

**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:

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<b>Miscellaneous Attachments</b>	<b>Separate File</b>

**Los Angeles County Municipal Storm Water Permit (Order 01-182)****Individual Annual Report Form****Attachment U-4****Reporting Year 2011-2012****I. Program Management**

- A. Permittee Name: City of Rolling Hills
- B. Permittee Program Supervisor: Anton Dahlerbruch  
 Title: City Manager  
 Address: 2 Portuguese Bend Road  
 City: Rolling Hills Zip Code: 90274  
 Phone: (310) 377-1521 Fax: (310) 377-7288
- 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 is a small (3 square miles), private, entirely single family residential community. The City is developed with only single-family single-story ranch style homes on large (minimum 1-acre) lots with significant, sizeable limits on the amount of development allowed on each property. There are no sidewalks, curbed streets or alleyways, or improved storm drain system, and no commercial or industrial developed uses in the City. The streets are privately owned by residents and deeded to the Rolling Hills Community Association for maintenance. There are fewer than 2,000 people living in the community. Stormwater runoff that is not contained on properties is handled through numerous soft bottom canyons.**

**The City employs two professional staff, the City Manager and the Planning Director, and two administrative staff, the Deputy City Clerk and Administrative Assistant. The Planning Director is responsible for the implementation of the storm water program.**

**The City of Rolling Hills contracts with the Los Angeles County Building and Safety Division and a consulting engineering firm for development plan checking, permitting, inspections and NPDES implementation requirements pertaining to single family residential construction. At the plan checking stage and/or at the permit issuance stage, the plan checkers require that NPDES requirements are met and that County's Best Management Practices For Construction Activities are incorporated into the plans. The contract building officials require that developers sign a *Statement of Understanding Pertaining to Best Management Practices and NPDES requirements*. The Building Inspectors, together with the Planning Director make inspections of construction sites to assure compliance.**

**The contract building & safety staffs have been very accessible to city staff. There have been no coordination conflicts between the City and the contract building officials.**

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<b>Storm Water Management Activity</b>	<b>Division/Department</b>	<b># of Individuals Responsible for Implementing</b>
1. Outreach & Education	Planning Department	<b>one</b>
2. Industrial/Commercial Inspections	N/A No industrial or commercial uses in the City	<b>N/A</b>
3. Construction Permits/Inspections	L.A. County Building & Safety, Willdan Engineering	<b>Two part time inspectors</b>
4. IC/ID Inspections	L.A. County Building and Safety	<b>Same as above</b>
5. Street sweeping	No Public Streets in the City	<b>N/A</b>
6. Catch Basin Cleaning	L.A. County Public Works	<b>N/A</b>
7. Spill Response	Planning Dept staff and Building Inspectors	<b>Same staff and inspectors as above</b>
8. Development Planning (project/SUSMP review and approval)	Planning Dept staff and Building Inspectors	<b>Same staff and inspectors as above</b>
9. Trash Collection	Allied Waste -Contract	<b>one</b>

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D. Staff and Training

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

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.

**The City funds the implementation of the NPDES Permit and TMDL compliance through its General Fund. The City's General Fund budget for all municipal operations and services, including NPDES Permit and TMDL compliance, is approximately \$1.5 million annually. The City contracts for plan-checking, permitting, inspection and enforcement services. The contract building officials collect permit fees from developers. The Planning Director's and City Manager's salaries for time spent on storm water management issues and contract services are part of the Planning Department's and Administration's budgets, respectively.**

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.

**There are no state/federally-funded projects related to storm water in the City of Rolling Hills.**

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TABLE 2

Program Element	Expenditures in Fiscal Year FY 2011-2012	Budget to implement Order 01-182 FY 2012-2013*
1. Program management		
a. Administrative costs	\$11,093	\$10,134
b. Capital costs		
2. Public Information and Participation		
a. Public Outreach/Education	\$1,662	\$3,094
b. Employee Training	\$2,390	\$4,284
c. Peninsula News Ad	\$512	\$560
d. County media buy		
3. Industrial/Commercial inspection/ site visit activities	NA	NA
4. Development Planning	\$6,600	\$6,600
5. Development Construction		
a. Construction inspections	\$6,050	\$6,050
6. Public Agency Activities		
a. Maintenance of structural and treatment control BMPs	NA	NA
b. Municipal street sweeping	NA	NA
c. Catch basin cleaning	NA	NA
d. Trash collection/recycling	NA	NA
e. Capital costs	NA	NA
f. Consultant assistance	\$414	\$476
7. IC/ID Program		
a. Operations and Maintenance		
b. Consultant assistance	\$822	\$2,618
8. Monitoring		
a. Machado Lake Trash	\$6,675	\$7,722
b. Machado Lake Nutrient	\$7,699	\$11,595
9. Other		
a. Consultant-TMDL	\$6,674	\$10,710
b. Juris. 7 Implementation	\$700	\$1,233
c. SWRCB Fee	\$4,352	\$4,352
d. Contingency		
10. TOTAL	\$65,912	\$79,195

List any supplemental dedicated budgets for the above categories:

--

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

**The City contracts for storm water run-off prevention implementation during plan-checking, construction, inspection and post construction stages. The City contracts with an environmental consultant to aid the City in the implementation of the NPDES program as well as for Trash and Nutrient TMDL compliance monitoring.**

***\*2012-13 projection based on existing permit provisions with training for new permit provisions. Unable to estimate new permit costs until permit adoption is complete.***

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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 has not been notified or determined that runoff from the City is contributing to or causing exceedances of water quality standards or contributing to a condition of nuisance. For more information, please see the explanation below and the Assessment of Program Effectiveness provided later in this report.

The City of Rolling Hills received a Notice of Violation (NOV) dated March 4, 2008 from the Regional Board stating that the City was in violation of waste discharge requirements in the MS4 permit.<sup>1</sup> Regional Board technical staff had concluded that violations of the Receiving Waters Limitations provisions of Part 2.5 of the MS4 Permit had occurred due to prohibited discharges from the Municipal Separate Storm Sewer System (MS4) that cause or contribute to exceedances of bacterial objectives as established through the Santa Monica Bay Beaches Bacteria TMDL for Summer Dry Weather at SMB 7-07. Based on the Regional Water Quality Control Board NOV dated March 4, 2008, the City of Rolling Hills was required to check "yes" to question II.B of the FY2007-08 Individual Annual Report (Form U-4) of Los Angeles County Municipal Storm Water Permit Order No. 01-182 and to file a Receiving Water Limitations Compliance Report. 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 has not received a response from the RWQCB's staff on the RWL reports filed in 2007-2008 or 2009-2010.

The Notices stated that violations of Receiving Waters Limitations occurred at shoreline monitoring site SMB 7-07 which is located near Whites Point in San Pedro. The City contended in its April 2008 and November 2009 responses to the NOVs and 2007-2008 and 2009-2010 RWL compliance reports (all of which are on file with the RWQCB staff and incorporated herein by reference) that the identified exceedances of bacteriological indicators were not associated with MS4 discharges that are the responsibility of the City of Rolling Hills. The City of Rolling Hills has provided evidence to demonstrate that land area within the City does not contribute runoff to SMB 7-07 and contends that it is in compliance

<sup>1</sup> In 2009, the RWQCB staff issued a second NOV for the same exceedances alleged in the 2008 NOV and Order, asking for additional information. The City timely filed a second response, which is on file at the RWQCB office.

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with Receiving Waters Limitations as specified in the MS4 Permit.

During the 2010-11 reporting year, the RWQCB removed the Santa Monica Bay Bacteria Dry Weather TMDL from the MS4 permit, and the RWQCB Executive Officer officially rescinded the NOV's issued to the City in 2008 and 2009, which originally triggered the need to file the RWL compliance report for SMB 7-07. Without any active NOV issued to the City, and based on the evidence presented that the City does not contribute runoff to site 7-07 and is not in violation of the waste discharge requirements, the City is no longer under an obligation to file subsequent RWL compliance status reports based on the 2008 and 2009 Notices of Violations.

Notwithstanding the fact that the City of Rolling Hills neither owns nor operates a traditional MS4, other than the above-mentioned rescinded notices of violation, the City has neither been notified nor determined that runoff from the City is contributing to or causing exceedances of water quality standards or a condition of nuisance. Given (1) that the City's conveyances are through natural canyons, which allow for infiltration; (2) the City is a low-density, all residential, rural community; (3) there is a long distance between the City and the shoreline monitoring site; (4) there is a lack of recurring exceedances; and (5) the natural reference beach exhibits far more exceedances than the shoreline monitoring site to which the City is tributary, there is no evidence to suggest that discharges from the City caused or contributed to the infrequent and transitory exceedances.

Results of the City's 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). 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.**

**The City of Rolling Hills is a small, private, entirely residential community of single-family homes with fewer than 2,000 residents. The City by its very nature is already a model of low-impact development. There is no industrial or commercial land use within the City. There are no sidewalks, curbed streets or alleys within the City. The City’s Zoning Ordinance contains strict development standards for development ratios on each property. Only 40% of the net lot area of a lot may be disturbed during construction and the remaining area of the lot must remain in its natural state. Only 35% of the net lot area may be developed with impervious surfaces, including structures, patios and other paved areas. Given that the minimum lot size in the City is one acre and the large lots are developed with single-family homes, the natural character of the City promotes infiltration of storm water into the ground and not onto streets. Stormwater run-off is conveyed through the City via natural drainage courses/canyons providing ample opportunity for runoff to infiltrate.**

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

**The City limits the amount of impervious surfaces on site (all lots are low density with minimum lot size of one acre) by allowing a maximum of 35% of the lot to be developed with structures and other impervious surfaces. The City limits lot disturbance to 40% and the remaining area of the lot must remain in its natural state. The City imposes strict landscaping requirements including the use of native, drought resistant vegetation and preservation of established native flora and natural features of the lots. The City encourages pervious materials for driveways and other hardscape surfaces.**

- E. Watershed Management Committees (WMCs)

1. Which WMC are you in? **Ballona Creek WMC**
2. Who is your designated representative to the WMC? **Kathleen McGowan, P.E., our consultant**
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 permittees improves our ability to stay abreast of new information and training opportunities. However since adoption of TMDLs, the more essential and productive meetings are those within subwatershed TMDL groups, e.g., Peninsula cities meetings for Machado Lake TMDL.**

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

- F. Storm Water Ordinance

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

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

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.

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G. Discharge Prohibitions

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

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 an 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 is a potent reminder of 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? **None**

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **Not applicable, County owns, maintains, and stencils as needed.**

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **Not applicable.**

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.

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 in the City**

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

**There are no public access points to creeks, channels and other water bodies within our jurisdiction.**

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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?
- c) Is this information listed in the government pages of the telephone book? **N/A** 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? **0**
- g) Describe the process used to respond to hotline calls.

**When a call is received at City Hall or when a staff/inspector notices potential violation in the field, staff and inspector immediately visit the site. The Fire Dept. is notified if it appears that there is a fire or hazardous incident involved. The owner and/or contractor are directed to immediately correct the violation. The inspector explains the best methods to correct/clean up the spill. A re-inspection of the site is scheduled within a day or two.**

**The City of Rolling Hills has a recorded message with a number to call to report illegal grading when the City Hall is closed. The same information is also available on the City's website. The City has instructed the building inspectors to increase vigilance; when entering a property to conduct any type of inspection they are also to look for appropriate stormwater BMPs and evidence of offsite discharge of sediment. The City keeps records of these activities and immediately notifies the property owner to cease violation.**

- 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? **NA**

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3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation.  
*(Principal Permittee only)*

**NA**

- 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 plus additional Jurisdictional Group 7 and Peninsula Cities meetings**

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

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

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

List suggestions to increase the usefulness of quarterly meetings:

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

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- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? **The City's newsletter produced 6,246 impressions (694 households x 9 newsletters with stormwater quality related content), PV News joint ad ran quarterly and delivered to all households produced 2,776 impressions for a total of at least 9,022 impressions on Rolling Hills residents. Additional impressions were provided by articles in local newspapers (examples are included as miscellaneous attachments)**
- d) Describe efforts your agency made to educate local schools on storm water pollution.

**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.**

**Only one school is physically located within the City's boundaries. It is a small continuation High School with 80-90 students.**

- 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**

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4. Pollutant-Specific Outreach

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

**The City of Rolling Hills is located in the Santa Monica Bay and Dominguez Channel (Machado Lake) watersheds where bacteria and nutrients are the key pollutants of concern, respectively. The City's environmental consultant makes regular presentations to the City Council at meetings which are open to residents and the public. These presentations are typically focused on TMDL pollutants of concern.**

**The City is an equestrian community and has involved members of Caballeros del Rancho Palos Verdes, an equestrian club, in the development of outreach strategies for reaching the equestrian community regarding BMPs for horse keeping and manure management. A flier, *Equestrian and Stable Facilities Best Management Practices*, is available at the City counter and on the City's website. Articles on equestrian BMPs are published several times a year in the bi-weekly newsletter.**

**The Environmental Programs page on the City's website directs the viewer to environmental, water conservation, landscaping and recycling websites, including the water-efficient landscape requirements.**

**The contract building officials provide outreach materials to contractors and developers on behalf of the City.**

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**

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- 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*)? Yes  No   
If not, describe measures that will be taken to fully implement this requirement.

**NA**

- 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.

**Not applicable. There are no commercial/business enterprises in the City.**

- 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 regarding storm water quality and pollution prevention (examples are attached). Their coverage of local environmental issues is excellent.**

Who was the audience?

**General public**

- 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: **Print ad –joint with other Peninsula cities quarterly**  
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.

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**Fliers and links via the City's website to the City's, County's and other local environmental information regarding: stormwater pollution prevention, Household hazardous waste and electronic waste collection, South Bay Environmental Services Center, landscaping guides and BMPs, BMPs for the Equestrian Community, Pool/Spa BMPs, water conservation, Smart Gardening Workshops**

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

Describe the materials that were distributed:

**Household hazardous waste and electronic waste collection fliers and brochures on used oil are available in the City Hall and the Rolling Hills Community Association offices. The contract Building Officials make available fact sheets, SQMP publications and other materials and distribute these materials to contractors, developers and property owners at the time that building and grading permits are issued. Also see response to item 8 above.**

Who were the key partners? **County of Los Angeles, Cities of Rolling Hills Estates, Rancho Palos Verdes, and Palos Verdes Estates; Allied Waste, South Bay Environmental Services Center**

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

**General public**

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

How many events did you attend? **1**

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

If so, what is the address? <http://www.rolling-hills.org/index.aspx?nid=93>

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.

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**The City completed a two-year trash monitoring and reporting plan for assessing trash generation within the City. The results for the second year of monitoring demonstrate that the City's current BMPs (its character and practices) are achieving 99.96% reduction of trash from annual trash generation rate and 99.98% load reduction when measured against its baseline waste load allocation. These results are consistent with the data presented in the first annual report which demonstrated 99.5% reduction in trash from the annual trash generation rate and 99.8% over the baseline waste load allocation. As such, no additional BMPs are warranted.**

**City has found that contractors and developers are less confused by and less resistant to the submission process of the Erosion Control Plans and Local Storm Water Pollution Prevention Plans than they have been in previous years. The residents are more aware of the need to prevent storm water pollution. City received more inquiries than in previous years pertaining to how to discharge pool water, clean out septic tanks, techniques for composting and fertilizing.**

**When in the field, staff noticed BMPs being implemented by contractors, such as the use of sand bags, watering during grading activities for dust control, washing construction trucks in a contained area, not allowing the water to drain into the streets, installing a containment screening to protect environmentally sensitive areas, and similar measures.**

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

**Given the city's small size and residential, semi-rural nature, both the City and County are doing a good job in promoting the storm water public education program. Joint public outreach to the Palos Verdes Peninsula community is being implemented to target pollutants of concern for the Peninsula area. As we complete the Phase I monitoring under the Machado Lake Nutrient TMDL, the Peninsula cities will assess what additional public outreach is needed to achieve targeted nutrient reduction.**

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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:

**Not Applicable: There are no industrial or commercial facilities in the City.**

**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				
TSDf				
...				

Comments/Explanation/Conclusion:

**3. BMPs Implementation**

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills										
...										

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Comments/Explanation/Conclusion: **Not Applicable.**

**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)

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

Comments/Explanation/Conclusion: **Not Applicable.**

**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: **Not Applicable.**

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

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes  No   
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.  
**See the attached Environmental Information Form, which is required to be filled out by all applicants.**
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

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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 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**

**Additionally, for all residential planning projects within the City:**

1. **The disturbed area of any lot may not exceed 40% of the net lot area and the remaining area of the lot must remain in its natural state**
2. **The structural coverage of a lot may not exceed 20% and the total coverage, including structures, walkways, driveways and all other impervious surfaces may not exceed 35% coverage**
3. **No import or export of soil is permitted for grading, except for basement excavations and other special circumstances**

**In addition, the City requires that soil preparation for construction shall preserve, to the greatest extent practicable, the existing topography, plants, and natural features, and that the landscaping be water efficient and utilize drought resistant species. The City encourages the use of pervious paving. The City's Water Efficient Landscape Ordinance is consistent with DWR's Model Water Efficient Landscape Ordinance and is applicable to projects subject to discretionary review:**

- **limits turf and non-water wise plant materials to 40% of the landscaped area and prohibits use of turf on slopes of 5:1 or greater**
- **requires design to minimize overspray and runoff**
- **requires an automatic weather-based irrigation controller with rain shut off sensor**
- **sets maximum annual applied water allowance consistent with the DWR model ordinance**
- **requires use of 3 inches of mulch in areas not planted in turf**

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 as part of the City's contract services agreements. City planning staff has received training on the interim criteria.**

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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes  No
6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

**In September 2002 the County of Los Angeles amended its Manual for Standard Urban Storm Water Management Plan, which is incorporated into the City of Rolling Hills' development standards at the plan checking and permitting stages.**

**The contract plan-checkers determine whether the project is subject to SUSMP, coverage under the General Construction Permit, and other requirements. If a proposed development requires a SUSMP, the contract grading engineer reviews for compliance. In addition, grading projects in the City are conditioned to meet post-construction mitigation requirements for hillside homes.**

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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  | <b>2</b>   |
| b) Commercial   | <b>N/A</b> |
| c) Industrial   | <b>N/A</b> |
| d) Automotive Service Facilities  | <b>N/A</b> |
| e) Retail Gasoline Outlets  | <b>N/A</b> |
| f) Restaurants  | <b>N/A</b> |
| g) Parking Lots   | <b>N/A</b> |
| h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | <b>0</b>   |
| i) Total number of permits issued to priority projects  | <b>2</b>   |
8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements?  
**9.5%**
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?

**There are no industrial or commercial facilities in the City.**

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 0
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.

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

- a) Land Use Yes  No
- b) Housing Yes  No
- c) Conservation Yes  No
- d) Open Space Yes  No

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

14. How many targeted staff were trained last year?

**Additionally, contract building officials were trained. 2**

15. How many targeted staff are trained annually?

**2**

16. What percentage of total staff are trained annually?

**50%**

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 has developed a draft technical manual for siting and design of BMPS—the City’s consultant provided comments to the County during development of the document. The document was to be reviewed by Regional Board staff. However to the City’s knowledge it has never been finalized. Building officials currently rely 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.

**For any construction project requiring a permit, the contractor is required to implement the Best Management Practices outlined in the California Storm Water Best Management Practice Construction Activity Handbook. Permit applications proposing more than 1 acre of construction or any grading during the rainy season are required to prepare site specific erosion control plan (Local SWPPP). All developers proposing to disturb more than one acre are required to obtain a WDID under the General Construction Permit prior to issuance of a grading permit.**

**Before each major construction and grading project begins, a mandatory preconstruction conference is held by City staff, the building inspector and the City's drainage engineer with the contractor and subcontractors, owner, architect, engineer, and geotechnical engineer to discuss project requirements including stormwater pollution prevent requirements. Compliance inspections are performed before and after forecasted storms and, at a minimum, once during the rainy season. City staff and Building Inspectors visually inspect construction sites for runoff and, if found, immediately contact the project manager to correct the situation.**

**Extra protections during construction are required for projects adjacent to environmentally sensitive areas and in some cases a biologist monitors the project and adjacent environmentally sensitive area during construction to ensure proper protections are maintained.**

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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—**17 Crest Road East**
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 (WDID) Number on State Water Resources Control Board letterhead is presented to the Building Department. WDID number is included on grading plan title sheet. SWPPP preparation and WDID number are a condition of grading permit issuance.**

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- |    |   |   |
|----|---|---|
| 5. | How many building/grading permits were issued to sites requiring Local SWPPPs last year?  | <b>0</b>  |
| 6. | How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? | <b>1</b>  |
| 7. | How many building/grading permits were issued to construction site less than one acre in size last year?  | <b>25</b>   |
| 8. | How many construction sites were inspected during the last wet season?  | <b>23</b>   |
|    |   | <b>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</b> |
| 9. | Complete the table below.   |   |

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<b>Type of Violation</b>	<b># of Violations</b>	<b>% of Total Sites Inspected</b>	<b># of Follow-up Inspections</b>	<b># of Enforcement Actions</b>
Off-site discharge of sediment	2	9 %	2	0
Off-site discharge of other pollutants	2	9 %	2	0
No or inadequate SWPPP	0	0 %	0	0
Inadequate BMP/SWPPP implementation	2	9 %	2	0

**Construction sites are inspected multiple times and each time an inspector visits the site to conduct an inspection, the inspector also inspects the site for compliance with Stormwater BMPs.**

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 to 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 effectively shutting down the project until corrective actions are taken and Grading Stop Work Orders are issued that explicitly allow only erosion control work to proceed. The Building Official may ask the City Attorney’s office to file charges against a property owner who knowingly continues to violate NPDES mandates.**

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

**The County Building and Safety Department has a computerized tracking system (Development and Permit Tracking System—DAPTS) that identifies the status of permits and applications (active and inactive) for the City of Rolling Hills. A report of all active grading projects is generated prior to the start of the rainy season and those are inspected. Projects handled by a privately contracted Building & Safety firm are tracked 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.**

- 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? **NA**
- c) How many did your agency respond to? **NA**
- d) Did your agency investigate all complaints received? **NA**  
Yes  No
- e) How many complaints were received? **NA**
- 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? **NA**  
Yes  No
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes  No

If so, describe the program:

**The City does not operate the sanitary sewer system. There is only 0.51 mile of publicly-owned sanitary sewer in the City and this is operated by the Los Angeles County Department of Public Works Consolidated Sewer Maintenance Districts (LACDPWCSMD).**

- 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? **NA**  
Yes  No

If so, describe the program:

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**This function is performed by the LACDPW/Consolidated Sewer Maintenance District.**

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 ? **Not applicable**

%

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? **0**

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

d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes  No

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? **NA**

Yes  No

**The City of Rolling Hills does not own, operate or maintain any municipal vehicles or a vehicle storage/material storage yard.**

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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

**The only existing facilities maintained by the City are the City Hall, the grounds of the Rolling Hills Community Association building and the parking lot around the two buildings. All of these are located on one parcel. The parking lot is designed for 34 parking spaces. The City contracts with a landscaping company to maintain the landscaping and clean the parking lot as part of the landscaping maintenance agreement. A clause is included in the landscaping contract requiring compliance with NPDES requirements. No materials are stored on the lot. Should there be any spill or discharge, the appropriate agency would be immediately contacted and the problem would be corrected and the area cleaned up immediately.**

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?

**The City does not own or maintain any vehicles 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?

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:

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**The City's contract with the landscaping contractor specifically requires compliance with the MS4 NPDES permit requirements. City staff does not manage pesticides or herbicides, so no written policy has been developed.**

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

**The City contracts with landscape maintenance company for maintenance of the landscaped areas around City Hall. A clause in the contract stipulates that the contractor will not apply chemicals before, during or immediately after a rain event.**

- 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:

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? **N/A**
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

**Upon recommendation of a landscape designer, some areas of water efficient plants were established in landscaping areas owned and maintained by the City. Any replacement of plants is usually with like plants. The landscaping designer informs City staff of the need to replace plants and advises on the type of replacement. The City also follows and encourages residents to follow a guide of appropriate plants that was developed by the City for the area.**

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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?

**NA**

**Not Applicable. The City does not own or maintain storm drains.**

Yes  No

b) How many of each designation exist in your jurisdiction?

Priority A: **NA**

Priority B: **NA**

Priority C: **NA**

c) Is your city subject to a trash TMDL? Yes  No

d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

**The City is subject to the Trash TMDL for Machado Lake. The City has implemented a trash monitoring and reporting plan (TMRP) approved by the LARWQCB. The results for the second year of monitoring demonstrate that the City's current BMPs (its character and practices) are achieving 99.96% reduction of trash from annual trash generation rate and 99.98% load reduction when measured against its baseline waste load allocation. This effective program of institutional and source control Best Management Practices in place to control trash generation includes:**

- **City ordinance requires that residential solid waste containers be stored within a trash enclosure located in the side or rear yard. Trash enclosures must be designed with a solid wood fence or concrete wall six feet high on a cement or asphalt foundation with a self-locking gate.**
- **Trash cans are not placed at the curb on collection day, rather they remain inside the trash enclosure and the solid waste hauler utilizes small shuttle vehicles to enter the side or rear yard and transfer solid waste from the trash enclosure into the shuttle vehicle for transport back to the mother truck. Trash cans never leave the enclosure thereby preventing wind-blown or vector scattering of trash or green waste prior to collection**
- **City staff conducts close oversight of contract solid waste hauler to ensure that inadvertent scattering of trash during collection is minimized.**
- **Community association maintenance staff picks up any stray trash observed along roadsides or trails during daily rounds and every Friday conducts a systematic patrol of roadways and trails**

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specifically to collect stray litter or trash.

- **The City has contracted with the RHCA maintenance staff to conduct additional trash collection along roadsides or trails following a wind advisory as defined in the TMRP.**
- **Through the contract agreement with the trash hauler, the trash hauler is required to sweep the area around the mother truck prior to leaving the staging area.**
- **The City Hall complex parking lot and RHCA tennis courts are cleaned on a weekly basis.**
- **The City monitors haulers of construction and demolition waste through a permitting procedure.**

**With the exception of the additional trash pickup following a wind advisory which was instituted in response to the Machado Lake Trash TMDL, all of the foregoing institutional and source control measures were in place long before the promulgation of the Machado Lake Trash TMDL.**

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

**There are no transit stops within the City.**

- k) How many new trash receptacles were installed last year?

**None. There are no public recreational facilities or transit stops in the City.**

- 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? N/A  
Yes  No
  - (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? N/A  
Yes  No
- m) Did your agency inspect the legibility of the catch basin stencil or labels? N/A  
Yes  No 

What percentage of stencils were legible? N/A

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n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? N/A N/A  
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? N/A N/A  
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? N/A  
Yes  No   
What changes have been made?

**The only maintenance activity the City performs is the maintenance of the City Hall parking lot as described above. A portion of the parking lot is fenced with a solid wall for storage of recycling materials and City-generated trash. Bins in this area are covered. The City staff visually monitors this area for trash, debris and water. The City's trash hauler empties the bins once per week and the area is kept clean by the franchise hauler.**

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

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

**N/A**

s) Where is removed material disposed of?

**N/A**

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6. Streets and Roads Maintenance

**Not applicable—all streets in the City are private and are maintained by the Rolling Hills Community Association.**

- 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? N/A  
Yes  No
  - (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? N/A  
Yes  No
  - (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? N/A  
Yes  No
  
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule: **NA**
  - (1) Priority A – These streets and/or street segments shall be swept at least two times per month? N/A  
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  
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? N/A  
Yes  No

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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? N/A  
Yes  No
  
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? N/A  
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? N/A  
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 N/A  
Yes  No
  
  - (2) Identify and select appropriate BMPs? N/A  
Yes  No

**All roads within the City are private so the City is not responsible for their maintenance.**

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?  

**The City's parking lot is cleaned weekly**

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8. Public Industrial Activities Management

**There are no public industrial activities in the City.**

- 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 **Not applicable**

- 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.). **see attached**
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.

**Not applicable—the City does not own or operate the storm drain system.**

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

**See attached ICID manual.**

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

**See attached ICID manual.**

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

**Not applicable—the City does not own or operate the storm drain system.**

**N/A**

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

**N/A**

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

**N/A**

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

**N/A**

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

**Not applicable—the City does not own or operate the storm drain system.**

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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).

**Not applicable—the City does not own or operate the storm drain system.**

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?

**Not applicable—the City does not own or operate the storm drain system.**

- a) Were all identified connections terminated within 180 days? N/A  
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
03/04	2	2					
04/05	0						
05/06	0						
06/07	0						
07/08	1	1		1			
08/09	1	1		1			
09/10	2	2					
10/11	1	1					
<b>11/12</b>	<b>0</b>						

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14. What is the average response time after an illicit discharge is reported? **Same day**
- a) Did any response times exceed 72 hours? Yes  No
- b) If yes, explain why.
15. Describe your agency's spill response procedures.
- If a spill is observed or reported to the City, staff immediately notifies the Building & Safety inspector and the Rolling Hills Community Association maintenance supervisor and staff meet to investigate. The County Fire Department is notified if there is a possibility that a hazardous material might have been involved. The City requires that the responsible party immediately clean up the spill. The County Fire Department facility is located within City boundaries and the County Department of Building & Safety office is within a few miles.**

**The most likely potential for a spill is from a construction site or a truck/delivery vehicle. The City is a gated community and in order for a delivery vehicle to enter the City, the contractor must pass through a gate and provide the address for delivery. Thus it is very easy to track the origin of potential spills.**
16. What would you do differently to improve your agency's IC/ID Elimination Program?
- The City's IC/ID Elimination Program is up-to-date.**
17. Attach a list of all permitted connections to your storm sewer system.
- Not applicable—the City does not own or operate the storm drain system.**

## 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.

**Currently none of the MS4 TMDL provisions to which the City is subject have been translated into the MS4 NPDES permit, nevertheless the City has been in good faith carrying out the monitoring provisions of the TMDLs in cooperation with other municipalities within the subwatershed.**

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**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.