



22 orinda way • orinda • california • 94563

September 15, 2011

Bruce H. Wolfe, Executive Officer
California Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612

Ms. Pamela Creedon, Executive Officer
California Regional Water Quality Control Board
Central Valley Region
11020 Sun Center Drive, #200
Rancho Cordova, CA 95670-6114

Dear Mr. Wolfe and Ms. Creedon:

Enclosed is the 2010 - 2011 Annual Report for the City of Orinda, which is required by and in accordance with Provision C.16 in National Pollutant Discharge Elimination System (NPDES) Permit Number CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board.

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 gathered and evaluated 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 fine and imprisonment for knowing violations.

Very truly yours,

Janet Keeter
City Manager

Enclosure

General Information
(925) 253-4200 (ph)
(925) 254-9158 (fax)

Administration
(925) 253-4220 (ph)
(925) 254-2068 (fax)

Planning
(925) 253-4210 (ph)
(925) 253-7719 (fax)

Parks & Recreation
(925) 254-2445 (ph)
(925) 253-7716 (fax)

Police
(925) 254-6820 (ph)
(925) 254-9158 (fax)

Public Works
(925) 253-4231 (ph)
(925) 253-7699 (fax)

Table of Contents

Section	Page
Section 1 – Permittee Information.....	1-1
Section 2 – Provision C.2 Municipal Operations	2-1
Section 3 – Provision C.3 New Development and Redevelopment	3-1
Section 4 – Provision C.4 Industrial and Commercial Site Controls	4-1
Section 5 – Provision C.5 Illicit Discharge Detection and Elimination	5-1
Section 6 – Provision C.6 Construction Site Controls.....	6-1
Section 7 – Provision C.7 Public Information and Outreach	7-1
Section 8 – Provision C.8 Water Quality Monitoring.....	8-1
Section 9 – Provision C.9 Pesticides Toxicity Controls	9-1
Section 10 – Provision C.10 Trash Load Reduction.....	10-1
Section 11 – Provision C.11 Mercury Controls	11-1
Section 12 – Provision C.12 PCBs Controls	12-1
Section 13 – Provision C.13 Copper Controls.....	13-1
Section 14 – Provision C.14 PBDE, Legacy Pesticides and Selenium Controls.....	14-1
Section 15 – Provision C.15 Exempted and Conditionally Exempted Discharges	15-1

Section 1 – Permittee Information

Background Information			
Permittee Name:	City of Orinda		
Population:	17,643		
NPDES Permit No.:	CAS612008 (San Francisco Bay RWQCB Permit)		
Order Number:	R2-2009-0074 (San Francisco Bay RWQCB)		
Reporting Time Period (month/year):	July / 2010 through June / 2011		
Name of the Responsible Authority:	Janet Keeter	Title:	City Manager
Mailing Address:	22 Orinda Way		
City:	Orinda	Zip Code:	94563
		County:	Contra Costa
Telephone Number:	925-253-4222	Fax Number:	925-254-2068
E-mail Address:	jkeeter@cityoforinda.org		
Name of the Designated Stormwater Management Program Contact (if different from above):	Cathy Terentieff	Title:	Associate Engineer
Department:	Public Works and Engineering Services		
Mailing Address:	22 Orinda Way		
City:	Orinda	Zip Code:	94563
		County:	Contra Costa
Telephone Number:	925-253-4251	Fax Number:	925-253-7699
E-mail Address:	cterentieff@cityoforinda.org		

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary: 1) non-voting participation in the countywide program's Municipal Operations Committee/Work Group; 2) plan review for construction of new City corporation yard to ensure incorporation and construction of pertinent BMPs. Refer to the C.2 Municipal Operations section of the countywide Program's FY 10-11 Annual Report for a description of activities implemented at the countywide and/or regional level.

C.2.a. ► Street and Road Repair and Maintenance

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and provide explanation in the comments section below:

X	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
X	Control of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater from discharging to storm drains from work sites.
X	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments: Public Works Maintenance staff implement the aforementioned BMPs during street maintenance activities (potholing) and City contractors performing paving projects must comply with contract specifications regarding water pollution (Specification Section 10-9 Water Pollution).

C.2.b. ► Sidewalk/Plaza Maintenance and Pavement Washing

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

X	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
X	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: The City's Park and Recreation Department contracts with UBS to perform plaza cleaning at the City's Community Center/Library; UBS staff have completed the BASMAA Mobile Surface Cleaner Program certification. In addition, the City's Facilities and Parks Supervisor Jim Arth has completed the BASMAA Mobile Surface Cleaner Program. The Stormwater Program Manager reviewed with the Public Works staff the BASMAA

Mobile Surface Cleaner Program BMPs; Public Works staff pressure wash downtown sidewalks bi-annually.

C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

N/A	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
X	Control of discharges from graffiti removal activities
X	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
X	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
X	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
N/A	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.

Comments: The City does not perform any bridge or structural maintenance other than pothole patching on the deck and approaches, repair of damaged guardrail, touch-up painting, and cleaning of deck drains. The City does not contract for any graffiti removal activities or bridge and structural maintenance. The Stormwater Program Manager reviewed with the Public Works Supervisor the proper BMPs for graffiti removal in Fall 2010.

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: Yes No

If your answer is **No** then skip to **C.2.e.**

Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations):

¹ Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L
N/A	N/A	N/A	N/A	N/A

Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:

Summary:

Attachments:

Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations):

Pump Station Name and Location	Date (2x/year required)	Presence of Trash (Cubic Yards)	Presence of Odor (Yes or No)	Presence of Color (Yes or No)	Presence of Turbidity (Yes or No)	Presence of Floating Hydrocarbons (Yes or No)
N/A	N/A	N/A	N/A	N/A	N/A	N/A

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural ² roads:		<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If your answer is No then skip to C.2.f.			
Place an X in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
N/A	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
N/A	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
N/A	No impact to creek functions including migratory fish passage during construction of roads and culverts		
N/A	Inspection of rural roads for structural integrity and prevention of impact on water quality		
N/A	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
N/A	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
N/A	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
<p>Comments including listing increased maintenance in priority areas: Sections of certain roads maintained by the City of Orinda might be considered rural based on the adjacent property being developed with large lot home-sites of one or more acres or the adjacent property being open space, but because there is no continuous stretch of such roads, no roads are considered rural in Orinda. Maintenance of all publicly-maintained roads in Orinda is identified and prioritized using StreetSaver®. The Metropolitan Transportation Commission's Pavement Management Program StreetSaver® is a computer-assisted decision-making process designed to help cities and counties prevent pavement problems through judicious maintenance, and to diagnose and repair those that exist in a timely, cost-effective manner.</p>			

² Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

C.2.f. ► Corporation Yard BMP Implementation	
Place an X in the boxes below that apply to your corporations yard(s):	
<input type="checkbox"/> NA	We do not have a corporation yard
<input type="checkbox"/> NA	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input checked="" type="checkbox"/> X	We have a current Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:	
<input checked="" type="checkbox"/> X	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
<input checked="" type="checkbox"/> X	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
<input type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
<input checked="" type="checkbox"/> X	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
<input checked="" type="checkbox"/> X	Cover and/or berm outdoor storage areas containing waste pollutants
<p>Comments: Vehicle and equipment wash water, and all surface water runoff from the Corp Yard, drain into three inlets in the pavement area and is piped to an outfall at the north end of a sports field located at the westerly corner of the Corp Yard facility. The runoff either infiltrates into the ground of the sports field or flows approximately 300 feet across the sports field to eventually discharge to a State Route (SR) 24 storm drain inlet, which in turn drains to a 24-inch reinforced concrete pipe that discharges to San Pablo Creek. The City is currently in the permitting phase for construction of the new corporation yard with construction scheduled for completion in November 2011. Runoff from the vehicle and equipment wash water area will pass through a sand-oil interceptor prior to discharge to the sanitary sewer system.</p>	

If you have a corporation yard(s) that is not an NOI facility , complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:

Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Corporation yard	11/17/10	Sweeping of pavement needed; inlet markers missing.	Street sweeper ran through yard as well as manual sweeping of inaccessible areas. Inlet markers replaced on three inlets. Completed by 11/24/10.

Section 3 - Provision C.3 Reporting New Development and Redevelopment

**C.3.a. ► New Development and Redevelopment Performance
Standard Implementation Summary Report**

(For FY 10-11 Annual Report only) Provide a brief summary of the methods of implementation of Provisions C.3.a.i.(1)-(8).

Summary:

- (1) Municipality's legal authority to implement C.3: The Orinda Municipal Code was updated in 2004 to reflect the C.3 requirements (Orinda Municipal Code Chapter 18.02 Stormwater Management Discharge and Control). In addition, the City is working in conjunction with the CCCWP to update the stormwater ordinance to ensure consistency with new MRP requirements.
- (2) Municipality's development review and permitting procedures, including use of conditions of approval or other enforceable mechanisms: The City of Orinda has conditions of approval that require applicants to meet Provision C.3. The conditions of approval state that every application for a project that is subject to the development runoff requirements in the City's NPDES Permit shall be accompanied by a stormwater control plan that meets the criteria in the most recent version of the Contra Costa Clean Water Program Stormwater C.3. Guidebook. The conditions also require that the applicant execute any agreements pertaining to the transfer of ownership and/or long-term maintenance of stormwater treatment or hydrograph modification BMPs and submit a Stormwater Operation and Maintenance Plan approved by the City of Orinda prior to building permit final and issuance of a Certificate of Occupancy.
- (3) How water quality effects and mitigation measures are addressed in environmental reviews (e.g., CEQA): The City's Planning Department addresses water quality effects. When reviewing projects for compliance with CEQA, the City uses the checklist that is in Appendix G in the current CEQA Guidelines. The Governor's Office of Planning and Research (OPR) publishes the Guidelines. In addition, the City's Planning Department follows the Technical Advisory prepared by OPR titled "CEQA and Low Impact Development Stormwater Design: Preserving Stormwater Quality and Stream Integrity Through CEQA Review" dated August 2009.
- (4) C.3 training for appropriate departments: The enforcement of C.3 requirements and review of C.3 projects is largely performed by the Engineering Department. The Planning Department consults with the Engineering Department to determine applicability of C.3 requirements for submitted private-development projects. The Stormwater Program Manager coordinates C.3 compliance for CIP projects. The Stormwater Program Manager is a voting member of the CCCWP's New Development Committee and as such, stays abreast of C.3 requirements. In addition, two City staff from the Engineering Department (including the Stormwater Program Manager) attended the CCCWP's C.3 training.
- (5) Outreach/education efforts to staff, developers, contractors, construction site operators and owner/builders: The City regularly updates the City's website with C.3 outreach information. The City also informed developers, engineers, and architects that regularly work on private development in the City of the CCCWP's C.3 workshop and at least five such individuals attended the workshop. The City also provides C.3 guidance material at the Planning Counter.
- (6) How your municipality encourages site design measures at unregulated projects subject to Planning/Building Department review: The planning and zoning code is intended to (a) conserve and enhance key visual features of Orinda's semi-rural character and setting, including major ridgelines, hillsides and other open space areas, consistent with the general plan; and (b) minimize environmental

degradation by ensuring orderly development of lands consistent with the general plan, and protection of important environmental features such as ridgelines, streams and undeveloped hillsides. The design review standards in Orinda Municipal Code (OMC) 17.30.5 (Basic design review standards) encourage minimizing land disturbance and impervious surfaces; clustering of structures and pavement; preservation of open space; and protection and/or restoration of riparian areas and wetlands. If a project is located in the creek setback, the design review standards further require that the site and landscape plan retain, enhance and restore appropriate riparian vegetation verified in a creek setback protection report by a qualified biologist. OMC 18.03 (Watercourse Maintenance, Alteration and Protection) requires watercourse alteration permits (drainage permits) for projects adding 500 square feet of impervious surface and for projects modifying existing drainage facilities or installing new drainage facilities. The standards encourage minimizing land disturbance and impervious surfaces and directing roof runoff to vegetated areas. City staff encourages use of splash blocks, bubble-ups, and dissipators rather than direction connection to piped storm drainage system. Because the City's storm drainage infrastructure is less developed (City streets are not entirely underlain by a continuous piped storm drain system; rather storm water flows in open ditches and across paved surfaces) and because of the City's hilly topography, many residences discharge collected roof runoff in a pipe system and discharge it to a dissipator downslope from the house. From the dissipator, collected stormwater flows across land before reaching a downstream watercourse, be in a roadside ditch, creek, etc. During the FY 10-11 year, the City added a checklist of the site design measures listed in C.3.a (6) to the drainage and grading plan check form to encourage their implementation.

- (7) How your municipality encourages source control measures at unregulated projects subject to Planning/Building Department review: The City of Orinda contracts its Building Inspection services with Contra Costa County. Some of the source control measures listed in this Provision are covered by the 2010 CAL Green (CGBSC) (namely storm drain stenciling and the landscaping measures) which the Building Inspection Department abides by for new construction. In addition, the City requires storm drain stenciling on all projects installing storm drain facilities in private roadways. Section 17.17.3 of the OMC addresses landscaping standards required for landscaping plans. The standards indicate that landscape materials shall not interfere with the free flow of stormwater drainage; that when a landscape plan is required for a property on which or along which a watercourse is located the landscape plan shall also provide appropriate native riparian vegetation and other improvements in compliance with OMC 18.04; that the combined turf and water area (e.g., pools, ponds and fountains) shall not exceed twenty-five (25) percent of the total irrigated area except where drought-tolerant turf grass is used. Several lists are available to the public including suggested native plants for watercourses, plants native to Orinda, invasive plants to be avoided, and a disallowed vegetation list (based on high flammability). The other items regarding outdoor material storage areas, trash enclosures, and plumbing of various discharges are addressed during the Contra Costa County Building Inspection Department plan check process and the Central Contra Costa Sanitary District approval process.
- (8) General Plan revisions (if needed) to integrate water quality/watershed protection with water supply, flood protection, habitat protection, groundwater recharge, and other sustainable development principles and policies. Include dates of General Plan revisions: The City's Planning Director reviewed the General Plan and determined that the 21 existing policies of the Conservation Element of the General Plan adequately addressed Provision C.3.a.i(8). The General Plan includes policies regarding preservation of riparian habitats, encouraging planting and reforestation with natives, protection of creeks from siltation to minimize flooding and, protection of drinking water reservoirs from pollution and siltation due to development in Orinda, preservation of open space, preservation of drainage easements creeks, etc.

C.3.b. ► Green Streets Status Report
 (All projects to be completed by December 1, 2014)

On an annual basis (if applicable), report on the status of any pilot green street projects within your jurisdiction. For each completed project, report the capital costs, operation and maintenance costs, legal and procedural arrangements in place to address operation and maintenance and its associated costs, and the sustainable landscape measures incorporated in the project including, if relevant, the score from the Bay-Friendly Landscape Scorecard.

Summary: The City of Orinda does not have a green streets project in its jurisdiction. Please refer to the C.3 New Development and Redevelopment section of the countywide program's FY 10-11 Annual Report for a description of pilot green street project activities conducted at the countywide or regional level.

C.3.b.v.(1) ► Regulated Projects Reporting Table

Fill in attached table **C.3.b.v.(1)** or attach your own table including the same information.

Summary: The City of Orinda did not approve any Regulated Projects during the FY 2010-2011 reporting period.

C.3.c. Low Impact Development Reporting

The City of Orinda served on the CCCWP's New Development Committee which reviewed and/or discussed at its monthly meeting the following submittals made during FY 10-11: Biotreatment Soil Specifications, Special Projects Proposal, Feasibility/Infeasibility Criteria Report, and Green Roof Specifications.

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

<p>(1) Fill in attached table C.3.h.iv.(1) or attach your own table including the same information.</p>
<p>(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.</p>
<p>Summary: Installation was begun but not completed on the stormwater treatment systems for the Parkway Court project that was reported in Table C.3.b.v.(1) in FY 2009-2010. Likewise, installation of stormwater treatment systems at the Wilder project (at the rear of single family residences and in parking lots at the ball fields and pool pavilion) was not completed in FY 2010-2011. It is anticipated that construction of these stormwater treatment systems will be completed in FY 2011-2012, and the City will commence its operation and maintenance verification inspections.</p>
<p>(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).</p>
<p>Summary: No changes were made to the O&M Program in FY 2010-2011.</p>

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 1) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Project Location ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbe d (Acres)	Total New Impervious Surface Area (ft ²)	Total Replaced Impervious Surface Area (ft ²)	Total Pre- Project Impervious Surface Area ⁷ (ft ²)	Total Post- Project Impervious Surface Area ⁸ (ft ²)
Private Projects											
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Public Projects											
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments:											

³ Include cross streets

⁴ If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

⁵ Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

⁶ State the watershed(s) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s)

⁷ For redevelopment projects, state the pre-project impervious surface area.

⁸ For redevelopment projects, state the post-project impervious surface area.

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Application Deemed Complete Date ⁹	Application Final Approval Date ⁹	Source Control Measures ¹⁰	Site Design Measures ¹¹	Treatment Systems Approved ¹²	Operation & Maintenance Responsibility Mechanism ¹³	Hydraulic Sizing Criteria ¹⁴	Alternative Compliance Measures ^{15/16}	Alternative Certification ¹⁷	HM Controls ^{18/19}
Private Projects										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments:										

⁹ For private projects, state project application deemed complete date and final discretionary approval date.

¹⁰ List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

¹¹ List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

¹² List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

¹³ List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

¹⁴ See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

¹⁵ For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

¹⁶ For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

¹⁷ Note whether a third party was used to certify the project design complies with Provision C.3.d.

¹⁸ If HM control is not required, state why not.

¹⁹ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Is Funding Committed? ²⁰	Date Construction Scheduled to Begin ²⁰	Source Control Measures ²¹	Site Design Measures ²²	Treatment Systems Approved ²³	Operation & Maintenance Responsibility Mechanism ²⁴	Hydraulic Sizing Criteria ²⁵	Alternative Compliance Measures ^{26/27}	Alternative Certification ²⁸	HM Controls ^{29/30}
Public Projects										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments:										

²⁰ For public projects, enter “Yes” or “No” under “Is Funding Committed?” and enter a date under “Date Construction Scheduled to Begin”.

²¹ List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

²² List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

²³ List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

²⁴ List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners’ association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

²⁵ See Provision C.3.d.i. “Numeric Sizing Criteria for Stormwater Treatment Systems” for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

²⁶ For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

²⁷ For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

²⁸ Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁹ If HM control is not required, state why not.

³⁰ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Fill in table below or attach your own table including the same information.

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) ³¹	Party Responsible ³² For Maintenance	Date of Inspection	Type of Inspection ³³	Type of Treatment/HM Control(s) Inspected ³⁴	Inspection Findings or Results ³⁵	Enforcement Action Taken ³⁶	Comments
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

³¹ Indicate “YES” if the facility was installed within the reporting period, or “NO” if installed during a previous fiscal year.

³² State the responsible operator for installed stormwater treatment systems and HM controls.

³³ State the type of inspection (e.g., 45-day, routine, follow-up, etc.).

³⁴ State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.

³⁵ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

³⁶ State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality’s Enforcement Response Plan.

Section 4 – Provision C.4 Industrial and Commercial Site Controls

Program Highlights

Provide background information, highlights, trends, etc.

In FY 2010-2011, the City of Orinda updated its business inspection plan and facilities lists, and reviewed inspection frequencies and priorities. A total of 21 inspections were conducted at 14 businesses during this fiscal year. In addition, CCCSD performed 9 call-out inspections for four illicit discharge events: one at a residential construction site, one at a private residence associated with a sanitary sewer failure, one for illegal dumping at a creek, and one to investigate the source of grease found in a City storm drain catch basin. All these investigations are reported in Section 5 under Provision C.5 Illicit Discharge Detection and Elimination and are not accounted for in Section 4 below, including the latter incident that resulted in three call-out inspections to three food facilities located in close proximity to the storm drain catch basin where grease was found. CCCSD inspectors as well as the Stormwater Program Manager attended training as described below in C.4.d.iii. . The City of Orinda participated as a non-voting member on the Municipal Operations Committee which coordinates compliance with Provision C.4. Refer to the C.4. Industrial and Commercial Site Controls section of the Program's FY 10-11 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan? Yes No

If No, explain:

C.4.b.iii.(1) ► Potential Facilities List

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

Please see Attachment C.4.b.iii.(1).

C.4.b.iii.(2) ► Facilities Scheduled for Inspection

List below or attach your list of facilities scheduled for inspection during the current fiscal year.

Please see Attachment C.4.b.iii.(2).

C.4.c.iii.(1) ► Facility Inspections		
Fill out the following table or attach a summary of the following information. Indicate your violation reporting methodology below.		
<input checked="" type="checkbox"/>	Permittee reports multiple violations on a site as one violation.	
<input type="checkbox"/>	Permittee reports the total number of discrete violations on each site.	
	Number	Percent
Number of businesses inspected (if known)	14	
Total number of inspections conducted	21	
Number of violations (excluding verbal warnings)	3	
Sites inspected in violation	3	100
Violations ³⁷ resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	3	100
Comments: Three inspected facilities were in violation: two of the facilities were issued Warning Notices for pollutant exposures (tallow bin spill and floor mat washing practices) and one of the sites was issued a Notice of Violation for pollutant exposure (leaking trash compactor) and for pollutant discharge (grease from tallow bin on ground considered evidence of historical discharge). All pollutant exposures and discharges were abated within 10 days.		

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed	
Fill out the following table or attach a summary of the following information.	
Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	1
Potential discharge and other	2
Comments: Discharge streams are counted as one discharge per inspection per site.	

³⁷ Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

C.4.c.iii.(2) ► Frequency and Type of Enforcement Conducted

Fill out the following table or attach a summary of the following information.

	Enforcement Action (as listed in ERP) ³⁸	Number of Enforcement Actions Taken	% of Enforcement Actions Taken³⁹
Level 1	Warning Notice/Education	2	67
Level 2	Notice of Violation	1	33
Level 3	Formal Enforcement (Administrative Penalties, Cost Recovery)	0	0
Level 4	Legal Action and/or Referral to State and Federal Agencies	0	0
Total		3	100

C.4.c.iii.(3) ► Types of Violations Noted by Business Category

Fill out the following table or attach a summary of the following information.

Business Category⁴⁰	Number of Actual Discharge Violations	Number of Potential Discharge Violations
Grocery	1	0
Food Service	0	1
Property Management	0	1

C.4.c.iii.(4) ► Non-Filers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:

None identified during this fiscal year.

³⁸ Agencies to list specific enforcement actions as defined in their ERPs.

³⁹ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁴⁰ List your Program's standard business categories.

C.4.d.iii ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
CWP Priority Pollutant Workshop	7/22/10	<ul style="list-style-type: none"> • Priority Pollutant Identification and Control 	7	88
Commercial/Industrial Stormwater Inspection Training Workshop (Contra Costa County)	2/24/11	<ul style="list-style-type: none"> • Overview of Model Business Inspection Plan and Model Enforcement Response Plan. • Contra Costa Green Business Program • Sampling and Assessing NOI Facilities • Identifying Mercury, PCBs, and Copper in the Field • Stormwater Compliance and Case Studies • Sewer Overflows • Stormwater Compliance and Enforcement 	7 (in addition the City's Stormwater Program Manager attended)	88
CWEA Pretreatment, Pollution Prevention, and Stormwater Annual Conference	2/28 -3/2/11	<ul style="list-style-type: none"> • Stormwater BMPs • Inspector training sessions • Outreach 	5	63
CWEA Annual Conference	4/13-15/11	<ul style="list-style-type: none"> • Stormwater BMPs • Outreach 	1	13

Section 5 – Provision C.5 Illicit Discharge Detection and Elimination

Program Highlights

Provide background information, highlights, trends, etc.

The City of Orinda implemented its collection system screening program per Provision C.5.e and participated as a non-voting member on the Municipal Operations Committee which coordinates compliance with Provision C.5. Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 10-11 Annual Report for description of activities at the countywide or regional level.

There was an increase in the number of illicit discharges reported from fiscal year 09-10. In fiscal year 09-10, six discharges were reported: three involving raw sewage, one involving vehicle wash water, and two involving trash from dumpsters. See table below in C.5.f.iii.(4) for summary of fiscal year 10-11 discharges. The number of discharges involving raw sewage and trash from dumpsters remained steady between fiscal years 09-10 and 10-11. The fiscal year 10-11 increase in reported incidents came largely from the six slide incidents but also perhaps increased citizen and City staff awareness regarding illicit discharges (citizens reported incidents involving construction material and illegal dumping and the City's maintenance crew observed grease in a storm drain manhole during routine maintenance).

C.5.c.iii ► Complaint and Spill Response Phone Number and Spill Contact List

List below or attach your complaint and spill response phone number and spill contact list.

Contact	Description	Phone Number
Cathy Terentieff	Stormwater Program Manager	925-253-4251
Contra Costa Clean Water Program	Hotline	1-800-DUMPING (1-800-663-8674)

C.5.d.iii ► Evaluation of Mobile Business Program

Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities.

Description: The City of Orinda responds to complaints and/or observations of illicit discharges from mobile businesses as it does any other illicit discharge and requires those businesses to implement the BMPs recommended by the BASMAA Mobile Surface Cleaners Program. Likewise, the City distributes appropriate educational outreach material for the subject mobile business (carpet cleaning, concrete coring, painting, etc.) at the local farmer's market and in City offices. The City of Orinda contracts with a BASMAA-certified Mobile Surface Cleaner for the cleaning of its library/community center plaza and City staff are trained as well. Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 10-11 Annual Report for a description of efforts by countywide committees/work group and the BASMAA Municipal Operations Committee to address mobile businesses.

C.5.e.iii ► Evaluation of Collection System Screening Program

Provide a summary or attach a summary of your collection screening program, a summary of problems found during collection system screening and any changes to the screening program this FY.

Description: A summary of the FY 2010-2011 collection screening program is attached (Attachment C.5.e.iii). Of the 14 screening points, low sediment was found at one location and a low quantity of trash was found at a second location. All other locations had no trash, odor, color, turbidity, hydrocarbon sheen, or sediment/debris. The catch basin with low level trash was cleaned out at the time of the inspection; a single potential source of the trash was not identified by the trash and the likely source is the adjacent downtown commercial businesses. In addition, the municipal maintenance staff inspected and cleaned out 214 storm drain inlets; one report of illicit discharge (grease in the downtown area) was noted for those inspections and followed up by CCCSD to identify the source.

C.5.f.iii.(1), (2), (3) ► Spill and Discharge Complaint Tracking

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	19	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	9	47 %
Discharges resolved in a timely manner (C.5.f.iii.(3))	16	84 %

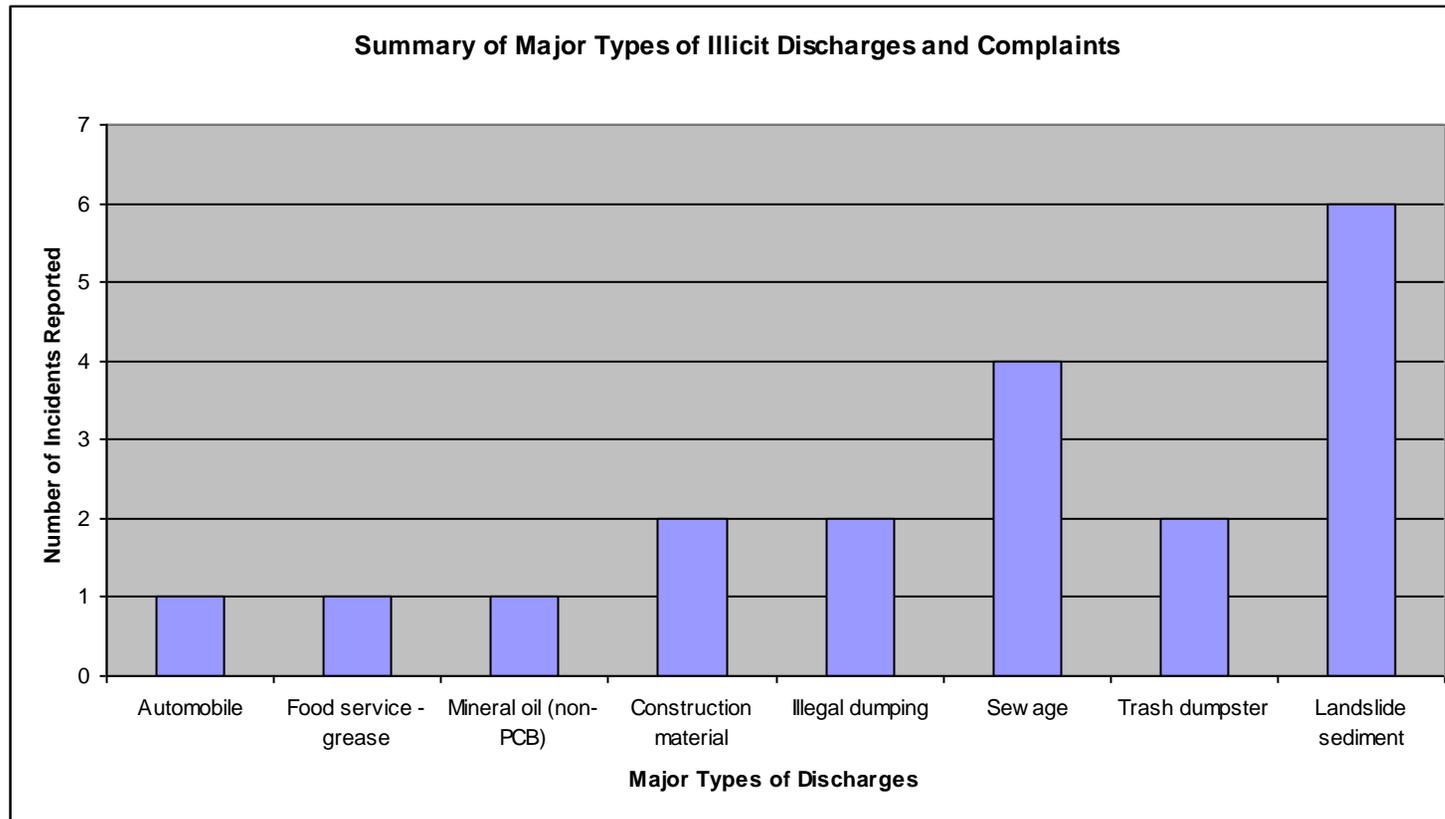
Comments:

The City of Orinda records all complaints received regarding illicit discharges in its tracking system, including those that are unsubstantiated in the field and potential discharges that are prevented from reaching the City storm drain system and/or receiving waters. As such, complaints regarding an overflowing trash dumpster that was never substantiated in the field (repeated City staff inspections of the dumpster never observed it to be overflowing) and regarding a report of a neighbor discharging paint to the roadside ditch where no evidence of paint on the ground were found are both included in the tracking table. Three discharges were not resolved in a timely manner. The first involved a failed private sanitary sewer lift station due to an issue with the electrical box; the repair needed to be coordinated by the tenant with property owner and was performed within 12 working days. The second involved a slide at a residential property during an extended rain event; due to a death in family, conflicting recommendations from the property owner's geotechnical engineer, and a lawsuit regarding previous repair of slide, the property owner took 12 days to protect the slope and remove silt from the roadside ditch leading to the storm drain. The third event involved removal of debris from a creek bank on private property; due to the extremely wet and extended rainy season, property owner had to wait approximately 3 months for the creek bank to dry out to safely access bank to remove debris.

C.5.f.iii.(4) Summary of major types of discharges and complaints

Provide a narrative or attach a table and/or graph.

As can be seen by the chart below, the major type of illicit discharge this fiscal year was sediment from slides (nearly one-third). These slides did not occur at construction sites but rather in undisturbed areas either along creek banks and/or at residential properties. They occurred during heavy rainfall. Other discharge types were trash from commercial business dumpsters, raw sewage from residential properties, illegal dumping, construction material, grease from food service facilities, mineral oil, and an automobile.



Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals		
Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)
1	1	24
<p>Comments:</p> <ol style="list-style-type: none"> 1) The City conducted construction site control inspections early or prior to the rainy season at all projects with active grading or drainage permits. These inspections were used to provide educational outreach to contractors and to identify high priority sites. The outcome of these pre- or early-rainy season inspections is considered with the site factors listed in Provision C.6.e.ii(2) (site slope, project size, proximity to waterbodies, etc.) to identify the City's high priority sites requiring monthly inspections. These inspections serve to identify other factors such as resistant contractor, financial hardship, multiple contractors or subcontractors performing work possibly resulting in poor communication, poor contractor-owner relations, etc. that can make timely installation and maintenance of BMPs problematic. In FY 10-11, one construction project was identified as high priority; the grading project involved construction of a single-family residence on a small, steep lot. 2) A total of 42 construction site control inspections were conducted at 29 sites not within the above categories (sites disturbing less than one acre and not considered high priority) as part of the City's inspection program. These projects were all single-family residences that had open grading or drainage permits and disturbed less than one acre. They were not deemed high-priority for a variety of reasons including project nearly complete and site stabilized early in rainy season, good construction site control BMPs observed, project not started, project on hold and site stabilized, etc. 3) The number reported above for "Total number of storm water runoff quality inspections conducted" (C.6.e.iii.1.c) includes only the stormwater runoff quality inspections at the one high priority site and the one site disturbing more than one acre (Wilder); during these inspections, the grading inspector completed a stormwater runoff quality inspection form. In addition to the stormwater runoff quality inspections, both sites were inspected more frequently than the monthly minimum requirement (generally twice weekly for Wilder), be it for stormwater runoff quality (but form not completed) or inspection requests by applicant. 		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations⁴¹	% of Total Violations⁴²
Erosion Control	5	27.8
Run-on and Run-off Control	2	11.1
Sediment Control	8	44.4
Active Treatment Systems	0	0
Good Site Management	2	11.1
Non Stormwater Management	1	5.6
Total	18	100%

C.6.e.iii.1.e ▶ Construction Related Storm Water Enforcement Actions			
	Enforcement Action (as listed in ERP)⁴³	Number Enforcement Actions Taken	% Enforcement Actions Taken⁴⁴
Level 1	Warning Notice/Education/Notice to Comply	7	88
Level 2	Notice of Violation	1	12
Level 3	Formal Enforcement (Administrative Penalties, Cost Recovery)	0	0
Level 4	Legal Action and/or Referral to State and Federal Agencies	0	0
Total			100%

C.6.e.iii.1.f, g ▶ Illicit Discharges	
	Number
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	1
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	1

⁴¹ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

⁴² Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁴³ Agencies should list the specific enforcement actions as defined in their ERPs.

⁴⁴ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

C.6.e.iii.1.h, i ► Violation Correction Times		
	Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	18	% ⁴⁵
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	% ⁴⁶
Total number of violations for the reporting year⁴⁷	18	100%
Comments: All violations were resolved within 10 days.		

C.6.e.iii.(2) ► Evaluation of Inspection Data
Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).
Description: The most prevalent BMP performance issue was maintenance of silt fences and wattles (sediment control), followed by stabilization of bare dirt (erosion control), and then by either good site management or run-on/run-off control issues. These issues are typical of those found in past years. Overall, the performance of construction sites during the rainy season was considered good, considering the high rainfall received. With rough grading complete at the Wilder development project and increased surveillance by the project's stormwater consultant, the project performed better than in past years despite the commencement of vertical construction (pool clubhouse and three single-family residences) and a wet year.

C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness
Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.
Description: The City of Orinda contracts with the Contra Costa County Building Inspection Department for building inspection services and as such, the County grading inspector conducts the stormwater quality inspections. The City's Stormwater Program Manager coordinates with the grading inspector to develop a list of open grading and drainage permit projects in late summer prior to the onset of the rainy season. One strength of the program is that the City's Stormwater Program Manager also conducts concurrent plan check with the Grading Inspector for issuance of grading and drainage permits; this results in the Grading Inspector and Stormwater Program Manager coordinating on a very regular basis (daily to twice weekly) and the Stormwater Program Manager being familiar with the open grading and drainage projects.

⁴⁵ Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

⁴⁶ Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

⁴⁷ Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

The City requires grading permit applicants to submit an erosion control plan that identifies BMPs in the six categories identified in Provision C.6.c. To assist applicants with this requirement and provide outreach, the City and County began distributing a double-sided letter-sized outreach piece of minimum erosion/sediment control measures for small construction projects. Another strength in the City's program is that the City's Stormwater Program manager participates as a voting member on the CCCWP's Development Committee which coordinates implementation of C.6 requirements for Contra Costa County permittees. This year was a trial period using the new stormwater quality inspection form and it took some trial-and-error to determine the best methodology for completion (hard copy or electronically) and data entry. This trial period was complicated by turn-over in the grading inspector assigned to the City by the County. In the end, hard copy completion of the form and transmittal to the Stormwater Program Manager for tracking and entry into the construction inspection database per the tracking requirements in Provision C.6.e.ii(4) proved most effective. Refer to the C.6 Construction Site Control section of countywide program's FY 10-11 Annual Report for a description of activities at the countywide or regional level.

C.6.f ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Training to Become a Qualified SWPPP Developer (QSD)	February 28 – March 2, 2011	<ul style="list-style-type: none"> • Training Overview and Regulations • Erosion Processes and Sediment Control • SWPPP Implementation • Monitoring • Reporting • Project Planning and Site Assessment • SWPPP Development and PRDs • Project Closeout 	0 Inspectors; 1 Stormwater Program Manager	NA
Training to Become a Qualified SWPPP Practitioner (QSP)	February 28 – March 1, 2011	<ul style="list-style-type: none"> • Training Overview and Regulations • Erosion Processes and Sediment Control • SWPPP Implementation • Monitoring • Reporting 	1 County Grading Inspector	33%

Section 7 – Provision C.7. Public Information and Outreach

C.7.b.ii.1 ▶ Advertising Campaign

Summarize advertising efforts. Include details such as messages, creative developed, and outreach media used. The detailed advertising report may be included as an attachment. If advertising is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary: See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for a summary of the Trash Campaign conducted by the Program on our behalf.

C.7.b.iii.1 ▶ Pre-Campaign Survey

(For the Annual Report following the precampaign survey) Summarize survey information such as sample size, type of survey (telephone survey, interviews etc.). Attach a survey report that includes the following information. If survey was done regionally, refer to a regional submittal that contains the following information:

- Summary of how the survey was implemented.
- Analysis of the survey results.
- Discussion of the outreach strategies based on the survey results.
- Discussion of planned or future advertising campaigns to influence awareness and behavior changes regarding trash/litter and pesticides.

Place an **X** in the appropriate box below:

<input checked="" type="checkbox"/>	Survey report attached. See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for a report summarizing the Pre-Campaign Trash Survey conducted by the Program on our behalf.
<input type="checkbox"/>	Reference to regional submittal:

C.7.c ▶ Media Relations

Summarize the media relations effort. Include the following details for each media pitch in the space below, AND/OR refer to a regional report that includes these details:

- Topic and content of pitch
- Medium (TV, radio, print, online)
- Date of publication/broadcast

Summary:
 The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 10-11:

- BASMAA Media Relations Final Report

This report and any other media relations efforts conducted countywide is included within the C.7 Public Information and Outreach section of Program's FY 10-11 Annual Report.

In addition, the City of Orinda included in the spring edition of the Orinda Youth Association's eNewsletter information about supporting litter-free waterways. The pitch was targeted to families, focused on litter-reduction during sporting events, included a video clip (the CCCWP's "Litter Travels But It Can Stop with You" video), and a link to the CCCWP website.

C.7.d ► Stormwater Point of Contact

Summary of Any Changes Made during FY 10-11:
 No change.

C.7.e ► Public Outreach Events

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.
 Use the following table for reporting and evaluating public outreach events

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscene presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> • Estimated overall attendance at the event. • Number of people that visited the booth, comparison with previous years • Number of brochures and giveaways distributed • Results of any spot surveys conducted
Bringing Back the Natives Garden Tour, May 2011, Countywide with two gardens in Orinda	Tour to encourage landscaping using native plants, minimizing pesticide and fertilizer use, water conservation, mulching and composting, etc. for countywide residents. The City of Orinda was a co-sponsor of this event and staffed a table with various outreach items at one of the gardens in Orinda. The outreach items	See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for further details regarding the effectiveness of this event. In addition, the City's Stormwater Program Manager spoke with numerous tour participants educating them on various clean water issues. The garden at which the City hosted the outreach table received 384 visitors, and

	focused on BMPs for homeowners including IPM, pool/spa draining, carpet cleaning, etc.	approximately half the visitors stopped by the table. No spot surveys were conducted. No comparisons are made with last year as the City did not staff a table last year. Outreach materials provided were: chico bags; CCCWP pens; doggie litter bag holders; numerous Our Water Our World outreach items including pocket guides for choosing less toxic products, 10 Most Wanted Bugs trifold, and flyers on controlling weeds, controlling various pests (ants, aphids, fleas, spiders, etc.), etc.; the City's Creekside Property Owner's Manual; Trash BMPs for Businesses pamphlet; fluorescent bulb disposal pamphlet; draining pools and spas pamphlet; poppy seed packets; and CCCWP flash drives.
Live Nation Anti-Litter Campaign, August 2010, Concord Pavilion	The message "Litter Travels But It Can Stop with You" was broadcast using a variety of means to concert goers. A booth with outreach information and education was provided where residents were encouraged to sign-up and participate in a creek clean-up event.	See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for further details regarding the effectiveness of this event.
Our Water Our World Tabling/Public Outreach Events	See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for further details regarding the description of this event.	See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for further details regarding the description of this event. Due to the
Orinda Connects - Community Public Services Fair, May 2011	This event was the first annual event hosted by the City of Orinda to provide outreach to Orinda residents specifically about city and public safety services, utility providers, local non-profits, and clubs. A table was staffed by the City Public Works Director with clean water outreach material.	The event was attended by approximately 75 residents. Outreach materials distributed were similar to those at the Bringing Back the Natives Garden Tour.
Orinda Farmer's Market (Saturday mornings, July 2010 through November 2010; April 2, 2011 through June 2011)	City Council members and City staff set up a table at the weekly farmer's market from July through November 2010 and April through June 2011, and distribute outreach	Over 200 promotional and educational outreach items were distributed in FY 2010-2011 at the Farmer's Market including chico bags, car wash shammies, pencils, bug booklets, and

	<p>material, including various clean water materials. Materials include but are not limited to creek-side owner's manual, CCCWP tote bags, flashlights, seed packets, and various informative brochures (draining your pool, IPM techniques, shammies with car washing message, etc.)</p>	<p>poppy seed packets. Attendance and effectiveness were comparable to last year.</p>
--	---	---

C.7.f. ► Watershed Stewardship Collaborative Efforts

Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally refer to a regional report.

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary: See the Fiscal Year 2010/11 Group Program Annual Report, Section C.7, for a detailed report on BASMAA and the Program's encouragement and support of various Watershed Stewardship Collaborative Efforts" on our behalf."

The City coordinated with the local creeks group Friends of Orinda Creek (FOC) on a variety of items. FOC members hosted two creek events (October 16, 2010 and March 7, 2011) and coordinated two creek cleanup projects as part of Orinda In Action Day (April 16, 2011). The October 2010 and March 2011 creek events consisted of trash removal, removal of invasive vegetation, and native planting; the City assisted by picking up and disposing of the collected trash and vegetative debris for both events. During the October 2010 event, FOC volunteers collected approximately four large garbage bags of trash, a half garbage bag of recyclables, and a truck load of green waste (non-native invasive vegetation) from the bank of San Pablo Creek behind Orinda Way. During the March 2011 event, 12 bags of trash, 1 bag of recyclables, some hazardous material, and a truck-load of invasive vegetation were removed from the bank of San Pablo Creek behind Orinda Way.

At the City-sponsored Orinda in Action Day, volunteers undertook numerous projects including:

- ❑ 10 downtown projects consisting of litter removal and sweeping sidewalks in various downtown locations and along major thoroughfares (Moraga Way and Camino Pablo)
- ❑ Inspecting and replacing storm drain labels in downtown and residential neighborhoods
- ❑ Two creek cleanups – one along San Pablo Creek behind Orinda Way and one along Moraga Creek by Del Rey Elementary School
- ❑ Trash pickup along the St Stephens bike path that fronts State Route 24

The result of these efforts was the collection of 49 bags of trash, 42 bags of green waste, and 45 bags of recyclables. Again, the City assisted by picking up and disposing of the collected trash and vegetative debris. A summary of storm drain inlet markers inspected and replaced can be found in C.7.g.

C.7.g. ► Citizen Involvement Events		
List the types of events conducted (e.g., creek clean up, storm drain inlet marking, native gardening etc.). Use the following table for reporting and evaluating citizen involvement events.		
Event Details	Description	Evaluation of effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional	Describe activity (e.g., creek clean-up, storm drain marking etc.)	Provide general staff feedback on the event. Provide other evaluation details such as: <ul style="list-style-type: none"> • Number of participants. Any change in participation from previous years. • Distance of creek or water body cleaned • Quantity of trash/recyclables collected (weight or volume). • Number of inlets marked. • Data trends
Volunteer Creek Monitoring Program, Spring 2011, Alhambra, Walnut, Kirker, Marsh, Mount Diablo, Pinole and San Pablo Creeks.	The Program's Volunteer Creek Monitoring Program involves interested citizens and creek advocates to assist with creek bioassessment monitoring.	See the Program's Fiscal Year 2010/11 Group Program Annual Report, Section C.8, for further details.
Orinda In Action, April 16, 2011	City-sponsored community involvement event to complete cleanup and maintenance projects throughout the city. Projects ranged from creek cleanups, litter removal, weeding, brush removal, planting, and storm drain inlet marker inventory and replacement.	An estimated 325 volunteers participated. Two reaches of creek (one along San Pablo Creek and one along Moraga Creek) were cleaned up along with various areas of the downtown and along major thoroughfares through town. A total of 49 bags of trash, 42 bags of green waste, and 45 bags of recyclables were collected. In addition, 135 storm drain inlet marker locations were inspected and 76 markers were replaced.
The Bringing Back the Natives Gardens Tour May 2011	Two gardens in Orinda were part of this free-self-guided tour of native gardens. The City co-sponsored this event.	A total of 186 Orinda residents pre-registered for the event. The two gardens in Orinda were visited by 384 and 342 people.

C.7.h. ► School-Age Children Outreach

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment. Use the following table for reporting school-age children outreach efforts.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
The City of Orinda supported "Kids for the Bay". See the C.7 Section of the countywide program's FY 10-11 Annual Report for a detailed description of this outreach.	See Group Program Annual Report	See Group Program Annual Report	See Group Program Annual Report
The City supported Mr. Funnelhead through the Used Oil Block Grant. For a detailed summary of all Mr. Funnelhead school assemblies, city/county fair events, and TV advertisements conducted countywide, please refer to the C.7 Section of the countywide program's FY 10-11 Annual Report.	See Group Program Annual Report	See Group Program Annual Report	See Group Program Annual Report
The City of Orinda supported "Newspapers in Education." For a detailed description of this program for school-age children, please refer to the C.7 Section of the countywide program's FY 10-11 Annual	See Group Program Annual Report	See Group Program Annual Report	See Group Program Annual Report

FY 2010-2011 Annual Report
Permittee Name: City of Orinda

C.7 – Public Information and Outreach

Report.			
Delta Baseball League, Opening Day Event, March 2011	See the City of Antioch's Fiscal Year 2010/11 Annual Report, Section C.7, for further details regarding the description of this event.	See the City of Antioch's Fiscal Year 2010/11 Annual Report, Section C.7, for further details regarding the description of this event.	See the City of Antioch's Fiscal Year 2010/11 Annual Report, Section C.7, for further details regarding the description of this event. This event was staffed by an Administrative Assistant from the City of Orinda's Parks and Recreation Department (who was the one who prepared the outreach piece for the spring edition of the Orinda Youth Association's eNewsletter as described above under in C.7.e).

Section 8 - Provision C.8 Water Quality Monitoring

C.8 ► Water Quality Monitoring

State below if information is reported in a separate regional report. Municipalities can also describe below any Water Quality Monitoring activities in which they participate directly, e.g. participation in RMP workgroups, fieldwork within their jurisdictions, etc.

Summary:

During FY 10-11, the City of Orinda contributed through the countywide Program to the BASMAA Regional Monitoring Coalition (RMC). In addition, the City contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and was represented at RMP committees and work groups. For additional information on monitoring activities conducted by the Program, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Program's FY 10-11 Annual Report and/or BASMAA's Regional Monitoring Report."

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a ▶ Adopt an Integrated Pest Management (IPM) Policy or Ordinance

(Water Board staff requested resubmittal for FY 10-11) Attach a copy of your individual IPM ordinance or policy.	x	Attached	<input type="checkbox"/>	Not attached , explain below
<p>If Not attached, explain: In response to the February 10, 2011 letter from the RWQCB to Municipal Regional Stormwater NPDES Permit Permittees RE: Review of Provision C.9, the City of Orinda revised the IPM Policy and Programs that were developed in FY 09-10. The Policy and Program were revised by the Stormwater Program Manager and distributed for review by pertinent City personnel including the Director of Public Works and Engineering Services, the Director of Parks and Recreation, the Public Works Supervisor, and the Facilities and Parks Supervisor. The IPM Policy was then signed by the directors of the two City departments which use or contract the use of pesticides, namely the Public Works and Engineering Services Department and the Parks and Recreation Department.</p>				

C.9.b ▶ Implement IPM Policy or Ordinance

Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.

Trends in Quantities and Types of Pesticides Used ⁴⁸					
Pesticide Category and Specific Pesticide Used	Amount ⁴⁹				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	0	0			
Pyrethroids		0			
Bifenthrin (Bisect)	0.1875 gallons	0			
Deltamethrin (0.1 % Deltaguard)	0.02 pounds	0			
Carbaryl	0	0			
Fipronil	0	0			

⁴⁸ Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁴⁹ Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

C.9.c ▶ Train Municipal Employees	
Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	2
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	1
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	50%

C.9.d ▶ Require Contractors to Implement IPM			
Did your municipality contract with any pesticide service provider in the reporting year?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, attach one of the following:			
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR		
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR		
<input type="checkbox"/>	Equivalent documentation.		
If Not attached , explain: Contract specifications for the City's Landscape Maintenance Services contract are attached. The City does not contract for any structural pest control and as such, neither structural pest control contract specifications nor structural pest control IPM certifications are attached.			

C.9.e ▶ Track and Participate in Relevant Regulatory Processes
Summarize participation efforts, information submitted, and how regulatory actions were affected OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.
Summary: During FY 10-11, the City participated in regulatory processes related to pesticides through contributions to the countywide Program, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees.

C.9.f ▶ Interface with County Agricultural Commissioners			
Did your municipal staff observe any improper pesticide usage or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
No			
If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.			

C.9.h.ii ▶ Public Outreach: Point of Purchase	
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); OR reference a report of a regional effort for public outreach in which your agency participates.	
Summary: See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for information on point of purchase public outreach conducted countywide and regionally.	

C.9.h.vi ▶ Public Outreach: Pest Control Operators	
Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); OR reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.	
Summary: See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for a summary of our participation in and contributions towards countywide and regional public outreach to pest control operators and landscapers to reduce pesticide use.	

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ► Short-Term Trash Loading Reduction Plan

Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description: See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

C.10.a.ii ► Baseline Trash Load and Trash Load Reduction Tracking Method

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed to gather trash loading data and in developing a Baseline Trash Load and Trash Load Reduction Tracking Method (due February 1, 2012).

Description: See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees. The information obtained from the initial trash sorting of the newly installed Full Trash Capture Devices in Orinda (see C.10.a.iii) will be used to determine the Baseline Trash Load in the Fall of 2011.

C.10.a.iii ► Minimum Full Trash Capture

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide description of actions/tasks initiated/conducted/completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014) within individual jurisdictions. Include information on Full Trash Capture Devices installed under Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership.

Description: See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees. Two full trash capture devices were installed on May 6, 2011 in a retail/commercial area of the City, and the information has been entered in the Demonstration Project data base. Both devices are Triton Bioflex Drop Inlet Trash Guards manufactured and installed by Revel Environmental Manufacturing, Inc. These devices capture runoff from approximately 0.07 acres. The City will evaluate the effectiveness of this device which collects trash entering the catch basin via the surface grate. Other devices the City will evaluate in FY 11-12 are those that prevent trash from leaving the catch basin's effluent (outlet) pipe by collecting trash just upstream of the outlet pipe; these devices collect trash that enter the catch basin via the surface grate and through upstream storm drain pipes connected to the catch basin and thereby capture trash from a larger catchment area. Such devices include BioClean's Modular Connector Pipe Screen or Advanced Solutions' Stormtek ST3-G). Based on a comparison of these two types of devices considering cost, maintenance, effectiveness, etc., the City will proceed with installation of full-trash capture devices to capture runoff from 7 acres and meet this provision in FY 12-13.

C.10.b.iii ► Trash Hot Spot Assessment

Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible.

Fill out the following table or attach a summary of the following information:

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
Conducted during FY 09-10.	NA	NA	NA	NA

C.10.d ► Summary of Trash Load Reduction Actions

Provide summary of new trash load reduction actions or increased levels of implementation of existing actions that were implemented after adoption of the MRP (control measures and best management practices) including the types of actions and levels of implementation, and the total trash loads and dominant types of trash removed from each type of action.

Suggested trash load reduction actions to track and report may include:

- Anti-litter Campaigns
- Anti-litter/Dumping Enforcement Activities
- Curbside Recycling Programs
- Education and Outreach Efforts
- Free Trash Pickup/Drop-off Days
- County HHW Program Activities
- Improved Trash Bin Management
- Inspection/Maintenance of Storm Drain Outfalls
- Litter Pickup and Control
- Removal of Homeless Encampments
- Solid Waste Recycling Efforts
- Source Controls/Bans/Prohibitions
- Storm Drain Operation and Maintenance
- Storm Drain Signage/Marking
- Street Sweeping Activities
- Trash Removal from Receptacles
- Volunteer Creek Cleanups

Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
			Trash loads were not tracked for all trash load reduction actions this fiscal year. Once the Trash Load Reduction Tracking Method is developed (see Provision C.10.a.ii), trash loads removed will be documented for each load reduction action. See the Program's FY10-11 Annual	

			Report for schedule.	
Curbside Recycling Programs	Unknown; performed by Valley Waste Management.	Level of implementation not increased after MRP adoption.	Unknown	Recyclable materials.
Free Trash Pickup/Dropoff Days	Unknown; performed by Allied Waste Services	Level of implementation not increased after MRP adoption.	Unknown	Large, oversize items that do not fit in trash receptacle.
County HHW Program Activities	Unknown; performed by Central Contra Costa Sanitation District.	Level of implementation not increased after MRP adoption.	Unknown	Household hazardous waste (paint cans, used motor oil, etc.)
Street Sweeping Activities	Prior to March 2002: contract sweeper swept downtown district only. In March 2002, City purchased mechanical broom sweeper and swept downtown district and curbed residential areas swept. In October 2010, the City put into service a new regenerative air sweeper.	Implementation level increased after MRP adoption. City replaced mechanical broom sweeper with regenerative air sweeper in October 2010; new sweeper will increase pollutant-removal effectiveness of street sweeping.	In FY 10-11, 557 cy of material (trash and vegetative matter) was removed from City streets through street sweeping. This number represents a 41% increase from FY 09-10. The portion of this volume that is trash is unknown but was previously estimated at 1% of the sweepings.	General trash
Trash Removal from Receptacles	Unknown;	Level of implementation	Approximately 330	General street trash (take-

	performed by Allied Waste Services and City Public Works.	not increased after MRP adoption. City collects trash from all public receptacles on Monday, Wednesday and Friday while Allied Waste collects trash on Tuesdays and Thursdays.	cy.	out food containers, plastic cups, bags, etc.)
Storm Drain Signage/Marking	City reported completion of storm drain inlet marking in FY 2002-2003.	Implementation level increased after MRP adoption. City created a database to track inspection and repair/re-installation of storm drain inlet markers in FY 2010-2011.	Unknown	General trash
Volunteer Creek Cleanups	Performed bi-annually since FY 2002-2003 by Friends of Orinda Creeks.	Level of implementation increased after MRP adoption to include trash identification at hot spot. Creek cleanups also expanded from one creek to two creeks.	Approximately 3 cy.	General trash.
Orinda In Action Day	Performed since 2009	Level of implementation has increased from 2009 with success of event. Creek cleanups and trash removal throughout City.	Approximately 15 cy.	General trash
Storm Drain Operation and Maintenance; Inspection/Maintenance of Storm Drain Outfalls	Since City incorporation in 1985.	Frequency of inspections will not be increased, but use of BASMAA Storm System Screening Form may increase effectiveness.	Unknown	Unknown

Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

List below or attach lists of efforts to promote, facilitate, and/or participate in collection and recycling of mercury containing devices and equipment at the consumer level (e.g., thermometers, thermostats, switches, bulbs).

Refer to FY 10-11 Program Annual Report for a list of mercury collection and recycling efforts conducted countywide and regionally.

C.11.a.ii ► Mercury Collection

Provide an estimate of the mass of mercury collected through these efforts, or provide a reference to a report containing this estimate.

Amount collected:

Not all mercury and PCB load reduction actions were tracked using "loads removed" methods this fiscal year. In the Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report, an initial Mercury and PCB Load Reduction Tracking Method was presented (see Provision C.11.g). Based on Water Board staff comments, a revised method will be presented in the Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report. Based on this methodology, loads removed via the collection/recycling of mercury-containing products will be documented beginning in FY 11-12.

- C.11.b ▶ Monitor Methylmercury**
- C.11.c ▶ Pilot Projects to Investigate and Abate Mercury Sources in Drainages**
- C.11.d ▶ Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**
- C.11.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**
- C.11.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**
- C.11.g ▶ Monitor Stormwater Mercury Pollutant Loads and Loads Reduced**
- C.11.h ▶ Fate and Transport Study of Mercury In Urban Runoff**
- C.11.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**
- C.11.j ▶ Develop Allocation Sharing Scheme with Caltrans**

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary: A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

Section 12 - Provision C.12 PCBs Controls

C.12.a.i.iii ► Municipal Inspectors Training

(For FY 09-10 Annual Report only) List below or attach description of results of training municipal industrial inspectors to identify, in the course of their existing inspections, PCBs or PCB-containing equipment.

Description: In FY 09-10, inspector training materials were developed by BASMAA and provided in the FY 09-10 BASMAA Regional POC Report. A description of efforts to train municipal industrial inspectors was provided in FY 09-10 permittee and/or Program Annual Reports.

C.12.a.ii.iii ► Ongoing Training

(For FY 10-11 Annual Report and Each Annual Report Thereafter) List below or attach description of ongoing training development and inspections for PCB identification, including documentation and referral to appropriate regulatory agencies (e.g. county health departments, Department of Toxic Substances Control, California Department of Public Health, and the Water Board) as necessary.

Description: See the FY 10-11 Program Annual Report for a description of training provided countywide and/or regionally, and report on any local training efforts, if applicable.

- C.12.b ▶ Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities**
- C.12.c ▶ Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations**
- C.12.d ▶ Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**
- C.12.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**
- C.12.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**
- C.12.g ▶ Monitor Stormwater PCB Pollutant Loads and Loads Reduced**
- C.12.h ▶ Fate and Transport Study of PCBs In Urban Runoff**
- C.12.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary: A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

Section 13 - Provision C.13 Copper Controls

C.13.a.i and iii ► Legal Authority: Architectural Copper

Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?	X	Yes		No
--	---	------------	--	-----------

If **No**, explain and provide schedule for obtaining authority within 1 year:

C.13.b.i and iii ► Legal Authority: Pools, Spas, and Fountains

Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?	X	Yes		No
--	---	------------	--	-----------

If **No**, explain and provide schedule for obtaining authority within 1 year:

C.13.c ▶ Vehicle Brake Pads

Reported in a separate regional report. A summary of the countywide Program's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

C.13.d.iii ▶ Industrial Sources Copper Reduction Results

Based upon inspection activities conducted under Provision C.4, highlight copper reduction results achieved among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed.

Summary: No facilities were identified as potential users or sources of copper in Orinda. Other than the EBMUD water treatment plant, the facilities inspected under Provision C.4 in Orinda are commercial businesses.

C.13.e ▶ Studies to Reduce Copper Pollutant Impact Uncertainties

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below."

Summary: A summary of the countywide Program and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

Section 14 - Provision C.14 PBDE, Legacy Pesticides and Selenium Controls

C.14.a ► Control Programs for PBDEs, Legacy Pesticides and Selenium Controls

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities can provide descriptions below."

Summary: A summary of the countywide Program and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

Section 15 - Provision C.15 Exempted and Conditionally Exempted Discharges

C.15.b.iii.(1), C.15.b.iii.(2) ► Planned and Unplanned Discharges of Potable Water

Is your agency a water purveyor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If No , skip to C.15.b.vi.(2):				
If Yes , Complete the attached reporting tables or attach your own table with the same information. Provide any clarifying comments below.				
Comments:				

C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering

<p>Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:</p> <ul style="list-style-type: none"> • Promote conservation programs • Promote outreach for less toxic pest control and landscape management • Promote use of drought tolerant and native vegetation • Promote outreach messages to encourage appropriate watering/irrigation practices • Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.
<p>Summary: The City displays numerous outreach materials regarding water conserving irrigation practices and use of drought tolerant and native vegetation at City Hall. The City adheres to the State of California Landscape Code, California Code of Regulations, Title 23. Waters, Division 2. Department of Water Resources, Chapter 2.7. Model Water Efficient Landscape Ordinance. Various sections of the Orinda Municipal Code require drought tolerant or native vegetation (Chapter 18.04.010 Riparian habitat restoration, 17.17 Landscaping, and 17.3.4 Second Units). Likewise, the City's Hillside and Ridgeline Design Guidelines encourages the use of native trees and shrubs. The City co-sponsored that Bringing Back the Natives Garden Tour which encourages the use of drought-tolerant native landscaping (see further discussion of this event under C.7.e above and Section C.7 of the Group Program Annual Report. While addressed as an illicit discharge and included in the City's Enforcement Response Plan, no ongoing, large volume landscape irrigation runoff discharges were identified this fiscal year.</p>

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ⁵⁰ (NTU)	Implemented BMPs & Corrective Actions
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

⁵⁰ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System ⁵¹														
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L) ⁵²	pH (standard units) ⁵²	Discharge Turbidity (Visual) ⁵²	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁵³	Inspector arrival time	Responding crew arrival time
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

⁵¹ This table contains all of the unplanned discharges that occurred in this FY.

⁵² Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges, report all of the data collected.

⁵³ Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.

C.4.b.iii.(1)
Potential Facilities List

Orinda

Name	Address	City	Program Category
Orinda Convalescent Hospital	11 ALTARINDA Road	Orinda	Assisted Living
Orinda Senior Village	20 IRWIN Way	Orinda	Assisted Living
Clean Cleaners of Orinda, Inc	17 ORINDA Way A	Orinda	Dry Cleaner
Fashion Cleaners	140 VILLAGE SQUARE	Orinda	Dry Cleaner
Orinda Cleaners	37 MORAGA Way	Orinda	Dry Cleaner
US Post Office	29 ORINDA Way	Orinda	Fleet Operations
Baan Thai	99 ORINDA Way	Orinda	Food Service
Cafe Teatro	24 ORINDA Way	Orinda	Food Service
Casa Orinda	20 BRYANT Way	Orinda	Food Service
Europa Hofbrau	64 MORAGA Way	Orinda	Food Service
Geppetto's	87 ORINDA Way	Orinda	Food Service
Hanazen	87 ORINDA Way	Orinda	Food Service
Hsiangs Restaurant	1 ORINDA Way 1	Orinda	Food Service
Kasper's Hot Dogs	2 THEATER SQUARE 103	Orinda	Food Service
La Cocina	23 ORINDA Way H	Orinda	Food Service
La Piazza	15 MORAGA Way	Orinda	Food Service
Lava Pit	2 THEATER SQUARE 142	Orinda	Food Service
Loard's Ice Cream	230 BROOKWOOD Road	Orinda	Food Service
Maya Mexican	74 MORAGA Way	Orinda	Food Service
Nation's Foods, Inc.	76 MORAGA Way	Orinda	Food Service
Niwa Restaurant	1 CAMINO SOBRANTE 6	Orinda	Food Service
Orinda Deli	19 ORINDA Way F	Orinda	Food Service
Peet's Coffee and Tea	63 MORAGA Way	Orinda	Food Service
Petra Café	2 THEATER SQUARE 105	Orinda	Food Service
Quenchers	21 ORINDA Way G	Orinda	Food Service
Republic of Cake	2 THEATER SQUARE 151	Orinda	Food Service
Serika Restaurant	2 THEATER SQUARE 118	Orinda	Food Service
Shelby's	2 THEATER SQUARE 152	Orinda	Food Service
Siam Orchid Thai Restaurant	23 ORINDA Way	Orinda	Food Service
Starbuck's	2 THEATER SQUARE 106	Orinda	Food Service
Starbucks Coffee	1 CAMINO SOBRANTE 9	Orinda	Food Service
Szechwan Restaurant	79 ORINDA Way	Orinda	Food Service
Trattoria Lupetti	65 MORAGA Way	Orinda	Food Service
Turquoise Mediterranean Grill	70 MORAGA Way	Orinda	Food Service
Village Inn Cafe	204 VILLAGE SQUARE	Orinda	Food Service
Village Pizza	19 ORINDA Way AB	Orinda	Food Service
Yu Sushi	19 MORAGA Way	Orinda	Food Service
Zamboni's Pizza	1 CAMINO SOBRANTE 4	Orinda	Food Service
Candia's Valero	22 BRYANT Way	Orinda	Gas Station
Chevron Station #97407	11 ORINDA Way	Orinda	Gas Station
Orinda Shell Auto Care	9 ORINDA Way	Orinda	Gas Station

C.4.b.iii.(1)
Potential Facilities List

Name	Address	City	Program Category
Orinda Convalescent Hospital	11 ALTARINDA Road	Orinda	Assisted Living
Orinda Unocal 76	67 MORAGA Way	Orinda	Gas Station
Orinda Country Club	315 CAMINO SOBRANTE	Orinda	Golf Course
Beverages & More	6 CAMINO PABLO Road	Orinda	Grocery Store
Safeway	2 CAMINO SOBRANTE	Orinda	Grocery Store
McDonnell Nursery	196 MORAGA Way	Orinda	Nursery
Meadow Swim and Tennis Club	20 HEATHER Lane	Orinda	Pool
Oak Springs Pool	39 SPRING Road	Orinda	Pool
Orinda Park Pool	72 EL TOYONAL	Orinda	Pool
Sleepy Hollow Swim & Tennis Club	1 SUNNYSIDE Lane	Orinda	Pool
Cushman & Wakefield at Theater Square	2 THEATER SQUARE 143	Orinda	Property Mngt
Kasper's Hot Dogs (office only)	99 BROOKWOOD Road	Orinda	Property Mngt
Peretti Company Realtors	9 COUNTRY CLUB Plaza	Orinda	Property Mngt
CVS Pharmacy	50 MORAGA Way	Orinda	Retail
Rite Aid	27 ORINDA Way	Orinda	Retail
Holden High School	10 IRWIN Way	Orinda	School/College
Orinda Academy	19 ALTARINDA Road	Orinda	School/College
Springs Academy	89 MORAGA Way	Orinda	School/College
EBMUD Orinda WTP	190 CAMINO PABLO	Orinda	Utility
Orinda Chevron Service	11 ORINDA Way	Orinda	Vehicle Service
Orinda Motors	63 ORINDA Way	Orinda	Vehicle Service
Orinda Shell Auto Care	9 ORINDA Way	Orinda	Vehicle Service
Orinda Towing	81 MORAGA Way C	Orinda	Vehicle Service

Attachment C.4.b.iii.(2)
Facilities Scheduled for Inspection

Orinda

FY 2011-12

Name	Address	Facility Type
Inspection Cycle		
Casa Orinda	20 BRYANT Way	Food Service
Trattoria Lupetti	65 MORAGA Way	Food Service
Quenchers	21 ORINDA Way G	Food Service
Chevron Station #97407	11 ORINDA Way	Gas Station
Peet's Coffee and Tea	63 MORAGA Way	Food Service
Village Pizza	19 ORINDA Way AB	Food Service
Orinda Country Club	315 CAMINO SOBRANTE	Golf Course
Starbuck's	2 THEATER SQUARE 106	Food Service
Niwa Restaurant	1 CAMINO SOBRANTE 6	Food Service
Orinda Deli	19 ORINDA Way F	Food Service
Kasper's Hot Dogs	2 THEATER SQUARE 103	Food Service
Orinda Senior Village	20 IRWIN Way	Assisted Living
Subtotal: 11		
Enforcement Reinspections		
Cushman & Wakefield at Theater Square	2 THEATER SQUARE 143	Property Mngt
Safeway	2 CAMINO SOBRANTE	Grocery Store
Starbucks Coffee	1 CAMINO SOBRANTE 9	Food Service
Subtotal: 3		
Total Planned Inspections	15	

**FY 2010-2011 Collection System Screening Location Results
(MRP Provision C.5.e.iii)
City of Orinda**

Tracking Number	Outfall Location	Facility Type	Receiving Water Body	ID#	Inspection Date	Inspection Time	Time Since Last Rain	Standing/Stagnant Water	Flow	Approx. Depth of Flow (in)	Estimated Trash Volume	Odor	Color	Turbidity	Hydrocarbon Sheen	Sediment/debris	Potential Sources of Illicit Discharges	Description of Illicit Discharge	Action Taken	Follow-up Required	Date Completed
1	Camino Pablo/Manzanita	end of pipe	San Pablo Creek	598	10/15/2010	13:00	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
2	Camino Pablo/El Toyonal	drop inlet/catch basin	San Pablo Creek	966	10/15/2010	13:00	> 3 wks	N	none	0	ND	ND	absent	ND	ND	low	No	NA	NA	NA	NA
3	Bien Venida/Miner Road	end of pipe	Lauterwasser to San Pablo Creek	56	10/15/2010	13:15	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
4	456 Camino Sobrante	end of pipe	Lauterwasser to San Pablo Creek	2223	10/15/2010	13:30	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
5	1 Camino Sobrante	drop inlet/catch basin	San Pablo Creek	2868	10/15/2010	13:40	> 3 wks	N	none	0	Low	ND	absent	ND	ND	ND	downtown commercial	NA	cleaned	NA	10/15/2010
6	St Stephens/El Nido Ranch Road	drop inlet/catch basin	San Pablo Creek	1120	10/15/2010	13:45	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
7	End of Bryant Way	drop inlet/catch basin	San Pablo Creek	1153	10/15/2010	14:00	> 3 wks	Y	trickle	2	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
8	Stein Way at Moraga Way	end of pipe	San Pablo Creek	1535	10/15/2010	14:00	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
9	Dos Encinas/El Camino Moraga	end of pipe	Moraga Creek	12	10/15/2010	14:30	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
10	236 Ivy Drive	end of pipe	Moraga Creek	35	10/15/2010	14:30	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
11	462 Moraga Way	end of pipe	San Pablo Creek	298	10/15/2010	14:45	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
12	9 Daryl Drive	end of pipe	San Pablo Creek	1749	10/15/2010	15:00	> 3 wks	Y	none	2	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
13	Hall Drive at Moraga Way	end of pipe	Moraga Creek	2721	10/15/2010	15:00	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
14	556 Dalewood Drive	drop inlet/catch basin	Lauterwasser to San Pablo Creek	1200	10/15/2010	15:20	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA



City of Orinda
Integrated Pest Management (IPM)
Program

July 27, 2011

Prepared based on a model developed by:

Program Staff
Contra Costa Clean Water Program
255 Glacier Drive
Martinez, California 94553
(925) 313-2360

Table of Contents

- SECTION 1. INTRODUCTION..... 1**
 - 1.1. IPM Program Purpose 1
 - 1.2. IPM Policy..... 1
 - 1.3. Definitions 1
 - 1.4. Roles and Responsibilities 3

- SECTION 2. IMPLEMENTATION PRACTICES 6**
 - 2.1. Pesticide Selection and Approval..... 6
 - 2.2. Contractors..... 8
 - 2.3. IPM Application 9
 - 2.4. Education and Training 9
 - 2.5. Notification of Pesticide Applications 10
 - 2.6. Record keeping/Program Review 11
 - 2.7. Outreach to the Public 11
 - 2.8. Precautionary Principle..... 12
 - 2.9. Reviewing Plans for City-Owned New Construction and Landscape Projects..... 12

- SECTION 3. IPM PRACTICES..... 14**
 - 3.1. Structural IPM..... 14
 - 3.2. Landscape IPM..... 14

- SECTION 4. REFERENCES..... 16**

List of Appendices

- Appendix A. City of Orinda IPM Policy
- Appendix B. Material Exception Request for Pesticide Application Form
- Appendix C. Notice of Pesticide Application
- Appendix D. Pest Management Record
- Appendix E. Resources

Acronyms and Abbreviations

BASMAA	Bay Area Stormwater Management Agencies Association
BMP	Best Management Practice
CCCWP	Contra Costa Clean Water Program
EPA	Environmental Protection Agency
IPM	Integrated Pest Management
MRP	Municipal Regional Permit
NPDES	National Pollutant Discharge Elimination System
SOP	Standard Operating Procedures
MSDS	Material Safety Data Sheet

Section 1. Introduction

Integrated Pest Management (IPM) is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. IPM is a coordinated decision-making and action process that uses the most appropriate pest control methods and strategy in an environmentally and economically sound manner to meet agency programmatic pest management objectives. The method uses the least toxic pesticides only after other methods of control have failed or were deemed infeasible.

1.1. IPM PROGRAM PURPOSE

The purpose of this IPM Program is to establish the procedures, plans and actions for management of pests and vegetation on public lands, buildings, rights-of-ways, and bodies of water in an environmentally sensitive manner while addressing public health, safety, economic, legal, and aesthetic requirements. The IPM Program provides guidelines for pest management, which adhere to stormwater regulations, reduces pesticide use and in turn reduces pollution associated with pesticide run-off. The IPM Program applies to all City operations, employees, and contractors with the primary affected departments being the Public Works and Engineering Services Department and the Parks and Recreation Department. The IPM Program does not apply to residents or businesses within the City of Orinda.

1.2. IPM POLICY

An IPM policy is a written document that serves as a guideline for agencies to use as a strategy to implement their IPM program. The City of Orinda IPM policy has been written and reviewed by the appropriate municipal authorities, approved by municipal representatives who are responsible for implementing the main components of the IPM program and has been included in municipal documentation. The City of Orinda IPM policy is provided as Appendix A.

1.3. DEFINITIONS

Contract: is a binding written agreement requiring the services of an outside provider for grounds maintenance or any pest control related services.

Contractor: is a person, firm, corporation or other entity, including a governmental entity that enters into a contract with a department.

Emergency: is a pest outbreak that poses an immediate threat to public health or significant economic or environmental damage.

Exemption: is a process by which materials not on the tiered product list can temporarily be used, but only after all alternatives have been reviewed, evaluated, and/or implemented and only after the IPM Committee and/or IPM Coordinator has authorized the use of the pesticide for the specific purpose. The application for an exemption shall be filed on a form specified by the IPM Committee and signed by the IPM Coordinator. The decision to approve an exemption will be based upon an evaluation of the failure of alternatives, and taking into consideration public health, environmental and financial risks.

Hazardous Material: is a chemical or mixture that may pose a physical hazard, health hazard, or environmental hazard and that is regulated under the law to control its harmful effects. This definition is not intended to be rigid or legalistic because all materials regulated in this manner merit special attention and consideration under this program.

IPM Committee: the IPM committee will be made up of representatives from the Public Works and Engineering Services Department and the Parks and Recreation Department and outside experts as deemed appropriate by each department involved in the IPM strategy implementation. The IPM committee shall meet as needed to perform the duties outlined in this policy.

IPM Coordinator: individual designated for those departments that apply pesticides or contract with pesticide applicators. City management may appoint a person to coordinate these activities and serve as the primary point of contact. The IPM coordinator(s) shall be trained in the principles of low-risk IPM, safe application of pesticides and alternatives to pesticide use.

Landscapes: are grounds that are actively managed such as parks, plantings and lawns around public buildings, right-of-ways, watersheds, and open spaces.

Pest: for the purposes of this Program, is any insect, rodent, nematode, snail, weed, fungus or other form of plant or animal life that adversely interferes with the aesthetic, health, safety, environmental or economic goals of a jurisdiction. Pest shall not include viruses or microorganisms on or in a living person or animal, but shall include plant diseases.

Pesticides: chemical agents registered as pesticides by the California Food and Agricultural Code, Section 12753 of Chapter 2 of Division 7, which can be an herbicide, insecticide, fungicide or other chemical that repels, changes the regular growth rate of, kills, or otherwise reduces levels of a targeted pest or pests.

Sustainable Design, Construction, and Maintenance: principles, materials, and techniques that conserve natural resources and improve environmental quality throughout the life cycle of the landscape and its surrounding environment. Sustainable

designs for buildings and landscapes incorporate methods that reduce the potential for pest problems from the start and with long-term maintenance needs in mind.

Toxicity Category I Pesticide Product (DANGER/POISON): any pesticide product that meets U.S. EPA criteria for Toxicity Category I under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

Toxicity Category II Pesticide Product (WARNING): any pesticide product that meets U.S. EPA criteria for Toxicity Category II under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

1.4. ROLES AND RESPONSIBILITIES

In order to establish an effective IPM program, individual tasks are delegated to City staff representatives who are responsible for implementing the main components of an IPM program. The following are the designated municipal staff to oversee the IPM program:

- Directors of the Public Works/Engineering Services Department and the Parks and Recreation Department
- Public Works Supervisor
- Facility and Parks Supervisor
- IPM Committee
- IPM Coordinator

The duties for each designated role are as follows:

The Directors of Public Works/Engineering Services Department and Parks and Recreation Department shall be responsible for:

1. Ensuring that department procedures, budget and staffing decisions support implementation of the IPM program;
2. Providing training to building and grounds management staff in the requirements of the IPM program;
3. Selecting an IPM Committee to include representatives that use pesticides;
4. Designating an IPM Coordinator to ensure products used by the Department meet the standards outlined in the IPM policy and represents the Department on the IPM Committee.

The Public Works Supervisor and Facility and Parks Supervisor shall be responsible for

1. Identifying the types of pest problems that the Department has encountered;
2. Recording the types and quantities of pesticides used by the Department;
3. Monitor the effectiveness of any changes in practice implemented;

4. Completing the City of Orinda's Pest Management Record, or coordinating completion by City of Orinda contractors.

The IPM Committee is responsible for:

1. Meeting as needed to review and discuss pest management practices;
2. Develop, adopt and periodically review and update the Tiered Product List (outlined in Section 2 of this IPM program);
3. Review, approve or deny exemptions to the Phased-out Pesticide approved list (outlined in Section 2 of this IPM program);
4. Review emergency pest control decisions;
5. Investigate low-risk/least hazardous alternatives to conventional treatments;
6. Assist departments in implementing the IPM policy by developing educational information for staff and public users about IPM plans and programs; and,
7. Annually review the written IPM policy and recommend appropriate revisions to ensure the program meets the intended purpose and goals of IPM.

The IPM Committee will be comprised of representatives from the Public Works/Engineering Services Department and the Parks and Recreation Department, including the Public Works Supervisor and Facility and Parks Supervisor, and outside experts as deemed appropriate. If the Committee is disbanded or becomes inactive at any time during this program implementation, the responsibilities of the IPM Committee will be assigned to its successor, if any, or to the Director of the Parks and Recreation Department. The Committee's role is supportive of the IPM Coordinator(s).

The IPM Coordinator shall be responsible for:

1. Coordinating efforts to adopt IPM techniques;
2. Communicating with all staff on the goals and guidelines of the program;
3. Coordinating training programs for staff;
4. Facilitating meetings of the IPM Committee;
5. Tracking all pesticide use and ensuring that the information if available to the public;
6. Prepare the IPM Annual Report;
7. Preparing an annual report to evaluate the progress of the IPM program; and,
8. Coordinating with other public agencies that are practicing IPM.

The IPM Coordinator will be responsible for preparing an annual report for the IPM program activities.

The Annual Report should, at a minimum:

1. Identify the types of pest problems that the City has encountered;
2. Identify the types and quantities of pesticides used by the City;
3. Identify the alternatives currently used for phased out pesticides;

4. Identify the alternatives proposed for adoption within the next 12 months;
5. Identify the exemptions currently in place and granted during the past year;
6. Identify planned changes to pest management practices; and,
7. Evaluate the effectiveness of any changes in practice implemented.

Section 2. Implementation Practices

Section 2 reviews the specific practices to be followed for pesticide selection and approval, choosing a pesticide applicator/service (contractor), and appropriate pesticide application practices such as education and training for applicators, notification of applying a pesticide, record keeping and outreach to the public.

2.1. PESTICIDE SELECTION AND APPROVAL

The IPM Committee shall develop a tiered risk assessment of pesticides. A prioritized list of products will be developed to identify products that may be targeted for future phase-out based on review of the product's contents, precautions, need for the product, and adverse health and environmental effects. The IPM Committee will make product recommendations and establish and prioritize the Tiered Products Lists for future phase-out. The list shall be submitted as part of the annual report. The list may be used if determined appropriate by the IPM Committee in compliance with the emergency exemption process.

Criteria for developing the product list shall be based on acute and chronic toxicity of products and chemicals known to cause cancer and known to cause reproductive toxicity. Environmental impacts of the products shall also be considered.

Products on the Tiered Product List will be divided into three classifications:

- Approved Use
- Limited Use
- Banned Use

If the use of a material that is not on the Approved Use or Limited Use tier list is deemed necessary, the IPM Coordinator may apply for an emergency exemption.

a. Approved Use Products

The first tier classification of pesticides is the Approved Use Product tier. These pesticides have been approved for use by the IPM Committee, along with any restrictions for such use. The Approved Use Products list shall include but are not limited to:

- Insecticides, rodenticide baits and traps
- Caulking agents and crack sealants
- Borates, silicates, and diatomaceous earth

- Soap-based products
- EPA GRAS-generally recognized as safe products pursuant to Federal EPA
- Glyphosate herbicides
- Biological controls such as parasites and predators
- Physical barriers
- Sluggo slug bait
- Pheromones and attractants for traps

b. Limited Use Products

The IPM Committee may grant a recommendation that particular pesticides not classified as the Approved Use be approved for a specific purpose. Limited use products may not be a pesticide on the Banned Use Product. The request to use a product on the Limited Use list must be reviewed and approved by the IPM Committee. The IPM Committee may grant a limited use exemption upon a finding that the requestor has:

1. Identified a compelling need to use the pesticide.
2. Made a good faith effort to find alternatives to the particular pesticide.
3. Demonstrated that effective, economic alternatives to the particular pesticide do not exist for the particular use.
4. Developed a reasonable plan for investigating alternatives to the pesticide in question during the exemption period.

c. Banned Use Products

The following high health-risk pest management products are completely banned from use on City property:

1. Pesticides linked to cancer (US EPA Class A, B and C carcinogens and chemicals known to the State of California to cause cancer under Proposition 65).
2. Pesticides that cause birth defects, reproductive, or development harm (identified by the US EPA or known to the State of California under Proposition 65 as reproductive or development toxins).
3. Pesticides classified as Toxicity Category I and II pesticide products by the US EPA, carbonate, and organophosphate pesticides.

4. Foggers, bombs, fumigants, or sprays that contain pesticides identified by the State of California as potentially hazardous to human health (CFR 6198.5).
5. Pesticides that interfere with human hormones.

d. Emergency Exemption

The department may apply to the IPM Committee for an emergency exemption to use a Banned Use product in the event that an emergency pest outbreak poses an immediate threat to public health or significant economic damage will result from failure to use a pesticide that is on the Phase-Out Pesticide List. The IPM Committee will have a list of products phased out from prior use based on their product tier system. An application for an exemption shall be filed on the material exception request application form (see Appendix B).

The IPM Committee shall respond to the application in a timely manner. If the requesting department is unable to reach the IPM Committee, the IPM Coordinator may authorize the one-time emergency use of the required pesticide. The IPM Coordinator must notify the Committee members of the determination to use the pesticide prior to its application in the event that the IPM Coordinator is unable to make the request at an IPM Committee meeting.

The IPM Committee will review the circumstances of the emergency permit issued by the IPM Coordinator at the next scheduled IPM Committee meeting. Signs shall be posted at the time of application and remain posted two (2) days following the application (see Appendix C for sign example). The IPM Coordinator may impose additional conditions for emergency applications.

2.2. CONTRACTORS

When a contractor is retained to apply pesticides to City-owned or –maintained property, the contractor shall be obligated to comply with all provisions of the IPM policy and this IPM program. The City shall only hire either IPM-certified contractors or include contract specifications requiring contractors to implement IMP. In addition, the contractor shall submit to the City an IPM implementation plan that includes:

- Types and estimated quantities of pesticides that the contractor may need to apply to during it's the contracted work;
- Outline actions the contractor will take to meet the IPM program to the maximum extent practicable; and
- Identify the primary IPM contract for the contractor.

A contractor, or department/operating unit on behalf of a contractor, may apply for any material application exemption authorized under the exemptions section of this IPM program.

2.3. IPM APPLICATION

Only persons specifically trained as Pesticide Applicators will be permitted to use pesticides on municipal facilities. Use of pesticides by pesticide applicators is limited to Approved Use and Limited Use Products. Pesticide applicators must follow regulations and label precautions as well as established standard operating procedures for pesticide application.

Pesticide applicators and municipal employees that could potentially be exposed to pesticides will receive IPM training and hazard materials training for the safe use of pesticides and other grounds maintenance hazardous materials in the workplace by their supervisor or designee. As the City's IPM program is updated and its objectives reviewed, City staff will be trained accordingly to understand the program's periodic changes. Education will include formal classroom training, on-site informal meetings for those employees responsible for providing pest control at least once per year. No pesticides may be used at facilities except in accordance with this IPM Program.

2.4. EDUCATION AND TRAINING

Increasing knowledge of municipal staff and contractors who design and maintain buildings and landscapes is critical to the success of this IPM Program. Consequently, providing ongoing training and educational opportunities to municipal staff and contractors regarding building and landscape IPM concepts, practices and products will be a priority.

All staff associated with planning, design, construction and maintenance of buildings and landscapes shall receive an orientation to this IPM program and their roles and responsibilities in implementing it in a written or verbal format.

The IPM Coordinator will be responsible for coordinating training events for all pesticide applicators and municipal staff involved with buildings and grounds maintenance. IPM training may be coordinated through the Contra Costa Clean Water Program or other through regional efforts with other Bay Area Stormwater Agencies Association (BASMAA) members. The IPM Coordinator shall invite speakers and/or arrange for other educational opportunities to assist implementing the IPM program each year. The IPM Coordinator shall inform employees on Department policies and procedures relevant to this IPM Program and keep staff current with best landscape-management practices and technologies that utilize IPM. Employee shall also be involved in identifying and implementing strategies to minimize the use of pesticides and in evaluating replacements for chemicals targeted for phase-out.

All personnel involved in pest management activities shall receive training on:

- The IPM program;
- Identification and lifecycles of typical northern California pests, weeds and beneficial insects; threshold levels for different types of landscapes; monitoring techniques; and strategies for successful management of these pests;
- Noxious weed identification, control and regulations;
- Pesticide laws and safety; and
- Specific best management practices as appropriate.

Training will be provided by City/County staff, IPM consultants, IPM technical advisors and invited guest speakers. The IPM Coordinator, with assistance from any existing IPM Committee, will schedule training. Training and educational opportunities, both formal and informal, will also occur at building and landscape staff meetings. Managers and supervisors are not only expected to participate in the training, but to fully support involvement of their staff and contractors in the training.

2.5. NOTIFICATION OF PESTICIDE APPLICATIONS

- a. Any department that uses any pesticide shall comply with the following notification procedures:
 1. Signs shall be posted at least two (2) working days before application of the pesticide product and remain posted at least two (2) working days after application of the pesticide (see Appendix C for sample sign).
 2. Signs shall be posted at every entry point where the pesticide is applied if it is applied in an enclosed area; and in highly visible locations, signs will be posted around the perimeter of the area where the pesticide is applied.
 3. Signs shall be of standard design that is easily recognizable to the public and City employees (see Appendix C for sample sign).
 4. Signs shall contain the name and active ingredient of the pesticide product, target pest, the date of pesticide use, the toxicity category of the pesticide product, the name and contact number for the Department responsible for the application (see Appendix C).
 5. Individual copies or photographs of posted signs shall be retained for record keeping purposes for one year.
- b. Signs are not required in right-of-way location where public use and potential exposure is limited. Each department that uses pesticides in locations where their use is not posted will keep records of pesticide use in these areas on file for a minimum of one (1) year and provide those records to the public upon request. .
- c. The IPM Committee may authorize the application of a pesticide without providing a two-day advance notification in the event of a public health emergency or to comply with worker safety requirements. Signs meeting the requirement of (a)

(2) through (a)(4) shall be posted at the time of application and remain posted two days following the application.

- d. The IPM Committee may grant exemptions to the notification requirements for one-time pesticide uses and may authorize permanent changes in the way City departments notify the public about pesticide use in specific circumstances. Upon finding, that good cause exists to allow an exemption pursuant to this clause, the Department requesting the exemption shall identify specific situations in which it is not possible to comply with the notification requirements and propose alternative notification procedures. The [insert responsible party] shall review and approve the alternative notification procedure.
- e. Pesticide use information shall be made available to staff and the public upon request. Each department shall maintain a list of all materials applied on a site-specific basis. The list shall be available at each department's main offices or made available to the public upon request.

2.6. RECORD KEEPING/PROGRAM REVIEW

Each department that uses pesticides shall keep records of all pest management activities (see Appendix D). Each record shall include the following information:

- Target pest,
- Type and quantity of pesticide used,
- Specific location of the pesticide application,
- Date of pesticide application,
- Application equipment used,
- Time/hours per person on each pest management activity,
- Prevention and other non-chemical methods of control used,
- Experimental efforts, if any; and
- Exemptions granted for that application.

Each department that uses pesticides shall maintain a pest management record (see Appendix D). Pest management records shall be made readily available to the public upon request.

2.7. OUTREACH TO THE PUBLIC

Efforts will be made to educate the public about reduced risk pest management goals and practices implemented under the IPM program in the most effective manner given time and budget constraints. Various venues may be utilized for public education and information including:

- City website
- Articles in City publications (The Orinda Way)

- Press release (as appropriate)

2.8. PRECAUTIONARY PRINCIPLE

It is the policy of the City to adopt, properly implement and practice low risk/least hazardous IPM with the goal of immediately minimizing the risk of pesticide exposure to staff, the environment and the public.

This IPM Program is based on what is referred to as the "Precautionary Principle" of pest management. The guiding principles in this program are based on the following:

1. No pesticide is free from risk or threat to human health,
2. All reasonable alternative measures of pest management have been attempted and have been demonstrated to be unsuccessful, and
3. Pesticides suspected of being in conflict with the mission and goals of this IPM program shall not be used without exemption, or until it is determined that a specific product is safe for use around sensitive individuals (i.e. children, elderly asthmatics, etc.)

The Precautionary Principle should guide decision-making processes when it comes to the health and safety of municipal staff and the public. All aspects of the IPM program will be in accordance with Federal and State laws and regulations.

2.9. REVIEWING PLANS FOR CITY-OWNED NEW CONSTRUCTION AND LANDSCAPE PROJECTS

Poorly planned landscape designs may require intensive maintenance and greater reliance on pesticides for pest control than landscapes created with IPM design specifications.

Departments participating in a City project Public projects that includes the design of new landscapes or renovation of existing landscapes shall ensure that the design and construction of the project is consistent with IPM plans to ensure that, where possible, the design considers IPM measures.

In planning, designing and installing landscapes owned and managed by the City, site objectives shall include future management and maintenance practices that protect and enhance natural ecosystem. The design should take into account parameters that will enhance the intended use of land and minimize pest problems; such as, types of uses, soil conditions, grading and slope, water table, drainage, proximity to sensitive areas,

selection of vegetation and vector control issues. Priority shall be given to IPM strategies when designing new and renovating existing landscape areas.

Applicable IPM strategies include:

- Proper soil preparation and amendment;
- Weed-free soil amendments;
- Mulches to control weeds, conserve water and build health, biologically diverse soils;
- Biodegradable weed control fabrics under organic mulches;
- Smart irrigation management to control runoff from overwatering;
- Alternative landscaping other than turf;
- Planting of native, drought resistant plants;
- Site adapted plants: "the right plant for the right place"
- Pre-plant control of noxious weeds and invasive, non-native plant species;
- Plant for erosion and weed control;
- Construct walkways so as to prevent weed intrusion; and
- Plant vegetation that will encourage the presence of beneficial insects and birds.

Section 3. IPM Practices

Section 3 discusses the main types of managerial areas concerned with IPM, their definition, common pest concerns involved, and suggested management strategies for IPM implementation. In order to design an IPM program that will be implemented, specific IPM practices need to be discussed. The practices discussed in this section are in no way comprehensive for the entire discipline of IPM. In addition, this IPM program is a working document and will be modified as more pest information and technologies become available. This IPM program provides a list of resources in Appendix E that list IPM practices.

3.1. STRUCTURAL IPM

Structural maintenance includes the management of pests in and around building structures such as office complexes, libraries, correctional facilities, hospitals, schools, yards, animal shelters etc. Pest management in and around buildings typically involve a combination of chemical (insecticide) application and/or mechanical methods of removing pests. All of these maintenance practices have the potential to harm the environment and human health.

The common pest concerns for buildings include ants, rodents, spiders, and other organisms. These organisms usually enter buildings for shelter and food but are unwanted near human inhabitants.

The City will assess the current pest problems in and around their public buildings to develop a site-specific pesticide and grounds maintenance plan for all public sites as needed. These plans will include a management strategy for pests incorporating IPM practices for inside and outside all public buildings.

Many of the IPM protocols for removing such organisms from buildings involve prevention strategies.

3.2. LANDSCAPE IPM

Landscape maintenance includes the management of pest in and around medians, rights of ways, airports, parks, plazas, open space, creek areas, country clubs, gardens, and golf courses. Landscape maintenance activities include vegetation removal; herbicide and insecticide application; fertilizer application; watering; and other gardening and lawn and landscape care practices. Vegetation control typically involves a combination of chemical (herbicide) application and mechanical methods. All of these maintenance practices have the potential to contribute pollutants to the storm drain system.

The common pest concerns for landscape and turf include noxious weeds, rodents, ground squirrels, and other invasive animals that destroy the welfare of the landscape plants.

The major objectives are to minimize the discharge of pesticides, herbicides, and fertilizers to the storm drain system and receiving waters; prevent the disposal of landscape waste into the storm drain system by collecting and properly disposing of clippings and cuttings, and educating employees and the public.

Many of the protocols for turf and landscape management include:

- Protection of the storm drain system from contaminated runoff;
- Proper disposal of removed vegetation;
- Smart irrigation management to control runoff from overwatering;
- Manual weeding rather than use of chemicals/herbicides;
- Manual removal of pests of vegetation (i.e. birds, insects, etc.);
- Composting and mulching practices;
- Alternative landscaping other than turf;
- Alternative fertilization practices and products;
- Erosion control;
- Planting of native, drought resistant plants;
- Reducing pesticide/herbicide/insecticide use;
- Removal and replacement of plants laden with bacteria, parasites, and fungi;
- Prevention practices to ward off pests from landscaped areas;
- Promoting beneficial organisms to feed on pests;
- Understanding of current pests problems that exist rather than relying on a preventative schedule of applying chemicals;
- Testing of soils for proper additive application;
- Education of employees on IPM methods and inspection of contracted employees for IPM practices; and,
- Documentation and monitoring of all pesticide use.

Section 4. References

King County Stormwater Pollution Control Manual. Best Management Practices for Businesses. 1995. King County Surface Water Management. July. On-line: <http://dnr.metroke.gov/wlr/dss/spcm.htm>

Los Angeles County Stormwater Quality Model Programs. Public Agency Activities: http://ladpw.org/wbmd/npdes/model_links.cfm

Model Urban Runoff Program: A How-To Guide for Developing Urban Runoff Programs for Small Municipalities. Prepared by City of Monterey, City of Santa Cruz, California Coastal Commission, Monterey Bay National Marine Sanctuary, Association of Monterey Bay Area Governments, Woodward-Clyde, Central Coast Regional Water Quality Control Board. July. 1998.

Orange County Stormwater Program:

http://www.ocwatersheds.com/StormWater/swp_introduction.asp

Santa Clara Valley Urban Runoff Pollution Prevention Program. 1997 Urban Runoff Management Plan. September 1997, updated 2000.

United States Environmental Protection Agency (USEPA). 2002. Pollution Prevention/Good Housekeeping for Municipal Operations Landscaping and Lawn Care. Office of Water. Office of Wastewater Management. On-line:

http://www.epa.gov/npdes/menuofbmpps/poll_8.htm

California's Nonpoint Source Program Plan: <http://www.swrcb.ca.gov/nps/index.html>

King's County: <ftp://dnr.metrokc.gov/elr/dss/spcm/Chapter%203.pdf>

Orange County Stormwater Program:

http://www.ocwatersheds.com/StormWater/smp_introduction.asp

Mobile Cleaners Pilot Program: Final Report. 1997. Bay Area Stormwater Management Agencies Association (BASMAA): <http://www.basmaa.org/>

Pollution from Surface Cleaning Folder. 1996. Bay Area Stormwater Management Agencies Association (BASMAA): <http://www.basmaa.org/>

Appendix A. City of Orinda IPM Policy

CITY OF ORINDA
INTEGRATED PEST MANAGEMENT (IPM) POLICY

Issued: July 27, 2011

POLICY

The City of Orinda (City) will implement integrated pest management (IPM) practices, eliminate or reduce pesticide applications on City-owned or City-maintained property to the maximum extent feasible and as required by the State and Regional Stormwater Regulation to take all reasonable measures to ensure that pest control activities do not threaten environmental and human health. The City, in carrying out its pest management operations, shall focus on long term prevention or suppression of pest problems with minimum impact on human health, non-target organisms, and the environment.

PURPOSE

The City will implement and manage an IPM Program for all City buildings, parks and facilities through the combined use of monitoring , physical, cultural, biological, and chemical control methods to effectively manage pests and weeds with minimal or no risk to human health and the environment. The City recognizes that pesticides are potentially hazardous to human health and the environment, and non-pesticide alternatives will be considered over toxic pesticides on public property.

IMPLEMENTATION

The City will develop an IPM program that will outline all the IPM activities that will be implemented to ensure that less toxic methods are used to control pests on public property. The City will include the following elements in the City's IPM program:

1. Establish inspection procedures to monitor pest population levels, perform thorough field assessments of each pest problem, and keep records of such monitoring. Monitoring should be performed by designated personnel or contractor knowledgeable in IPM methods.
2. Establish for each pest an IPM implementation plan which evaluates the biological, aesthetic, and economic loss each site can tolerate and set pest population levels at which corrective action should be taken to ensure that pests do not exceed tolerance levels.

3. Determine corrective actions when an action threshold is reached. Review and consider all available non-chemical options for acceptability and feasibility. Consider the use of chemicals only as a last resort. Select and use chemicals only in accordance with State, Federal and local law and in accordance to the pesticide selection method outlined in the City's IPM program document.
4. Identify and evaluate conditions that encourage pest problems. Modify pest ecosystems to reduce food and living space through physical and cultural practices.
5. Determine most effective treatment time, based on pest biology and other variables identified during the above mentioned inspection and monitoring efforts during the field assessments of each pest problem.
6. Establish and maintain an accurate record-keeping system to catalog monitoring information and to document and evaluate the effectiveness of pest management procedures.
7. Evaluate the effectiveness of the IPM program and make adjustments as needed.
8. Conduct an ongoing education program for City staff and members of the public.
9. Designate an IPM Coordinator and Committee to oversee that the IPM program is implemented correctly and appropriately to uphold this document's goals and objectives for IPM practices.
10. Hire pesticide applicators that incorporate IPM implementation in their services and bid them to all City's IPM polices outlined in the City's IPM program document.

Approved by:



Chuck Swanson
Director of Public Works and Engineering Services
City of Orinda

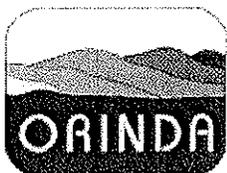
7/27/11
Date



Todd Skinner
Director of Parks and Recreation
City of Orinda

7/27/11
Date

Appendix B. Material Exception Request for Pesticide Application Form



INTEGRATED PEST MANAGEMENT PROGRAM

MATERIAL EXCEPTION REQUEST FOR PESTICIDE APPLICATION

Dept: _____ IPM Coordinator: _____ Phone: _____

Pesticide Applicators (company) Name: _____ Phone: _____

Site Name: _____ Date: _____

Name of Product: _____ (Attach the product label and MSDS to this form)

Product exemption request is:

- One-time exemption Programmatic exemption

Product type:

- Herbicide Insecticide Fungicide Other: _____

Application:

- Ornamental Turf Golf Street Tree
 Park Tree Right of Way Vector control Vertebrate pest

Describe the management goals and objectives for this site:

Describe the pest problem:

What is the damage threshold for this pest at this site?

What monitoring of the pest and potential predators (where applicable) has been conducted and what control methods have been previously used at the site?

Describe how the product would be applied including frequency, concentration, and method of application.

What non-target impacts do you anticipate?

How does the use of this product help achieve the site management goals and objectives? Note if this is curative or preventative.

How will the effectiveness of this product be monitored? Include your expected results and indicators of success.

Describe the site conditions. Please note if this is a restricted access area, within 0 feet from a creek or body of water, subject to runoff or in a designated "Pesticide Free Zone."

Exemption Request **Approved** **Denied**

If denied, give the reason:

Signature: _____

IPM Coordinator

Date: _____

Appendix C. Notice of Pesticide Application

Notice of Pesticide Application

Day: _____ Date: _____

The material(s) being applied is
(are): _____

Product Toxicity Category: _____

Target Pest: _____

Area Treated: _____

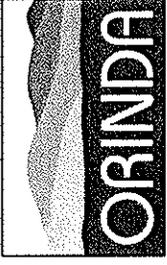
Signs will remain 48 hours after pesticide application.

If you have any questions, please call: _____

at: () _____

Appendix D. Pest Management Record

City of Orinda Pest Management Record



Location	Applicator Name	Month	Year
----------	-----------------	-------	------

Target Pest/Weed	Pesticide Used	Quantity of Pesticide Used	Location of application	Date of pesticide application	Equipment Used	Alternative methods used

Comments:

Appendix E. Resources

www.stopwaste.org or 510-444-SOIL

UCCE Cooperative Extension Alameda 1131 Harbor Bay Parkway, Suite 131 Alameda CA 94502

Alameda County Master Gardener Program 510-639-1275 <http://acmg.ucdavis.edu>

Useful Gardening Websites:

Pests, Diseases, and Weeds:

www.ipm.ucdavis.edu

UC Guide to Healthy Lawns:

www.imp.usdavis.edu/tools/turf

UC Home Orchard Information:

<http://homeorchard.ucdavis.edu/>

UC Vegetable and Research Information:

<http://vric.ucdavis.edu/>

Attachment C.9.d

Dear Proposer:

The City of Orinda is soliciting written proposals from qualified firms or individuals to provide landscaping services at City of Orinda facilities. As a Request for Proposal (RFP) this is not an invitation to bid and, although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP attached. **Proposals must be received no later than 2:00 PM Tuesday, May 25, 2010.** All responses must be in a sealed envelop and have “**Landscape Maintenance Services for City of Orinda Facilities**” clearly marked on the outside of the envelope. Please submit **one original and two copies** of the proposal as follows:

Mail or Hand Deliver To:

City of Orinda
Attn: City Clerk
22 Orinda Way
Orinda, CA 94563

Proposals will not be accepted after the date and time stated above. Incomplete proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation or submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several proposers, to not select any proposers, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please contact **Jim Arth, Facilities & Parks Supervisor** in writing at the above address or via email at: jarth@cityoforinda.org.

We look forward to receiving and reviewing your proposal.

Sincerely,

Jim Arth,
Facilities & Parks Supervisor

Attachment C.9.d

I. **BACKGROUND**

The City of Orinda requires landscaping services at its facilities. The charge for landscape services shall include all costs associated with providing the services, as detailed in the Scope of Services, including insurance, equipment, materials, supplies, workers, salary/benefits for workers, and replacement workers due to absences. The workers shall not be considered employees of the City of Orinda.

II. **SCOPE OF SERVICES**

The contractor shall furnish all labor, materials and equipment required to satisfactorily perform the landscape maintenance required by the City.

Maintenance of the various areas shall include, but is not limited to, turf maintenance, weed control, plant maintenance, plant installation, and pest management.

The contractor shall furnish the City within fifteen (15) days after approval of the contract, a work schedule showing the proposed dates and time of work for the locations shown on the proposal.

There are no restrictions to work methods used by the contractor to accomplish the work except minimum standards noted in Section G. –Landscape Maintenance Specifications. Generally, turf and plant material shall be maintained in a healthy, well-groomed condition and all areas shall be kept weed free.

III. **SUBMISSION REQUIREMENTS**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

A. **Contractor Identification:**

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contract person and company tax identification number. Please provide a brief narrative description of the contract team, organization, and general experience.

B. **Project Understanding:**

Briefly state the proposed approaches and methodologies for meeting the City's needs. Provide a list of current or past contracts that indicate agency's experience in providing similar services to other city or local governments. Include specific client name, location of service provision, contact person and contact information.

Attachment C.9.d

C. Quality Control/Quality Assurance:

Proposal must include a statement outlining the method of personnel screening to determine the qualifications, professional demeanor, and work ethic of contract personnel.

D. Client References:

Provide a minimum of three (3) client references. References should be California cities or other public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.

E. Cost Proposal:

The proposal shall include all services and their associated fees for Schedules A and B (both attached). The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and other charges related to completion of the work on each Schedule. The cost proposal shall be for FY 2011. The City of Orinda will reserve the right to modify the contract with the awarded firm for FY 2011, 2012 and 2013 subject to available funding in those years. Modifications may include use of either the schedule A or B proposal as submitted by the contractor.

F. Contract Termination:

If your organization has had a contract terminate in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five years, so indicate.

G. Mandatory Meeting and Site Walkthrough:

All those interested in submitting a proposal must attend the schedule mandatory meeting set for May 17, 10:00 AM at 22 Orinda Way. Failure to attend this mandatory meeting will disqualify the proposal for consideration.

IV. SELECTION CRITERIA

Attachment C.9.d

The following criteria will be considered, although not exclusively, in determining which firm is hired.

- A. Cost (30 points)
- B. Contractor experience providing similar services to a City or other public agency (30 points)
- C. Quality Control/Quality Assurance (30 points)
- D. Supervisory Staff Experience (10 point)
- E. References will be called once a selection has been made. A poor reference could result in the next highest scoring proposal being selected.

A selection panel will be convened of city staff to review the proposals.

V. **PAYMENT:**

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. All invoices must be received no later than the 15th of the following month (September 15 for services provided for the month of August). The final invoice must be received no later than 30 days after the contract term expires. **No payment will be made prior to the execution of the contract.** Mail invoices to:

City of Orinda
Attn: Accounts Payable
28 Orinda Way
Orinda, CA 94563

Payments: The City will make payment to the vendor within thirty (30) days of receipt of a correct and complete invoice.

VI. **CITY REQUIREMENTS:**

A. **Non Discrimination Requirements:**

All contracts with the City of Orinda contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants.

B. **Conflict of Interest:**

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor or an employee, officer, or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any**

Attachment C.9.d

person associated with the Contractor that may have a potential conflict of interest.

VII. OTHER REQUIREMENTS:

A. Insurance:

The selected contractor will be required to maintain general liability insurance in the minimum amount of **\$2,000,000** and automobile liability insurance in the minimum amount of **\$2,000,000** to cover any claims arising out of the performance of the contract. In addition based on the specific service provided, the contractor may be required to provide professional liability in the minimum amount of **\$2,000,000**. All of the insurance coverage must name the City, its officers, agents, volunteers and employees as additional insureds.

B. Worker's Compensation Insurance:

A selected contractor who employs 10 or more persons shall maintain worker's compensation insurance in accordance with state requirements. Sole proprietors are not required to carry worker's compensation insurance. The minimum amount of coverage must be no less than **\$2,000,000**.

(Worker's compensation insurance cannot be waived for any person who employs others.)

C. Recycled Paper:

All reports to the City shall be on recycled paper that contains at least 50% recycled product when such paper is available at a cost of not greater than ten percent more than the cost of virgin paper, and when such paper is available at the time it is required. If recycled paper is not available the Contractor shall use white paper. Written reports or studies shall be ***printed on both sides of the page*** whenever practical.

VIII. SPECIAL PROVISIONS FOR LANDSCAPE MAINTENANCE:

Proposals are required for the entire work described herein.

The contractor shall possess a Class C-27 License at the time of proposal opening and shall keep the license current for the duration of the contract.

This contract is subject to state contract nondiscrimination and compliance requirements pursuant to Government Code, Section 12990.

A. Scope of Service

The work encompasses fourteen (14) locations for landscape maintenance for the Parks and Recreation Department including tree and shrub care, lawn care, median island maintenance and sports field maintenance.

Attachment C.9.d

The Contractor shall furnish all labor, materials, and equipment required to satisfactorily perform the landscape maintenance required by the City.

Maintenance of the various areas shall include, but is not limited to, turf maintenance, weed control, plant maintenance, plant installation, and pest management.

There are no restrictions to work methods used by the Contractor to accomplish the work except minimum standards noted in Section G.- Landscape Maintenance Specifications. Generally, turf and plant material shall be maintained in a healthy, well-groomed condition, and all areas shall be kept weed free.

B. Term of Service

The term of the contract will be from July 1, 2010 through June 30, 2011. The City may extend two one year terms based on superior performance. The City may cancel the contract or any portion thereof at any time during the term of service and such cancellations shall be effective upon giving thirty (30) calendar days written notice to the Contractor. If the City of Orinda decides to cancel this contract for failure to perform satisfactorily, the cancellation shall be effective upon giving five calendar (5) days written notice to the Contractor. The City, at its option, may modify the contract for FY 2001, 2012 and 2013 subject to available funding in those years. Modifications may include use of either the schedule A or B proposal as submitted by the contractor. Pricing entries in Section II - Price Proposal will be for the first 12 months. The Contractor may request a percentage adjustment to the pricing for all services not greater than the Consumer Price Index (CPI) for the San Francisco Bay Area Counties.

C. Work Hours

The Contractor shall schedule operations 7:00 a.m. to 4:00 p.m. Monday through Saturday (except holidays). Deviation from the above will not be permitted except by written permission of the Maintenance Supervisor or designated representative.

From time to time, the City may take on improvement projects or other construction at sites herein described; the Contractor shall cooperate with the City or its agents while said work is underway.

D. Workmanship and Quality Level

All work shall be performed by experienced gardeners directly employed and supervised by the Contractor. The Contractor shall provide management and technical supervision through competent foreman as required to implement modern methods and newly developed horticultural procedures.

Attachment C.9.d

The Contractor shall be responsible for the skills, methods and actions of all employees, subcontractors and for all work done.

The Contractor shall cooperate with the representative authorized by the City to enable them to determine the Contractor's conformity with these specifications and the adequacy of the work being performed. The Contractor shall give personal supervision to the work and be available for consultation with the Maintenance Services Manager or designated representative, a minimum of twice per month, at a schedule mutually agreed upon.

E. Corrective Work

The Contractor shall perform the work herein provided under the direction, and to the satisfaction, of the Maintenance Services Manager or designated representative. The Inspector may make inspections any time and request from the Contractor corrective work. If corrective work is required, the City will provide a written list of items, the Contractor shall correct the deficiencies within 48 hours. If deficiencies are not corrected, the City will deduct from the Contractor's payment, pro rata, those applicable portions of the monthly contract sum.

F. Locations

The contractor shall furnish all labor, materials, tools, services and special skills necessary for the provision of grounds, and landscape maintenance services from beginning to end of the contract. The work shall include, but is not limited to turf maintenance; weed control; perennial, shrub and groundcover maintenance; plant installation; and pesticide applications

Maps are provided in Attachment D detailing locations of each of the zones for this contract.

The areas to be maintained and approximate inventory of turf and landscape areas are as follows:

1. CAMINO PABLO/MORAGA WAY

- Median islands between Camino Encinas and Manzanita Drive and between Orinda Way and the westerly portions of Camino Pablo/Moraga Way. Including the roundabout at Bryant Way and Moraga Way, the landscaped area at the corner of Camino Pablo and Camino Sobrante and the Triangle at Camino Sobrante and Orinda Way.

2. CROSSROADS DOWNTOWN SITE

- El Nido Ranch Road pathway along the southerly side of the road from St.Stephens to Lafayette border;
- East and west sides of Moraga Way from 50 Moraga Way to the Freeway, including Bates Blvd., Davis Road (both sides) and

Attachment C.9.d

Bryant Way (northeast and northwest side) as well as the train station site;

- Between Camino Pablo and Moraga Way;
- East side of Brookwood from Camino Pablo to the end of the commercial area.

3. VILLAGE DOWNTOWN SITE

- Both sides of Orinda Way (including hand watering of hanging baskets) from Camino Pablo to the Freeway
- Camino Sobrante from Orinda Way to Camino Pablo;
- Both sides of Avenida de Orinda from Orinda Way to the cul-de-sac;
- Both sides of Santa Maria from Orinda Way to Camino Pablo.

4. MINI PARK

- Park area, including the fountain, bordered by Camino Pablo, Brookwood, Theatre Square parking structure, and Central Contra Costa Sanitary District Auxiliary Pump Station.

5. VILLAGE GROVE

- West of Camino Pablo and adjacent to Camino Sobrante (across from Safeway).

6. CAMINO ENCINAS/MORAGA WAY

- West of Moraga Way, east of Camino Encinas, south of Camino Encinas intersection with Moraga Way to end of the parking lot.

7. GLORIETTA/MORAGA WAY (SOUTHEASTERLY CORNER)

8. ORINDA SPORTS FIELD

- The sports field, the spectator viewing area, the native vegetation areas three feet beyond the cyclone fencing, the gravel parking area (weed treatment only), eight feet of the native vegetation from the play field up the slope toward Camino Pablo.

8. ORINDA COMMUNITY PARK

- Community center site.
 1. Community park site exclusive of maintaining the bathrooms, tennis courts, or any indoor facilities).
 2. Library site.

9. PINE GROVE SPORTS FIELD

- The turf playfield and a three foot strip of native vegetation that surrounds the playfield

10. ORINDA OAKS PARK

- Landscaped areas, the area that borders the residential area on the south side to the decomposed pathway on the north side. Also,

Attachment C.9.d

includes the trail and overview picnic area along the south side of Donald Drive, the hiking trails , the gravel trail and picnic area and trees at the end of Donald Drive, and the bulb – outs at the intersection of Ivy Drive and Descanso.

11. BICYCLE PEDESTRIAN SITE

- The trees along the bicycle/pedestrian path on the east side of Camino Pablo between Ardilla and the Orinda Sports Field.

12. CITY OFFICE SITE AT 22 ORINDA WAY

- Landscaped areas.

14. 2 IRWIN WAY

- Landscaped areas and parking lots bordered by Orinda Way, Irwin Way, Community Center park, and Orinda Community Church Property

G. Landscape Maintenance Specifications

All clippings, trimmings, cuttings, trash, rubbish and debris shall be promptly removed from the sites and disposed of off-site at the expense of the Contractor.

All areas including lawns, groundcover areas, areas around shrubs and trees next to buildings, fences, benches, sidewalks, curbs and gutters shall be kept free from weeds, litter, rocks, glass and debris. Garbage removal from garbage cans at sports field shall be removed to a designated City facility.

All cracks in pathways, sidewalks, curbs, street gutters and other paved areas shall be kept free of weeds and cleaned of any dirt or soil that might be washed from adjacent slopes or planted areas. Bark and sand shall be swept off paved areas and shall be raked as required to keep free of foreign materials.

Any eroded areas shall be repaired by the replacement of topsoil to bring them back to original grade as required. Any swales shall be repaired and replanted as necessary to insure good drainage of all areas.

Contractor is to report in writing any graffiti or vandalism at any of the park or median sites to Jim Arth, Maintenance Supervisor at the Parks and Recreation Department prior to the end of workday. The Parks and Recreation Department will take responsibility for any damage to City parks due to vandalism. It is the Parks and Recreation Department's policy to attempt to correct any vandalism or remove any graffiti as soon as possible to deter any recurrence.

New materials delivered to the site prior to their installation shall not be allowed to be stored in the public right-of-way.

Attachment C.9.d

1. TREE AND SHRUB CARE

a. Pruning. The Contractor will follow the American National Standard Institute (ANSI) A-300-1995 Plant Maintenance – Standard Practices for pruning.

- The reasons for tree pruning may include, but are not limited to the following:
- To shape, particularly to correct miss-shaping caused by the wind.
- Trim branches to 7 feet minimum above sidewalk or path, and 15 feet minimum clearance from the roadway pavement to the lowest branches.
- Trim a minimum of 3 feet from the edge of roadway pavement.
- Trees in landscaped medians shall be maintained in accordance with the City of Orinda standards for height clearance.
- To cut back branches rubbing on walks, fences, buildings, signs, and lights.
- To remove suckers, water sprouts and other undesirable growth on trees.
- Remove all dead and damaged branches. Check for any broken branches or limbs that may fall into the right of way.

Trees shall be pruned to select and develop permanent scaffold branches that are smaller in diameter than the trunk or branch to which they are attached, which have a vertical spacing from 18” to 48” and radial orientation so as not to overlay one another. All tree trimming to be performed under supervision of certified tree arborist.

b. Trees

Deciduous Trees: Scheduled to be pruned once per year, in the winter months, except for safety-related pruning, which will be done as needed. Do not permit any pruning of trees prone to excessive “bleeding” during the growth season. Raking and removing leaves will be required for deciduous trees at the start of leaf drop and weekly thereafter until the trees are bare. Evergreen trees shall be pruned and thinned to minimize storm damage and to maintain a natural and balanced appearance.

Stubbing: Under no circumstances will the stripping of lower branches (raising up) of young trees be permitted. Lower branches shall be retained in a “tipped back” or pinched condition. Lower branches can be cut flush with the trunk only after the tree is able to stand erect without staking or other support. Make all cuts clean and close to the trunk, without cutting into the branch collar. “Stubbing” will not be permitted. Cut smaller branches flush with the trunk or lateral branch.

Attachment C.9.d

Make larger cuts (1 inch in diameter or larger) parallel to the shoulder rings, with the top edge of the cut at the trunk or lateral branch.

c. Shrubs. The objective of shrub pruning is the same as for trees. Shrubs shall not be clipped into balled or boxed forms unless specified by the City. Pruning of shrubs should always take place after the flowering period is completed. All pruning cuts shall be made to the lateral branches or buds or flush with the trunk. "Stubbing" will not be permitted.

Contractor shall take extreme care to avoid transmitting disease from one infected plant to another. Properly sterilize pruning tools before going from an infected plant to other plants. All Monterey pines shall be considered as potentially infected with the Pine Pitch Canker.

Clip hedges when branches project three inches (3") beyond the limit of the inside face of planter walls or pavement edge.

d. Staking and Guying. Stakes and guys are intended to be temporary and will be removed when no longer needed. When trees attain a trunk caliper of four inches (4") or greater, Contractor is to remove existing stakes and guys. Installation of new stakes and guys will be considered an extra and billed to the City.

Contractor to inspect all staked and guyed trees at least once per month to check for rubbing that causes bark wounds and scars.

e. Fertilization. Fertilizer will be applied to trees and shrubs once in the Fall and again in the Spring; the amount will vary depending on the type and size of the plants and the type of fertilizer used. This includes surface applications for trees and shrubs not located in turf and groundcover areas. In some cases, the City will provide deep-root feeding for larger trees and shrubs if the need arises. A liquid primary and trace element type fertilizer is used in this situation and will allow the City to, at the same time, apply preventative or specific pesticides as the site requires.

For shrub areas that contain acid-loving plants such as rhododendrons, azaleas, camellias, etc., Contractor shall use water-soluble acidifier (30-10-10) and plant food twice per year (Winter and Spring). ***Contractor shall provide the City with a written schedule of fertilization a minimum of seven (7) days in advance of said operation.***

f. Watering. Watering duration and frequency shall be dictated by plant needs. Tree basins will be maintained around new tree plantings to help retain water. A soil probe should be used periodically to monitor soil moisture levels in the root areas. Irrigation scheduling will be adjusted based on these and seasonal observations. The Contractor is responsible for proper irrigation.

Attachment C.9.d

2. LAWN CARE

a. Mowing. Upright grasses such as Blue Grass and Tall Fescues shall be mowed to a minimum height of two inches (2") in warm weather and one and one-half inches (1 1/2") during the rainy season. Other grasses, such as Bermuda grass, will be mowed to a minimum height of three quarters of an inch (3/4"). Mowing will be done weekly during the growing season (March 1 to October 31) and bi-monthly during the winter (November 1 to February 28). The mowing of all contiguous turf areas shall be completed on the same day; the mowing of playing field areas shall be completed prior to 4:00 pm. Turf cut to different heights in contiguous areas shall not be permitted.

b. Edging and Trimming. Edging will be done every other week. Trimming shall include cutting all grass along walls, fences, foundations, curbs, sidewalks, shrubs, tree trunks, pole guy wires or any other object within or immediately adjacent to the lawn areas. The trimming shall be done by power edgers or by hand, but in no case will soil sterilants or other types of weed killers be permitted for use in trimming or edging. Contractor will trim around all sprinkler heads as necessary to provide maximum water coverage. The City considers it unnecessary to catch and remove clippings from turf grass areas unless such clippings present an unsightly appearance. All caught clippings shall be removed the same day. All paved areas affected by mowing operations will be cleaned by use of a leaf blower.

The cutting edges of all mowing equipment shall be kept in a sharp condition. Bruising or rough cutting of grass will not be permitted. Papers, toys, rubbish and debris shall be removed by Contractor prior to mowing.

c. Watering. Lawns shall be watered at such frequency as weather conditions require to replenish soil moisture to the root zone. Unless otherwise instructed, Contractor will ensure that a sufficient amount of water is being applied to maintain a healthy green lawn.

d. Fertilization. Lawns shall be fertilized with six to nine pounds (6-9 lbs.) of actual nitrogen commercial fertilizer per one thousand (1,000) square feet per year.

Fertilization/Weed Control Application Schedule

Application 1 - Spring (March - April): Complete fertilization of lawns; broadleaf weed and crabgrass control (conditions permitting).

Attachment C.9.d

Application 2 - Early Summer (May - June): Complete balanced fertilizer; broadleaf weed and insect control as necessary.

Application 3 - Late Summer (July - August): Complete balanced fertilizer; broadleaf weed control as required.

Application 4 - Fall (September - October): Nitrogen fertilizer for root development; broadleaf weed control as required.

Application 5 - Winter (November - February): Nitrogen fertilizer for root development; poa annual control (weather permitting).

e. Thatching and Aeration. Non-sport areas shall be aerated two (2) times per year prior to the March fertilization and again prior to the November fertilization. All sports fields shall be aerated four (4) times per year. Each prior to fertilization. Contractor is responsible for marking of irrigation facilities so as not to damage them during the aeration process. *Contractor shall provide the City with a written schedule of aeration and fertilization a minimum of seven (7) days in advance of said operation.*

Top seeding and overseeding will be required once per year for each of the sports fields and on an as-needed basis for the remaining park lawns. This service will be an extra charge to the City.

3. GROUND COVER MAINTENANCE

a. Pruning. Groundcover will be edged as needed to keep from spreading over pathways, pavement, ditches, walkways and curbs or up walls. Low-growing groundcovers will only be trimmed to remove dead growth or to remove overly vigorous shoots. The intent is to maintain a natural appearance where possible.

b. Weed Control. All of the areas maintained by Contractor shall be kept free of broadleaf and grassy weeds, preferably with pre-emergent and/or selective contact herbicides. If necessary, weeds will be removed by hand. All groundcover/shrub areas will be mulched annually, in the spring, no later than April 15, with a minimum of three inches (3") of ground fir bark one-quarter inch to one-half inch ($\frac{1}{4}$ " to $\frac{1}{2}$ ") in size. The installation of the mulch is to be included in the bid price.

c. Fertilization. The Contractor shall apply two pounds (2 lbs.) of actual nitrogen per one thousand (1,000) square feet per year, in three applications per year.

Attachment C.9.d

d. Watering. Water enough for moisture to penetrate throughout the root zone and only as frequently as necessary to maintain healthy and lush growth. Where mixed plant types share the same irrigation zone, irrigation monitoring will be adjusted to favor the plant material most dominant in that hydrazone.

e. Irrigation. Watering times shall be set so plants maintain a healthy, vigorous and lush appearance with the minimum amount of water. Contractor shall set watering schedule according to seasonal landscape needs unless instructed otherwise by the Parks and Recreation Department.

Visual inspections of operating lines shall be done on a weekly basis to detect misalignments or ruptures and to ensure that the system is working properly. System adjustments and cleaning will be done at this time. Drip lines will be flushed on a regular basis to rid the system of salt and silt build-ups at emitters and screens.

Minor damages or alterations to the irrigation system not due to accidental or negligent cause by the maintenance crew will be repaired as noticed and charged within an agreed price limit. The skill involved in accomplishing irrigation repairs will determine the cost. Repair of broken risers, sprinkler heads, lateral lines and their fittings will be charged at a lateral technician's rate. Repairs requiring more expertise, including but not limited to mainlines, remote control valves, controllers and electrical wiring shall be charged at a main line and electrical technician's rate. If Contractor damages the irrigation system, Contractor will repair such damage at his/her expense.

It is the Contractor's responsibility to activate and deactivate automatic controllers according to rainy days. The cost of water is the City's responsibility. Contractor will make every effort to eliminate the overuse or wasting of irrigation water.

Automatic watering time for the Glorietta/MoragaWay Site shall be restricted to the hours of 3:00a.m. to 6:00a.m. Contractor shall supply his own Rainbird "UNIK" field transmitter and shall program the controller appropriately.

4. FOUNTAIN

The Contractor shall maintain the fountain and pump in an operating condition. The fountain shall be drained, filter cleaned and the tiles cleansed of all dirt and mineral deposits at least once a month. When soap is present in the fountain, either a de-foaming agent shall be added or the fountain drained, rinsed, and refilled. While the fountain is drained, the lights shall be checked for leaks and all the lights are operating correctly. The water level shall be monitored daily. Debris shall be removed from the fountain daily.

Attachment C.9.d

The Contractor shall be responsible to add sufficient chlorine and an algaecide to the water to maintain clarity. Any problems noted such as loose grout shall be reported to the Parks and Recreation Maintenance Supervisor.

5. USE OF PESTICIDES

The Contractor shall implement Integrated Pest Management (IPM) and shall be required to adhere to the IPM Policy adopted by the City as well as any IPM procedures or programs developed by the City to ensure IPM Policy implementation. The City is in the process of adopting an IPM Policy as required under the City's National Pollutant Discharge Elimination System (NPDES) permit. The IPM Policy will be adopted by July 1, 2010. The IPM Policy will include provisions to minimize reliance on pesticides that threaten water quality and will require the use of IPM on municipal property. Plants will be naturally more resistant to pest infestation when sound cultural practices are employed, including proper fertilization, irrigation and cleanliness. Before implementing chemical controls, pests will be identified and the problem evaluated. Chemical usage will be selective and targeted toward those plants requiring treatment. To reduce the amount of unnecessary chemicals used, spot treatment methods shall be used for all post-emergent herbicides. Controls of snails and slugs will be addressed as needed with the use of snail bait. Turf grubs will be controlled as needed. Pest controls not covered include all nematode, reptile and vertebrate (moles, raccoons, skunks, dogs, deer, birds, etc.). Pocket gophers will be kept in abatement with the use of injected poison bait. Severe infestation control of pocket gophers will be subcontracted as an extra. Insect/Disease prevention: Take all measures to prevent the introduction of insect or disease-laden materials onto the site. Use of Chemicals: All work involving the use of chemicals shall be in compliance with all Federal, State and local laws and will be accomplished by or under the direction of a State of California Licensed Pest Control Operator. The Contractor must provide the Parks and Recreation Maintenance Supervisor with monthly reports.

A listing of proposed chemicals to be used, including commercial name, application rates and type of usage shall be submitted to the Parks and Recreation Maintenance Supervisor for approval at the commencement of the contract. No work shall begin until written approval of use is obtained from the Parks and Recreation Supervisor.

- The contractor must submit a monthly pesticide usage report or a similar computer generated report, as well as any other documents requested by the PMC.
- The contractor is required to ensure all pesticide applicators use the proper Personal Protective Equipment.
- The contractor must adhere to the installation IPM and meet all requirements and environmental regulations, as well as federal, state, and local laws.

Attachment C.9.d

- The contractor must instruct all pesticide applicators on all safety requirements.

Only best quality materials in original manufacturer's containers, properly labeled with guaranteed analysis shall be used.

Only non-staining materials shall be used.

If there arises a question as to the need for application of or the formulation of a fertilizer, soil samples shall be taken from location specified by the City's representative. Soil samples shall be analyzed by a licensed soil laboratory at the City's expense and the results and recommendations for the fertilizer shall be submitted to the City and the Contractor shall formulate and apply the fertilizer, iron, zinc or other trace materials as per the recommendations of the soil analysis.

Chemicals shall be applied when air currents are still, to prevent drifting onto adjacent property and to prevent toxic exposure to any persons whether or not they are in the area of application. Notices must be posted at the spray sites at several prominent locations, identifying the material and date of application a minimum of 24 hours prior to any spraying. ***Contractor shall provide the City with a schedule of pesticide application a minimum of seven (7) days in advance of said operation.***

6. MONTHLY REPORTS

By the 10th of each month, Contractor shall provide the City monthly reports which detail the work done and expenses incurred during the preceding month. Said reports shall be included with the monthly invoice for payment.

H. General Specifications

1. MATERIALS AND EQUIPMENT

The Contractor shall, at all times, furnish and maintain equipment necessary to perform work under this contract. If equipment breaks down, the Contractor is responsible to complete the work within 24 hours. If the Contractor is unable to complete the work within that time period, the City will deduct the applicable portions, pro rata, from the payment to the Contractor. The materials shall include, but are not limited to:

- a. All necessary gas, oil, and parts for all equipment
- b. All necessary fertilizers and pesticides
- c. All necessary horticultural supplies

Attachment C.9.d

2. INTERPRETATION OF THE MAINTENANCE SPECIFICATIONS

The award of these contracts will be based on the lowest overall bid.

The City may advise the Contractor, at its own discretion, to increase or decrease the frequency of line items in the price proposal. The contractor is not entitled to any anticipated profit for work not performed.

3. TRAFFIC CONTROL

All traffic control plans shall be reviewed and approved by the Maintenance Services Manager. All traffic control work shall conform to Caltrans Standard Specifications – Section 12 to ensure safe flow of traffic and safety of workers in traffic zones.

All flagging costs shall be included in the prices paid for the various contract items of work and no additional compensation will be allowed therefore.

Cones and barricades properly marked shall be used to delineate the traffic lane closures. Access to driveways shall be maintained at all times. No traffic lanes may be closed before 9:00 a.m. or after 4:00 p.m. without written permission from the Maintenance Services Manager.

When entering or leaving roadways which bear public traffic, the Contractor's equipment, whether empty or loaded, shall in all cases yield to public traffic.

The provisions in this section may be modified or altered if, in the opinion of the Maintenance Services Manager, public traffic will be better served and work expedited. Such modifications or alterations shall not be adopted until approved in writing by the Maintenance Services Manager.

IX. SCHEDULE (dates are subject to change):

Issue RFP to potential proposers	May 5
Mandatory Walk-Through of Facilities	May 17
Proposals due from potential proposers	May 25
Complete Selection Process	June 14
City Council Approval of Contract	June 15
Award of Contract	June 16
Sign and Process Contract	June 25

Thank you for your interest in working with the City of Orinda for this service. We look forward to receiving your proposal.

Attachment C.9.d

Attachments:

- | | |
|---|--------------|
| A. Check list of required items for Submittal | Attachment A |
| B. Contractor ID | Attachment B |
| C. Right to Audit Form | Attachment C |
| D. Cost Proposals Schedule A and B, and Maps | Attachment D |

ATTACHMENT A

CHECKLIST

- Proposal describing service (one original and two copies)
- Contractor Identification
- Client References
- Costs proposal by task, type of service & personnel (Schedule A and B)

**ADDITIONAL SUBMITTALS REQUIRED FROM SELECTED VENDOR
AFTER CITY COUNCIL APPROVAL TO AWARD CONTRACT.**

Provide original Evidence of Insurance

1. Auto
2. Liability
3. Blanket Fidelity Bond for at least \$10,000
4. Worker's Compensation

Right to Audit Form (Attachment C)

ATTACHMENT B
Contractor Identification

Firm: _____

Address: _____

Signature: _____

Name & Title: _____

Date: _____

Phone Number: _____

Federal ID or Social Security Number: _____

Incorporated: Yes No

ATTACHMENT C

CITY OF ORINDA
Right to Audit Form

The contractor agrees that the City may conduct an audit of Contractor’s financial, performance and compliance records maintained in connection with the operations and services performed under this contract.

In the event of such audit, Contractor agrees to provide the City with reasonable access to Contractor’s employees and make all such financial, performance and compliance records available to the Auditor’s office. City agrees to provide Contractor an opportunity to discuss and respond to/any findings before a final audit report is filed.

Signed: _____

Date: _____

Print name & Title: _____

Company: _____

Contract Description/Specification No.: _____