

**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.

<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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<b>Stormwater Ordinance</b>	<b>Separate file</b>
<b>Public Education Summary</b>	<b>Separate file</b>
<b>Environmental Documents</b>	<b>Separate file</b>
<b>IC/ID Program</b>	<b>Separate file</b>
<b>Storm Drain System Map</b>	<b>Separate file</b>
<b>Program Effectiveness Assessment</b>	<b>Separate file</b>
<b>Miscellaneous Attachments</b>	<b>Separate files</b>

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**Reporting Year 2011-12**

**I. Program Management**

- A. Permittee Name: City of Rolling Hills Estates
- B. Permittee Program Supervisor: Greg Grammer  
Title: **Assistant City Manager**  
Address: **4045 Palos Verdes Drive North**  
City: **Rolling Hills Estates** Zip Code: **90274**  
Phone: **310-377-1577 x-107** Fax: **310-377-4468**
- 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 City of Rolling Hills Estates is a contract city and so many of the storm water program areas are implemented under contract arrangements either with the County of Los Angeles or with private contractors. In-house activities include: planning, zoning and code administration, and parks and recreational facilities maintenance. Most other public works and engineering department functions are managed via contracts either with the County or privately. The City retains an environmental consultant to assist with coordinating NPDES programs across contracts and departments and to assist with emerging technical and regulatory issues.**

- 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.

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**TABLE 1 - Program Management**

<b>Storm Water Management Activity</b>	<b>Division/Department</b>	<b># of Individuals Responsible for Implementing</b>
1. Outreach & Education	<b>City Public Works</b>	<b>1</b>
2. Industrial/Commercial Inspections	<b>City Public Works w/County Contract</b>	<b>1</b>
3. Construction Permits/Inspections	<b>County Contract w/City Zoning Officer</b>	<b>2</b>
4. IC/ID Inspections	<b>City Code Enforcement w/County Contract</b>	<b>1</b>
5. Street sweeping	<b>City Public Works w/ Contractor Nationwide</b>	<b>1</b>
6. Catch Basin Cleaning	<b>City Public Works w/County Contract</b>	<b>1</b>
7. Spill Response	<b>City Community Services w/County Contract</b>	<b>1</b>
8. Development Planning	<b>City Planning Department</b>	<b>3</b>
9. Trash Collection	<b>City Public Works w/Waste Management, Inc. as</b>	<b>1</b>

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## E. Budget Summary

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

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

**General fund, Used Oil Block Grants, Department of Conservation Beverage Container Recycling and Litter Control Grant.**

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

**\*Existing general funds are unlikely to be sufficient for implementing the next MS4 Permit and TMDLs**

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.

**Used Oil Grant funds (\$5000)**

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**TABLE 2**

<b>Program Element</b>	<b>Expenditures in Fiscal Year FY 2011-2012</b>	<b>Budget to implement Order 01-182 FY 2012-2013</b>
1. Program management		
a. Administrative costs	\$25,962	\$25,735
2. Public Information and Participation		
a. Public Outreach/Education	\$4,029	\$3,682
b. Employee Training	\$2,162	\$3,176
c. Corporate Outreach	NA	NA
d. Business Assistance		
3. Industrial/Commercial inspection		
a. Consultant services	\$ 1,420	\$ 708
b. Restaurant inspections	-	\$4,000
c. Industrial Waste Inspections	\$11,915	\$12,000
4. Development Planning	\$ 8,800	\$8,800
5. Development Construction		
a. Construction inspections	\$13,200	\$13,200
6. Public Agency Activities		
a. Maint of structural BMPs		\$ 9,750
b. Municipal street sweeping	\$64,448	\$65,000
c. Catch basin cleaning	\$6,211	\$ 7,500
d. Trash collection/recycling	\$31,883	\$30,400
e. Capital costs	\$38,312	\$34,550
f. Other (in-house NPDES maint.)	\$8,541	\$8,541
g. Grant tracking & proposals	\$7,802	\$2,569
7. IC/ID Program		
a. Operations and Maintenance	\$27,888	\$28,600
b. Open channel screening-staff	\$5,551	\$6,554
c. Consultant assistance	\$2,265	\$1,888
d. County GIS Assistance	\$178	\$180
7. Monitoring-TMDLs		
a. SMBBB TMDL MOA		\$1,000
b. ML Nutrient TMDL MOA	\$16,264	\$27,500
9. Other (NPDES related fees)		
a. TMDL Implementation	\$20,125	\$6,372
b. NPDES Permit fees	\$6,373	\$6,000
10. TOTAL	\$303,289	\$307,705

List any supplemental dedicated budgets for the above categories:

**Used Oil Grant partly used for Public Outreach/Education and Beverage Container Recycling and Litter Abatement Grant used partly for litter abatement.**

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

City of Rolling Hills Estates has contracts with various consultants/other agencies. These are: *BMC Landscape* – Litter Abatement; *LA County* – Building & Safety, Engineering, Public Works, Industrial Inspection; *Kathleen McGowan*—Environmental Consultant; *Willidan* – Building & Safety; *Nationwide Environmental Services* – Street Sweeping; *Waste Management Inc.* –solid waste collection/recyclina

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

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes  No
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes  No

The City of Rolling Hills Estates received a notice from the Los Angeles Regional Water Quality Control Board (LARWQCB) dated March 4, 2008 suggesting 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). However, the City explained in its response to the notice that the exceedances of bacteriological indicators which were the subject of the notice were not associated with discharges that are the responsibility of the City of Rolling Hills Estates because drainage from the City is not tributary to the monitoring location where the exceedances occurred. In an effort to comply with the requirements of the permit and to keep the LARWQCB apprised of the City's activities, Rolling Hills Estates submitted an RWL Compliance report for the 2007-2008 reporting year in response to the notice of violation. The MS4 Permit requires the City to provide a RWL Compliance status report in alternating years following submittal of the first report. Accordingly, the City filed a status report with its FY 2009-10 NPDES MS4 Individual Annual Report. The City did not receive a response from the RWQCB's staff on the RWL reports filed in 2007-2008 or 2009-2010. The RWQCB Executive Officer has since officially rescinded the NOVs issued to the City in 2008 and 2009, which originally triggered the need to file the RWL compliance report for SMB 7-07. As a result, the City will cease filing future RWL compliance status reports based on these rescinded notices.

Other than the notice of violation received during the FY07-08 reporting year, the City has not been notified or determined that discharges from its MS4 are contributing to or causing exceedances of water quality standards. Results of TMDL monitoring programs are discussed in the attached Assessment of Program Effectiveness in response to Item VI.A.5, *A description of water quality improvements or degradation in your watershed over the past fiscal year.*

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- 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 continues to implement the Countywide Storm Water Quality Management Plan (SQMP). The City has obtained a BMP substitution/waiver approval from the Regional Board for trash receptacles at uncovered transit stops and this waiver and the City’s alternative commitments have been incorporated as an amendment to the Countywide SQMP for the City of Rolling Hills Estates. The City continues to implement the Countywide Storm Water Quality Management Plan (SQMP). In addition to the Countywide SQMP the City is undertaking implementation measures and monitoring programs for compliance with the Machado Lake Trash TMDL and the Machado Lake Nutrient 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.

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- In 2009 the City adopted a water conservation ordinance applicable to existing and new development of all land use types that also supports the stormwater program by curtailing non-stormwater runoff.
- In July 2010 the City adopted a Water Efficient Landscape ordinance and guidelines in accordance with statewide requirements applicable which will significantly reduce or eliminate irrigation runoff from new development and significant redevelopment.
- The City has passed a resolution adopting the Alameda County New Home Construction Green Building Guidelines for new home construction as a City reference document and encouraging the use of the LEED (Leadership in energy and Environmental Design) Green Building Rating System for construction projects within the City.
- The City has instituted an ordinance requiring that manure shall be kept in an enclosed container designed for such purpose and that manure that is not used for composting must be removed completely from individual properties at least once per week.
- All City parks are equipped with pet waste collection stations.
- Manure is removed from the municipal stables daily--this is an aggressive manure management practice that is optimal for water quality protection as well as integrated pest management of flies thereby minimizing the need for chemical control. City ordinance requires that manure be composted or hauled away weekly, so by going above and beyond the minimum standard at its own municipal stables, the City sets an example for private or residential stables. The City's contract for manure hauling specifies that manure must be taken to facilities that will compost 100% of the manure and provide documentation for AB 939 reporting.
- Drainage from wash racks at the municipal stables is diverted to the sanitary sewer via an approved pretreatment permit with the sanitation district.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? **Ballona Creek**
2. Who is your designated representative to the WMC?

**Kathleen McGowan, P.E.**

3. How many WMC meetings did you participate in last year? **Four (4) plus additional subwatershed meetings to coordinate implementation of TMDLs**
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

**Sharing of information among watershed permittees improves our ability to stay abreast of new information and training opportunities.**

5. Attach any comments or suggestions regarding your WMC.

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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.

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.

**Although not a stormwater ordinance, per se, the City adopted a Water Efficient Landscape ordinance and guidelines. This ordinance will reduce runoff and require the planting of drought tolerant and native plants that require less fertilizer thereby improving receiving water quality.**

G. Discharge Prohibitions

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

**N/A**

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

**Non-storm water discharges which are exempt discharges within a Areas of Special Biological Significance (ASBS) should also be exempt in areas outside an ASBS. The same concerns for structural stability, slope stability and naturally occurring flows are present on the Palos Verdes Peninsula as they are in many ASBS. The recent landslide at Whites Point in San Pedro, as well as the active landslide areas on the Palos Verdes Peninsula clearly illustrate these concerns.**

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**IV. Special Provisions (Part 4)**

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

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

**1. No Dumping Message**

a) How many storm drain inlets does your agency own? **150 (135 inlets are marked and maintained by the County through contract services, 15 inlets are located in parks or other City property and are marked and maintained by City maintenance staff.)**

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **5 by City maintenance staff and 135 by LA County contract services, total of 140**

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **150**

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.

**The County conducts this service on a three-year cycle. On average the stencils are being maintained at better than 90% legibility with the current frequency of stenciling.**

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? **4 no dumping signs were replaced and one (1) new location was posted**

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

**The City completed the posting of new signs or replacement of damaged signs at all nine (9) designated public access points to creeks, channels and other water bodies by February 2, 2004. A new location was posted in FY11-12 bringing the total number of posted locations to ten (10).**

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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes  No
- b) If so, what is the number? **N/A**
- c) Is this information listed in the government pages of the telephone book? Yes  No
- d) If no, is your agency coordinated with the countywide hotline? Yes  No
- e) Do you keep record of the number of calls received and how they were responded to? Yes  No
- f) How many calls were received in the last fiscal year? **seven (7)**
- g) Describe the process used to respond to hotline calls.

**City relies on County for hotline. Calls that come directly to the city are forwarded to the Zoning Code Administrator (see IC/ID section).**

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes  No
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the [www.888CleanLA.com](http://www.888CleanLA.com) web site (Principal Permittee only)? **N/A** Yes  No   
If not, when is this scheduled to occur? **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 additional Jurisdictional Group 7 and Peninsula Cities meetings.**  
Explain why your agency did not attend any or all of the organized meetings.

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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:

**The County has begun utilizing webcasting for these meetings. 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**

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

**The joint Peninsula cities stormwater ad ran quarterly in the PV News on total market coverage days for a total number of impressions of 90,400.**

**Other local media ads and articles produced approximately 281,873 impressions: two (2) Daily Breeze articles-151,764 impressions; two (2) LA Times articles; nine (9) PV News articles-122,400 impressions; WM Newsletter-3500 impressions; Concours d'Elegance Program magazine 4,000 copies, City green webpages hits 209).**

*The Peninsula News is published every Thursday. The weekly circulation is 13,600 on Thursday and a TMC (Total Market Coverage) of 22,600 once a month.*

*Daily Breeze daily circulation is 75,873 Sunday circulation is 64,245.*

*LA Times articles not counted in total number of impressions.*

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

**The City conducts outreach to middle and high school students by enlisting their involvement as volunteers for public outreach events and public service projects.**

**The City's consultant worked with the Palos Verdes Peninsula High School Advanced Placement Environmental Science teacher to incorporate a storm drain inlet mapping and stenciling component into the course**

**In addition, the City conducts outreach to children and their families regarding the importance of preserving native habitat and open space through programs conducted at the George F Canyon Nature Center and Stein Hale Nature trail in partnership with the Palos Verdes Peninsula Land Conservancy.**

- 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**

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- 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.

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

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4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes  No
- c) Did your agency help distribute pollutant-specific materials in your city? Yes  No
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

**Fliers are distributed and verbal information disseminated through two public events annually, the City Celebration and the Earth Day event held at the local shopping mall.**

**Bacteria, trash and nutrients are the targeted pollutants within the City. The City's website includes an integrated environmental page with information for the public on a variety of environmental issues, including stormwater.**

**The City's franchise waste hauler has created a website entitled *KeepingRHEclean.com* specifically for the City which is linked to the City's website. Information on the City's Manure Recycling Program through its solid waste franchise hauler is available on this website as well as at the public counter.**

**The City's BMP brochure for the Equestrian Community includes information on the City's manure management requirements. This brochure is distributed at public events, at the public counter and City field staff carry them with them to distribute as appropriate. Additional information on the design of stables to minimize stormwater pollution is provided on the City's website through links on the equestrian page and the "Taking the Greener Path" page.**

**The County Building and Safety and Engineering office provides outreach materials to contractors and developers on behalf of the city through the City's contract services arrangements with the County.**

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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.

- 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 provides outreach to businesses through the South Bay Environmental Services Center, in collaboration with the South Bay Cities Council of Governments.**

**The City also provides support to a local auto repair shop that is a Certified Collection Center for Used Oil through CalRecycle.**

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

How many media outlets were contacted? **1**

Which newspapers or radio stations ran them?

**Palos Verdes Peninsula News ran several editorials and numerous articles regarding storm water quality and pollution prevention (examples are attached). Their coverage of local environmental issues is excellent.**

Who was the audience?

**General Public**

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

**The City ran a joint ad with sister cities in the program magazine for the local auto show which is a venue for auto enthusiasts and the target market for DIYers in this community.  
The City also made a \$500 financial contribution to the County's media campaign.**

Type of media purchased: auto show magazine  
Frequency of the buys: annual  
Did another agency help with the purchase? Yes  No

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

**Promotional items and brochures were distributed with the assistance of a local Boy Scout troop at the Earth Day event sponsored and held at the Promenade on the Peninsula which is an open-air shopping mall in the City's downtown commercial area. LACDPW and Caltrans provided premiums, brochures and tip-cards.**

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

Describe the materials that were distributed:

**Fliers: Household hazardous waste and electronic waste collection fliers. South Bay Energy Savings Center and County Smart Gardening. Brochures: BMPs for the Equestrian Community, Smart Gardening Workshop brochures, Pool/Spa BMP flier developed cooperatively with the County of Los Angeles. Los Angeles County Consolidated Sewer Maintenance District distributed an annual flier/report with BMPs to prevent sewer line blockages.**

Who were the key partners? **County of Los Angeles, Cities of Rolling Hills, Rancho Palos Verdes, and Palos Verdes Estates; Girl Scout Troop; Waste Management Inc., South Bay Energy Savings Center**

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

**General public, local schools, equestrian community.**

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

How many events did you attend? **2**

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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.rolling-hills-estates.ca.us/index.aspx?page=75> The franchise waste hauler also maintains for the city:  
<http://www.keepingrollinghillsclean.com/>

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.

**There has been an increase in awareness regarding storm water pollution in the local community as evidenced by:**

- **The City maintenance staff and zoning and code administrator have been conducting one-on-one outreach to businesses and residents in the community and have seen improvement in compliance, particularly among local businesses.**
- **Homeowners associations have been increasingly vigilant in promoting the pickup of pet waste**
- **A 45% increase in manure diversion rates through the franchise hauler since FY2006-07,**
- **a 29% increase in used oil collection rates through the City's curbside collection program since the previous reporting year**
- **hits on the City's green web pages**
- 

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 and find that County staff and its PR consultant are helpful in providing resources for cooperative work.**

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**B. Industrial/Commercial Facilities Program**

**1. Critical Source Inventory Database**

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

Comments/Explanation/Conclusion: **Inventory was updated based on field inspection 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 of inspections since permit adoption
Restaurants	<b>39</b>	<b>0</b>	<b>100%</b>	<b>74</b>
Landfills	<b>2</b>	<b>0</b>	<b>100%</b>	<b>7</b>
Auto svc/retail gas	<b>2</b>	<b>2</b>	<b>100%</b>	<b>12</b>
SIC 32 Cement Manufacturing	<b>1</b>	<b>1</b>	<b>100%</b>	<b>3</b>
Laundries**	<b>7</b>	<b>7</b>	<b>100%</b>	<b>18</b>
<b>TOTAL</b>	<b>51</b>	<b>18</b>	<b>100%</b>	<b>113</b>

Comments/Explanation/Conclusion

**\*\*Laundries are Tier 2 facilities and were inspected during the first permit cycle with most having no activity in exposure to stormwater. During the second cycle an exposure assessment was done of all laundries and none were found to have outside business activity in exposure to stormwater. During the current reporting year a second exposure assessment was done of laundry facilities to confirm the no exposure status.**

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**3. BMPs Implementation**

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle*	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle*	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Restaurants +	<b>0</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>42</b>	<b>34</b>	<b>81%</b>	<b>8</b>	<b>59</b>	<b>15</b>
Landfills	<b>0</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>3</b>	<b>3</b>	<b>100%</b>	<b>0</b>	<b>1</b>	<b>0</b>
Auto Service/Retail Gas	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>25%</b>	<b>4</b>	<b>3</b>	<b>4</b>
SIC 32	<b>0</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>2</b>	<b>1</b>	<b>50%</b>	<b>1</b>	<b>1</b>	<b>1</b>
Laundry	<b>7</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>13</b>	<b>11</b>	<b>85%</b>	<b>2</b>	<b>15</b>	<b>3</b>

Comments/Explanation/Conclusion:

**+ County industrial waste permitting group inspects critical sources with fats oil and grease control permitted devices to ensure proper operation to minimize incidents of SSOs, however results of these inspections are not provided to the City.**

**\*meaning of “reporting cycle” is no longer clear since two cycles were required under permit and those are complete but because permit is expired.**

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**4. Enforcement Activities**

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle*	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle*	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle*	Total number of enforcement actions since permit adoption (by category)
Verbal	<b>2</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>5</b>
NOV	<b>0</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>NA</b>	<b>8</b>	<b>15</b>
Citation	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>0</b>	<b>0</b>
Referral	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>0</b>	<b>0</b>

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
Restaurants	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Landfills	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
Auto Service	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
SIC 32	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Laundries	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Comments/Explanation/Conclusion:

**All required inspections were completed in previous years.  
\*meaning of "reporting cycle" is no longer clear since two cycles were required under permit and those are complete but because permit is expired City has initiated additional inspections as a sign of good faith in continuing to carry out the intent of the permit.**

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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:

**Recommend removing laundries from the list of critical sources because they do not typically operate in exposure to stormwater.**

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.  
**No longer a Permit requirement to make quarterly submittals to the County as part of annual report.**

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes  No   
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year. See Attachment IV-C-1
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.

**The following BMPs were required for hillside homes:**

1. **SD-10: Site Design and Landscape Planning— Surface water must be diverted from manufactured slopes via drainage devices. Slopes are protected from erosion through required landscaping. Conservation of natural areas—two (2) projects**
2. **SD-12: Efficient Irrigation –two(2) projects**
3. **SD-20: Pervious Paving—two (2) projects**

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

**The County has developed interim peak flow runoff criteria for new development, and these requirements are being implemented within the City of Rolling Hills Estates as part of the City's contract services agreement with the County. City planning staff has received training on the interim criteria.**

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.

**Projects are reviewed by City planning staff and by County engineering staff to determine whether the project proposed will require implementation of a SUSMP. If required, a condition is placed on the approval of the project. Elements of the approved SUSMP are forwarded to the County Engineering & Building Department to ensure incorporation into plans prior to issuance of a construction permit. City does planning design review but County provides engineering and building & safety review.**

**The Rolling Hills Estates City Council encourages its residents, business owners, and developers to consider the incorporation of resource efficient or "green" elements into remodel or new construction projects. The City Council adopted two resolutions on June 16, 2006 which encourage environmentally sensitive design within the City.**

**Resolution No. 2103 adopts the Alameda County New Home Construction Green Building Guidelines as a City reference document. Resolution No. 2104 adopts the Ahwahnee Water Principles for Resource-Efficient Land Use.**

**In addition, new development and redevelopment projects are required to comply with the City's adopted water efficient landscape ordinance.**

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- 7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?
  - a) Residential **2**
  - b) Commercial **0**
  - c) Industrial
  - d) Automotive Service Facilities
  - e) Retail Gasoline Outlets
  - f) Restaurants
  - g) Parking Lots
  - h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area
  - i) Total number of permits issued to priority projects **2**
  
- 8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? **2.9%**
  
- 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 County's Correction Sheet for grading permits has been revised to require SUSMP provisions for Industrial/Commercial development that creates an area of one acre or more of impermeable area.**

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

**On average less than one per year—there are few large commercial developments**

11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development?

Yes  No

12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation?

Yes  No

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

13. Did your agency update any of the following General Plan elements in the past year?

a) Land Use Yes  No

b) Housing Yes  No

c) Conservation Yes  No

d) Open Space Yes  No

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

**The 2008-2014 Housing Element was adopted by the City Council on June 23, 2009 and has been certified by the State Department of Housing and Community Development. Storm water quality and quantity as well as other watershed issues are addressed in the newly adopted element. The draft element was submitted to the Regional Board prior to approval, and no associated comments were received.**

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14. How many targeted staff were trained last year? **6**
15. How many targeted staff are trained annually? **100%**
16. What percentage of total staff are trained annually? **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?
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

**The County of Los Angeles, as a Principal Permittee developed the “Stormwater Best Management Practice (BMP) Design and Maintenance Manual” which was adopted in March 2009 and has been incorporated into the County SUSMP review process to assist in the selection and location of BMP/water quality devices. The City also relies on California BMP Handbooks distributed by CASQA**

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D. Development Construction Program

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

**City contracts with Los Angeles County Building and Safety Division or a private engineering firm for issuance and inspection of grading permits. Any person or organization performing grading is required to control fugitive dust and runoff pollution during the construction activity. For those grading projects that require a building permit and disturbed area is less than 1 acre, the permittee is required to implement BMPs as outlined in the California Storm Water Best Management Practice Construction Activity Handbook. Any grading project that disturbs an area of 1 acre or more requires the Permittee to submit a SWPPP and proof that a Notice of Intent (NOI) has been filed with the State Water Resources Control Board and that a Waste Discharger Identification Number (WDID) has been issued. Any grading project, regardless of size, for which a permit is required and involves the disturbance of soil during the rainy season (i.e. October 1 through April 15), needs to submit an updated wet weather (erosion control) plan (Local SWPPP).**

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria? Yes—service is provided by the County under contract.
- 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 **[RHCC South Campus SWPPP attached]**
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?

**No permit or approvals are issued until a Waste Discharge Identification Number (WDID) on State Water Resources Control Board's letterhead is presented.**

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- 5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? **1**
- 6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? **1**
- 7. How many building/grading permits were issued to construction sites less than one acre in size last year? **91**
- 8. How many construction sites were inspected during the last wet season?  
**All sites that involved grading or disturbed soil were inspected during the wet season, but not all building permits listed in Question 7 involved grading or disturbed soil** **70**
- 9. Complete the table below.

**NPDES permit requires all projects of one acre or greater to be inspected during the wet season. County Building & Safety does not maintain electronic records of inspections for sites less than one acre, however records of violations are documented.**

<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	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
Off-site discharge of other pollutants	<b>0</b>	<b>0</b>	<b>NA</b>	<b>0</b>
No or inadequate SWPPP	<b>0</b>	<b>0</b>	<b>NA</b>	<b>0</b>
Inadequate BMP/SWPPP implementation	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

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

**A verbal and written notice is given to the project’s superintendent alerting him or her of the observed deficiencies. A follow-up inspection is conducted to see that the violation has been corrected. If the violation has not been corrected, then no other approvals are granted (e.g. no rough grading approval) effectively shutting down the project until corrective actions are taken. Grading Stop Work Orders are issued that explicitly allow only erosion control work to proceed. Although rarely done, the Building Official may ask the District Attorney’s office to file charges against the property owner who knowingly continues to violate NPDES mandates.**

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

**The County Building Official has a computerized system that keeps track of all active grading projects (Development and Permit Tracking System—DAPTS) and a report is generated prior to the start of rainy season. This report includes all active grading jobs that need to submit rainy season erosion control plans and notices are sent out to the owners.**

**Commercial projects are handled by a privately contracted Building & Safety firm and these are handled using a paper system. Due to the limited number of such permits, the inspector can easily keep track of active sites.**

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E. Public Agency Activities (Part 4.F)

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

**N/A—City does not operate the sanitary sewers. LA County Department of Public Works Consolidated Sewer Maintenance Districts (LACDPW-CSMD) is responsible for items a) through i) below. The responses in a) through i) below are based on information provided by the County.**

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? LACDPW-CSMD  
Yes  No

- b) How many sanitary sewer overflows occurred within your jurisdiction? **Zero (0)**

- c) How many did your agency respond to? NA  
**LACDPW-CSMD responded**

- d) Did your agency investigate all complaints received? Yes  No   
**LACDPW-CSMD responds to all complaints**

- e) How many complaints were received? Unknown  
**LACDPW-CSMD only provides information to the City on confirmed SSOs**

- f) Upon notification, did your agency immediately respond to overflows by containment? Yes  No   
**LACDPW-CSMD procedures are to stop the SSO regardless of jurisdiction and then notify responsible agency as appropriate.**

- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes  No   
**LACDPW-CSMD reports all SSOs to the Department of Environmental Health.**

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- 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: **See County Annual Report**

**That portion of the sanitary sewer system that is owned by the City is operated by the Los Angeles County Department of Public Works Consolidated Sewer Maintenance District. The forgoing requirements are all carried out by LACDPW for the City—see the County’s annual report for details of the program.**

**The City is aware of its responsibilities under the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-0003) and coordinates with the LACDPW staff to ensure that these requirements are met for City-owned portions of the sewer system.**

- 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:

**That portion of the sanitary sewer system that is owned by the City is operated by the Los Angeles County Department of Public Works Consolidated Sewer Maintenance District. The forgoing requirements are all carried out by LACDPW for the City—see the County’s annual report for details of the program.**

**The City is aware of its responsibilities under the new Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-0003) and coordinates with the LACDPW to ensure that these requirements are met for City-owned portions of the sewer system.**

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2. Public Construction Activities Management

a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ? N/A %

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

c) What is the total number of active public construction sites? 2  
 How many were 5 acres or greater in size? 0

d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? **N/A this reporting year.**  
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 only such facility owned/operated by the City is a materials storage area for landscape maintenance. Outside storage area for gravel, mulch, etc., is not paved and any runoff drains onto landscaped areas and not into storm drains. Fertilizers and pesticides are stored inside the maintenance building with no exposure to storm water. Pesticides and fertilizers are applied under the supervision of the Maintenance Supervisor who holds multiple levels of certification in pesticide management.**

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

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

**Catch basins located within municipal parks are cleaned prior to the start of the rainy season (before October) and repeatedly throughout the wet season. City park catch basins are never allowed to be even 25% full. Mowing is done in a way that minimizes grass accumulation in catch basins—even the trim mower is equipped with a bag to capture clippings. Equestrian rings are equipped with systems to spray down the rings for dust control. Dust control additives are applied periodically in the riding rings to further reduce dust generation. The horse wash rack at the municipal Equestrian Center drains to the sanitary sewer and is equipped with a pretreatment system to remove horsehair and manure—the City holds a pretreatment permit with the sanitation district for this system. Storm water runoff from the Equestrian Center is directed away from the stables and into a large grassed infiltration area.**

c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? **N/A**  
 Yes  No

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

**City does not own or operate vehicle/equipment wash areas, vehicles are washed at commercial facilities that are equipped with proper facilities and properly.**

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

4. Landscape and Recreational Facilities Management

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

Briefly describe this protocol:

**The City established Best Management Practices (BMPs) for all City owned parks and recreational facilities. The only landscaped areas that are regularly fertilized are ball fields—ball fields are fertilized only twice per year and renovated once per year using a top-dressing, which is composted, and “nitrolized”. On City owned horse trails, staff will continue the practice of using wood chips in lieu of herbicide for weed control. All pesticides, herbicides, fungicides and fertilizers are stored within a closed and covered structure. Animal waste generated at equestrian areas is removed daily and taken offsite for composting at a private commercial facility. “Dogipot” pet waste pickup devices have been installed at City parks.**

- 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?

**Where spraying is necessary, staff will not apply herbicide or pesticide when windy conditions exist or before an anticipated rainstorm.**

- 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:

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- 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? **Maintenance Supervisor holds several levels of certification. Three additional maintenance staff are also certified.** **100%**
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

**The Maintenance Department inspects irrigation systems in City parks and recreational areas on a daily basis for leaks, broken heads, over spray and excessively wet or dry areas. Selected areas are watered by hand. Where possible the City uses native and drought-tolerant plants in its landscaping projects. The City facilitates education of residents and the public in use of native vegetation through the George F Canyon Nature Center and Stein Hale Nature Trail—these City-owned and operated facilities feature guided walks through native plant gardens as well as natural Coastal Sage Scrub and Riparian habitat.**

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?

**These include both City- and County-owned both of which are maintained by the County:**

Priority A:	<b>6</b>
Priority B:	<b>49</b>
Priority C:	<b>135</b>

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- c) Is your city subject to a trash TMDL?      Yes  No
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

**The Los Angeles Regional Water Quality Control Board adopted a Trash TMDL for Machado Lake under which the City of Rolling Hills Estates is identified as a responsible agency. The City completed installation of certified full capture devices for trash on 26 catch basins within Priority 1 areas of the City, completing the first phase of implementation under the Machado Lake Trash TMDL. These connector pipe screen devices were installed on seven (7) City-owned catch basins, and nineteen (19) County-owned catch basins.**

**The City contracts for street sweeping twice per month throughout the entire city. The City's new residential solid waste service requires use of automated carts with hinged lids that prevent wind-blown and vector scattering of trash or green waste.**

**The City has very high standards for cleanliness— City conducts routine manual trash pickup in public rights-of-way. Litter is removed from parks and trash cans are emptied on a daily basis. Contracts with youth sports organizations include provision for litter clean up. Litter control at public events is handled by the entity sponsoring the event and in most cases these organizations do a very good job with litter control. If any litter problems remain, they are cleaned up by City Maintenance Department and the sponsoring organization is billed for the cleanup.**

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- e) How many times were all Priority A basins cleaned last year? **Four times each**
- f) How many times were all Priority B basins cleaned last year? **Once during the wet season and once during the dry season**
- g) How many times were all Priority C basins cleaned last year? **Once**
- h) How much total waste was collected in tons from catch basin clean-outs last year? **1.51 tons from City-owned catch basins and 1.44 tons from County-owned catch basins located within the City of Rolling Hills Estates during 2011**
- 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.

**(Map of City-owned catch basins was provided to the City by LACDPW for prioritization. City marked each catch basin A, B, or C and returned to LACDPW for incorporation into catch basin cleaning schedule by LACDPW. Map is oversized and cannot be scanned but was attached with FY2001-2002 Annual Report. In addition to regularly scheduled catch basin cleaning contracted with the County, City maintenance crews patrol the city before and after storm events checking for clogged drains and cleaning them out as needed.**

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

**Partial BMP substitution described below.**

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k) How many new trash receptacles were installed last year? **All required trash receptacles were placed at transit stops during the FY 2002-2003 fiscal year. A total of sixteen (16) trash receptacles have been placed at all covered transit stops and at certain uncovered stops located in major thoroughfares. In accordance with the site-specific BMP substitution approved by Regional Board staff, City is providing manual trash pickup in public rights-of-way and at uncovered transit stops in residential areas in lieu of trash receptacles. Additional receptacles are located in municipal parks.**

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

**The County conducts inspections every three years.**

What percentage of stencils were legible?

**At the beginning of this permit cycle the City's storm water consultant conducted a quality control survey of the County's contract catch basin stenciling in a sample section of the City and found that 90% of the stencils were legible. LACDPW conducts stenciling for the City on a three-year cycle and the survey was done in the third year of the cycle. So the City concludes that on average the stencils are being maintained at better than 90% legibility with the current frequency of stenciling.**

**>90%**

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

**The County of Los Angeles performs this function as well as all storm drain maintenance services for the City under contract. All inlets have been marked and the inlets are inspected and re-stenciled by the County on a three-year cycle.**

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?

**In addition to contracted maintenance of storm drains and catch basins by LACDPW, City maintenance crews patrol the city before and after storm events checking for clogged drains and channels and cleaning them out as necessary. The City's Zoning and Code Administrator regularly inspects open channels for potential illicit discharges and takes prompt action to terminate any identified illicit connections or discharges.**

Is the prioritization attached?

Yes  No   
Yes  No

- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality?  
What changes have been made?

Yes  No

**The City contracts for street sweeping at least twice per month throughout the entire city.**

- 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?

**Service is provided by County of Los Angeles, please see County's annual report for information.**

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s) Where is removed material disposed of?

**See County Annual Report.**

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?  
**All streets are swept a minimum of twice 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? **N/A-all streets are Priority A** Yes  No   
**NA**
- (3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? **N/A-all streets are Priority A** Yes  No   
**NA**

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

7. Parking Facilities Management

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

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

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F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

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

**There are no permitted connections to the City's storm drain system. All County-owned storm drains within the City are mapped on the attached contract GIS system along with City- and County-owned catch basin inlets. The City does not have in-house GIS capability to map illicit discharges on the baseline map, however GIS mapping information regarding illicit discharges investigated by the City is provided to the County annually in the requested format for the annual trend analysis.**

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

**Detailed code enforcement procedures are documented in the IC/ID Implementation Program. Code enforcement officer investigates any observed or reported discharges to determine whether or not they are illicit. Once discharges have been identified, code enforcement officer issues a notice of violation and establishes a compliance date. Follow-up will be conducted to ensure compliance and/or file legal action as appropriate.**

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

**All violations are recorded in Microsoft Access Case Management system and coded "IC/ID"**

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- |    |  |  |
|----|--|--|
| 5. | What is the total length of open channel that your agency owns and operates?         | <b>Approximate-ly 22,750 linear feet</b>                                 |
| 6. | What length was screened last year for illicit connections?                          | <b>All 22,750 feet of the City's open channels are screened annually</b> |
| 7. | What is the total length of closed storm drain that your agency owns and operates?   | <b>More than* 1,014 linear feet</b>                                      |
|    | <b>*City only has estimates of the length of closed storm drains 36" or greater.</b> |  |
| 8. | What length was screened last year for illicit connections?                          | <b>None, all 1,014 linear feet was in a prior year.</b>                  |
| 9. | Describe the method used to screen your storm drains.                                |  |

**Zoning Code Administrator and Maintenance Supervisor conducts screening of open channels for illicit connections in response to complaints and/or while conducting rounds of the City. Systematic screening of all open channels and closed storm drains was conducted by February 3, 2003.**

**The City through its contract services agreement with LACDPW has identified six sections of City-owned closed storm drains 36 inches or larger. These storm drains were screened by closed circuit television (CCTV) during FY 2005-06 for potential illicit connections. No illicit connections were found.**

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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	5	5	1	4	4	4	0
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	0	0	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	0	0	0	0	0	0	0
08/09	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0
10/11	0	0	0	0	0	0	0
<b>11/12</b>	<b>1</b>	<b>1</b>					<b>1</b>

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

An existing connection was found to have been replaced by property owner without a permit. Property owner was sent a letter requiring that the connection be removed. A follow up inspection is pending.

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

**24 hrs.**

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

b) If not, explain why.

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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 /identified	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	4	4	0	0	0	0	4
02/03	8	8	0	0	0	0	8
03/04	10	10	0	0	0	0	10
04/05	9	9	0	0	0	0	9
05/06	5	5	0	0	0	0	5
06/07	4	4	0	0	0	0	4
07/08	6	2	0	0	0	4	2
08/09	2	2	0	0	0	0	0
09/10	7	7	0	3	2	0	0
10/11	7	7	0	0	0	0	0
<b>11/12</b>	<b>16</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

**Less than 24 hours**

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

b) If yes, explain why.

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

**The County of Los Angeles Department of Public Works, Los Angeles County Fire Department, and Los Angeles County Sanitation District provide spill response for all spills in the City. Our procedures are to call them immediately. We have sand bags and public access control procedures that will be deployed as necessary until their crews arrive. (See attached IC/ID Program for details)**

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

**The City's IC/ID Elimination Program goes beyond the minimum required in the Permit. As changes or improvements to internal procedures develop, they will be documented in the manual.**

**City is implementing its Sanitary Sewer Management Plan in accordance with the Statewide WDRs for Sanitary Sewer Collection System and is coordinating this through its contract services with Los Angeles County Consolidated Sewer Maintenance District.**

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

**There are no permitted connections to the City's storm sewer system.**

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**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.

**Monitoring under the Coordinated Monitoring Plan for the Santa Monica Bay Beaches Bacteria TMDL is being conducted by the Sanitation Districts of Los Angeles County.**

**The City in cooperation with sister cities on the Palos Verdes Peninsula this year conducted the first eleven months of monthly monitoring under the Palos Verdes Peninsula Coordinated Monitoring Plan consistent with the Machado Lake Nutrient TMDL.**

**VI. Assessment of Program Effectiveness**

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
  2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
  3. A summary of the strengths and weaknesses of your agency's storm water management program;
  4. A list of specific program highlights and accomplishments;
  5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
  6. Interagency coordination between cities to improve the storm water management program;
  7. Future plans to improve your agency's storm water management program; and
  8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
- 10**
- C. List any suggestions your agency has for improving program reporting and assessment.