



22 orinda way • orinda • california • 94563

September 15, 2010

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 2009 - 2010 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 and/or by Provision D.5 in NPDES Permit Number CA0083313 issued by the Central Valley 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 possibly of fine and imprisonment for knowing violations.

As summarized in the report, the following non-compliance items were identified for 2009-2010.

- **Provision C.2.f. ► Corporation Yard BMP Implementation:** The dumpster at the corporation yard was not covered in 2009-2010; this item was rectified in July 2010 by constructing a cover for the dumpster as the waste management firm could not provide a like size dumpster outfitted with a cover.
- **C.9.c ► Train Municipal Employees:** Training of municipal employees who apply pesticides in IPM practices and the City's IPM policy did not occur in 2009-2010 because adoption of the IPM policy occurred near the end of the reporting

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)

period (required by July 1, 2010 per Provision C.9.a). Training of municipal employees who apply pesticides will occur in 2010-2011.

- C.12.a.i.iii ► Municipal Inspectors Training: Training of industrial inspectors to identify, in the course of their existing inspections, PCBs or PCB-containing equipment was not performed in 2009-2010; this training requirement was met by attendance at a July 21, 2010 Contra Costa Clean Water Program training session.
- C.13.d.iii ► Industrial Sources Copper Reduction Results: Central Contra Costa Sanitation District performs Orinda's inspection program and is in the process of revising its inspection forms to incorporate new data tracking and reporting requirements for C.13.

Very truly yours,

A handwritten signature in black ink, appearing to read "Janet Keeter", with a large, stylized flourish at the end.

Janet Keeter
City Manager

Enclosure

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Section 1 – Permittee Information

| Background Information | | | |
|--|--|--------------------|--------------------|
| Permittee Name: | City of Orinda | | |
| Population: | 17,500 | | |
| NPDES Permit No.: | CAS612008 (San Francisco Bay Permit) | | |
| Order Number: | R2-2009-0074 (San Francisco Bay Permit) | | |
| Reporting Time Period (month/year): | July 1, 2009 through June 30, 2010 | | |
| 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: | 925-2553-7699 |
| 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: (See the Fiscal Year 2009 – 2010 Group Program Annual Report for a summary of activities conducted countywide and regionally on our behalf.) The City of Orinda efforts focused this fiscal year on ensuring municipal operations were performed in compliance with Provision C.2. Towards that end, the City updated the SWPPP for the corporation yard, issued a Best Management Practices guidebook to municipal maintenance and parks and recreation staff for Provisions C.2.a, C.2.b, C.2.c, and C.2.e. Revisions made to the SWPPP were primarily minor but did include inclusion of the required BMP fact sheets.

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:

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:

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:

| | |
|----------|--|
| X | 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 |

Comments:

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.**

(For FY 10-11 Annual Report only) Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations):

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

(For FY 10-11 Annual Report only) 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:

(For FY 10-11 Annual Report only) 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) |
|--------------------------------|-------------------------------|---------------------------------------|------------------------------------|-------------------------------------|---|--|
| | | | | | | |
| | | | | | | |
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| | | | | | | |

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

| C.2.e. ► Rural Public Works Construction and Maintenance | |
|--|--|
| Does your municipality own/maintain rural ² roads: | <input checked="" type="checkbox"/> Yes <input 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 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"/> | Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas |
| <input type="checkbox"/> | Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources |
| <input checked="" type="checkbox"/> | No impact to creek functions including migratory fish passage during construction of roads and culverts |
| <input checked="" type="checkbox"/> | Inspection of rural roads for structural integrity and prevention of impact on water quality |
| <input checked="" type="checkbox"/> | Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion |
| <input type="checkbox"/> | Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate |
| <input type="checkbox"/> | 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: Portions of certain roads maintained by the City of Orinda are 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. Because the rural roads are not extensive but rather segments of roads not otherwise considered rural, maintenance of rural roads is identified and prioritized using the same methodology as all publicly-maintained roads in Orinda (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. The City does not maintain any unpaved rural roads. No culverts were replaced/ installed along rural roads or bridge crossings constructed during this fiscal year.</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 corporation yard(s): | |
| <input type="checkbox"/> | We do not have a corporation yard |
| <input type="checkbox"/> | Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit |
| <input checked="" type="checkbox"/> | We certify that 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"/> | Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment |
| <input checked="" type="checkbox"/> | 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"/> | 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 type="checkbox"/> | 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 drains into three inlets in the pavement area to a storm drain that flows 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. When the City's new corporation yard is constructed, all runoff will be plumbed to the sanitary sewer.</p> <p>The dumpster did not have a cover during FY 2009-2010. City staff requested that BFI replace the 20-yard trash dumpster with one with a lid and was informed that they are no longer distributed due to the risk of the lid coming off during transport. A smaller dumpster with a lid would not meet the needs of the Public Works staff. As such, the trash dumpster was fitted with a cover in July 2010 (see adjacent photo). Please note that the cutback storage bin has always been covered.</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 |
|--|--|------------------------------------|--------------------------|
| OUSD Maintenance/City Corporation Yard | 10/12/2009 | No pollutants observed. | None |
| OUSD Maintenance/City Corporation Yard | 11/23/2009 | No pollutants observed. | None |
| | | | |

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: Not applicable.

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: Not applicable.

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

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

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

(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.

Summary: No stormwater treatment systems required under the Provision C.3 have been installed yet in the City of Orinda.

(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).

Summary: As indicated above, no stormwater treatment systems have been installed yet in Orinda. In preparation for installation thereof, the City has updated its Operation and Maintenance (O&M) Verification Program for C.3 facilities ([Appendix K](#) to C.3 Guidebook), including adoption of a fee for stormwater treatment and flow control facility certification.

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 Disturbed (Acres) | Total New and/or Replaced Impervious Surface Area ⁷ (ft ²) | Total Pre-Project Impervious Surface Area ⁸ (ft ²) | Total Post-Project Impervious Surface Area ⁹ (ft ²) |
|---|---|---------------------------|-----------------------------------|---|--------------------------------|----------------------------|---|---|---|--|
| Private Projects | | | | | | | | | | |
| 37 Parkway Court - Minor Subdivision 05-951 | 37 Parkway Court @ Rheem and Glorietta Boulevards | Grant and Judy LaMontagne | 1 | 3-lot subdivision of vacant lot | San Pablo Creek | 4.2 | 0.8 ¹⁰ | 35,500 | 0 | 35,500 |
| Public Projects | | | | | | | | | | |
| None | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

³ Include cross streets.

⁴ If a project is being constructed in phases, use a separate row entry for each phase.

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) that the Regulated Project drains to. Optional but recommended: Also state the downstream watershed(s).

⁷ State both the total new impervious surface area and the total replaced impervious surface area, as applicable.

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

⁹ For redevelopment projects, state the post-project impervious surface area.

¹⁰ The first phase of this project consists of the subdivision improvements and construction of a single family residence on one lot (Parcel B). The remaining two lots (Parcels A and C) will be developed individually after they are sold.

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

| Project Name Project No. | Status of Project ¹¹ | Source Control Measures ¹² | Site Design Measures ¹³ | Treatment Systems Approved ¹⁴ | Operation & Maintenance Responsibility Mechanism ¹⁵ | Hydraulic Sizing Criteria ¹⁶ | Alternative Compliance Measures ^{17/18} | Alternative Certification ¹⁹ | HM Controls ^{20/21} |
|--|---|--|---|---|---|---|---|--|--|
| Private Projects | | | | | | | | | |
| 37 Parkway Court - Minor Subdivision 05- 951 | Submittal: 3/3/2005 Deemed complete: 7/1/2005 Final discretionary approval: City Council approval: 3/ 16/2010 | Storm drain stenciling; handout IPM and car washing information; efficient landscape irrigation and native plantings; roof and driveways drain to IMPs. | Large undisturbed areas within scenic easements; impervious areas of driveways and houses separated by undisturbed or landscaped areas. | One bioretention facility and one vegetative swale. | O&M agreement with private landowner | 2.c | NA | NA | Not required; less than one acre of new impervious surface. |
| Public Projects | | | | | | | | | |
| None | | | | | | | | | |

¹¹ For private projects, state project application submittal date; application deemed complete date; and, final discretionary approval date. For public projects, state plans and specifications approval date.

¹² 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.

¹³ 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.

¹⁴ 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.).

¹⁵ 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.

¹⁶ See Provision C.3.d. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3)

¹⁷ 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.

¹⁸ 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.

¹⁹ Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁰ If HM control is not required, state why not.

²¹ 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.

| Facility/Site Inspected and Location | Party Responsible ²² For Maintenance | Date of Inspection | Type of Inspection ²³ | Type of Treatment/HM Control(s) Inspected ²⁴ | Inspection Findings or Results ²⁵ | Enforcement Action Taken ²⁶ | Comments |
|--------------------------------------|---|--------------------|----------------------------------|---|--|--|----------|
| None installed yet. | | | | | | | |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

²² State the responsible operator for installed stormwater treatment systems and HM controls.

²³ State the type of inspection (e.g., annual, follow-up, spot, etc.).

²⁴ 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.

²⁵ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

²⁶ 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

C.4.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to obtain effective stormwater pollutant control on industrial sites? Yes No

If No, explain:

C.4.c.ii.(5) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010? Yes No

If No, explain:

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report, describe steps taken to revise your program to meet new data tracking and reporting requirements.

(See the Fiscal Year 2009 – 2010 Group Program Annual Report for a summary of highlights and activities conducted countywide and regionally on our behalf.) The City of Orinda coordinated with Central Contra Costa Sanitation District to ensure that the data tracking and reporting requirements are met.

C.4.b.i. ► Business Inspection Plan

(For FY 09-10 Annual Report only) 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.

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.

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.

| | Number | Percent |
|--|--------|---------|
| Number of businesses inspected (if known) | 15 | |
| Total number of inspections conducted | 19 | |
| Violations issued (excluding verbal warnings) | 2 | |
| Sites inspected in violation | 2 | 13% |
| Violations ¹ resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner | 2 | 100% |

¹ 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 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. non-stormwater discharge) | 0 |
| Potential discharge (e.g. BMPs not in place or ineffective) | 2 |

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) ¹ | Number of Enforcement Actions Taken | % of Enforcement Actions Taken ² |
|--------------|--|--|--|
| Level 1 | Warning Notice | 2 | 100% |
| Level 2 | Notice of Violation | 0 | 0% |
| 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 | | 2 | 100% |

Notes:

¹Agencies to list specific enforcement actions as defined in their ERPs.

²Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

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 Category ¹ | Actual Discharge Violations | Potential Discharge Violations |
|----------------------------------|--------------------------------|-----------------------------------|
| Assisted Living | 0 | 0 |
| Commercial | 0 | 0 |
| Dry Cleaner | 0 | 0 |
| Fleet Operations | 0 | 0 |
| Food Service (includes catering) | 0 | 2 |
| Gas Station | 0 | 0 |
| Golf Course | 0 | 0 |

| | | |
|---------------------|---|---|
| Grocery Store | 0 | 0 |
| Healthcare | 0 | 0 |
| Pool | 0 | 0 |
| Property Management | 0 | 0 |
| Retail | 0 | 0 |
| School/College | 0 | 0 |
| Utility | 0 | 0 |
| Vehicle Service | 0 | 0 |

Notes:

¹ List your Program's standard business categories.

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

C.4.d.iii ► Staff Training Summary

| Training Name | Training Dates | Topics Covered | No. of Inspectors in Attendance | Percent of Inspectors in Attendance |
|---|----------------|---|---------------------------------|-------------------------------------|
| CWEA P3S Conference | 3/1-3/10 | General inspector training, update to laws and regulations, stormwater BMPs | 2 | 22% |
| Environmental Enforcement Training | 8/6/09 | Enforcement procedures, rules of evidence | 5 | 56% |
| CWEA Northern Regional Training Conference | 9/16-19/09 | General inspector training, update to laws and regulations, stormwater BMPs | 1 | 11% |
| NACWA Annual Pretreatment and Pollution Prevention Workshop | 5/19-21/10 | Program management, update to laws and regulations, investigating illicit discharges/sources; stormwater BMPs | 1 | 11% |
| CWEA Annual | 4/21-23/10 | General inspector training, update to laws and regulations, stormwater infrastructure/LID; stormwater BMPs | 1 | 11% |

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

C.5.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to prohibit and control illicit discharges and escalate stricter enforcement to achieve expedient compliance? Yes No

If **No**, explain:

C.5.b.ii.(4) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010? Yes No

If **No**, explain:

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report, describe steps taken to revise your program to meet new data tracking and reporting requirements.

(See the Fiscal Year 2009 – 2010 Group Program Annual Report for a summary of highlights and activities conducted countywide and regionally on our behalf.) In accordance with Provision C.5.f, the City of Orinda developed a spill and discharge complaint tracking system and provided training to all members of the Public Works Department. One of the City's goals this year was to step up inspection of dumpster areas for creek-side businesses. Initial inspections of the dumpster area of downtown creek-side businesses were conducted. Based on these inspections, two businesses were cited in April 2010. A combination of regular inspections and administrative fines at the two facilities have resulted in improved trash management BMPs at the two properties.

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 participates in the BASMAA Mobile Surface Cleaners program and hires a BASMAA-certified business for cleaning of the City plaza. The City also distributes CCCWP brochures targeting mobile businesses: Wash Water Disposal Practices for Carpet Cleaners, Wash Water Disposal Practices for Mobile Surface Cleaners, and Draining Pools & Spas. The City's enforcement strategy relies on City staff that is regularly driving the city's streets (Public Works inspector and maintenance crew) and citizens to alert the Stormwater Program Manager of potential illicit discharge from 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: As a part of routine maintenance of the storm drain system, the City's maintenance crew inspects and cleans out as necessary storm drain inlets, culverts, ditches, culverts, and trash racks. This work is primarily conducted prior to and during the rainy season (October – March). If illicit discharges are suspected, the maintenance crew alerts the Stormwater Program Manager; no notifications were made this fiscal year as the bulk of the material removed is vegetative matter with some nuisance trash. During FY09-10, a total of 416 inlets (112 commercial and 304 residential) were inspected and cleaned. During this fiscal year, the City adopted BASMAA's model storm system screening form and identified one check point (inlet) per square mile; this form will be used when inspecting these checkpoints in FY 10-11. Maps of the City's MS4 have always been publicly available in hard copy; the City publicized the availability on the storm drain system maps on the City's website (see [link](#)).

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)) | 6 | |
| Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2)) | 4 | 67% |
| Discharges resolved in a timely manner (C.5.f.iii.(3)) | 5 | 83% |

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

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

Three incidents were reported to the complaint/spill system one involving the washing of a fire truck with washwater being discharged to the street gutter and two involving overflowing trash dumpsters at creek-side businesses. The first incident resulted in wash water being discharged to San Pablo Creek via the MS4; a verbal warning was issued to the offender. The second two incidents did not result in discharges to San Pablo Creek but Notices of Violation were issued in both cases. One was abated within seven days and the other was abated in 78 days and required two administrative citations being issued (\$100 and \$250.) The trash dumpsters at these two properties are regularly monitored by the Stormwater Program Manager to ensure continued compliance with trash management BMPs.

In addition, three incidents involving sewage releases were reported by Central Contra Costa Sanitary District to the Office of Emergency Services. The three incidents involved releases of raw sewage to San Pablo Creek or Lauterwasser Creek (a tributary to San Pablo Creek). The causes were broken pipe or blockage of the main line causing overflow.

Section 6 – Provision C.6 Construction Site Controls

C.6.a.iii ► Legal Authority

(For FY 09-10 Annual Report only) Is your agency's legal authority adequate for C.6 compliance? Yes No

If **No**, explain:

C.6.b.ii.(3) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Was your Enforcement Response Plan developed and implemented by April 1, 2010? Yes No

If **No**, explain:

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) |
|---|--|---|
| 11 | 1 | 214 |

| C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations | | |
|---|---|--|
| BMP Category | Number of Violations¹ | % of Total Violations² |
| Erosion Control | 11 | 44 |
| Run-on and Run-off Control | 3 | 12 |
| Sediment Control | 11 | 44 |
| Active Treatment Systems | 0 | 0 |
| Good Site Management | 0 | 0 |
| Non Stormwater Management | 0 | 0 |
| Total | 25 | 100% |

Notes:

¹Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category. Problems noted during inspections that resulted in any level of enforcement action (even Level 1) are counted as violations in this table.

²Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

| C.6.e.iii.1.e ▶ Construction related storm water enforcement actions | | | |
|---|--|---|--|
| | Enforcement Action (as listed in ERP)¹ | Number Enforcement Actions Taken | % Enforcement Actions Taken² |
| Level 1 | Warning Notice/Education/Notice to Comply | 11 | 100 |
| Level 2 | Notice of Violation | 0 | 0 |
| 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 | | 11 | 100% |

Notes:

¹Agencies should list the specific enforcement actions as defined in their ERPs.

²Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

| 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 |

| 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) | 1 | % ² |
| Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i) | 0 | % ³ |
| Total number of violations for the reporting year¹ | 1 | 100% |

Notes:

¹Total 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.

²Calculated 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.

³Calculated 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.

| 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: Typical BMP performance issues are timely installation of erosion and sediment control measures prior to the start of the rainy season and maintenance of existing measures including installation of alternate measures if installed measures are not performed adequately. This year saw a decreased in the number of active projects requiring storm water runoff quality inspection (16 in FY 2008-2009 vs. 12 in FY 2009-2010) yet a similar number of Notices to Comply issued. The increased rate of Notices to Comply issued may be due to the downturn in the economy (lack of funding or financial resources) and the relatively wet rainy season. |

| 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: Program's strength is the frequency at which inspections are performed, which is generally much greater than the minimum monthly frequency required by the permit (Wilder project is generally inspected twice weekly; other subdivisions inspected weekly; and smaller single family residential projects inspected every other week). Need improvements include the outreach material provided to applicants prior to the start of the project; this effort is currently in progress by the Contra Costa Clean Water Program. |

| C.6.f ► Staff Training Summary | | | | |
|---|-----------------------|---|--|--|
| Training Name | Training Dates | Topics Covered | No. of Inspectors in Attendance | Percent of Inspectors in Attendance |
| Contra Costa Construction Stormwater Management Compliance Workshop | March 18, 2010 | 1. Municipal Regional Permit – What You Need to Know 2. Understanding the New State General Construction Permit 3. Regional Board Construction Inspection Program 4. SWPPPs, State and Municipal Requirements, Compliance 5. Sediment, Erosion Control and Construction Site Pollution Prevention 6. Design & Construction of Post-Construction Low Impact Development Stormwater Facilities – Lessons Learned | 2 (plus Stormwater Program Manager) | 100% |

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 2009 – 2010 Group Program Annual Report for a summary of advertising efforts conducted countywide and regionally on our behalf.)

C.7.b.iii.1 ▶ Pre-Campaign Survey

(For the FY 10-11 Annual Report only) 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 type="checkbox"/> | Survey report attached |
| <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: (See the Fiscal Year 2009 – 2010 Group Program Annual Report for a summary of media relation efforts conducted countywide and regionally on our behalf.) In addition, the City mails its “Orinda Way” newsletter to all residents and makes them available at locations throughout the City. The [Winter 2010 newsletter](#) featured articles on IPM, pharmaceutical disposal, Native Gardens Tour, and Orinda In Action Day (community service day including creek and trash cleanup). The [Summer 2010 newsletter](#) featured IPM article. The [Fall 2009 newsletter](#) highlighted pharmaceutical disposal and drainage maintenance.

C.7.d ► Stormwater Point of Contact

(For FY 09-10 Annual Report only, unless changes made) Provide details of website or phone number used as the point of contact. Report on how the point of contact is publicized and maintained. If any change occurs in this contact, report in a subsequent Annual Report.

Contact Summary: (See the Fiscal Year 2009 – 2010 Group Program Annual Report for a discussion on BASMAA and the Program's development and communication of Stormwater Point of Contacts.) The [City of Orinda Stormwater website page](#) provides Stormwater Point of Contact including telephone, fax, and e-mail contact information. At this same page, CCCWP spill hotline information is provided.

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., Enviroscope 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 |
| Bring Back the Native Gardens Tour, May 2, 2010. This event was regional in scope. | See the FY 2009 – 2010 Group Program Annual Report for details on this public outreach event. | See the FY 2009 – 2010 Group Program Annual Report for a detailed evaluation on the effectiveness of this public outreach event. |
| "Kids Creek Fest" held at Fernandez Park in the City of Pinole on May 8, 2010. Though local, this event was funded by all municipalities. | See the FY 2009 – 2010 Group Program Annual Report for details on this public outreach event. | See the FY 2009 – 2010 Group Program Annual Report for a detailed evaluation on the effectiveness of this public outreach event. |

| | | |
|----------------------------------|--|--|
| 4 th of July Festival | Mr. Funnelhead marched in Orinda's 4 th of July parade and set up a table distributing outreach material. | The mayor informed me it was a great success; the kids liked Mr. Funnel Head as he walked around in costume, and the program had a lot of folks stop by for information and promotional items. Approximately 360 materials were distributed. |
| Farmer's Market | City Council members and City staff set up a table at the weekly farmer's market from May through November, and distribute outreach 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.) | Over 500 promotional and educational outreach items were distributed in FY 2009-2010. |

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 2009 – 2010 Group Program Annual Report for a detailed report on BASMAA and the Program's encouragement and support of various Watershed Stewardship Collaborative efforts.) The City coordinated with the local creeks group Friends of Orinda Creek (FOC) on a variety of items. FOC members assisted the City in cleaning up its trash hot spot by coordinating field volunteers and completing the inventory of collected trash. FOC members also performed three additional creek cleanups (two others as part of Orinda In Action Day and one other in the Fall 2009. FOC assists in distributing the City's Caring for Our Creeks – Creek-side Property Owner's Manual. The City and FOC combined efforts in attempting to obtain RWQCB approval of three Supplemental Environmental Projects, including two creek restoration projects, as part of the settlement of an ACL.

| 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 |
| We contributed to Citizen Monitoring conducted countywide. For details on all citizen monitoring events, locations, and dates, see the Contra Costa Monitoring and Assessment Program (CCMAP) report provided in the Fiscal Year 2009 -2010 Group Program Annual Report. | See Group Program Annual Report | See Group Program Annual Report |
| We helped fund "Kids Creek Fest" held at Fernandez Park in the City of Pinole on May 8, 2010. See the FY 2009 – 2010 Group Program Annual Report for details on this citizen involvement event. | See Group Program Annual Report | See Group Program Annual Report |
| The Native Gardens Tour May 2, 2010 | Two gardens in Orinda were part of this free-self-guided tour of native gardens. | A total of 200 Orinda residents pre-registered for the event in addition to approximately 10 walk-ins. The two gardens in Orinda were visited by 401 and 408 people. |

| | | |
|--|--|---|
| <p>Orinda In Action Day took place on April 17, 2010 at locations throughout the city limits</p> | <p>Community involvement event to complete cleanup and maintenance projects throughout the city. Projects ranged from creek cleanups, litter removal, weeding, brush removal, planting, etc.</p> | <p>497 volunteers participated. Three reaches of creek (two along San Pablo Creek and one along Moraga Creek) were cleaned up. Approximately 4 cy of trash/recyclables and 7 cy of invasive plants were removed. Approximately 37 cy of litter was picked up at locations through City.</p> |
|--|--|---|

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 |
|---|--|--|---|
| <p>Provide the following information: Name Grade or level (elementary/ middle/ high)</p> | <p>Brief description, messages, methods of outreach used</p> | <p>Provide number of participants</p> | <p>Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback, etc.). Attach evaluation summary if applicable.</p> |
| <p>We supported "Kids for the Bay." See the FY 2009 – 2010 Group Program Annual Report for a detailed review of this outreach.</p> | <p>See Group Program Annual Report</p> | <p>See Group Program Annual Report</p> | <p>See Group Program Annual Report</p> |
| <p>We supported Mr. Funnelhead. For a detailed summary of all Mr. Funnelhead school assemblies, city/county fair events, and TV advertisements conducted countywide, please refer to the Fiscal Year 2009 – 2010 Group Program Annual Report.</p> | <p>See Group Program Annual Report</p> | <p>See Group Program Annual Report</p> | <p>See Group Program Annual Report</p> |

| | | | |
|--|--|--|--|
| <p>We support "Newspapers in Education." For a detailed description of this program for school-age children, see the FY 2009 – 2010 Group Program Annual Report.</p> | <p>See Group Program Annual Report</p> | <p>See Group Program Annual Report</p> | <p>See Group Program Annual Report</p> |
| <p>We helped fund "Kids Creek Fest" held at Fernandez Park in the City of Pinole on May 8, 2010. See the FY 2009 – 2010 Group Program Annual Report for details on this citizen involvement event.</p> | <p>See Group Program Annual Report</p> | <p>See Group Program Annual Report</p> | <p>See Group Program Annual Report</p> |

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: (See the Fiscal Year 2009 – 2010 Group Program Annual Report for a detailed report on BASMAA and the Program's Water Quality Monitoring programs and activities.)

Section 9 – Provision C.9 Pesticides Toxicity Controls

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

| | | | | |
|--|-------------------------------------|-----------------|--------------------------|-------------------------------------|
| <i>(For FY 09-10 Annual Report only)</i> Attach a copy of your individual IPM ordinance or policy. | <input checked="" type="checkbox"/> | Attached | <input type="checkbox"/> | Not attached , explain below |
| If Not attached , explain: | | | | |

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 organophosphorous pesticides, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.

Summary: Organophosphorous pesticides, carbaryl, and fipronil were not used in 2009-2010 and have not been used historically by the City of Orinda. Two pesticides containing pyrethroids were used: Bisect (bifenthrin as active ingredient) and Deltagard (deltamethrin as active ingredient) were used. The total quantity of pyrethroids used in 2009-2010 was similar to last year; these pesticides are used only as needed to address biting insects at one City ball field.

In addition, Speedzone and Trimec (both containing 2,4 Dichlorophenoxyacetic acid) were used but not within the "Applicable Habitat" for the Alameda whipsnake. The quantity of Trimec was similar to last year; the quantity of Speedzone was significantly reduced.

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. | 0 |
| 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. | 0 |

| | | | |
|---|---|-----|-----------------------------|
| 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: | | | |

| | |
|---|--|
| 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: <i>(See the Fiscal Year 2009 – 2010 Group Program Annual Report for a detailed summary of all countywide and regional efforts conducted on our behalf to track and participate in relevant pesticide regulatory processes.)</i> | |

| | |
|---|--|
| C.9.f ▶ Interface with County Agricultural Commissioners | |
| Provide a summary of improper pesticide usage reported to County Agricultural Commissioners and follow-up actions to correct violations, if any. A separate report can be attached as your summary. | |
| Summary: <i>(See the Fiscal Year 2009 – 2010 Group Program Annual Report for a report on improper pesticide usage countywide as reported to the Contra Costa County Agricultural Commissioner.)</i> | |

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 Fiscal Year 2009 – 2010 Group Program Annual Report for a report on point of purchase public outreach conducted countywide and regionally on our behalf.)

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 Fiscal Year 2009 – 2010 Group Program 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

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description:

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 develop a Baseline Trash Load and Trash Load Reduction Tracking Method (due February 1, 2012).

Description:

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

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide a 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:

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

(For FY 10-11 Annual Report and Each Annual Report Thereafter) 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. Provide required photo documentation.

(MRP Provision C.10.b.ii. states: "The list [i.e., of selected Hot Spots] should include photo documentation (one photo per 50 feet) and initial assessment results for the proposed hot spots". Consistent with this language, most all Contra Costa Permittees submitted the photo documentation and initial assessment information to the San Francisco Bay Water Board with their proposed Hot Spot list on July 1, 2010. The July 1, 2010 submittal compiled all Contra Costa Permittees' information.)

| Trash Hot Spot | Cleanup Date | Volume of Material Removed | Dominant Type of Trash | Trash Sources (where possible) |
|--|---------------------|-----------------------------------|-------------------------------|---|
| | | | | |
| | | | | |
| <i>(Please review the Contra Costa Clean Water Program's July 1, 2010 Trash Hot Spot submittal, made on our behalf, to the Executive Officer, which provides our Trash Hot Spot list, cleanup date, volume of material removed, dominant types of trash, and where possible, trash sources.)</i> | | | | |
| | | | | |
| | | | | |

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/Dropoff 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 |
|-------------------------------------|---|---|------------------------------------|--|
| 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.) |

| | | | | |
|--|--|--|---------------------|----------------|
| Litter Pickup and Control | Unknown; performed as part of street maintenance by Public Works | Level of implementation increased after MRP adoption with success and expansion of Orinda in Action Day (community action day involving various cleanup, landscaping, maintenance projects). | Approximately 37 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 |
| Storm Drain Signage/Marking | City reported completion of storm drain inlet marking in FY 2002-2003. | Implementation level increased after MRP adoption. City will be creating a database to track inspection and repair/re-installation of storm drain inlet markers in FY 2010-2011. | Unknown | General trash |

| | | | | |
|---------------------------------------|---|---|--|--|
| <p>Street Sweeping Activities</p> | <p>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.</p> | <p>Implementation level increased after MRP adoption. City is in process of replacing mechanical broom sweeper with regenerative air sweeper; new sweeper will increase pollutant-removal effectiveness of street sweeping.</p> | <p>In FY 09-10, 395 cy of material was removed for City street through street sweeping. Of this volume, approximately 1% is trash (http://www.cccleanwater.org/_pdfs/StreetSweepingReportFinal.pdf).</p> | <p>General trash</p> |
| <p>Trash Removal from Receptacles</p> | <p>Unknown; performed by Allied Waste Services and City Public Works.</p> | <p>Level of implementation 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.</p> | <p>Approximately 330 cy.</p> | <p>General street trash (take-out food containers, plastic cups, bags, etc.)</p> |

| | | | | |
|---------------------------------|--|--|----------------------------|-----------------------|
| <p>Volunteer Creek Cleanups</p> | <p>Performed bi-annually since FY 2002-2003 by Friends of Orinda Creeks.</p> | <p>Level of implementation increased after MRP adoption to include trash identification at hot spot. Creek cleanups also expanded from one creek reach to three reaches of creek in 2009-2010 as part of Orinda In Action Day.</p> | <p>Approximately 4 cy.</p> | <p>General trash.</p> |
|---------------------------------|--|--|----------------------------|-----------------------|

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).

(See the Fiscal Year 2009 – 2010 Group Program Annual Report for a list of mercury collection and recycling efforts conducted countywide and regionally on our behalf.)

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: *(See the Fiscal Year 2009 – 2010 Group Program Annual Report for an estimate of the mass of mercury collected countywide and regionally on our behalf.)*

- 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: (See the Fiscal Year 2009 – 2010 Group Program Annual Report for a detailed summary of all ongoing and planned mercury investigations, monitoring studies and projects planned countywide and regionally on our behalf.)

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: *(See the Fiscal Year 2009 – 2010 Group Program Annual Report for a summary of activities to provide, on our behalf, training for our municipal inspectors to identify PCBs and PCB containing equipment.)* PCB training of industrial inspectors was not performed in 2009-2010; this training requirement was met by a July 21, 2010 Contra Costa Clean Water Program training session; this training event was attended by the City's Stormwater Program Manager as well as Central Contra Costa Sanitation District inspectors.

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:

- 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: (See the Fiscal Year 2009 – 2010 Group Program Annual Report for a detailed summary of all PCB investigations, monitoring studies and projects planned countywide and regionally on our behalf.)

Section 13 - Provision C.13 Copper Controls

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

(For FY 10-11 Annual Report only) 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? 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

(For FY10-11 Annual Report only) Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals? Yes No

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

C.13.c ► Vehicle Brake Pads

(See the FY 2009 – 2010 Group Program Annual Report for a detailed reporting on our contributions towards and participation in efforts to reduce copper discharges from automobile brake pads to surface waters via urban runoff.)

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

List below or attach annotated lists or tables from your Industrial and Commercial Site Controls portion of this report, that highlight copper reduction results among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed. For FY 09-10 describe below or highlight in the C.4 Evaluation portion (if provided) of this report the steps taken to revise your program to meet new data tracking and reporting requirements for implementation levels described in C.13.d.ii.

Summary. Central Contra Costa Sanitation District performs Orinda's inspection program and is in the process of revising its inspection forms to incorporate new data tracking and reporting requirements for C.13. The commercial facilities in Orinda that will be the focus of copper reduction are one gas station and one automotive repair facility. It should be noted also that during FY 2009-2010, the City's sole charity car wash facility revised its operations such that car wash water is discharged to the sanitary sewer system.

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

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

Summary (See the Fiscal Year 2009 – 2010 Group Program Annual Report on planned studies on our behalf to reduce copper pollutant impact uncertainties.)

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

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

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

Summary: *(See the Fiscal Year 2009 – 2010 Group Program Annual Report on control programs for PBDEs, legacy pesticides and selenium controls to be conducted countywide and regionally on our behalf.)*

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. Describe program highlights below. For FY 09-10 only, describe steps taken to revise your program to meet new monitoring, data tracking and reporting requirements. | | | | |
| Summary: | | | | |

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

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:

- 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.

Summary: (See the FY 2009 – 2010 Group Program Annual Report for a detailed review of measures and policies we promote and implement that minimize runoff and pollutant loading from excess irrigation.)

The City performed outreach to its citizens through articles in the City newsletter "The Orinda Way"; the Winter 2010 issue featured an article entitled "Practice Integrated Pest Management" (<http://orinda.waterware.com/docushare/dsweb/Get/Document-2384/OW.23.1.pdf>) and the Summer 2010 issue featured an article titled "Choosing the Right Pesticides" (<http://orinda.waterware.com/docushare/dsweb/Get/Document-2864/Summer%20.2010.orinda%20way.Final.pdf>). 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. Enforcement Response Plan and illicit discharge tracking database training of City staff on March 31, 2010 addressed ongoing, large volume landscape irrigation runoff as an illicit discharge.

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

| Name | Address | Stormwater City | Program Category |
|----------------------------------|----------------------|-----------------|------------------|
| Baan Thai | 99 ORINDA Way | Orinda | Food Service |
| Beverages & More | 6 CAMINO PABLO Road | Orinda | Grocery Store |
| Cafe Teatro | 24 ORINDA Way | Orinda | Food Service |
| Candia's Valero | 22 BRYANT Way | Orinda | Gas Station |
| Casa Orinda | 20 BRYANT Way | Orinda | Food Service |
| Chevron Station #97407 | 11 ORINDA Way | Orinda | Gas Station |
| Clean Cleaners of Orinda, Inc | 17 ORINDA Way A | Orinda | Dry Cleaner |
| CVS Pharmacy | 50 MORAGA Way | Orinda | Retail |
| EBMUD Orinda WTP | 190 CAMINO PABLO | Orinda | Utility |
| Europa Hofbrau | 64 MORAGA Way | Orinda | Food Service |
| Fashion Cleaners | 140 VILLAGE SQUARE | Orinda | Dry Cleaner |
| Geppetto's | 87 ORINDA Way | Orinda | Food Service |
| Hanazen | 87 ORINDA Way | Orinda | Food Service |
| Holden High School | 10 IRWIN Way | Orinda | School/College |
| 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 |
| McDonnell Nursery | 196 MORAGA Way | Orinda | Commercial |
| Meadow Swim and Tennis Club | 20 HEATHER Lane | Orinda | Pool |
| Nation's Foods, Inc. | 76 MORAGA Way | Orinda | Food Service |
| Niwa Restaurant | 1 CAMINO SOBRANTE 6 | Orinda | Food Service |
| Oak Springs Pool | 39 SPRING Road | Orinda | Pool |
| Orinda Academy | 19 ALTARINDA Road | Orinda | School/College |
| Orinda Chevron Service | 11 ORINDA Way | Orinda | Vehicle Service |
| Orinda Cleaners | 37 MORAGA Way | Orinda | Dry Cleaner |
| Orinda Convalescent Hospital | 11 ALTARINDA Road | Orinda | Assisted Living |
| Orinda Country Club | 315 CAMINO SOBRANTE | Orinda | Golf Course |
| Orinda Deli | 19 ORINDA Way F | Orinda | Food Service |
| Orinda Motors | 63 ORINDA Way | Orinda | Vehicle Service |
| Orinda Park Pool | 72 EL TOYONAL | Orinda | Pool |
| Orinda Senior Village | 20 IRWIN Way | Orinda | Assisted Living |
| Orinda Shell | 9 ORINDA Way | Orinda | Gas Station |
| Orinda Shell Auto Care | 9 ORINDA Way | Orinda | Vehicle Service |
| Orinda Towing | 81 MORAGA Way C | Orinda | Vehicle Service |
| Orinda Unocal 76 | 67 MORAGA Way | Orinda | Gas Station |
| 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 |
| Rite Aid | 27 ORINDA Way | Orinda | Retail |
| Safeway | 2 CAMINO SOBRANTE | Orinda | Grocery Store |
| 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 |
| Sleepy Hollow Swim & Tennis Club | 1 SUNNYSIDE Lane | Orinda | Pool |
| Starbuck's | 2 THEATER SQUARE 106 | Orinda | Food Service |
| Starbucks Coffee | 1 CAMINO SOBRANTE 9 | Orinda | Food Service |

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

| Name | Address | Stormwater City | Program Category |
|--|---------------------|-----------------|------------------|
| Sutter East Bay Medical Foundation | 12 CAMINO ENCINAS | Orinda | Healthcare |
| Szechwan Restaurant | 79 ORINDA Way | Orinda | Food Service |
| Theater Square (Universal Maintenance) | 2 THEATER SQUARE | Orinda | Property Mngt |
| Trattoria Lupetti | 65 Moraga Way | Orinda | Food Service |
| Turquoise Mediterranean Grill | 70 MORAGA Way | Orinda | Food Service |
| US Post Office | 29 ORINDA Way | Orinda | Fleet Operations |
| 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 |

| Name | Address | Stormwater City | Program Category |
|------------------------------------|---------------------|-----------------|------------------|
| Inspections | | | |
| Sutter East Bay Medical Foundation | 12 CAMINO ENCINAS | Orinda | Healthcare |
| US Post Office | 29 ORINDA Way | Orinda | Fleet Operations |
| Starbucks Coffee | 1 CAMINO SOBRANTE 9 | Orinda | Food Service |
| Oak Springs Pool | 39 SPRING Road | Orinda | Pool |
| Sleepy Hollow Swim & Tennis Club | 1 SUNNYSIDE Lane | Orinda | Pool |
| Meadow Swim and Tennis Club | 20 HEATHER Lane | Orinda | Pool |
| Orinda Park Pool | 72 EL TOYONAL | Orinda | Pool |
| Quenchers | 21 ORINDA Way G | Orinda | Food Service |
| Fashion Cleaners | 140 VILLAGE SQUARE | Orinda | Dry Cleaner |
| Chevron Station #97407 | 11 ORINDA Way | Orinda | Gas Station |
| Orinda Motors | 63 ORINDA Way | Orinda | Vehicle Service |

Subtotal: 11

Enforcement Reinspections

| | | | |
|-----------------------------|----------------------|--------|---------------|
| La Cocina | 23 ORINDA Way H | Orinda | Food Service |
| Safeway | 2 CAMINO SOBRANTE | Orinda | Grocery Store |
| Serika Restaurant | 2 THEATER SQUARE 118 | Orinda | Food Service |
| Siam Orchid Thai Restaurant | 23 ORINDA Way | Orinda | Food Service |

Subtotal: 4

Annual Target: 15

Clean Water Inspections
Fiscal Year 2009-10

Annual Report
7/1/2009-6/30/2010

| Type | Facility Name | Address | STW City | Inspector | Date | Inspection Type | Billing Type | Enforcement? |
|-----------------|---------------------------------------|----------------------|----------|-------------|------------|-----------------|--------------|--------------|
| Catering-Res. | Wildwood Catering | 25 WILDWOOD Road | Orinda | J. Olympia | 12/10/2009 | Closed | Add-on | None |
| Commercial | Bay Area Underpinning working at | 254 GLORIETTA Blvd | Orinda | J. Olympia | 5/3/2010 | Initial | Call-out | None |
| Commercial | Ned Clyde Construction Inc working at | 96 DAVIS Road | Orinda | J. Olympia | 2/11/2010 | Initial | Call-out | None |
| Dry Cleaner | Clean Cleaners of Orinda, Inc | 17 ORINDA Way A | Orinda | J. Olympia | 6/10/2010 | Reinspected | Add-on | None |
| Dry Cleaner | Clean Cleaners of Orinda, Inc | 17 ORINDA Way A | Orinda | J. Olympia | 6/15/2010 | Follow-up | Targeted | None |
| Food Service | Baan Thai | 99 ORINDA Way | Orinda | J. Olympia | 12/23/2009 | Reinspected | Add-on | None |
| Food Service | Cafe Teatro | 24 ORINDA Way | Orinda | J. Talarico | 12/15/2009 | Reinspected | Add-on | None |
| Food Service | La Cocina | 23 ORINDA Way H | Orinda | J. Talarico | 12/7/2009 | Reinspected | Add-on | None |
| Food Service | La Cocina | 23 ORINDA Way H | Orinda | J. Talarico | 12/15/2009 | Follow-up | Add-on | None |
| Food Service | La Cocina | 23 ORINDA Way H | Orinda | J. Talarico | 1/4/2010 | | | WN |
| Food Service | La Cocina | 23 ORINDA Way H | Orinda | J. Talarico | 5/17/2010 | Enforcement F/ | Targeted | None |
| Food Service | Petra Café | 2 THEATER SQUARE 105 | Orinda | J. Olympia | 6/1/2010 | Reinspected | Add-on | None |
| Food Service | Republic of Cake | 2 THEATER SQUARE 151 | Orinda | J. Olympia | 6/10/2010 | Initial | Add-on | None |
| Food Service | Shelby's | 2 THEATER SQUARE 152 | Orinda | J. Olympia | 12/16/2009 | Reinspected | Add-on | None |
| Food Service | Siam Orchid Thai Restaurant | 23 ORINDA Way | Orinda | J. Olympia | 12/15/2009 | Reinspected | Add-on | WN |
| Food Service | Siam Orchid Thai Restaurant | 23 ORINDA Way | Orinda | J. Olympia | 12/17/2009 | Enforcement F/ | Targeted | None |
| Gas Station | Orinda Shell | 9 ORINDA Way | Orinda | J. Olympia | 2/1/2010 | Reinspected | Add-on | None |
| Gas Station | Orinda Unocal 76 | 67 MORAGA Way | Orinda | J. Olympia | 5/26/2010 | Reinspected | Add-on | None |
| Retail | CVS Pharmacy | 50 MORAGA Way | Orinda | J. Olympia | 5/24/2010 | Initial | Add-on | None |
| Vehicle Service | Orinda Chevron Service | 11 ORINDA Way | Orinda | J. Olympia | 6/15/2010 | Reinspected | Add-on | None |
| Vehicle Service | Orinda Shell Auto Care | 9 ORINDA Way | Orinda | J. Olympia | 2/1/2010 | Reinspected | Add-on | None |

Total number of Follow-up, Enforcement Follow-up, Surveillance and Partial inspections: 4
Total number of initial inspections and Reinspections: 15

Total number of NOV's issued: 0
Total number of WNs issued: 2

IPM Policy

It is the purpose of this Integrated Pest Management (IPM) Policy to require City of Orinda departments and those who apply pesticides to property owned and/or managed by the City, including City contractors, to utilize IPM practices and to minimize reliance on pesticide applications that threaten water quality, in accordance with the California Regional Water Quality Control Board Municipal Regional Stormwater Permit Provision C.9.

The City recognizes that pesticides are potentially hazardous to the environment, and non-pesticide alternatives will be considered over toxic pesticides on City property. The City will develop and adhere to IPM Standard Operating Procedures that will outline the IPM activities that will be implemented to ensure that less toxic methods are used to control pests on City property.

City of Orinda

Integrated Pest Management Standard Operating Procedures

The following are standard operating procedures for the City of Orinda for Integrated Pest Management (IPM) related activities within the City's jurisdiction. These procedures include Municipal Regional Permit (MRP) stormwater requirements under Provision C.9, Pesticides Toxicity Control (Attachment A). The City and the Contra Costa Clean Water Program work in conjunction to track and participate in regulatory processes, interface with county agricultural commissioners, and conduct public outreach. For guidelines regarding the City's IPM program, refer to the City's IPM Policy (Attachment B). The staff person or IPM Coordinator responsible for implementing, overseeing, reviewing and updating, and reporting the IPM program is City's Stormwater Program Manager.

IPM Standard Operating Procedures

Pesticide Use

Pesticide use within the City of Orinda is determined by a risk assessment of each pest situation. Each risk assessment includes analysis of what pest is causing the damage (e.g., weed, insect, rodent, etc.), use of non-chemical pest control methods, monitoring of control of pests through non-chemical methods, then application of pesticides as a last resort. Pesticides used are pre-approved by the City and selected based on risk assessment of the human health and environmental effects of the chemical selected.

Approved List of Pesticides

The City of Orinda will develop and maintain a list of approved pesticides. Criteria for developing the pesticide list are based on environmental impacts of the products. Pesticides of concern listed in C.9 of the MRP will go through a more rigorous process for approval. Each pesticide used is monitored and recorded using a pesticide management database (Attachment C).

Pesticide Applicators

City contractors who apply pesticides shall have IPM language in their contracts as required by the MRP. All IPM providers are required to follow these standard operating procedures as well the City IPM Policy.

IPM Training

All City pesticide applicators will be given an orientation to IPM practices by the City Stormwater Program Manager. IPM training may include local, countywide, or regional efforts. All staff associated with planning, design, construction, and maintenance of buildings and landscaping shall receive an orientation to these standards operating procedures and their roles and responsibilities in implementing IPM within their work duties.

IPM Outreach

Pesticide application information will be provided to the public upon request. Public outreach for IPM includes point of purchase outreach and contractor outreach by the Bay Area Stormwater Management Agencies Association (BASMAA) as required by the MRP.

Reporting

A copy of the City's IPM policy shall be included in the annual report. Trends in quantities and types of pesticides used shall also be reported, as well as reasons for any increases. The annual report shall also include the percentage of City employees who apply pesticides that have been trained in IPM. For any contractor who applies pesticides, a copy of their contract specification or certification shall also be included in the annual report. For regional regulatory, interface or outreach efforts, the City may reference those regional reports.

Attachments

A: Municipal Regional Stormwater Permit; Provision C.9.

B: City of Orinda Integrated Pest Management Policy

C: Pesticide Management Database

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**

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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.

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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 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. 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.

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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

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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,

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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.

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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.

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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.

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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).

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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.

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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.

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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.

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- 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

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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.

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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.: _____