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

**Reporting Year 2010- 2011**

## I. Program Management

A. Permittee Name: City of Glendale

B. Permittee Program Supervisor: Maurice Oillataguerre
Title: Sr. Environmental Program Specialist
Address: 633 E. Broadway, Room 209
City: Glendale Zip Code: 91206
Phone: (818) 548-3900 Fax: (818) 242-7087

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 Glendale Public Works Department is tasked with implementing the Citywide Stormwater Program. Since the permit requirements affect numerous city departments, the Public Works Department works closely with other departments to effectively administer the program. Coordination among city departments has improved considerably since the inception of the permit in 2001. More importantly, staff knowledge in the area of storm water pollution has improved as well and this has assisted the Public Works Department in implementing the program.

**TABLE 1 - Program Management**

| Storm Water Management Activity | Division/Department | # of Individuals Responsible for Implementing |
|---|---|---|
| 1. Outreach & Education | Public Works & Neigh. Services | 4 |
| 2. Industrial/Commercial Inspections | Fire & Public Works Depts. | 7 |
| 3. Construction Permits/Inspections | P.W. Engineering Division | 7 |
| 4. IC/ID Inspections | Various P.W. Divisions | 4 |
| 5. Street sweeping | P.W. Maint. Services Division | 4 |
| 6. Catch Basin Cleaning | P.W. Maint. Services Division | 4 |
| 7. Spill Response | Public Works & Fire Depts. | Dozens |
| 8. Development Planning (project/SUSMP review and approval) | P.W. Engineering, Building & Safety, and Administration Divisions | 5 |
| 9. Trash Collection | P.W. Integrated Waste Mngmt | 80 |

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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.

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 supports the funding through the General Fund that includes multi-departmental NPDES-related costs. Some funding is supported through the Sewer Maintenance Fund since the same equipment and staff is used to maintain the sewer lines and storm drain system. A small amount of funding comes from the Integrated Waste Fund, especially trash-related compliance costs.

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.

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**TABLE 2**

| Program Element | Expenditures in Previous Fiscal Year | Estimated Amount Needed to implement Order 01-182 |
|---|---|---|
| 1. Program management<br>a. Administrative costs<br>b. Capital costs | $371,171 (salary)<br><br>$11,000 | |
| 2. Public Information and Participation<br>a. Public Outreach/Education<br>b. Employee Training<br>c. Corporate Outreach<br>d. Business Assistance | <br>$8,000<br>$500 | |
| 3. Industrial/Commercial inspection/ site visit activities | $51,070 (salary) | |
| 4. Development Planning | $91,717 (salary) | |
| 5. Development Construction<br>a. Construction inspections | <br>$61,613 (salary) | |
| 6. Public Agency Activities<br>a. Maintenance of structural and treatment control BMPs<br>b. Municipal street sweeping<br>c. Catch basin cleaning<br>d. Trash collection/recycling<br>e. Capital costs<br>f. Other | <br>$45,000<br><br>$1,181,775<br>$100,000<br>$15,976,272<br>$3,000 | |
| 7. IC/ID Program<br>a. Operations and Maintenance<br>b. Capital Costs | <br>$2,500 | |
| 8. Monitoring | $5,000 | |
| 9. Other | | |
| 10. TOTAL | $17,908,618 | |

List any supplemental dedicated budgets for the above categories:

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

California Highway Adoption Co. has been hired to clean freeway on and offramps throughout the City. Also, Glendale has partnered with other cities in the Metals TMDL Monitoring Plan as well as the Metals TMDL Special Studies.

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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?

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

| |
|---|
| The County SQMP will be modified only when local conditions require additional pollution prevention measures not addressed in the County SQMP. |

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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.

Several Trash TMDL compliance technologies have been tested over the past 5 years. Hundreds of 5mm trash screens have been installed throughout the City. The City is continuing its contract with a company to remove trash from all freeway onramps and offramps within the city limits.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? Los Angeles River
2. Who is your designated representative to the WMC?

   Maurice Oillataguerre

3. How many WMC meetings did you participate in last year? 6
4. Describe specific improvements to your storm water management program as a result of WMC meetings.
5. Attach any comments or suggestions regarding your WMC.

F. Storm Water Ordinance

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

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

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

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:

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

## 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? Approx. 1,000

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 54

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

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? All have been posted

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

It has been completed.

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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?

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.

An Assistant Environmental Technician is notified and an investigation is conducted the same day. The Technician will call for additional assistance if needed (oftentimes a County drain is involved).

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)?*

If not, when is this scheduled to occur?

3. Outreach and Education

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

b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes [X] 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.

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

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).*

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? 100,000

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

A partnership with the Committee for a Clean and Beautiful Glendale and the City of Glendale has created an annual "I Love My Neighborhood" poster contest where students compete by submitting anti-litter/graffiti posters. Close to 10,000 students participated this year. The winning student's anti-litter poster was distributed throughout the community. In addition to the annual poster contest, the City has numerous programs that focus on educating students in storm water pollution prevention. Please refer to Attachment IV.A.

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.

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).*

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)?*

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

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

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...

Neighborhood Services and Public Works staff distributes anti-litter flyers at community events, cleanup activities, and Neighborhood Watch and Neighborhood Associated meetings. In addition to anti-litter flyers, numerous other flyers are distributed covering such topics as construction wastes, bacteria, paint spills, etc. Contractors/ developers/homeowners are handed BMP pamphlets when they visit the Engineering Counter and are asked questions regarding storm water BMPs to make sure they understand how to control pollutants at their project sites.

5. Businesses Program

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

b) How many corporate managers did your agency *(Principal Permittee only)* reach last year?

c) What is the total number of corporations to be reached through this program *(Principal Permittee only)*?

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.

e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☒ No ☐

If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

The City created a successful cigarette-butt dispenser installation program where dispensers are installed in front of bars and restaurants.

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

How many media outlets were contacted?

Which newspapers or radio stations ran them?

Who was the audience?

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

Estimated dollar value/in-kind contribution:

Type of media purchased:

Frequency of the buys:

Did another agency help with the purchase? Yes ☐ No ☐

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

If so, describe the type of advertising.

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

Describe the materials that were distributed:

The Neighborhood Services Division has developed various partnerships throughout the Glendale Community where educational materials are distributed. These include flyers, posters, and associated outreach materials.

Who were the key partners? Homeowners, businesses, and schools

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

Homeowners, students, business owners, Glendale residents, and visitors.

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

How many events did you attend? 5

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

If so, what is the address? www.ci.glendale.ca.us/public_works

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.

Since the City has undertaken a comprehensive public outreach campaign ten years ago in regard to storm water pollution prevention, we are noticing more people are educated about this topic. However, there is still a segment of the population that continues to pollute despite knowing that they shouldn't. For instance, city inspectors have had to talk to some people more than once about the same type of polluting behavior (i.e., gardeners, restaurants, etc.).

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

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 Fire Department has completed a Critical Sources Database for the facilities that they will inspect. This includes all of the targeted industries except restaurants. Effective July 1st, 2009, the Public Works Department took over inspections of all restaurants (prior to 7/1/09, Public Works only inspected restaurants without Industrial Waste Permits).

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 |
|---|---|---|---|---|
| Auto Dealerships | 30 | 11 | 35% | |
| Restaurants | 618 | 259 | 100% | |
| Retail Gas Outlets (RGO) | 26 | 25 | 96% | |
| Automotive Service Facity | 260 | 131 | 50% | |

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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Auto Dlrshps | 11 | 9 | 82% | 2 | 55 | 49 | 89% | 7 | | |
| Restau rants | 259 | 222 | 86% | 37 | 259 | 563 | 91% | 55 | | |
| Auto Service Facility | 131 | 89 | 68% | 42 | 434 | 394 | 91% | 114 | | |
| RGOs | 25 | 22 | 88% | 3 | 100 | 92 | 92% | 10 | | |

Comments/Explanation/Conclusion:

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

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| 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) |
|---|---|---|---|---|---|---|---|
| Auto Dealerships | 2 | 15 | 3 | 15 | 2 | 14 | |
| Restaurants | 21 | 61 | 42 | 88 | 21 | 88 | |
| Auto Service Facilities | 11 | 65 | 9 | 54 | 8 | 51 | |
| RGOs | 4 | 8 | 3 | 7 | 4 | 8 | |

| Facilities by category | Number of Warning letters | Number of NOVs | Number of Referral | Number of Other |
|---|---|---|---|---|
| Auto Dealerships | 2 | 1 | | |
| Restaurants | 7 | 14 | | |
| Auto Service Facilities | 7 | 4 | | |
| RGOs | 5 | 3 | | 1 (Administrative Hearing) |

Comments/Explanation/Conclusion:

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 [X] Somewhat Effective [ ] Non-effective [ ]

Comments/Explanation/Conclusion: Since the Fire Department is recommending effective storm water BMPs during their CUPA and

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Industrial Waste Inspections, business owners are being educated in how to remove pollutants from storm water discharges. Also, as of July 2009, Public Works staff has been inspecting all of the restaurants and are requiring owners/operators to implement effective BMPs. Public Works Inspectors also perform grease/FOG/pretreatment inspections of the restaurants at the same time and the net result has been less grease being discharged into the City's sewer system which has resulted in fewer grease-related Sanitary Sewer Overflows (SSOs). Of course, fewer SSOs translates into cleaner storm water/urban runoff being discharged to the Los Angeles River (and eventually the Pacific Ocean). The end result is that the targeted businesses are minimizing the discharge of pollutants to the storm drain system.

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.

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.

| |
|---|
| Each project is evaluated on a case by case basis. Some BMPs that have been used in the past include the following: Vortex units (with hydrocarbon socks), Flogard Filters, catch-basin inserts, vegetative swales, trash enclosures with sewer connections, oil/water separators with sewer connections (when covered), infiltration-type BMPs, and reductions in impermeable surfaces. |

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

| |
|---|
| The County and the cities are in the process of implementing peak flow controls in Natural Drainage Sytems. |

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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 new developments and redevelopment plan submissions must include a completed "SUSMP Questionnaire." The City's Public Works staff reviews these questionnaires to determine which projects require SUSMP plans. It is important to note that grading/building permits are not issued for these types of projects until an approved SUSMP plan is completed.

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

| | | |
|---|---|---|
| a) | Residential | 3 |
| b) | Commercial | 7 |
| c) | Industrial | 0 |
| d) | Automotive Service Facilities | 0 |
| e) | Retail Gasoline Outlets | 0 |
| f) | Restaurants | 2 |
| g) | Parking Lots | 3 |
| 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 | 15 |

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? Less than 1%

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

This has already been completed by simply modifying the "SUSMP Questionnaire."

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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? 1

11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒

12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

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

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? 73

15. How many targeted staff are trained annually? Varies

16. What percentage of total staff are trained annually? Varies

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?

| |
|---|
| This requirement has been completed by the County of Los Angeles. |

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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.

The City controls the discharge of pollutants from construction sites by utilizing Public Works Construction Inspectors, Glendale Water & Power Construction Inspectors, and Public Works Environmental staff. The Inspectors make sure that effective BMPs are implemented at all construction sites (regardless of the size of the project). The Public Works Environmental staff respond to complaints and act as technical consultants to the Inspectors.

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

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?

Grading permits are not issued unless proof of filing an NOI (WDID Number) and SWPPPs are submitted and approved.

5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 2

6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 3

7. How many building/grading permits were issued to construction site less than one acre in size last year? 111

8. How many construction sites were inspected during the last wet season? 63

9. Complete the table below.

| Type of Violation | # of Violations | % of Total Inspections | # of Follow-up Inspections | # of Enforcement Actions |
|---|---|---|---|---|
| Off-site discharge of sediment | 14 | Less than 1% | 21 | 0 |
| Off-site discharge of other pollutants | 0 | N/A | 0 | 0 |
| No or inadequate SWPPP | 0 | N/A | N/A | N/A |
| Inadequate BMP/SWPPP implementation | 5 | Less than 1% | 11 | 0 |

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

First a "Notice of Violation" is issued. If compliance is not achieved, a "Stop Work Notice" is issued and all construction activity must stop until the issue is resolved. Finally, if the "Stop Work Notice" is violated, a referral is made to the City Attorney for criminal prosecution.

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

The Public Works Land Development Section maintains and updates a Rolling-log of all permits submitted for review and approval.

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? 17

c) How many did your agency respond to? 17

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

e) How many complaints were received? 32

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:

Wastewater Maintenance Crews are currently working with the Engineering Department to correct known defects in the sanitary system. A total of sixty-one (61) different locations were spot-repaired with the assistance of the Engineering Division during this reporting period. As in past years, the Wastewater Section adjusted the cleaning frequencies for some of the historic trouble spots in the City's sanitary system.

During an overflow, there is a minimum three (3) man crew responding to contain the overflow and break the stoppage. A vacuum truck will be dispatched to the location to capture the overflow in the debris bin and/or bypass the sewer main with the aid of another crew member. A hydro-flusher truck will then break the stoppage and restore flow in the main line. Within two business days a post-stoppage inspection will be done to inspect the problem area to investigate the cause of the blockage.

The City has implemented a quality control program involving "spot-checking" of lines cleaned by the crews. During our routine cleaning, a crew will come across areas where the nozzles and guide fins are not easily making it from one manhole to the next manhole. The cleaning crew will request that the CCTV crew inspect the sewer mainline to see what might be causing the difficulty. It's a way of verifying that the lines are open and not restricted. The inspection results will vary from discovering root intrusion at a pipe-joint to a root-impacted service lateral and actual broken pipe.

In May of 2010, the Public Works Maintenance Services Division implemented a Standby Crew rotation that ensures a three (3) man crew is available to respond to any wastewater emergency and that puts a team-leader on-scene within thirty (30) minutes or less of getting the initial report of a sanitary sewer overflow.

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:

In addition to the comments listed above, the Public Works Engineering Department is currently working on improving the capacity of the Tyburn Street Sewer, Acacia Avenue Sewer, and Adams Street Sewer Mains. Construction on the Adams Street sewer project began in July 2012. The Acacia Avenue Sewer and Tyburn Street Sewer projects are scheduled to begin in 2013. All 3 of these projects involve upsizing the mainline to improve the sewer capacity. Capacity improvements for the San Fernando Road Sewer, Verdugo Road Sewer and Central Avenue Sewer were completed in March 2012.

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 ? 100 %

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? 4

How many were 5 acres or greater in size? 0

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

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

a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

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

(1) Good housekeeping practices

(2) Material storage control

(3) Vehicle leaks and spill control

(4) Illicit discharge control

Inspect and clean storm drains in the Public Works Corporate Yard (at least once a month) and replace media element in fossil filters as necessary. In addition, all vehicle washout water and debris were directed to a clarifier that is cleaned on a regular basis to ensure proper functioning.

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?

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

4. Landscape and Recreational Facilities Management

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

Briefly describe this protocol:

Pesticides are stored in self-contained areas that are protected from storm water. Pesticides and fertilizers are applied during dry weather only and according to the label.

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 staff members who apply the pesticides and/or fertilizers are trained to ensure that no application occurs before, during, or immediately after rain events (or when water is flowing off the area).

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? 100%

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

Whenever possible, native vegetation is planted to reduce water, fertilizer, and pesticide needs.

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: 25
Priority B: 20
Priority C: Approx. 1,000

c) Is your city subject to a trash TMDL? Yes [X] 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 recently went out to bid to hire a Contractor to install 192 full-capture screens inside of catch basins. In addition, the City has installed brushes on the face (inlet) of catch basins to prevent trash from entering the storm drain system. Also, the City installed a Caltrans full-capture GSRD (radial screen) in the Alma Channel. Almost 80 upstream catch basins feed into this city-owned channel.

The City renewed its contract with "California Highway Adoption Company" to clean all of the freeway onramps and offramps within the city limits. This program has resulted in a noticeable improvement in the amount of trash observed on the freeway ramps in the City.

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? 2377 cu. ft.

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 ☒

Some small bus stops in front of homes are not being fitted with trash cans.

k) How many new trash receptacles were installed last year? 7

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? Yes ☒ No ☐

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

Is the prioritization attached? Yes ☐ No ☒

p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐

What changes have been made?

The frequency of catch basin cleanings has been increased in the ones that have been retrofitted with trash excluder devices.

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

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

Removed storm drain debris with a combo-unit, performed street sweeping at least four times per week in the downtown area of the city (where most businesses are located) and two times per month (every other week) in the remainder of the city. Use of BMP's for drain maintenance and to reduce the amount of trash and debris entering the MS4.

s) Where is removed material disposed of?

At a designated landfill location and Crown Disposal Co. (Sun Valley, CA) where the street sweeping debris is recycled.

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 [X] No [ ]

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

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

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

c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐

d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐

e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐

f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:

(1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐

(2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐

b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒

How many?

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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 ☒ No ☐

   b) Does your agency serve a population of less than 100,000 people? Yes ☐ No ☒

9. Emergency Procedures

   a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐

   b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

   a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☒ No ☐

   b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? Yes ☐ No ☒

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

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).

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.

This map was already sent to the Regional Board and it is continuously updated and accessible upon request. In addition, every October an updated electronic file is submitted to the Principal Permittee for inclusion in the Unified Annual Report.

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

The Public Works' Assistant Environmental Technicians are responsible for investigating illicit discharges and illicit connections. After illegal discharges and connections are verified by them, enforcement proceedings begin. They refer the violations to Code Enforcement Inspectors, Building Inspectors, or Fire Department Inspectors (depending on the type of violation) who are authorized by the City's Municipal Code to write enforcement actions and refer violations to the City Attorney's Office.

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

The Public Works' Assistant Environmental Technicians document every time they respond to illicit discharge and/or connection complaints. Digital photos are taken and added to the field report. Then, pertinent information is entered into the IC/ID database.

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5. What is the total length of open channel that your agency owns and operates? 2 miles

6. What length was screened last year for illicit connections? 2 miles

7. What is the total length of closed storm drain that your agency owns and operates? 43 miles

8. What length was screened last year for illicit connections? < 1 mile

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

This fiscal year all open channels were visually inspected during clean out operations. Portions of the subsurface storm drain system were screened as part of the annual video inspection program and after responding to complaints about odor/subsidence/etc.

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 *other* actions |
|---|---|---|---|---|---|---|---|
| 01/02 | 3 | 3 | 2 | 1 | 1 | 0 | 0 |
| 02/03 | 5 | 5 | 2 | 2 | 1 | 0 | 0 |
| 03/04 | 4 | 11 | 2 | 2 | 2 | 0 | 0 |
| 04/05 | 2 | 14 | 1 | 2 | 2 | 0 | 0 |
| 05/06 | 1 | 9 | 0 | 1 | 1 | 0 | 0 |
| 06/07 | 0 | 17 | 0 | 0 | 0 | 0 | 0 |
| 07/08 | 0 | 11 | 0 | 0 | 0 | 0 | 0 |
| 08/09 | 0 | 14 | 0 | 0 | 0 | 0 | 0 |
| 09/10 | 1 | 4 | 0 | 0 | 1 | 0 | 0 |
| 10/11 | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| 11/12 | 1 | 1 | 0 | 1 | 1 | 0 | 0 |

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

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported? 4 hours

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

    b) If not, explain why.

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

| Year | Total # reported | Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified | # that were cleaned up but the source could not be identified | # that resulted in no evidence of discharge | # that were determined to be conditionally exempt | # that were exempt or in compliance and the source identified | # that resulted in enforcement action |
|---|---|---|---|---|---|---|---|
| 01/02 | 67 | 53 | 10 | 3 | 1 | 0 | 0 |
| 02/03 | 98 | 79 | 4 | 13 | 2 | 0 | 0 |
| 03/04 | 113 | 85 | 9 | 19 | 3 | 0 | 0 |
| 04/05 | 106 | 74 | 7 | 20 | 5 | 0 | 0 |
| 05/06 | 71 | 44 | 7 | 20 | 0 | 0 | 0 |
| 06/07 | 73 | 31 | 19 | 23 | 0 | 0 | 0 |
| 07/08 | 92 | 51 | 14 | 27 | 0 | 0 | 0 |
| 08/09 | 77 | 44 | 7 | 26 | 0 | 0 | 0 |
| 09/10 | 51 | 30 | 9 | 12 | 0 | 0 | 0 |
| 10/11 | 62 | 41 | 0 | 21 | 0 | 0 | 0 |
| 11/12 | 23 | 14 | 0 | 8 | 1 | 0 | 0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

14. What is the average response time after an illicit discharge is reported? 30 minutes

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

    b) If yes, explain why.

15. Describe your agency's spill response procedures.

During normal business hours, the Public Works Assistant Environmental Technicians respond usually within 30 minutes to all spills except sewer spills (sewer crew responds) and hazardous materials releases (Fire Department responds). After hours, the Public Works Yard Attendant responds to all spills (except hazardous materials) and notifies the appropriate manager once the spill is confirmed in the field. In virtually all cases, spill cleanup begins within one hour of the original call.

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

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

## 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.

**Level of compliance: 10**

C. List any suggestions your agency has for improving program reporting and assessment.

## VII. Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility, of a fine and imprisonment for knowing violations.

Executed on the 29th day of August, 2012, at Glendale, CA.

Printed Name: Stephen M. Zurn Title: Director of Public Works

(Signature) _____

**Signature by duly authorized representative**