

**City of Hawthorne 2011-2012
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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Reporting Year 2011-2012

I. Program Management

A. Permittee Name: City of Hawthorne

B. Permittee Program Supervisor: Arnold Shadbeh

Title: Director of Public Works

Address: 4455 West 126th Street

City: Hawthorne

Phone: 310-349-2980

Zip Code: 90250

Fax: 310-978-9862

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

The Department of Public Works continues to administer the implementation of the NPDES program. Training sessions are held every year to educate employees and facilitate coordination between city departments. The SQMP has been developed and is updated on an annual basis. It is located in the Department of Public Works, and is available to the various city departments.

TABLE 1 - Program Management

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

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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.

Ongoing training throughout the year via staff meetings, formal and informal training and instructional sessions provide information to the necessary personnel. The most recent training sessions were held on June 9, 2011.

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 collects plan review fees on a per project basis from construction projects over 1 acre and priority planning projects but primarily funding comes from the Sewer and Storm Drain Fund.

2. Are the existing financial resources sufficient to accomplish all required activities? Funds have been sufficient to date. 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.

Used Oil Program partners with the stormwater program to provide pollution prevention outreach

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TABLE 2

Program Element	Expenditures in Fiscal Year 2011-2012	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	\$18,800	\$124,000
2. Public Information and Participation a) Public Outreach/Education b) Employee Training c) Corporate Outreach d) Business Assistance	\$13,500	\$94,140
3. Industrial/Commercial inspection/ site visit activities	\$200	\$9 4,110
4. Development Planning	\$4,650	\$189,100
5. Development Construction a. Construction inspections	Included above	Included above
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Capital costs f. Other	\$2060 \$15,000 \$280,000 \$2,000 \$130,000 \$0 \$0	 \$65,000 \$1,440,000 \$144,500 \$2.7 mil \$75,000 \$6,000
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	\$4,600	\$84,600
8. Monitoring		By L.A. County
9. Other-TMDL	\$975	Unable to accurately estimate at this time
10. TOTAL	~\$470,000	~ \$5,057,500

List any supplemental dedicated budgets for the above categories:

None

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

To help administer the NPDES program, a consultant has been retained to assist in administration, plan review, investigations, site inspections and public agency activities.

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II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes No

- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes No

- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
 - 1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 - 2. A plan to comply with the RWL (Permit, Part 2);
 - 3. Changes to the SQMP to eliminate water quality exceedances;
 - 4. Enhanced monitoring to demonstrate compliance; and
 - 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes No

- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes No

C. Describe the status of developing a local SQMP in the box below.

The existing model program SQMP created by the County of Los Angeles is followed. The City upgrades and improves its program as its needs become apparent.

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

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N/A

E. Watershed Management Committees (WMCs)

- 1. Which WMC are you in?
Dominguez Channel
- 2. Who is your designated representative to the WMC?
John L. Hunter and Associates
- 3. How many WMC meetings did you participate in last year? All
- 4. Describe specific improvements to your storm water management program as a result of WMC meetings.

WMC meetings provides cities an opportunity to exchange ideas and make comments regarding the NPDES program; in doing so, cities can make changes as needed to improve the effectiveness of their NPDES programs.

- 5. Attach any comments or suggestions regarding your WMC.
None at this time.

F. Storm Water Ordinance

- 1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes No
If not, describe the status of adopting such an ordinance.

N/A

- 2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes No
If not, please attach a copy to this Report.

- 3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes No
If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

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

None at this time.

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

None at this time.

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IV. Special Provisions (Part 4)

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

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

1. No Dumping Message

a) How many storm drain inlets does your agency own? 121

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

None, this task has already been completed. The City has an ongoing program to inspect and maintain storm drain inlet logos. Thermoplastic markings are used for the stencil to improve legibility and reduce maintenance costs.

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 121

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A

d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? There are no cities owned creeks, channels or other bodies of water.

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

N/A

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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? 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? County maintains these records. Yes No
- f) How many calls were received in the last fiscal year? County maintains these records.
- g) Describe the process used to respond to hotline calls.

The NPDES coordinator receives the calls, and response duties are assigned to Public Works or NPDES response personnel. Response time is always within 24 hours.
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- 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 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)

In addition to County efforts, the City also distributes bilingual (English – Spanish) brochures to all pertinent business license renewals annually. Spanish is chosen to reflect the community demographic. This is an ongoing process.

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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?

4

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

All were attended.

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

The City took the opportunity to request collaterals the county produced for the program.

List suggestions to increase the usefulness of quarterly meetings:

No suggestions at this time.

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

N/A

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

An article focusing on home improvement and its impact on stormwater pollution has been published in the city's "One Person's Trash" newspaper that publishes four times a year. The newspaper reaches 90,000 residents and 20-30,000 households.

The still image PSAs (Dog waste/cigarette butt) have been aired in the city channel more than several times a day during this reporting period. The city channel reaches 90,000 residents and 20-30,000 households.

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

In addition to providing environmental message calendars to all schools, the city also reached to all 5th grade teachers during the earth day month (April) with a mailer offering educational materials/presentations and encourage schools to be more environmentally concerned.

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- 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.

Not applicable.

- 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*).

Not applicable.

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*)?

Not applicable.

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

Not applicable.

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

Not applicable.

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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 distributed educational materials to the general public and businesses through: partnership programs with businesses, community groups, direct mailing to business owners and displays at the city hall and local events. Local animal hospitals and pet related businesses are part of the pollutant specific outreach venues for material distribution. The city also has a stormwater information web page & an animated web banner.

5. Businesses Program

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

Not applicable

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- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? Not applicable
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? Not applicable
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)?

In addition to the County's effort, Hawthorne continues to implement its restaurant outreach program on an annual basis. The program consists of annual outreach to all restaurant owners/operators through a mailer that targets all restaurants with an emphasis on sidewalk, patio and parking lot cleaning and maintenance.

Yes No

If not, describe measures that will be taken to fully implement this requirement.

Not applicable.

- 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.

In order to keep businesses informed about the stormwater requirements, "A Business Guide to Stormwater Pollution Prevention" brochures were made available at the city counter and the business licensing department.

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

How many media outlets were contacted? Which newspapers or radio stations ran them?

The city's local Cable TV was contacted.

Who was the audience?

General public and businesses.

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

Estimated dollar value/in-kind contribution: N/A

Type of media purchased: N/A

Frequency of the buys: N/A

Did another agency help with the purchase? Yes No

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

If so, describe the type of advertising.

The City continues to implement its Point-of-Purchase program through a partnership with local businesses, where materials such as brochures have been made available to residents. The City also works within the business licensing unit to distribute materials to new businesses and those that are renewing their business licenses.
The still image PSAs have been continuing to air in the city channel. The city channel reaches 90,000 residents and 20-30,000 households.

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

Describe the materials that were distributed:

General stormwater brochures, kids' bookmarks, pet waste tip cards, kids activity books, County giveaways (air fresheners, Bags on Board, etc.)

Who were the key partners? City's Used Oil Program and local "Point of Purchase" businesses.

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

General public & businesses.

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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

- Earth Day Festival (6/2/12)
- Rabies Clinic Event (6/9/12)

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

If so, what is the address? http://www.cityofhawthorne.com/depts/publicworks/engineering/environmental_programs/stormwater/default.asp

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.

No scientifically based survey has been conducted; however, while out at events, the overall understanding and the awareness of the program from the general public was high.

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

No modifications recommended at this time.

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B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes

No

Comments/Explanation/Conclusion:

The Critical Source Inventory is updated in two ways:

1. Annually at the start of each inspection cycle as part of the annual business license process.
2. Through field observation by inspectors, who note businesses that close/move out of the city, or open and require and inspection. The critical sources inventory is adjusted accordingly.

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) *Cycle previously completed	Total number since permit adoption
Restaurants	157	0*	N/A	280
Automotive Services	183	0*	N/A	416
Industrial/ Commercial	236	0*	N/A	445

Comments/Explanation/Conclusion:

*100% of all priority sites have been inspected, twice during the permit cycle. The required site inspections for the permit cycle were completed before December 12, 2006. All critical sources will be inspected at the beginning of the next permit or if deemed necessary. The Critical Sources Inventory is a fluid document whose numbers change as businesses move in and out of the City, or SIC codes that are unreported or incorrectly reported are entered into the proper category.

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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
Restaurant	0	N/A	N/A	N/A	165	121	73%	38	222	61
Auto Services	0	N/A	N/A	N/A	176	114	65%	62	278	135
Ind/Comm	0	N/A	N/A	N/A	224	184	82%	40	376	66

Comments/Explanation/Conclusion:

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Verbal	N/A	122	0*	20*	N/A	122	277
Written	N/A	24	N/A	23	N/A	23	53

*Facilities with minor corrections required generally come into compliance while the inspector is onsite, and therefore do not require a follow-up inspection.

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Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other: Verbal Warnings
Restaurant	0	N/A	0	N/A
Automotive Service Facilities	0	N/A	0	N/A
Ind/Comm	0	N/A	0	N/A

Comments/Explanation/Conclusion: Verbal warnings/corrections are given to facilities that require an 'easy fix' (i.e. close trash bin lids, double bag trash to prevent leakage) to reach compliance. Businesses that have significant violations are sent an NOV, and follow up inspections are conducted for 3 months, at random times, to ensure compliance.

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: The general knowledge and level of cooperation continues to increase as businesses become more familiar with the program.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities. Los Angeles County has informed us they are not accepting this information at this time.

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes No

Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year. (Form P1 (attached) is used as the initial tool for review)

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.

- Sand Filter: 1
- Signage/Stencils: 8
- Infiltration Chamber: 1
- Bioswale: 2

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

County of Los Angeles is performing this study.

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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.

All priority projects are referred to the Public Works Department for reviews of the SUSMP criteria, prior to approval.

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

- | | |
|---|---|
| a) Residential | 0 |
| b) Commercial | 0 |
| c) Industrial | 5 |
| d) Automotive Service Facilities | 0 |
| e) Retail Gasoline Outlets | 0 |
| f) Restaurants | 0 |
| g) Parking Lots | 0 |
| h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | 0 |
| i) Total number of permits issued to priority projects | 5 |

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 60%

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?

Already accomplished.

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- 10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 0-3
- 11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes No
- 12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes No

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

N/A

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

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

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- 14. How many targeted staff were trained last year?
(new development and public agency) 50
- 15. How many targeted (new development) staff are trained annually? 50-55
- 16. What percentage of total (new development) staff are trained annually? 90-100%
- 17. Has your agency developed and made available development planning guidelines? Yes No
- 18. If no, what is the expected date that guidelines will be developed and available to developers? N/A
- 19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

Los Angeles County, as principle permittee, has the task of developing the technical siting manual. The City will continue to routinely distribute Developer's Guidelines until such time as the technical siting manual is released to the co-permittees.

D. Development Construction Program

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

Contractors are required to sign permit forms which require the implementation of BMP's. For projects 1 acre or greater, contractors are required to submit a SWPPP and evidence of NOI submittal. BMP implementation is verified through inspections.

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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

A template LSWPP booklet was included in a previous year's report.

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?

Permits are not issued for projects meeting the requirements for coverage under the CGP until contractor can provide either a WDID number or other proof of NOI submittal.

- 5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 0
- 6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 0
- 7. How many building/grading permits were issued to construction site less than one acre in size last year 9
- 8. How many construction sites were inspected during the last wet season? 12
- 9. Complete the table below.

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Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections*	# of Enforcement Actions
Off-site discharge of sediment	0	0	0	0
Off-site discharge of other pollutants	0	0	0	0
No or inadequate SWPPP	0	0	0	0
Inadequate BMP/SWPPP implementation	0	0	0	0

* Facilities with minor corrections necessary that come into immediate compliance may not require follow up inspections.

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

If a minor BMP correction/implementation is necessary, a verbal warning is given instructing how to come into immediate compliance. For a site with more significant violations, an NOV is issued and follow-up inspections are conducted.
A site may also be issued a Stop Work order (depending on the level of violation) until the project can come into full compliance with SWPPP and BMP requirements.

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

Public Works department receives Grading Plans for projects 1 acre or greater, which are then entered into an NPDES database.

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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)

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

b) How many sanitary sewer overflows occurred within your jurisdiction? 0

c) How many did your agency respond to? N/A

d) Did your agency investigate all complaints received? Yes No

e) How many complaints were received? 3 Private SSOs
Not all complaints result in an actual overflow being observed.

f) Upon notification, did your agency immediately respond to overflows by containment? Yes No

g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes No

h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes No

If so, describe the program:

In the event of a leak or spill, crews have been trained to contain any spills, and employ proper cleaning techniques, so as no sewage enters the storm drain system/catch basin. In addition, as of May 2, 2006, the City of Hawthorne is now subject to statewide Sanitary Sewer Overflow (SSO)/ Waste Discharge Requirement (WDR) regulations.

i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes No

If so, describe the program:

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Standard procedures for the City include repairing and mitigating problems with the sewer system as they are encountered and brought to the City's attention. Also, to prevent overflows, the City uses a degreaser in problem areas. The City has adopted a FOG ordinance, and implementation of a grease and commercial waste disposal program for restaurants and businesses that may discharge materials that could adversely affect the sewer system has begun. In addition the City is currently composing the state mandated Sewer System Management Plan (SSMP).

2. Public Construction Activities Management

a) What 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? 0

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

All applicable city-project were had GCASP coverage

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? Yes No

PPP's were previously prepared for the police station, the yard and the airport. They are reviewed regularly and revised as deemed necessary.

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- b) Briefly describe how your agency implements the following, and any additional, BMP's 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

Training is conducted annually, and addresses the BMP's above. Additionally, spot inspections are conducted to check on status of program, and regular housekeeping is a part of standard operating procedures.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes No
If not, what is the status of implementing this requirement?

The City yard, airport and police department are equipped with a clarifier connecting to the sanitary sewer system for vehicle washing.

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? 0, already complete.

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:

Training is conducted for employees in the proper use and disposal of pesticides, herbicides and fertilizers. When these materials are used in landscaping activities, they are applied in a manner that minimizes exposure to stormwater or urban runoff.

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- 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?

Regular training is conducted regarding proper pesticide, herbicide and fertilizer use. Scheduling is done so as not to conflict with irrigation schedules or predicted rainfall.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of? Yes No

If so, list them:

N/A

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? 100%

- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

Standard BMP's are used which encourage retention and planting of native vegetation. This native vegetation requires less maintenance, which reduces the need for water, fertilizer and pesticides.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes No

- b) How many of each designation exist in your jurisdiction?
 Priority A: 4
 Priority B: 67
 Priority C: 51

- 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.

N/A

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- e) How many times were all Priority A basins cleaned last year? 4
- f) How many times were all Priority B basins cleaned last year? 2
- g) How many times were all Priority C basins cleaned last year? 1
- h) How much total waste was collected in tons from catch basin clean-outs last year? 2 tons
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.

The City contracts with L.A. County to clean catch basins. The County collects and maintains this information.

- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes No
- k) How many new trash receptacles were installed last year?
4 at Transit Stops
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
 - (1) Provide for the proper management of trash and litter generated from the event? Yes No
 - (2) Arrange for temporary screens to be placed on catch basins? Yes No
 - (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes No
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes No
What percentage of stencils were legible? 100%

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n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection?
Program for replacement of stencils with thermoplastic continues as locations are identified. 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?
Is the prioritization attached? There are no city owned open channels.
N/A

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

No changes in existing procedures are considered necessary at this time.

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?

A vacuum truck is employed to remove debris from catch basins on those occasions when city crews supplement the regularly scheduled cleaning by the County.

s) Where is removed material disposed of?

In the city yard, at the trash enclosure.

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6. Streets and Roads Maintenance

a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:

(1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes No

(2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes No

(3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes No

b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

(1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes No

(2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes No

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes No

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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?
- The NPDES Public Agency training was held on June 21, 2012. Yes No

7. Parking Facilities Management

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

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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? Yes, Hawthorne Airport. Yes No
- b) Does your agency serve a population of less than 100,000 people? Yes No
9. Emergency Procedures
- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? N/A, No real emergencies last year. Yes No
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? N/A
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? City is ready to offer assistance. 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. The City cooperated with L.A. County to establish this list, and there were no candidates identified for diversion within the City. 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.

The County of Los Angeles has taken the lead in mapping illicit connections and discharges. All data for this project was submitted as requested to L. A. County on January 2012

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

The city responds to tips/complaints in regards to stormwater and urban runoff pollution within 24 hours. While performing routine site inspections, discharges and/or connections are proactively sought out. NOVs are issued to these businesses if warranted and educational materials explaining stormwater BMPs are dispensed to help these sites implement BMPs into their operations. Follow-up inspections are conducted to ensure compliance. If compliance is not reached after three letters of violation, the case may be handed over to the City's Attorney for further action.

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

An electronic database contains records for all illicit connections and discharges. Each individual record contains background information, witness information, a completed report, pictures, and a follow-up schedule. If no further discharges are observed, investigations are closed after 3 months from the initial violation.

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- 5. What is the total length of open channel that your agency owns and operates? 0
- 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? 9 miles
- 8. What length was screened last year for illicit connections? 0
- 9. Describe the method used to screen your storm drains.

This was accomplished during a previous reporting period using Closed Circuit TV.

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

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	N/A	N/A	N/A	N/A	N/A
02/03	0	0	N/A	N/A	N/A	N/A	N/A
03/04	0	0	N/A	N/A	N/A	N/A	N/A
04/05	0	0	N/A	N/A	N/A	N/A	N/A
05/06	0	0	N/A	N/A	N/A	N/A	N/A
06/07	0	0	N/A	N/A	N/A	N/A	N/A
07/08	2	2	0	2	2	2	0
08/09	0	0	N/A	N/A	N/A	N/A	N/A
09/10	1	1	0	1	1	1	0
10/11	0	0	N/A	N/A	N/A	N/A	N/A
11/12	0	0	N/A	N/A	N/A	N/A	N/A

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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? Less than 24 Hours

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

b) If not, explain why.

N/A

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

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	6	6	0	0	0	0	6
02/03	31	10	0	0	0	0	21
03/04	6	6	0	0	0	0	6
04/05	10	9	1	0	0	0	9
05/06	4	4	0	0	0	0	4
06/07	6	5	0	0	0	0	6
07/08	18	18	0	0	0	0	18
08/09	13	13	0	0	0	0	13
09/10	11	8	1	2	0	0	8
10/11	6	3	0	3	0	0	3
11/12	8	8	0	0	0	0	8

14. What is the average response time after an illicit discharge is reported? 24 Hours or less

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

b) If yes, explain why.

N/A

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15. Describe your agency's spill response procedures.

An investigation is performed as soon as possible after a spill is reported. An inspector reports to the site, then determines whether further action and/or agencies are required (such as a Hazardous Materials Unit or Vacuum Truck). The responsible parties are issued an NOV if appropriate, and clean up orders as necessary.

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

No changes are anticipated at this time. Complaints are being handled properly and records are being kept.

17. Attach a list of all permitted connections to your storm sewer system.
The city does not have a program of issuing permits for connections to the storm drain 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.

Los Angeles County conducts all monitoring.

VI. Assessment of Program Effectiveness

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;

The City has met the specified deadlines of the Permit to date and is continuing to implement programs in accordance with the future goals of the Permit.
 2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
The City's Stormwater Consultant meets with the staff on a regular basis to review current and future tasks, and to discuss the effectiveness of the program
 3. A summary of the strengths and weaknesses of your agency's storm water management program;
The City continuously reviews and revises their strategy on the implementation process to ensure that all elements of the NPDES program are sufficiently executed. The City partners with its used oil program to provide pollution prevention information to its citizens.
 4. A list of specific program highlights and accomplishments;
The City of Hawthorne continues to implement the NPDES program, investing a significant amount of time, energy, and finances into public education and awareness as well as critical source inspections. The City has passed a FOG ordinance and is currently implementing a grease/commercial waste disposal program to proactively prevent illicit discharges, from restaurants and industrial facilities, to the storm drain system.
 5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
All water quality monitoring is performed by the County of Los Angeles.

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6. Interagency coordination between cities to improve the storm water management program;
The City maintains a good relationship with surrounding cities in regards to stormwater in order to effectively maintain stormwater quality.

 7. Future plans to improve your agency's storm water management program
The storm water management program is continuously evaluated and improvements are made as needed.

 8. Suggestions to improve the effectiveness of your program or the County model programs
None at this time
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
10
- C. List any suggestions your agency has for improving program reporting and assessment.
Continue Web-based reporting. Continue to simplify the reporting process removing redundancies.