA

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? NA
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? NA
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? NA Yes  No   
If not, describe measures that will be taken to fully implement this requirement.

There are no gas stations or restaurants within the City limits.

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

- 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.

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

Who was the audience?

- 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:  
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.

In the upcoming permit cycle, opportunities for outreach will be identified.

- 9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes  No   
Describe the materials that were distributed:

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

City Hall would be the only source of distribution in this City.

Who were the key partners?

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

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes  No   
 How many events did you attend? 0

11. Does your agency have a website that provides storm water pollution prevention information? Yes  No   
 If so, what is the address?

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.

Due to lack of staff there has been limited to no outreach. In the 2012/2013 year, there is a plan to identify outreach opportunities and attempt to begin low cost outreach. Adding information to the City website has been identified as one possible method of outreach.

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

Promote outreach opportunities from other local cities, use City billboard for a quarterly message, use city TV for messages from the Mayor.

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

**Attachment U-4**

**B. Industrial/Commercial Facilities Program**

**1. Critical Source Inventory Database**

Did you (individually or jointly) update the Database for Critical Sources Inventory?      Yes       No

Comments/Explanation/Conclusion: The City does not have a program as there is only one commercial building in town (small real estate office) and one plant nursery.

**2. Inspection Program**

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Landfills	0			
TSDf	0			
...				

Comments/Explanation/Conclusion:

**3. BMPs Implementation**

Provide the reporting data as suggested in the following table.

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

**Attachment U-4**

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									
...										

Comments/Explanation/Conclusion:

**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)
0	0						
0	0						

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

Comments/Explanation/Conclusion:

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

**Attachment U-4**

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:

No program to assess

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities. There is no program to assess

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

C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes  No   
 Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.
  
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
  - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes  No
  - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes  No
  - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes  No
  - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes  No
  
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

There were no priority projects within the City limits. As the City is all residential and built out – it is likely there will never be a priority project.

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

NA

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

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

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

Handouts are made available early in the process and soon will be available on the City’s website. The procedures manual and guidelines are on the website.

There were only 7 construction projects within the City limits; all less than 1 acre and not priority projects.

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 NA
- c) Industrial NA
- d) Automotive Service Facilities NA
- e) Retail Gasoline Outlets NA
- f) Restaurants NA
- g) Parking Lots NA
- h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area NA
- 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? 0%

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2013?

The City will not have any projects this size.

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

- 10. After 2013, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 0
- 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.

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

- 14. How many targeted staff were trained last year? 1 new employee has previous training
- 15. How many targeted staff are trained annually? none
- 16. What percentage of total staff are trained annually? 0%
- 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?
- 19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

LA County's Manual is being used. The City's Manual is still in development.

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

D. Development Construction Program

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

Plans are provided for review and approved by the City's Building and Safety Department. Prior to construction the development is required to comply with Statewide Permit and City's ordinances. Erosion Control plans, SWPPP document and plans and related applicable SUSMP design and BMP implementation are addressed during the review process. Inspection for implementation and monitoring is also provided through City staff or contract staff.

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. All projects in 2011/2012 where smaller than 1 acre and did not require a 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?

Proof of WDID #, certification and a maintenance agreement is required prior to issuance of permit.

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

- 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? 7
- 8. How many construction sites were inspected during the last wet season? 0
- 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>	<b># of Enforcement Actions</b>
Off-site discharge of sediment	0	0	0	0
Off-site discharge of other pollutants	0	0	0	0
No or inadequate SWPPP	0	0	0	0
Inadequate BMP/SWPPP implementation	0	0	0	0

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

City will initiate a meeting with the project site manager to discuss the nature of the violation and corrective action on the same day as of discovery. A stop work order will be issued. This stop notice will be lifted once the project is in compliance.

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

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

As presented last year, all grading projects are reviewed by the Public Works, Building and Safety, and Planning departments prior to the issuance of a grading permit. All storm water related requirements are noted on the grading plans. A pre- construction meeting is held with the owner and the contractor to go over the requirements on the approved plans prior to the issuance of a permit. During construction, site inspections are made daily for compliance.

E. Public Agency Activities (Part 4.F)

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

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes  No
- b) How many sanitary sewer overflows occurred within your jurisdiction? 0
- c) How many did your agency respond to? 0
- d) Did your agency investigate all complaints received? Yes  No
- e) How many complaints were received? 0
- f) Upon notification, did your agency immediately respond to overflows by containment? NA 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:

LA County Sanitation manages the City's limited sewer system.

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

- 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:

NA- the City does not manage a sewer system

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 ?  %

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

None were larger than 1 acre

- c) What is the total number of active public construction sites? 0  
How many were 5 acres or greater in size? 0

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

- 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? NA 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

The City does not have a corporation yard, storage or maintenance facilities

- 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) Through the planning process and hand outs
- (2) City does not have storage facilities that are applicable to this.
- (3) Managed through the volunteer fire department
- (4) Handled through inspections, follow ups and stop work notices and then correction process.

- 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? NA Yes  No   
If not, what is the status of implementing this requirement? NA

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

The City doesn't have any facilities or equipment.

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? none

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 is in process of looking for opportunity to include protocols through the subcontract process.

- 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?

Contractors provide certification.

- 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:



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

- e) How many times were all Priority A basins cleaned last year? 0
- f) How many times were all Priority B basins cleaned last year? 0
- g) How many times were all Priority C basins cleaned last year? 0
- h) How much total waste was collected in tons from catch basin clean-outs last year? 0
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. NA Yes  No
- k) How many new trash receptacles were installed last year? NA
- 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?

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

n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes  No

o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes  No   
Is the prioritization attached? Yes  No

p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes  No   
What changes have been made?

City has only recently mapped all the stormdrains in the City. Next step will be to inventory and segregate stenciled/non-stenciled catch basins.

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?

Work is completed during dry season and mostly completed by hand.

s) Where is removed material disposed of?

LA County landfills

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

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

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

- 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: **INFORMAL TRAINING**
  - (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?  
There are two parking lots – one at City Hall and one a park. Both are maintained and kept clean from debris and oil.

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

8. Public Industrial Activities Management
- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes  No
- b) Does your agency serve a population of less than 100,000 people? Yes  No
9. Emergency Procedures
- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes  No
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes  No
10. Feasibility Study
- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? NA 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

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

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.). Not applicable
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.

Map is complete and attached. There were no illicit connections or discharges found.

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

Illicit discharges are identified through either citizen complaint or through routine visual inspection of City roads by Public Works or Building Department staff. Upon identification of an illicit discharge, the City investigates the source of the discharge and attempts to trace the source back to the individual property. If possible, staff contacts the property owner or occupant at the time of discovery to eliminate the discharge. Upon identifying the source property, the City identifies the property owner by accessing the GIS database that contains owner information. The City prepares a certified letter to the property owner to cease and desist. If the letter fails to correct the situation, additional enforcement action will be determined in consultation with the City Attorney, City Manager, and City Engineer.

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

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

Staff maintains a copy of the letter in the subject property address file.

5. What is the total length of open channel that your agency owns and operates? Still to be surveyed
6. What length was screened last year for illicit connections? 0
7. What is the total length of closed storm drain that your agency owns and operates? Still to be surveyed
8. What length was screened last year for illicit connections? 0
9. Describe the method used to screen your storm drains.

No cleaning completed by the City. County drain cleaning data is unknown. This past year a mapping project was completed however additional data is necessary. In the coming year, the length of pipe and channel will be determined as will the number of stenciled catch basins.

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						
02/03	0						
03/04	0						

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

04/05	0						
05/06	0						

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?

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

b) If not, explain why.

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	0						
02/03	0						
03/04	0						
04/05	0						
05/06	0						

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

14. What is the average response time after an illicit discharge is reported?

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

b) If yes, explain why.

If a report is received during normal City business hour, City staff responds and investigation the complaint. If a spill is regarded as posing a threat to public health and safety or occurs after – hours the Fire Department assumes responsibility for the incident command. In non-emergencies, the incident command is turned over to Public Works for appropriate action.

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

Training for identification and reaction procedures. City staff makes field visit and prepares documentation and record goes to file.

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

More detailed record keeping; inclusion of locations on a map. Training.

17. Attach a list of all permitted connections to your storm sewer system.  
There are none

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

**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.

**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:  
*(Please see the italic comments below)*
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form; *The City of La Habra Heights should be in a Phase II program as much of the Phase I program is not applicable to this municipality.*
  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; *Funding and staffing*
  4. A list of specific program highlights and accomplishments; *In 2012, we were able to have the City drainage system mapped.*
  5. A description of water quality improvements or degradation in your watershed over the past fiscal year; *None*
  6. Interagency coordination between cities to improve the storm water management program; *Limited coordination with the County concerning storm drain cleaning*
  7. Future plans to improve your agency's storm water management program; and *In process of formalizing program by including more thorough documentation, procedures and reporting.*
  8. Suggestions to improve the effectiveness of your program or the County model programs. *None*
- 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.  
5
- C. List any suggestions your agency has for improving program reporting and assessment.  
Increase in funding and staffing resources  
Continue proactive program development including adding NPDES consultant; improving documentation, procedures and reporting.

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

Individual Annual Report Form

Attachment U-4

I. 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 21 day of August, 2012

at La Habra Heights, CA.

Printed Name Shauna Clark Title City Manager

City Name La Habra Heights

(Signature) 

Signature by duly authorized representative