



September 15, 2014

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 2013-14 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 C.13 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 possibility of fines and imprisonment for knowing violations.

Sincerely,

Janet Keeter  
City Manager

**ATTACHMENT B**

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Section 1 – Permittee Information

Background Information			
<b>Permittee Name:</b>	City of Orinda		
<b>Population:</b>	17, 932		
<b>NPDES Permit No.:</b>	CAS612008 (San Francisco Bay RWQCB Permit)		
<b>Order Number:</b>	R2-2009-0074 (San Francisco Bay RWQCB)		
<b>Reporting Time Period (month/year):</b>	July 2013 through June 2014		
<b>Name of the Responsible Authority:</b>	Janet Keeter	<b>Title:</b>	City Manager
<b>Mailing Address:</b>	22 Orinda Way		
<b>City:</b>	Orinda	<b>Zip Code:</b>	94563
		<b>County:</b>	Contra Costa
<b>Telephone Number:</b>	925-253-4222	<b>Fax Number:</b>	925-254-2068
<b>E-mail Address:</b>	<a href="mailto:jkeeter@cityoforinda.org">jkeeter@cityoforinda.org</a>		
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	Wendy Wellbrock	<b>Title:</b>	Associate Civil Engineer
<b>Department:</b>	Public Works and Engineering Services		
<b>Mailing Address:</b>	22 Orinda Way		
<b>City:</b>	Orinda	<b>Zip Code:</b>	94563
		<b>County:</b>	Contra Costa
<b>Telephone Number:</b>	925-253-4251	<b>Fax Number:</b>	925-253-7699
<b>E-mail Address:</b>	wwellbrock@cityoforinda.org		

**Section 2 - Provision C.2 Reporting Municipal Operations**

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary:

The City of Orinda participated in the Contra Costa Clean Water Program's (CCCWP) Management Committee and Development Committee. Please refer to the C.2 Municipal Operations section of the CCCWP's FY 13-14 Annual Report for a description of activities implemented at the countywide and/or regional level.

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

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

<b>Y</b>	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
<b>Y</b>	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.
<b>Y</b>	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments:

The City's Public Works Maintenance crew implements the BMPs mentioned above during street maintenance activities such as potholing, and the City's contractors performing paving projects must comply with Caltrans Standard Specification Section 13 Water Pollution Control.

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

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

<b>Y</b>	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
<b>Y</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments:

The City's Park and Recreation Department contracts with UBS to perform plaza cleaning at the City's Community Center/Library; UBS staff have completed the BASMAA Mobile Surface Cleaner Program certification. Public Works staff pressure wash downtown sidewalks bi-annually. The Public Works Supervisor Bryan Rowe and Associate Engineer Wendy Wellbrock have also completed the BASMAA Mobile Surface Cleaner Program certification.

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

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

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

Comments:

The City does not perform any bridge or structural maintenance other than pothole patching on bridge decks and approaches, repair of damaged guardrail, touch-up painting, and cleaning of deck drains. The City does not contract for any graffiti removal activities or bridge and structural maintenance. As indicated in C.2.b, the Public Works Supervisor Bryan Rowe and Associate Engineer Wendy Wellbrock have completed the BASMAA Mobile Surface Cleaner Program certification.

**C.2.d. ► Stormwater Pump Stations**

Does your municipality own stormwater pump stations:  Yes  No

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

Complete the following table for dry weather DO monitoring and inspection data for pump stations<sup>1</sup> (add more rows for additional pump stations). If a pump station is exempt from DO monitoring, explain why it is exempt.

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

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

Summary: NA

Attachments: NA

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

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)
NA	NA	NA	NA	NA	NA	NA

<sup>1</sup> DO monitoring is exempted where all discharge from a pump station remains in a stormwater collection system or infiltrates into a dry creek immediately downstream.

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural <sup>2</sup> roads:		<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>			
Place a <b>Y</b> in the boxes next to activities where applicable BMPs were implemented. If not applicable, type <b>NA</b> in the box and provide an explanation in the comments section below. Place an <b>N</b> in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.			
<b>NA</b>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<b>NA</b>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<b>NA</b>	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<b>NA</b>	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<b>NA</b>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<b>NA</b>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<b>NA</b>	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:                      Although there are portions of roads that are maintained by the City of Orinda and are adjacent to existing/future parcels with open space uses or large lot home-sites of one or more acres, these portions are inconsistent and intermittent; therefore, they are not considered rural. Maintenance of all publicly-maintained roads in Orinda is identified and prioritized using StreetSaver®. The Metropolitan Transportation Commission's Pavement Management Program StreetSaver® is a computer-assisted decision-making process designed to help cities and counties prevent pavement problems through judicious maintenance, and to diagnose and repair problems that exist in a timely, cost-effective manner.</p>			

<sup>2</sup> 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.

<b>C.2.f. ► Corporation Yard BMP Implementation</b>			
Place an <b>X</b> in the boxes below that apply to your corporations 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 have a <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)		
Place an <b>X</b> in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type <b>NA</b> 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 checked="" 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 checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments: Runoff from the vehicle and equipment wash water area passes through a sand-oil interceptor prior to discharge to the sanitary sewer system and has been permitted through the local sanitation district			
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:			
<b>Corporation Yard Name</b>	<b>Inspection Date</b> (1x/year required)	<b>Inspection Findings/Results</b>	<b>Follow-up Actions</b>
Corporation Yard	10/31/13	None	None

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

**C.3.b.v.(2)(a) ► Green Streets Status Report**

(All projects to be completed by December 1, 2014)

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

Summary:

The City of Orinda does not have a green streets project in its jurisdiction. The C.3 New Development and Redevelopment section of the CCCWP's FY 13-14 Annual Report includes a description of activities conducted at the countywide or regional level.

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

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

The City of Orinda did not approve any Regulated Projects during the FY 2013-2014 reporting period.

**C.3.e.v. ► Alternative or In-Lieu Compliance with Provision C.3.c.**

*(For FY 11-12 Annual Report and each Annual Report thereafter)*

Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?

<b>X</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
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Comments (optional):

**C.3.e.vi ► Special Projects Reporting**

1. Has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii(2) for any of the three categories of Special Projects (Categories A, B or C)?	<b>X</b>	<b>Yes</b>		<b>No</b>
2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2014 report? If yes, include the project in both the C.3.b.v.(1) Table, and the C.3.e.vi. Table.		<b>Yes</b>	<b>X</b>	<b>No</b>
<p>If you answered "Yes" to either question,</p> <p>1) Complete Table C.3.e.vi . below.</p> <p>2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.</p> <p>As indicated in table C.3.e.vi, preliminary plans were submitted to the City on February 12, 2014. The plans have not received discretionary approval and there may be significant modifications to the site design. The Preliminary Grading Plan currently shows 100% of the runoff from impervious surfaces being routed through solid storm drain pipes into two on-site basins. The basin types are unknown and it is unknown if the basins have been adequately sized and designed per the C.3 Guidance Manual. In addition, technical and economic feasibility or infeasibility of LID treatment has not been discussed due to the preliminary nature of project design.</p>				

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

(1) Fill in attached table <b>C.3.h.iv.(1)</b> 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.
<p>Summary:</p> <p>The only O&amp;M inspection performed during FY 2012-2013 was for Subdivision MS 05-951. During the routine annual inspection, no problems were encountered with the bio-retention facility. No other regulated projects have completed installation of stormwater treatment facilities or HM controls.</p>
(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).
<p>Summary:</p> <p>No changes were made to the O&amp;M Program in FY 2013-2014. The City's O&amp;M Program has been very effective and no changes are recommended at this time.</p>
(4) During the reporting year, did your agency:

• Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation?	X	Yes		No		<b>Not applicable. No new facilities were installed.</b>
• Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls? <sup>3</sup>		Yes	X	No		<b>Not applicable. No treatment measures</b>
• Inspect at least 20 percent of the total number of installed vault-based systems?		Yes	X	No		<b>Not applicable. No vault systems.</b>
<p>If you answered "No" to any of the questions above, please explain:                  No new vault-based systems were installed in the City, so no such inspections occurred. Due to staffing changes, the City of Orinda did not perform a routine inspection for Subdivision MSO 05-951 (37 Parkway Court Subdivision). Inspection records for previous inspections could not be found by the current staff, however a new recording system will be used for subsequent inspections. Staff will perform and report inspection findings in the FY2014-2015 Annual Report.</p>						

**C.3.i. ► Required Site Design Measures for Small Projects and Detached Single Family Home Projects**

On an annual basis, discuss the implementation of the requirements of Provision C.3.i, including ordinance revisions, permit conditions, development of standard specifications and/or guidance materials, and staff training.

Summary:

The Contra Costa Clean Water Program adopted a December 1, 2012 addendum to the Stormwater C.3 Guidebook, 6<sup>th</sup> Edition. The addendum, "Preparing a Stormwater Control Plan for a Small Land Development Project," includes step-by-step instructions, a project data form, and standard specifications for runoff reduction measures. The City of Orinda's stormwater ordinance requires that applications for development approvals for projects subject to the permit's new development requirements include a Stormwater Control Plan meeting the criteria in the most recent version of the Stormwater C.3 Guidebook.

<sup>3</sup> If there is only 1 treatment measure in the jurisdiction, the agency must inspect it every year.

**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 <sup>10</sup> , Street Address	Name of Developer	Project Phase No. <sup>11</sup>	Project Type & Description <sup>12</sup>	Project Watershed <sup>13</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>14</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>15</sup>	Total Pre- Project Impervious Surface Area <sup>16</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>17</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Public Projects</b>											
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments:											

<sup>10</sup> Include cross streets

<sup>11</sup> If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

<sup>12</sup> 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.

<sup>13</sup> State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

<sup>14</sup> All impervious surfaces added to any area of the site that was previously existing pervious surface.

<sup>15</sup> All impervious surfaces added to any area of the site that was previously existing impervious surface.

<sup>16</sup> For redevelopment projects, state the pre-project impervious surface area.

<sup>17</sup> For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Application Deemed Complete Date <sup>18</sup>	Application Final Approval Date <sup>19</sup>	Source Control Measures <sup>20</sup>	Site Design Measures <sup>21</sup>	Treatment Systems Approved <sup>22</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>23</sup>	Hydraulic Sizing Criteria <sup>24</sup>	Alternative Compliance Measures <sup>25/26</sup>	Alternative Certification <sup>27</sup>	HM Controls <sup>28/29</sup>
<b>Private Projects</b>										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments:										

<sup>18</sup> For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>19</sup> For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>20</sup> 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.

<sup>21</sup> 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.

<sup>22</sup> 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.).

<sup>23</sup> 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.

<sup>24</sup> See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>25</sup> 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.

<sup>26</sup> 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.

<sup>27</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>28</sup> If HM control is not required, state why not.

<sup>29</sup> If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period (public projects)										
Project Name Project No.	Approval Date <sup>30</sup>	Date Construction Scheduled to Begin	Source Control Measures <sup>31</sup>	Site Design Measures <sup>32</sup>	Treatment Systems Approved <sup>33</sup>	Operation & Maintenance Responsibility Mechanism <sup>34</sup>	Hydraulic Sizing Criteria <sup>35</sup>	Alternative Compliance Measures <sup>36/37</sup>	Alternative Certification <sup>38</sup>	HM Controls <sup>39/40</sup>
<b>Public Projects</b>										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments:										

<sup>30</sup> For public projects, enter the plans and specifications approval date.

<sup>31</sup> 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.

<sup>32</sup> 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.

<sup>33</sup> 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.).

<sup>34</sup> List the legal mechanism(s) (e.g., maintenance plan for 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.

<sup>35</sup> See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>36</sup> 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.

<sup>37</sup> 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.

<sup>38</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>39</sup> If HM control is not required, state why not.

<sup>40</sup> 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. ► Table of Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting**

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) <sup>41</sup>	Party Responsible <sup>42</sup> For Maintenance	Date of Inspection	Type of Inspection <sup>43</sup>	Type of Treatment/HM Control(s) Inspected <sup>44</sup>	Inspection Findings or Results <sup>45</sup>	Enforcement Action Taken <sup>46</sup>	Comments/Follow-up
Subdivision MSO 05-951 (37 Parkway Court Subdivision)	37 Parkway Court, Orinda, CA 94563	NO	GJ and Judith La Montagne	No routine inspection performed due to staffing changes	NA	NA	NA	None	None
Orinda Oaks Subdivision 8101	Stein Way	YES	Geologic Hazard Abatement District (GHAD)	10/02/13	45-day	Bio-retention facilities	Proper Installation	None	None
Orinda Grove Subdivision 9265	Altarinda Road	YES	HOA	NA	45-day inspection will be reported in the subsequent fiscal year	Bio-retention facilities, vegetated swales	Findings and results will be reported in the subsequent fiscal year	NA	NA

<sup>41</sup> Indicate "YES" if the facility was installed within the reporting period, or "NO" if installed during a previous fiscal year.

<sup>42</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

<sup>43</sup> State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

<sup>44</sup> 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.

<sup>45</sup> State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

<sup>46</sup> State the enforcement action(s) taken, if any.

C.3.e.vi.Special Projects Reporting Table												
Reporting Period – January 1 – June 30, 2013												
Project Name & No.	Permittee	Address	Application Submittal Date <sup>47</sup>	Status <sup>48</sup>	Description <sup>49</sup>	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category <sup>50</sup>	LID Treatment Reduction Credit Available <sup>51</sup>	List of LID Stormwater Treatment Systems <sup>52</sup>	List of Non-LID Stormwater Treatment Systems <sup>53</sup>
Astoria	City of Orinda	1 Wilder Road Orinda, CA 94536	Planning application received on 09/12/13.	Discretionary approval is still pending. Preliminary plans submitted 02/12/14.	Senior Assisted Care Facility, 3 stories, approximately 65 bedrooms, uncovered staff and visitor parking	1.17 acres	57	1.16	Category A: N/A <b>Category B: Res ≥ 50 DU</b> Category C:N/A Location: N/A Density: N/A Parking: N/A	Category A: N/A <b>Category B: 50%</b> Category C: N/A Location: N/A Density: N/A Parking: N/A	Information is not yet available due to the preliminary phase of design.	Information is not yet available due to the preliminary phase of design.

<sup>47</sup> Date that a planning application for the Special Project was submitted.

<sup>48</sup> Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

<sup>49</sup> Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

<sup>50</sup> For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

<sup>51</sup> For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

<sup>52</sup> List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area (assume % of total runoff = % of total equivalent impervious area).

<sup>53</sup> List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification. (Contra Costa's criteria were adopted March 20, 2013.)

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

**Program Highlights**

Provide background information, highlights, trends, etc.

The City of Orinda contracts with Central Contra Costa Sanitary District (CCCSD) to update the facilities lists for its business inspection plan. The inspection frequencies and priorities for FY 2013-2014 remain unchanged from FY 2012-2013. A total of 17 inspections were conducted at 21 businesses. The City’s Stormwater Program Manager and CCCSD inspectors attended training as described below in C.4.d.iii. Refer to the C.4. Industrial and Commercial Site Controls section of the CCCWPs FY 13-14 Annual Report for a description of activities of the CCCWP’s Municipal Operations Committee and/or the BASMAA Municipal Operations Committee.

**C.4.b.i. ► Business Inspection Plan**

Do you have a Business Inspection Plan?  Yes  No

If No, explain:

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

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

Name	Address	City	Program Category
Orinda Convalescent Hospital	11 ALTARINDA Road	Orinda	Assisted Living
Orinda Senior Village	20 IRWIN Way	Orinda	Assisted Living
Clean Cleaners of Orinda, Inc	17 ORINDA Way A	Orinda	Dry Cleaner
Fashion Cleaners	140 VILLAGE SQUARE	Orinda	Dry Cleaner
Orinda Cleaners	37 MORAGA Way	Orinda	Dry Cleaner
Moraga Orinda Fire Station Station 43	20 VIA LAS CRUCES	Orinda	Fire Station
Orinda Maintenance Facility	10 ORINDA FIELDS Lane	Orinda	Fleet Operations
US Post Office	29 ORINDA Way	Orinda	Fleet Operations
Baan Thai	99 ORINDA Way	Orinda	Food Service
Barbacoa	2 THEATER SQUARE 130	Orinda	Food Service
Cafe Teatro	24 ORINDA Way	Orinda	Food Service
Casa Orinda	20 BRYANT Way	Orinda	Food Service

Chillers	21 ORINDA Way G	Orinda	Food Service
Europa Hofbrau	64 MORAGA Way	Orinda	Food Service
Geppetto's	87 ORINDA Way	Orinda	Food Service
Hanazen	87 ORINDA Way	Orinda	Food Service
Heaven Sent Eats & Treats	19 ORINDA Way F	Orinda	Food Service
Hsiangs Restaurant	1 ORINDA Way 1	Orinda	Food Service
Kasper's Hot Dogs	2 THEATER SQUARE 103	Orinda	Food Service
La Cocina	23 ORINDA Way H	Orinda	Food Service
La Piazza	15 MORAGA Way	Orinda	Food Service
Lava Pit	2 THEATER SQUARE 142	Orinda	Food Service
Loard's Ice Cream	230 BROOKWOOD Road	Orinda	Food Service
Maya Mexican	74 MORAGA Way	Orinda	Food Service
Mexical Bistro Fusion and Bar	65 MORAGA Way	Orinda	Food Service
Nation's Foods, Inc.	76 MORAGA Way	Orinda	Food Service
Niwa Restaurant	1 CAMINO SOBRANTE 6	Orinda	Food Service
Peet's Coffee and Tea	63 MORAGA Way	Orinda	Food Service
Petra Café	2 THEATER SQUARE 105	Orinda	Food Service
Piccolo Napoli	2 THEATER SQUARE 144	Orinda	Food Service
Refined Palate	26 ORINDA Way F	Orinda	Food Service
Republic of Cake	2 THEATER SQUARE 151	Orinda	Food Service
Serika Restaurant	2 THEATER SQUARE 118	Orinda	Food Service
Shelby's	2 THEATER SQUARE 152	Orinda	Food Service
Siam Orchid Thai Restaurant	23 ORINDA Way	Orinda	Food Service
Starbuck's	2 THEATER SQUARE 106	Orinda	Food Service
Starbucks Coffee	1 CAMINO SOBRANTE 9	Orinda	Food Service
Subway	2 THEATER SQUARE 108	Orinda	Food Service
Szechwan Restaurant	79 ORINDA Way	Orinda	Food Service
Table 24	2 THEATER SQUARE 153	Orinda	Food Service
Turquoise Mediterranean Grill	70 MORAGA Way	Orinda	Food Service
Village Inn Cafe	204 VILLAGE SQUARE	Orinda	Food Service

Village Pizza Restaurant	19 ORINDA Way AB	Orinda	Food Service
Zamboni's Pizza	1 CAMINO SOBRANTE 4	Orinda	Food Service
Chevron Station #97407	11 ORINDA Way	Orinda	Gas Station
Flying A Gasoline	22 BRYANT Way	Orinda	Gas Station
Orinda Shell Auto Care	9 ORINDA Way	Orinda	Gas Station
Orinda Unocal 76	67 MORAGA Way	Orinda	Gas Station
Orinda Country Club	315 CAMINO SOBRANTE	Orinda	Golf Course
Beverages & More	6 CAMINO PABLO Road	Orinda	Grocery Store
Safeway	2 CAMINO SOBRANTE	Orinda	Grocery Store
Sutter East Bay Medical Foundation	12 CAMINO ENCINAS	Orinda	Healthcare
McDonnell Nursery	196 MORAGA Way	Orinda	Nursery
Meadow Swim and Tennis Club	20 HEATHER Lane	Orinda	Pool
Oak Springs Pool	39 SPRING Road	Orinda	Pool
Orinda Park Pool	72 EL TOYONAL	Orinda	Pool
Sleepy Hollow Swim & Tennis Club	1 SUNNYSIDE Lane	Orinda	Pool
Cushman & Wakefield at Theater Square	2 THEATER SQUARE 143	Orinda	Property Mngt
CVS Pharmacy	50 MORAGA Way	Orinda	Retail
Rite Aid	27 ORINDA Way	Orinda	Retail
EBMUD Orinda WTP	190 CAMINO PABLO	Orinda	Utility
Berry Bros Orinda Towing	81 MORAGA Way C	Orinda	Vehicle Service
Orinda Motors	63 ORINDA Way	Orinda	Vehicle Service
Orinda Shell Auto Care	9 ORINDA Way	Orinda	Vehicle Service

**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.

<b>Name</b>	<b>Address</b>	<b>City</b>	<b>Facility Type</b>
Mexical Bistro Fusion and Bar	65 MORAGA Way	Orinda	Food Service
Refined Palate	26 ORINDA Way F	Orinda	Food Service
EBMUD Orinda WTP	190 CAMINO PABLO	Orinda	Utility
Hsiangs Restaurant	1 ORINDA Way 1	Orinda	Food Service
Lava Pit	2 THEATER SQUARE 142	Orinda	Food Service

Shelby's	2 THEATER SQUARE 152	Orinda	Food Service
Orinda Shell Auto Care	9 ORINDA Way	Orinda	Gas Station
Orinda Shell Auto Care	9 ORINDA Way	Orinda	Vehicle Service
CVS Pharmacy	50 MORAGA Way	Orinda	Retail
Petra Café	2 THEATER SQUARE 105	Orinda	Food Service
Clean Cleaners of Orinda, Inc	17 ORINDA Way A	Orinda	Dry Cleaner
Republic of Cake	2 THEATER SQUARE 151	Orinda	Food Service
US Post Office	29 ORINDA Way	Orinda	Fleet Operations
Siam Orchid Thai Restaurant	23 ORINDA Way	Orinda	Food Service
Fashion Cleaners	140 VILLAGE SQUARE	Orinda	Dry Cleaner
Sleepy Hollow Swim & Tennis Club	1 SUNNYSIDE Lane	Orinda	Pool
Orinda Maintenance Facility	10 ORINDA FIELDS Lane	Orinda	Fleet Operations
<b>Subtotal: 17</b>			
TOTAL INSPECTION GOAL (110%)=17			
Annual Goal = 15			

**C.4.c.iii.(1) ► Facility Inspections**

Fill out the following table or attach a summary of the following information. Indicate your violation reporting methodology below.

<input checked="" type="checkbox"/>	Permittee reports multiple discrete violations on a site as one violation.		
<input type="checkbox"/>	Permittee reports the total number of discrete violations on each site.		
		<b>Number</b>	<b>Percent</b>
Number of businesses inspected		17	
Total number of inspections conducted		21	
Number of violations (excluding verbal warnings)		0	
Sites inspected in violation		0	NA
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner		0	NA
Comments: During FY13-14, no sites were issued a violation.			

**C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed**

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

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	0
Potential discharge and other	0
Comments: Discharge streams are counted as one discharge (actual or potential) per inspection per site. During FY13-14, no violations of actual or potential discharges were observed.	

**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) <sup>48</sup>	Number of Enforcement Actions Taken	% of Enforcement Actions Taken <sup>49</sup>
Level 1	Warning Notice/Education	0	NA
Level 2	Notice of Violation	0	NA
Level 3	Formal Enforcement (Administrative Penalties, Cost Recovery)	0	NA
Level 4	Legal Action and/or Referral to State and Federal Agencies	0	NA
<b>Total</b>		0	NA

**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 <sup>50</sup>	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
NA	NA	NA

<sup>48</sup> Agencies to list specific enforcement actions as defined in their ERPs.

<sup>49</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>50</sup> 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:

There were no industries identified as non-filers during the scheduled inspections during this fiscal year.

**C.4.d.iii ▶ Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Commercial/Industrial Stormwater Inspection Training Workshop – Brentwood Community Center	May 8, 2014	<ul style="list-style-type: none"> <li>• What Constitutes a Stormwater Violation?</li> <li>• Overview of Site Visit and Mock Inspection</li> <li>• Guided Tour and Mock Inspection of Streets of Brentwood</li> <li>• Building a Strong Enforcement Case</li> <li>• Mapping the Storm Sewer Systems: An Important Component to Your Municipality's Illicit Discharge Detection and Elimination System</li> </ul>	CCCSD – 7 City of Orinda - 1	14% 2%
Commercial/Industrial Stormwater Inspection Training Workshop (Contra Costa County)	5/8/14	<ul style="list-style-type: none"> <li>• Outline available through CWP</li> </ul>	CCCSD-6	CCCSD-67
CCCSD Sampling Training	4/30/14	<ul style="list-style-type: none"> <li>• Proper sampling methods</li> <li>• Sample preservation and holding times</li> </ul>	CCCSD-8	CCCSD-89
CCCSD Customer Service Training	6/17/14	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Non-verbal queues</li> </ul>	CCCSD-1	CCCSD-11
CWEA – NRTC	9/11-12/13	<ul style="list-style-type: none"> <li>• Stormwater education and outreach</li> </ul>	CCCSD-1	CCCSD-11

		<ul style="list-style-type: none"> <li>• Trash management</li> </ul>		
CWEA Annual Conference	4/29/14	<ul style="list-style-type: none"> <li>• Inspector Training</li> <li>• Stormwater BMPs</li> <li>• Outreach</li> </ul>	CCCSD-1	CCCSD-11
CalEPA Basic Inspector Academy	3/11-14/14	<ul style="list-style-type: none"> <li>• Investigation</li> <li>• Evidence</li> <li>• Witness testimony</li> <li>• Case Development</li> <li>• Interagency Coordination</li> </ul>	CCCSD-1	CCCSD-11
Regulatory Investigative Techniques	1/24-27/14	<ul style="list-style-type: none"> <li>• Interview skills</li> <li>• Gathering and preserving evidence</li> </ul>	CCCSD-1	CCCSD-11
Environmental Enforcement Training	6/11/14	<ul style="list-style-type: none"> <li>• Report writing</li> <li>• Evidence</li> <li>• Developing a case</li> </ul>	CCCSD-2	CCCSD-22

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

**Program Highlights**

Provide background information, highlights, trends, etc.

The City of Orinda continued implementation of its collection system screening program per Provision C.5.e. The number of illicit discharges reported in FY 13-14 was less than FY 12-13 and more than FY 11-12. 8 discharges were reported in FY 13-14: two involving raw sewage, one involving-sediment discharge into the storm drain system, one involving a spill in the creek due to an EBMUD water main break, one involving trash, one involving gasoline spill due to a customer over-pumping, one involving construction debris and one involving Gold Bond medicated powder found on a high school campus. The City’s Public Works Maintenance staff, Central Contra Costa Sanitary District inspectors and the City’s grading inspector respond to all calls reporting spills and potential/actual discharges. All incidents are tracked in a database maintained by the City as described in section C.5.f.iii below. Refer to the C.5 Illicit Discharge Detection and Elimination section of the CCCWP’s FY 13-14 Annual Report for description of activities at the countywide or regional level.

**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
Wendy Wellbrock	City of Orinda Associate Civil Engineer	(925) 253-4251
Contra Costa County Clean Water Program	Hotline	1-800-NO-DUMPING (1-800-663-8674)

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

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

Description:

The City of Orinda responds to complaints/observations of illicit discharges from mobile businesses as it does any other illicit discharge and requires those businesses to implement the BMPs recommended by the BASMAA Mobile Surface Cleaners Program. Likewise, the City distributes appropriate educational outreach material for the subject mobile business (carpet cleaning, concrete coring, painting, etc.) at the local farmer’s market and in City offices. The City of Orinda contracts with a BASMAA-certified Mobile Surface Cleaner for the cleaning of its library/community center plaza and City staff are trained as well. During its inspection of commercial businesses in Orinda, CCCSD inquires about surface cleaning and informs businesses of its zero-discharge permit program for mobile washers. Refer to the C.5 Illicit Discharge Detection and Elimination section of the CCCWP’s FY 13-14 Annual Report for a description of efforts by the CCCWP’s Municipal Operations Committee and the BASMAA Municipal Operations Committee to address mobile businesses.

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

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

Description:

A summary of the FY 13-14 collection screening program is attached (Attachment C.5.e.iii). Of the 14 screening points, low or medium sediment was found at ten locations and a low quantity of trash was found at three locations. Low odor was observed at three locations and hydrocarbon sheen was observed at one location. Turbidity and discolored water was not observed in any of the 14 locations. The location with medium sediment as well as two locations with low sediment were cleaned; one location had trash, one had weeds, and one had small pieces of concrete. The other two locations with trash that were cleaned are fitted with a trash capture device that were installed as part of BASMAA's trash study (so the trash was retained in the device).

**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))	8	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	3	38%
Discharges resolved in a timely manner (C.5.f.iii.(3))	7	88%

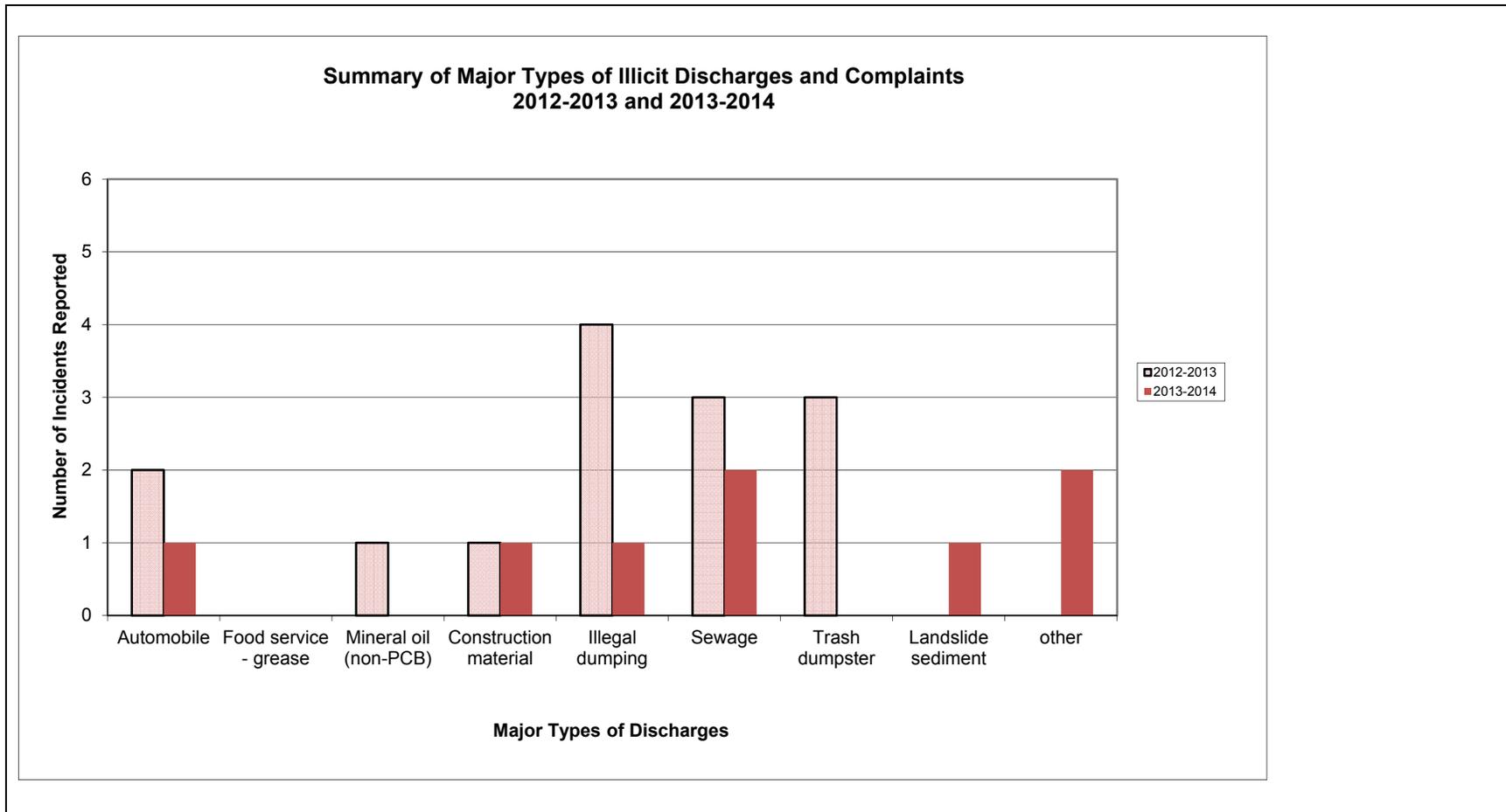
Comments:

The City of Orinda records all complaints received regarding illicit discharges in its tracking system, including those that are unsubstantiated in the field and potential discharges that are prevented from reaching the City's storm drain system and/or receiving waters. As such, complaints such as household items being dumped on the side of roadways or discharges emanating from a residential property but never substantiated in the field (repeated City staff inspections never observed either spill or discharge) are included in the tracking table. One discharge was not resolved in a timely manner. The incident involved sediment entering the City's storm drain system from three residential properties which experienced a landslide in 2011. A tarp was placed in 2011, but it had been removed due to degradation and also to allow the geologist to install inclinometers for monitoring the slide. Removal of the tarp resulted in loose sediment falling onto the roadway and into the storm drain system. A Notice of Violation was immediately issued to all three property owners and the City requested that the violation be abated within 10 days or before the next rain event. The City received a letter from an attorney representing one of the property owners notifying the City that all three property owners have agreed to share the cost for installing another tarp and that a contractor had been obtained. The tarp was installed approximately 2.5 months after the Notice of Violation was issued.

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

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

The chart below compares this year and last year's discharges/complaints.



**Section 6 – Provision C.6 Construction Site Controls**

<b>C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals</b>		
<b>Number of High Priority Sites (sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.1.a)</b>	<b>Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)</b>	<b>Total number of storm water runoff quality inspections conducted (include only High Priority Site and sites disturbing 1 acre or more) (C.6.e.iii.1.c)</b>
1	5	35
<p>Comments:</p> <ol style="list-style-type: none"> <li>1) The City conducted construction site control inspections early in or prior to the rainy season at all projects with active grading or drainage permits. These inspections were used to provide educational outreach to contractors and to identify high priority sites. The outcome of these pre- or early-rainy season inspections is considered with the site factors listed in Provision C.6.e.ii(2) (site slope, project size, proximity to waterbodies, etc.) to identify the City's high priority sites requiring monthly inspections. These inspections serve to identify other factors such as resistant contractor, construction work planned for rainy season, financial hardship, multiple contractors or subcontractors performing work possibly resulting in poor communication, poor contractor-owner relations, etc. that can make timely installation and maintenance of BMPs problematic.</li> <li>2) Numerous construction site control inspections were conducted at several sites not within the above categories (sites disturbing less than one acre and not considered high priority) as part of the City's grading and drainage inspection program. These projects were all single-family residences that had open grading or drainage permits and disturbed less than one acre. They were not deemed high-priority for a variety of reasons including project nearly complete and site stabilized early in rainy season, good construction site control BMPs observed, project not started, project on hold and site stabilized, etc.</li> <li>3) The number reported above for "Total number of storm water runoff quality inspections conducted" (C.6.e.iii.1.c) includes only the stormwater runoff quality inspections at the high priority site and the four sites disturbing more than one acre; during these inspections, the grading inspector completed a stormwater runoff quality inspection form. In addition to the stormwater runoff quality inspections, the five sites were inspected more frequently than the monthly minimum requirement, be it for stormwater runoff quality (but form not completed) or inspection requests by applicant.</li> </ol>		

<b>C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations</b>		
<b>BMP Category</b>	<b>Number of Violations<sup>51</sup> excluding Verbal Warnings</b>	<b>% of Total Violations<sup>52</sup></b>
Erosion Control	2	40%
Run-on and Run-off Control	0	0%
Sediment Control	2	40%
Active Treatment Systems	0	0%
Good Site Management	1	20%
Non Stormwater Management	0	0%
<b>Total<sup>53</sup></b>	<b>5</b>	<b>100%</b>

<sup>51</sup> Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category. For example, if during one inspection at a site, there are 2 erosion control violations, only 1 violation would be counted for this table.

<sup>52</sup> Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

<sup>53</sup> The total number of violations may count more than one violation per inspection, since some inspections may result in violations in more than one category. For example, during one inspection of a site, there may have been both an erosion control violation and a sediment control violation. For this reason, the total number of violations in this table may not match the total number of enforcement actions reported in Table C6.e.iii.1.e.

**C.6.e.iii.1.e ► Construction Related Storm Water Enforcement Actions**

	<b>Enforcement Action</b> (as listed in ERP) <sup>54</sup>	<b>Number Enforcement Actions Issued</b>	<b>% Enforcement Actions Issued<sup>55</sup></b>
Level 1 <sup>56</sup>	Warning Notice/Education (also includes Notices to Comply)	4	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%
<b>Total</b>		<b>4</b>	<b>100%</b>

**C.6.e.iii.1.f, g ► Illicit Discharges**

	<b>Number</b>
Number of illicit discharges, actual and those inferred through evidence at high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii.1.f)	0
Number of sites with discharges, actual and those inferred through evidence at high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii.1.g)	0

<sup>54</sup> Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>55</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>56</sup> For example, Enforcement Level 1 may be Verbal Warning.

<b>C.6.e.iii.1.h, i ► Violation Correction Times</b>		
	<b>Number</b>	<b>Percent</b>
<b>Violations (excluding verbal warnings) fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)</b>	5	100% <sup>57</sup>
<b>Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)</b>	0	0% <sup>58</sup>
<b>Total number of violations (excluding verbal warnings) for the reporting year<sup>59</sup></b>	5	100%
<b>Comments:</b> All violations were resolved within 10 days <sup>1</sup>		

<b>C.6.e.iii.(2) ► Evaluation of Inspection Data</b>
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.).
<p>Description:</p> <p>Compared to last year, the number of enforcement actions and violation decreased. The most prevalent BMP performance issues were incorrect installation of sediment and erosion control measures followed by poor site management. These issues are typical of those found in past years. Overall, the performance of construction sites during the rainy season was considered good once sites had measures installed correctly.</p>

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

<sup>57</sup> Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.  
<sup>58</sup> Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.  
<sup>59</sup> The total number of violations reported in the table of Violation Correction Times equals the number of initial enforcement actions. I.e., This assumes one violation is issued for several problems during an inspection at a site. The total number of violations in the table of Violation Correction Times may not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

The City Stormwater Program Manager participates in the CCCWP's development committee. Please refer to the C.6 Construction Site Control section of the CCCWP's FY 13-14 Annual Report for a description of activities at the countywide or regional level.

**C.6.f ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Construction Site Stormwater Controls Workshop – Walnut Creek Civic Arts Education Center	April 10, 2014	<ul style="list-style-type: none"> <li>• C.6 Requirements Overview</li> <li>• Recognizing C.6 BMPs – Inspector's Eye</li> <li>• Relating C.6 to the Construction General Permit</li> <li>• Inspections, Documentation, and Reporting</li> <li>• Enforcement – Using the ERP</li> <li>• Using Inspection Tools Exercise and Discussion</li> </ul>	5	11%

**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:

Please refer to the CCCWP's Annual Report for a complete review of advertising efforts conducted by the CCCWP on behalf of all Permittees.

**C.7.b.iii.1 ▶ Pre-Campaign Survey**

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

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

<input type="checkbox"/>	Survey report attached
<input checked="" type="checkbox"/>	Reference to regional submittal: Refer to Section C.7 in the CCCWP's FY 13-14 Annual Report for complete details on the pre-campaign survey conducted for the CCCWP's Pesticide Campaign.

**C.7.b.iii.2 ▶ Post-Campaign Survey**

*(For the Annual Report following the post-campaign survey)* Discuss the campaigns and the measureable changes in awareness and behavior achieved. Provide an update of outreach strategies based on the survey results. If survey was done regionally, refer to a regional submittal that contains the following information:

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

<input type="checkbox"/>	Survey report attached
<input checked="" type="checkbox"/>	Reference to regional submittal: Refer to Section C.7 in the CCCWP's FY 13-14 Annual Report for complete details on the post-campaign survey conducted for the CCCWP's Pesticide Campaign

**C.7.c ▶ Media Relations**

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

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

Summary:

The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 13-14:

- BASMAA Media Relations Final Report FY 13-14

This report and any other media relations efforts conducted countywide is included within the C.7 Public Information and Outreach section of the Countywide Program’s FY 13-14 Annual Report.

**C.7.d ▶ Stormwater Point of Contact**

Summary of any changes made during FY 13-14:

No changes were made to what was reported in FY 12-13. Refer to the CCCWP’s C.7 Public Information and Outreach section of Program’s FY 13-14 Annual Report for efforts conducted by the countywide program to publicize stormwater points of contact (e.g. CCCWP website, hotline, outreach materials, etc.)

**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
Bringing Back the Natives Garden Tour, May 2014, Countywide with four gardens in Orinda	Tour to encourage landscaping using native plants, minimizing pesticide and fertilizer use, water conservation, mulching and composting, etc. for countywide residents. See Section C.7 of the CCCWP’s FY 13-14 Annual Report for further details regarding the description of this event.	See Section C.7 of the CCCWP’s FY 13-14 Annual Report for further details regarding the effectiveness of this event.

Our Water Our World Tabling/Public Outreach Events	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details regarding the description of this event.	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details regarding the effectiveness of this event.
Orinda Farmer's Market (Saturday mornings, July 2013 through November 2013; May 2014 through June 2014)	City Council members and City staff set up a table at the weekly farmer's market from July through November 2013 and May through June 2014, and distribute outreach material, including various clean water materials. Materials include but are not limited to creek-side owner's manual, CCCWP tote bags, rulers, seed packets, disposable pet bags, and various informative brochures (carpet cleaning and draining your pool BMPs, IPM techniques, shammies with car washing message, etc.)	Over 200 promotional and educational outreach items were distributed in FY 2013-2014 at the Farmer's Market including chico bags, car wash shammies, pencils, bug booklets, rulers, collapsible water bottles and poppy seed packets. Attendance and effectiveness were comparable to last year.

**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:  
 Please refer to Section C.7 of the CCCWP's FY 13-14 Annual Report for a full description of the Program's participation on the Contra Costa Watershed Forum, support of the Green Business Program, and use of the CCCleanWater.org Community Calendar.

**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
Community Watershed Stewardship Grant	See Section C.7 of the CCCWP's FY 13-14	See Section C.7 of the CCCWP's FY 12-13

Program	Annual Report for further details regarding the description of this event.	Annual Report for further details regarding the effectiveness of this event.
Participation in the countywide website CCCleanWater.org Community Calendar	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details regarding the description of this event.	See Section C.7 of the CCCWP's FY 12-13 Annual Report for further details regarding the effectiveness of this event.
Support of the countywide website MyGreenGarden.org	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details regarding the description of this event.	See Section C.7 of the CCCWP's FY 12-13 Annual Report for further details regarding the effectiveness of this event.
Orinda In Action, April 19, 2014	City-sponsored community involvement event to complete cleanup and maintenance projects throughout the city. Projects ranged from creek cleanups, litter removal, weeding, brush removal, and planting.	Volunteers included students from Miramonte High School, Del Rey Elementary School, citizens, adults and children ranging in age from 7-9 years old. Volunteers collected trash, weeded, planted, cleared brush, performed fire abatement, and cleaned 5 miles of trails and creeks and over an acre of parks, A total of 37 bags of trash, 70 bags of green waste, and 13 bags of recyclables were collected; the volume of trash/recyclables collected is estimated at 1,500 gallons or 7.4 cubic yards.

**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.

<b>Program Details</b>	<b>Focus &amp; Short Description</b>	<b>Number of Students/Teachers reached</b>	<b>Evaluation of Effectiveness</b>
The City of Orinda sponsored "Kids for the Bay" in the local elementary schools.	This program entailed professional development for two elementary school teachers, five classroom lessons for students and teacher, one full-day field trip to the Martinez Shoreline, and implementation of student-centered action projects. A curriculum guide, equipment kit, and ongoing support	Two third-grade classes at Glorietta Elementary school for a total of two teachers and approximately 40 students.	The final report for the 2013-2014 Kids for the Bay's Watershed Action Program indicated that the program was successful in teaching students about their local watershed, inspiring them to take action and improve the health of the watershed. The lessons learned inside and outside of the classroom allowed the students to gain a deeper understanding of

	are also provided so that trained teachers can continue to teach the program to future classes.		how local waterway and bodies of water are linked to their own school and homes. A summary of the program including lesson highlights, photographs, and sample work is not attached but can be provided upon request.
The City supported Mr. Funnelhead through the Used Oil Block Grant. For a detailed summary of all Mr. Funnelhead school assemblies, city/county fair events, and TV advertisements conducted countywide, please refer Section C.7 of the CCCWP's FY 13-14 Annual Report.	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details regarding the description of this event.	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details.	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details regarding the effectiveness of this event.
"Be Classy Not Trashy" Youth Outreach Litter Campaign	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details regarding the description of this event.	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details.	See Section C.7 of the CCCWP's FY 13-14 Annual Report for further details regarding the effectiveness of this event.

**Section 8 - Provision C.8 Water Quality Monitoring**

**C.8 ► Water Quality Monitoring**

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

Summary

During FY 13-14, the City of Orinda contributed through the CCCWP to the BASMAA Regional Monitoring Coalition (RMC). In addition, we contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and were represented at RMP committees and work groups. Monitoring efforts and results are documented in a separate report submitted March 15 of each year, as required in Provision C.8. For additional information on monitoring activities conducted by the CCCWP, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Program's FY 13-14 Annual Report and the Integrated Monitoring Report.

Section 9 – Provision C.9 Pesticides Toxicity Controls

<b>C.9.b ► Implement IPM Policy or Ordinance</b>					
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.					
<b>Trends in Quantities and Types of Pesticides Used<sup>60</sup></b>					
<b>Pesticide Category and Specific Pesticide Used</b>	<b>Amount<sup>61</sup></b>				
	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>
<b>Organophosphates</b>	0	0	0	0	0
<b>Pyrethroids</b>					
<b>Bifenthrin (Bisect)</b>	0.1875 gallons	0 gallons	0 gallons	0 gallons	0 gallons
<b>Deltamethrin (0.1 % Deltaguard)</b>	0.02 pounds	0 gallons	0 gallons	0 gallons	0 gallons
<b>Carbaryl</b>	0	0	0	0	0
<b>Fipronil</b>	0	0	0	0	0

<b>C.9.c ► Train Municipal Employees</b>	
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.	2
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.	100%

<sup>60</sup> Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>61</sup> Weight or volume of the product or preferably its active ingredient, using same units for the product each year. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: allethrin, bifenthrin, beta-cyfluthrin, bioallethrin, cyfluthrin, cypermethrin, cyphenothrin, deltamethrin, esfenvalerate, etofenprox, fenpropathrin, gamma-cyhalothrin, imiprothrin, lambda-cyhalothrin, metofluthrin, permethrin, phenothrin, prallethrin, resmethrin, sumithrin (d-phenothrin), tau-fluvalinate, tefluthrin, tetramethrin, tralomethrin, cis-permethrin, and zeta-cypermethrin.

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"/>	<input type="checkbox"/>
		Yes	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 <b>Not attached</b> , explain: Contract specifications for the City's Landscape Maintenance Services contract are attached (Attachment C9.d, requiring adherence to the City's IPM Policy and Plan. The City does not contract for any structural pest control and as such, neither structural pest control contract specifications nor structural pest control IPM certifications are attached.			

C.9.e ▶ Track and Participate in Relevant Regulatory Processes	
Summarize participation efforts, information submitted, and how regulatory actions were affected <b>OR</b> reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.	
Summary: During FY 13-14, we participated in regulatory processes related to pesticides through contributions to the CCCWP, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.	

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

C.9.h.ii ▶ Public Outreach: Point of Purchase	
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); <b>OR</b> reference a report of a regional effort for public outreach in which your agency participates.	
Summary:	

See the C.9 Pesticides Toxicity Control section of the CCCWP's FY 13-14 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

**C.9.h.vi ► Public Outreach: Pest Control Operators**

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); **OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary:

See the C.9 Pesticides Toxicity Control section of CCCWP's FY 13-14 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.iii ► Minimum Full Trash Capture**

Provide the following:

- 1) Descriptions of actions/tasks completed towards achieving the Minimum Full Trash Capture requirement in provision C.10.a.iii. Include the:
  - Total number and types of full capture devices (publicly and privately-owned) installed to-date;
  - Total land area (acres) and land areas within each trash generation category (i.e., very high, high, moderate and low) treated by full capture devices (or other types of devices for non-population based Permittees), in comparison to the MRP-required full capture requirements in Attachment J to the MRP; and,
  - Percentage of jurisdictional land areas with very high, high, moderate and low trash generation rates treated by full capture devices.
- 2) A narrative summary of maintenance activities implemented for each device, group of devices, or device type, including descriptions of typical maintenance frequencies and issues associated with maintaining these devices.

**Descriptions of Actions/Tasks (Conducted or Planned):**

As part of BASMAA’s Baseline Trash Generation Rates project, the City of Orinda installed two full-trash capture devices in the downtown area. Both devices are Revel Environmental Manufacturing (REM), Inc.’s Triton Bioflex Drop Inlet Trash Guard, and treat a total of 0.06 acres and the devices were installed in May 2011. In June 2014, connector pipe screens were installed in three inlets in downtown areas, and treat a total of 7 acres. One of the REM devices were replaced with a connector pipe screen in order to treat a larger drainage area. Please see attachment C.10.a.iii. for a map which includes locations of all full capture devices installed to-date and associated treatment areas.

Total Number of Devices Installed	Connector Pipe Screens or Filters	Netting Devices	HDS Units	Gross Solid Removal Devices	LID Facilities	Other	TOTAL
	4	0	0	0	1	0	5

Full Capture Treatment Area	Low	Moderate	High	Very High	TOTAL	Minimum Treatment Area Required (Municipal Regional Permit Attachment J)
Acres (All TMAs)	0	23	0	0	23	7
% (All TMAs)	0%	11%	1%	0%	0.3%	

**Descriptions of Maintenance Activities:**

The full capture devices are cleaned and maintained by the City’s Public Works staff. Maintenance for the three new connector pipe screens will begin in October prior to the rainy season. The two REM devices were cleaned and inspected the last week of each month in July, September, October and between December through April. Staff aims to perform cleaning once a month during the rainy season (October-April) and every

other month the summer months (May-September). Maintenance records which include date, location, gallons of trash removed, condition and description of dominant types of trash are kept up to date on an Excel spreadsheet. It has not been attached, but can be provided upon request. The devices are currently in good condition and no maintenance/performance issues associated with the devices have been experienced.

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

Provide the volume of material removed during each MRP-required Trash Hot Spot cleanup during each fiscal year, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources in FY 2013-14 to the extent possible.

Trash Hot Spot	FY 13-14 Cleanup Date	Volume of Trash Removed (cubic yards)				Dominant Type(s) of Trash in FY 2013-14	Trash Sources in FY 2013-14 (where possible)
		FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14		
OR101		-	1 CY	0.7 CY	0.4 CY	Paper and cardboard (46%) and other plastic products (29%)	Trash accumulation, litter, illegal dumping

<b>C.10.c ► Long-Term Trash Load Reduction Plan</b>	
Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), trash generation maps, control measures, or time schedules identified in your plan.	
<b>Description of Significant Revision</b>	<b>Associated TMA</b>
TMA 4 consists of commercial and retail space in the downtown area of Orinda east of Highway 24. The Theater Square Plaza includes a movie theatre, restaurants and other small businesses. After performing a visual assessment, parcels within the Theater Square Plaza have been changed from low (green) to medium (yellow) trash generating areas. Furthermore, the land use for these parcels is similar to surrounding medium (yellow) trash generating parcels. Please see attachment C.10.a.iii for a map showing the revised TMA.	<b>4</b>
TMA 5 consists of commercial, office and retail space in the downtown area of Orinda west of Highway 24. After performing a visual assessment, parcels which include a Safeway, Starbucks, small restaurants, and a business park haven been changed from low (green) to medium (yellow) trash generating areas. The fire station and an undeveloped parcel are very clean and have been changed from medium (yellow) to low (green) trash generating areas. A group of parcels containing commercial offices has been changed from medium (yellow) to low (green) because the offices have their own landscaping services and the parcels are well maintained and clean. Please see attachment C.10.a.iii for a map showing the revised TMA.	<b>5</b>
TMA 6 comprises the Orinda Country Club and the perimeter of Lake Cascade which the country club owns and maintains. The runoff that drains into the lake is used to irrigate the golf course so the water does not eventually outfall into the creek as was initially assumed. This information was not known at the time the Long Term Plan was submitted. The lake and country club are well maintained and the country club itself is very clean so this TMA has been changed to a low (green) trash generating area. Please see attachment C.10.a.iii for a map showing the revised TMA.	<b>6</b>

<b>C.10.d ► PART A - Trash Control Measure Implementation and Assessment (Jurisdictional-wide Actions)</b>				
Provide a description of each jurisdictional-wide trash control measure implemented to-date. Identify the dominant trash source(s) and dominant type(s) of trash addressed by each control measure. For each jurisdictional-wide measure, identify the trash assessment method(s) used to demonstrate on-going reductions, summarize the results of the assessment(s), and estimate the associated reduction of trash within your jurisdictional area.				
<b>Control Measure</b>	<b>Summary Description of Control Measure &amp; Dominant Trash Sources and Types</b>	<b>Assessment Method(s)</b>	<b>Summary of Assessment Results To-date</b>	<b>Estimated % Trash Reduced</b>
Single-use Plastic Bag Ordinance or Policy	The City of Orinda has not implemented an ordinance/policy on use of single-use carryout bag, but the City supports a state-wide ban	N/A	N/A	<b>0%</b>
Public Education and Outreach Programs Targeted at Trash Reduction and Implemented post-MRP Adoption	<p>Through the CCCWP, the Permittees conducted a "Litter Travels, But It Can Stop with You" multi-year campaign that started in FY 2009-2010 and ran through FY 2011-2012. The multi-media campaign was designed to educate citizens about the impacts of trash and litter in the County's waterways and how they can help address this problem. The campaign included TV spots, billboards, posters at BART stations, placards on transit buses, print ads, and updates to the CCCWP website. Other outreach included more than 10,000 letters to County residents, contact with youth sport leagues, outreach to 17 school districts in the County, and distribution of flyers to students in 5 of those districts. Pre and post-campaign surveys were conducted.</p> <p>In addition, as per MRP requirement Provision C.3.a.i (7) and C.3.c.i (1) (f), municipalities stencil all new stormdrains with the No Dumping - Drains to the Bay signage (or equivalent) and maintain stencils on all stormdrains.</p> <p>Both Litter Travels and stormdrain stenciling are aimed at reducing all trash types and sources.</p>	Survey results conducted from the multi-year "Litter Travels" advertising campaign.	<p>Surveys were conducted to measure the effectiveness of the "Litter Travels" campaign that ran from 2009 to 2012. As stated in the May 2010, Topline Report, there was 18% increase between 2009 and 2010 in the "very willing" response to the question of "How willing are you to participate in a community event to help clean up trash." As shown in the June 2011 Topline report, there was a 21% increase from 2009 to 2011 in the "very high" response to the question of "How high would you rate your own concern about litter polluting water?"</p> <p>While metrics are not currently available to gauge the effectiveness of storm drain stenciling, both the US EPA and the State Water Board recognize the value of stenciling in raising awareness of the connection between storm drains and receiving waters. The US EPA includes storm drain stenciling as a BMP for NPDES permits under Public Outreach and Participation. The State Water Board in its release of Draft Amendments to the Statewide Water Quality Control Plans to Control Trash includes storm drain stenciling as one means of educating the public about the direct discharge of storm water to receiving waters and the effects of littering and dumping on receiving water quality.</p> <p>While both the "Litter Travels" campaign and storm drain stenciling cannot be assigned specific trash reduction percentages, a 2% reduction has been assigned based on best professional judgment.</p>	<b>2%</b>

**C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)**

Complete the following trash control measure implementation and assessment summary for each primary trash management area (TMA) identified in your Long-term Plan. Include the following information:

- Identify the total jurisdictional area and the % of that area that generates very high (VH), high (H), moderate (M), or low (L) levels of trash;
- Identify the dominant trash source(s) and dominant type(s) of trash addressed or to-be addressed in the TMA;
- Include the area currently treated by full capture devices, the quantity and type of devices installed to-date, and the % of jurisdictional area that generates very high (VH), high (H), moderate (M), and low (L) levels of trash after accounting for reductions via full capture devices;
- Summarize control measures other than full capture devices implemented to-date, distinguishing between implementation that began pre- and post-MRP effective date. If not implemented in the entire TMA, describe generation category targeted and % of TMA addressed;
- Provide the % of the jurisdictional area that generates very VH, H, M or L levels of trash after accounting for all control measures implemented to-date;
- Describe the methods used to evaluate the effectiveness of control measures other than full capture devices, and any assessment results to-date. If the method was not implemented in the entire TMA, describe generation category targeted and %of TMA addressed; and
- Provide an estimate of the % of trash reduced in the TMA and jurisdiction-wide.

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)									
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
1	7,727	NA	NA	Baseline Generation (Pre-MRP)	0	0	0	100	
<b>Trash Full Capture Devices</b>		<b>Summary Descriptions of Full Trash Capture Devices (Quantity and Type)</b>			<b>After taking into account Full Capture Devices</b>	0	0	0	100
Total Area (Acres)	1	NA							
% of TMA	0%								
% of VH/H/M	0%								
<b>Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices</b>					<b>After taking into account all New or Enhanced (post-MRP) Control Measures</b>	0	0	0	100
<p>The City of Orinda participates in county-wide public education and outreach activities with the CCCWP. Activities include participation in the Used Oil Campaign which focuses on certifying used oil collection centers, distributing information at public events, providing a school program (using Mr. Funnelhead) targeted to third, fourth, and fifth graders, and advertising on cable TV and newspapers. In addition, the city sponsors a community service day (Orinda in Action) in conjunction with the Orinda Association that includes creek cleanup and on-land trash pickups. The city also participates in Kids for the Bay, which educates fourth and fifth graders about their local watershed and hosts field activities including shoreline or creek trash clean-up. The city will continue to participate in county-wide activities and sponsor local activities in an effort to maintain the low levels of trash seen throughout the vast majority of the city.</p> <p>No further control measures have been implemented at this time since the TMA has been identified as a low trash generating area. The City's Parks and Recreation Department and Public Works Maintenance Staff will continue to monitor this TMA and have been instructed to contact the City's Stormwater Program Manager should litter become an issue.</p>									
<b>Assessment Methods for Control Measures Other than Full Capture Devices</b>									
NA									
<b>Summary of Assessment Results To-date</b>									
NA									
					<b>Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions</b>		-		
					<b>Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions</b>		0%		

TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
2	20	Pedestrian-generated litter and wind-blown trash	All trash types	Baseline Generation (Pre-MRP)	0	100%	0	0	
<b>Trash Full Capture Devices</b>		<b>Summary Descriptions of Full Trash Capture Devices (Quantity and Type)</b>		After taking into account Full Capture Devices	0	100%	0	0	
Total Area (Acres)	0	No full trash capture devices have been installed in this TMA.							
% of TMA	0%								
% of VH/H/M	0%								
<b>Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices</b>					After taking into account all New or Enhanced (post-MRP) Control Measures	0	64%	0	36%
Per the City of Orinda's Long Term Trash Reduction Plan, TMA 2 comprises Camino Pablo, a public road and one of two main arterials in Orinda providing access to Highway 24. The street sweeping frequency increased from 2x/month to 1x/month. In addition, there are long stretches of road that do not have curb and street sweeping is ineffective in these areas, therefore Public Works Maintenance staff performed on-land trash clean ups immediately following street sweeping activities once a month between February through June. The Public Works Supervisor tracks and records the volume of trash collected from the on-land clean-ups every time it is performed.									
<b>Assessment Methods for Control Measures Other than Full Capture Devices</b>									
The Public Works Supervisor and Stormwater Program Manager performed a visual assessment in June before and after street sweeping and on-land clean-up activities.									
<b>Summary of Assessment Results To-date</b>									
The visual assessment showed that increasing street sweeping activities and conducting on-land clean-up activities immediately after street sweeping resulted in a low trash generating area. However, the data collected shows the rate at which the trash returns each month did not change for the stretch of Camino Pablo adjacent to the downtown area (Santa Maria to Camino Sobrante). Although the on-land clean-ups are extremely effective in removing trash that can potentially enter the storm drain system, the trash generation rate for the majority of Camino Pablo remains as high.									
					<b>Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions</b>		36%		
					<b>Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions</b>		7%		

TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category			
					VH	H	M	L
3	30	Pedestrian-generated litter and wind-blown trash	All trash types	Baseline Generation (Pre-MRP)	0	100%	0	0
<b>Trash Full Capture Devices</b>		<b>Summary Descriptions of Full Trash Capture Devices (Quantity and Type)</b>		<b>After taking into account Full Capture Devices</b>	0	99%	0	1%
Total Area (Acres)	0	No full trash capture devices have been installed in this TMA.						
% of TMA	1%							
% of VH/H/M	1%							
<b>Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices</b>				<b>After taking into account all New or Enhanced (post-MRP) Control Measures</b>	0	66%	0	34%
<p>Per the City of Orinda's Long Term Trash Reduction Plan, TMA 3 comprises Moraga Way, a public road and one of two main arterials in Orinda providing access to Highway 24. Street sweeping occurs 1x/month, however there are long stretches of road that do not have curb and street sweeping is ineffective in these areas. Public Works Maintenance staff performed on-land trash clean ups immediately following street sweeping activities once a month between January through May. The Public Works Supervisor tracks and records the volume of trash collected from the on-land clean-ups every time it is performed.</p>								
<b>Assessment Methods for Control Measures Other than Full Capture Devices</b>								
<p>The Public Works Supervisor and Stormwater Program Manager performed a visual assessment in May before and after street sweeping and on-land clean-up activities.</p>								
<b>Summary of Assessment Results To-date</b>				<b>Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions</b>	34%			
<p>The visual assessment showed that conducting on-land clean-up activities immediately after street sweeping resulted in a low trash generating area. The data collected shows a decreasing rate at which the trash returns each month, however the control measures implemented did not result in a change in the trash generation rate between Ivy Drive to Southwaite Court. Although the on-land clean-ups are extremely effective in removing trash that can potentially enter the storm drain system, the trash generation rate for the majority of Moraga Way remains as high.</p>								
				<b>Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions</b>	10%			

TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
4	23	Pedestrian-generated litter	Plastic bottles, plastic pieces and paper products	Baseline Generation (Pre-MRP)	0	0	92%	8%	
<b>Trash Full Capture Devices</b>		<b>Summary Descriptions of Full Trash Capture Devices (Quantity and Type)</b>		<b>After taking into account Full Capture Devices</b>	0	0	79%	21%	
Total Area (Acres)	3	2 - United Stormwater Connector Pipe Screen							
% of TMA	13%	1 - Revel Environmental Manufacturing (REM), Inc.'s Triton Bioflex Drop Inlet Trash Guard							
% of VH/H/M	14%								
<b>Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices</b>					<b>After taking into account all New or Enhanced (post-MRP) Control Measures</b>	0	0	79%	21%
No other control measures have been implemented at this time.									
<b>Assessment Methods for Control Measures Other than Full Capture Devices</b>									
NA									
<b>Summary of Assessment Results To-date</b>					Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions	14%			
NA						Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions	1%		

TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category			
					VH	H	M	L
5	94	Pedestrian-generated litter	Plastic bottles, plastic pieces and paper products	Baseline Generation (Pre-MRP)	0	0	67%	33%
<b>Trash Full Capture Devices</b>		<b>Summary Descriptions of Full Trash Capture Devices (Quantity and Type)</b>		<b>After taking into account Full Capture Devices</b>	0	0	46%	54%
Total Area (Acres)	20	4 - United Stormwater Connector Pipe Screen						
% of TMA	21%							
% of VH/H/M	31%							
<b>Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices</b>				<b>After taking into account all New or Enhanced (post-MRP) Control Measures</b>	0	0	46%	54%
No other control measures have been implemented at this time.								
<b>Assessment Methods for Control Measures Other than Full Capture Devices</b>								
NA								
<b>Summary of Assessment Results To-date</b>								
NA								
					<b>Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions</b>		31%	
					<b>Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions</b>		5%	

TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
6	27	NA	NA	Baseline Generation (Pre-MRP)	0	0	0	100%	
<b>Trash Full Capture Devices</b>		<b>Summary Descriptions of Full Trash Capture Devices (Quantity and Type)</b>		After taking into account <u>Full Capture Devices</u>	0	0	0	100%	
Total Area (Acres)	0	No full trash capture devices have been installed in this TMA.							
% of TMA	0%								
% of VH/H/M	-								
<b>Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices</b>				After taking into account <u>all New or Enhanced (post-MRP) Control Measures</u>	0	0	0	100%	
As described in Section C.10.c, TMA 6 has been revised to a low trash generating area.									
<b>Assessment Methods for Control Measures Other than Full Capture Devices</b>									
NA									
<b>Summary of Assessment Results To-date</b>									
NA									
					Estimated % Trash Reduction <u>in TMA</u> due to New or Enhanced Post-MRP actions				-
					Estimated % Trash Reduction <u>Jurisdiction-wide</u> due to New or Enhanced Post-MRP actions				0%

TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category			
					VH	H	M	L
7	10	Moving vehicles and pedestrian-generated litter	Plastic bottles, plastic pieces, paper products	Baseline Generation (Pre-MRP)	0	0	100%	0
<b>Trash Full Capture Devices</b>		<b>Summary Descriptions of Full Trash Capture Devices (Quantity and Type)</b>		After taking into account <u>Full Capture Devices</u>	0	0	100%	0
Total Area (Acres)	0	No full trash capture devices have been installed in this TMA.						
% of TMA	0%							
% of VH/H/M	0%							
<b>Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices</b>				After taking into account <u>all New or Enhanced (post-MRP) Control Measures</u>	0	0	100%	0
No control measures have been implemented at this time.								
<b>Assessment Methods for Control Measures Other than Full Capture Devices</b>								
NA								
<b>Summary of Assessment Results To-date</b>								
NA								
					Estimated % Trash Reduction in <u>TMA</u> due to New or Enhanced Post-MRP actions		0%	
					Estimated % Trash Reduction <u>Jurisdiction-wide</u> due to New or Enhanced Post-MRP actions		0%	

TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category			
					VH	H	M	L
8	115	Pedestrian-generated litter	Plastic bottles, plastic pieces, paper products	Baseline Generation (Pre-MRP)	0	0	100%	0
<b>Trash Full Capture Devices</b>		<b>Summary Descriptions of Full Trash Capture Devices (Quantity and Type)</b>		After taking into account <u>Full Capture Devices</u>	0	0	100%	0
Total Area (Acres)	0	No full trash capture devices have been installed in this TMA.						
% of TMA	0%							
% of VH/H/M	0%							
<b>Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices</b>				After taking into account <u>all New or Enhanced (post-MRP) Control Measures</u>	0	0	100%	0
No control measures have been implemented at this time.								
<b>Assessment Methods for Control Measures Other than Full Capture Devices</b>								
NA								
<b>Summary of Assessment Results To-date</b>								
NA								
					Estimated % Trash Reduction <u>in TMA</u> due to New or Enhanced Post-MRP actions		0%	
					Estimated % Trash Reduction <u>Jurisdiction-wide</u> due to New or Enhanced Post-MRP actions		0%	

**C.10.d ► PART C – Estimated Overall Trash Load Reduction**

For Population-based Permittees, provide an estimate of the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the estimate on the information presented in C.10.d – Parts A and B and creek/shoreline cleanups not reported in C.10.b.iii. Provide a statement regarding the confidence in the estimate and challenges and/or successes in measuring progress towards the 40% trash reduction target described in provision C.10.

**Discussion of Trash Reduction Estimate:**

A combination of jurisdictional-wide actions, implementation of control measures described in Section C.10.d Part B, and creek cleanups resulted in a 35% trash reduction to-date. On April 19, 2014, the City of Orinda and the Orinda Association sponsored Orinda In Action Day, an annual day of community involvement which includes cleanup and maintenance projects throughout the city. Projects this year ranged from creek cleanups, litter removal, weeding, brush removal, and planting. A total of 367 community service hours was logged and volunteers cleaned 5 miles of trails and creeks and over an acre of parks. A total of 50 bags of trash were collected; the volume of trash/recyclables collected is estimated at 1,500 gallons.

Walking through areas with the most vehicle and pedestrian traffic (downtown areas) on any given day, it is evident that the City is well-maintained and trash is effectively managed through street sweeping, on-land cleanups, improved trash bin locations, public education, and storm drain inlet maintenance. The total jurisdictional area for the City is 8, 046 acres, of which 97% is categorized as low trash generating areas, 3% is categorized as medium trash generating areas, and 1% is categorized as high trash generating areas. The City strives to control litter and trash using all of the available resources, however given the vast majority of Orinda has a low trash generating rate, meeting the 40% trash reduction target is challenging.

The City is highly confident that a combination of jurisdictional-wide actions and installation of trash full capture devices has resulted in an estimated 35% trash reduction. Implementation of control measures described in Section C.10.d Part B has significantly reduced the amount of trash that could have otherwise entered the storm drain system. Control measures have been implemented only for a couple of months, therefore it is difficult to determine a noticeable trend in the reduction of trash generation rates. The City will continue to implement control measures in the high trash generating areas (TMA 2 & 3) and perform visual assessments during FY14-15 with a goal of reducing the TMAs to medium trash generating areas.

Estimated % Trash Reduction due to Jurisdictional-wide Actions	<b>2%</b>
Estimated % Trash Reduction due to Trash Full Capture Devices (All TMAs)	<b>6%</b>
Estimated % Trash Reduction due to Other Control Measures (All TMAs)	<b>17%</b>
<b>SubTotal for Above Actions</b>	<b>25%</b>
Estimated % Trash Reduction due to Creek/Shoreline Cleanups (All TMAs)	<b>10%</b>
<b>Total Estimated % Trash Reduction in FY 13-14</b>	<b>35%</b>

### 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).

- 1) **Promotion** (i.e., media advertising, providing information on your agency's website, etc.) of:
  - a. Household Hazardous Waste (HHW) programs, including promotion of HHW drop-off events and local businesses that provide residents and small businesses the opportunity to drop-off of mercury-containing devices and equipment (e.g., bulbs, thermostats, thermometers and/or switches) at designated locations on specific dates, times and/or business hours. Central Contra Costa Sanitary District is responsible for sponsoring or running the HHW program, HHW drop-off event or drop off point. The drop off point is regularly promoted in bi-monthly bill inserts from the local waste hauler (Allied Waste), on the Contra Costa Clean Water Program website, and informational items sent to Central San customers.
  - b. The Thermostat Recycling Corporation, an organization developed on behalf of the thermostat manufacturers, that recycles mercury-containing thermostats and switches generated by residents and small businesses. The HVAC industry is the largest generator of these waste streams and is the targeted audience to inform of this recycling option.

Note: The CCCWP's website also promotes and provides information to residents for the collection and recycling of thermometers, thermostats, switches and bulbs at their nearest household hazardous waste facility.

- 2) **Facilitation/Organization**

The City used proper storage and disposal methods for mercury-containing devices and equipment. The City did not coordinate or host any HHW drop-off events this fiscal year.

- 3) **Collection** of:

- a. Mercury-containing devices and equipment at designated drop-off points or HHW drop-off events is organized and conducted for Orinda residents by the Central Contra Costa Sanitary District (Central San). The Household Hazardous Waste Collection Facility in Martinez is open six days a week (Monday through Saturday) and accepts mercury-containing devices (as well as other hazardous wastes) from all Orinda residents. Other drop-off events have been conducted within the city boundaries but the City did not track or host these events.
- b. While Central San does offer two curbside pick-up events, it does not currently offer curbside collection for mercury-containing devices. Used batteries are however picked up curbside two times a year.

#### 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.

Please refer to the FY 13-14 CCCWP Annual Report for an estimate of the mass of mercury collected through collection and recycling efforts in the Countywide Program area.

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

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

Summary

A summary of CCCWP and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of Program's FY 13-14 Annual Report, Integrated Monitoring Report.

**Section 12 - Provision C.12 PCBs Controls**

**C.12.a.ii,iii ▶ Ongoing Training**

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

Description:

See the FY 12-13 CCCWP Annual Report for a description of training provided countywide and/or regionally.

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

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

Summary

A summary of CCCWP and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of Program's FY 13-14 Annual Report, Integrated Monitoring Report.

**Section 13 - Provision C.13 Copper Controls**

**C.13.a.iii.(2) ▶ Training, Permitting and Enforcement Activities**

*(FY 11-12 Annual Report and each Annual Report thereafter)* Provide summaries of activities implemented to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction including. :

- Development of BMPs on how to manage the water during and post construction
- Requiring the use of appropriate BMPs when issuing building permits
- Educating installers and operators on appropriate BMPs
- Enforcement actions taken against noncompliance

The City has a brochure available to the public developed by the County Watershed Program entitled “Best Management Practices for Stormwater Pollutants of Concern – Mercury, Copper and PCBs”. This brochure addresses proper management of copper architectural features including proper management of wash water and potential discharges from cleaning and treating copper architectural features. The City contracts with the Contra Costa County Building Department for building inspection services and this brochure is also available on the County website and counter. During FY 2013-2014, no copper roofs or architectural features were reported to be installed, which is consistent with past years.

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

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

Summary

No facilities have been identified in Orinda as potential users or sources of copper.

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

Note: There are no reporting requirements in the FY 13-14 Annual Report for Section C.14.

**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 <b>No</b> , skip to C.15.b.vi.(2):				
If <b>Yes</b> , Complete the attached reporting tables or attach your own table with the same information. Provide any clarifying comments below.				
Comments: NA				

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

<p>Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:</p> <ul style="list-style-type: none"> <li>• Promote conservation programs</li> <li>• Promote outreach for less toxic pest control and landscape management</li> <li>• Promote use of drought tolerant and native vegetation</li> <li>• Promote outreach messages to encourage appropriate watering/irrigation practices</li> <li>• Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.</li> </ul>
<p>Summary:</p> <p>The City displays numerous outreach materials regarding water conserving irrigation practices and use of drought tolerant and native vegetation at City Hall. The City adheres to the State of California Landscape Code, California Code of Regulations, Title 23. Waters, Division 2. Department of Water Resources, Chapter 2.7. Model Water Efficient Landscape Ordinance. Various sections of the Orinda Municipal Code require drought tolerant or native vegetation (Chapter 18.04.010 Riparian habitat restoration, 17.17 Landscaping, and 17.3.4 Second Units). Likewise, the City's Hillside and Ridgeline Design Guidelines encourages the use of native trees and shrubs. The CCCWP co-sponsored the Bringing Back the Natives Garden Tour which encourages the use of drought-tolerant native landscaping (see further discussion of this event under C.7.e above and Section C.7 of the Group Program Annual Report). While addressed as an illicit discharge and included in the City's Enforcement Response Plan, no ongoing, large volume landscape irrigation runoff discharges were identified this fiscal year. The City's IPM Plan requires that the design of City-owned new landscapes be consistent with the IPM and include proper soil preparation/amendment; weed-free soil amendments; mulch to control weeds; smart irrigation management; alternative landscaping other than turf; native, drought-resistant plants; etc.</p> <p>Additionally, the City of Orinda through the CCCWP promotes several programs and measures to minimize pollutant loading from excess irrigation including, but not limited to:</p> <ul style="list-style-type: none"> <li>• 6th Edition Stormwater C.3 Guidebook adopted by ordinance, which promotes to land development professionals landscaping designed to:</li> </ul>

1) minimize irrigation and runoff; 2) promote infiltration of runoff where appropriate; and, 3) minimize use of fertilizers and pesticides using pest-resistant plants that are suited to site conditions (e.g., soil and climate).

- Green Business Program, which promotes to businesses a variety of measures such as using drought tolerant plantings, mulching, carefully monitoring irrigation schedules and needs, and implementing Integrated Pest Management.
- Our Water Our World (OWOW) Program, which promotes to consumers and the point of purchase less toxic alternatives to combating lawn and garden pests.
- Bay Friendly Landscaping and Gardening Training and Certification Program, which promotes to landscapers a variety of measures designed to reduce waste and prevent stormwater pollution.

**C.15.b.iii.(1) ► Planned Discharges of the Potable Water System**

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity <sup>62</sup> (NTU)	Implemented BMPs & Corrective Actions
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

<sup>62</sup> Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

<b>C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System<sup>63</sup></b>														
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L) <sup>64</sup>	pH (standard units) <sup>52</sup>	Discharge Turbidity (Visual) <sup>52</sup>	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time <sup>65</sup>	Inspector arrival time	Responding crew arrival time
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

<sup>63</sup> This table contains all of the unplanned discharges that occurred in this FY.

<sup>64</sup> Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges, report all of the data collected.

<sup>65</sup> Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.

Attachment C.5.e.iii

**FY 2013-2014 Collection System Screening Location Results  
(MRP Provision C.5.e.iii)  
City of Orinda**

Tracking Number	Outfall Location	Facility Type	Receiving Water Body	ID#	Inspection Date	Inspection Time	Time Since Last Rain	Standing/Stagnant Water	Flow	Approx. Depth of Flow (in)	Estimated Trash Volume	Odor	Color	Turbidity	Hydrocarbon Sheen	Sediment/debris	Potential Sources of Illicit Discharges	Description of Illicit Discharge	Action Taken	Follow-up Required	Date Completed
1	Camino Pablo/Manzanita	end of pipe	San Pablo Creek	598	10/16/2013	10:24am	> 3 wks	no	none	0	ND	ND	absent	ND	ND	ND	no	NA	NA	no	NA
2	Camino Pablo/El Toyonal	drop inlet/catch basin	San Pablo Creek	966	10/16/2013	10:35am	> 3 wks	no	steady	1.5	low	low	absent	ND	ND	low	no	NA	removed small piece of concrete	no	10/16/2013
3	Bien Venida/Miner Road	end of pipe	Lauterwasser to San Pablo Creek	56	10/16/2013	10:45am	> 3 wks	no	none	0	ND	ND	absent	ND	ND	ND	no	NA	NA	no	NA
4	456 Camino Sobrante	end of pipe	Lauterwasser to San Pablo Creek	2223	10/16/2013	10:52am	> 3 wks	no	trickle	0.125	ND	ND	absent	ND	ND	low	no	NA	NA	no	NA
5	1 Camino Sobrante	drop inlet/catch basin	San Pablo Creek	2868	10/16/2013	11:05am	> 3 wks	no	none	0	ND	ND	absent	ND	ND	low	no	NA	NA	no	NA
6	St Stephens/El Nido Ranch Road	drop inlet/catch basin	San Pablo Creek	1120	10/16/2013	11:30am	> 3 wks	no	none	0	low	ND	absent	ND	ND	medium	no	NA	trash removed	yes	10/18/2013
7	End of Bryant Way	drop inlet/catch basin*	San Pablo Creek	1153	10/16/2013	12:50pm	> 3 wks	yes	trickle	2	low	low	absent	ND	low	low	no	NA	NA	no	NA
8	Stein Way at Moraga Way	end of pipe	San Pablo Creek	1535	10/16/2013	1:15pm	> 3 wks	no	none	0	ND	ND	absent	ND	ND	low	no	NA	weed abatement	yes	10/18/2013
9	Dos Encinas/El Camino Moraga	end of pipe	Moraga Creek	12	10/22/2013	8:20am	> 3 wks	yes	trickle	2	NS	ND	absent	ND	ND	low	no	NA	NA	no	NA
10	236 Ivy Drive	end of pipe	Moraga Creek	35	10/22/2013	8:06am	> 3 wks	no	trickle	0.125	ND	ND	absent	ND	ND	low	no	NA	NA	no	NA
11	462 Moraga Way	end of pipe	San Pablo Creek	298	10/22/2013	9:00am	> 3 wks	no	none	0	ND	ND	absent	ND	ND	ND	no	NA	NA	no	NA
12	9 Daryl Drive	end of pipe	San Pablo Creek	1749	10/22/2013	9:20am	> 3 wks	yes	trickle	10"	ND	low	absent	ND	ND	low	no	NA	NA	no	NA
13	Hall Drive at Moraga Way	end of pipe	Moraga Creek	2721	10/22/2013	9:35am	> 3 wks	no	none	0	ND	ND	absent	ND	ND	low	no	NA	NA	no	NA
14	556 Dalewood Drive	drop inlet/catch basin	Lauterwasser to San Pablo Creek	1200	10/22/2013	10:00am	> 3 wks	yes	trickle	0.125	ND	ND	absent	ND	ND	ND	no	NA	NA	no	NA

\* This facility is fitted with a full trash capture device as part of baseline trash load calculation project.

Attachment C.9.d

## II. SPECIAL PROVISIONS FOR LANDSCAPE MAINTENANCE

### A. SCOPE OF SERVICE

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 thirty (30) 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.

### B. TERM OF SERVICE

The term of the contract will be from July 1, 2013 through June 30, 2015. 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 sixty (60) 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 thirty (30) days written notice to the Contractor.

The City, at its option, may renew this contract twice for a period of one year each, beginning on July 1, 2015 and on July 1, 2016. This option will be exercised only if the contractor has demonstrated **superior performance** in provision of landscape maintenance services to the City.

Pricing entries in Section II - Price Proposal will be for the first 12 months of the contract. The Contractor may request a percentage adjustment to the pricing for all services equal to the Consumer Price Index (CPI) for the San Francisco Bay Area Counties. This request must be in writing thirty (30) days prior to the end of the 12 month period.

### C. WORK HOURS

The Contractor shall schedule operations not to begin prior to 7:30 a.m. and to conclude by 4:00 p.m. Monday through Saturdays and shall not schedule operations

on Sundays. Per City Ordinance 17.39.4 , use of power equipment is authorized for on weekdays beginning at 8:00 a.m. and Saturdays beginning at 10:00 a.m. The Contractor shall schedule work crews to be present in the City of Orinda Monday through Friday, with the exception of legal holidays or days agreed upon 48 hours in advance by the Contractor and the Facility and Maintenance Supervisor or a designated representative. Deviation from the above will not be permitted except by written permission of the Facility and 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 daily through competent foreman as required to implement modern methods and newly developed horticultural procedures.

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 daily supervision to the work and be available for consultation with the Facility and Maintenance Supervisor or designated representative, a minimum of once 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 Facility and Maintenance Supervisor 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 Appendix A detailing locations of each of the areas for this contract.

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

**Location 1: Camino Pablo**

Approximate Inventory:

- .60 acres of landscaped areas

Areas included:

- Median islands along Camino Pablo from Manzanita to Overhill
- Median islands between Camino Encinas and Manzanita Drive
- Landscaped areas on westerly portions of Camino Pablo/Moraga Way.

**Location 2 Crossroads Downtown**

Approximate Inventory

- .40 acres of median landscaped areas
- 15 container plants

Areas included:

- 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 Bryant Way (northeast and northwest side) as well as the train station site;
- Roundabout at Bryant Way and Moraga Way
- East side of Brookwood from Camino Pablo to the end of the commercial area.

**Location 3: Village Downtown**

Approximate Inventory

- 2,000 l.f. of median landscape
- 30 container plants (baskets which are up mid-April to mid-September)

Areas included:

- Landscaped areas and sidewalks on Orinda Way from Camino Pablo to the freeway, includes watering of hanging baskets
- Landscaped areas on Camino Sobrante from Orinda Way to Camino Pablo;
- Landscaped areas on Avenida de Orinda from Orinda Way to the cul-de-sac;
- Landscaped areas on Santa Maria from Orinda Way to Camino Pablo.
- Landscaped triangle at Camino Sobrante and Orinda Way

- Landscaped area at the corner of Camino Pablo and Camino Sobrante

**Location 4: Mini-Park (corner of Camino Pablo and Brookwood)**

Approximate Inventory:

- .27 acres of landscaped area

**Location 5 Village Grove**

Approximate Inventory:

- .15 acres of landscaped area

Area included:

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

**Location 6: Camino Encinas/Moraga Way**

Approximate Inventory:

- .15 acres of landscaped medians inclusive of parking lot plantings

Area included:

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

**Location 7: Wilder Park (January 2014 - June 2014 only)**

Approximate Inventory:

- 2.4 acres of sports turf (exclusive of artificial turf)
- .70 acres of non-sports turf
- 3.8 acres of landscaped areas
- 800 l.f. of weed abatement from Wilder Road to Maintenance Building
- Tot lot area
- Group picnic area
- Outdoor spaces of two buildings

**Location 8: Orinda Sports Field**

Approximate Inventory:

- 3.5 acres of sports turf
- 1.5 acres of non-turf areas and parking lot
- Two baseball infields

**Location 9: Orinda Community Park/Community Center/Library (26 and 28 Orinda Way)**

Approximate Inventory:

- 1 acre of non-sports turf
- 5.3 acres of landscape areas inclusive of hardscape and library garage
- Two tot lots

- Three picnic areas
- Amphitheater
- Landscaped areas at Community Center and Library
- Hardscape, walkways, plaza at Community Center and Library including the Library parking garage

Areas Included:

- Outdoor areas of Orinda Community Park, exclusive of restroom
- Outdoor areas at Orinda Community Center
- Outdoor areas at Library, exclusive of fountain

**Location 10: Bicycle Pedestrian Trail**

Approximate Inventory:

- 2,500 l.f. of weed abatement
- 2,500 l.f. of landscape clean-up

Areas included:

- Bicycle/pedestrian path on east side of Camino Pablo from Ardilla to the Orinda Sports Field

**Location 11: City Hall at 22 Orinda Way**

Approximate Inventory

- 1.4 acres of landscaped areas and parking lots

Areas included:

- Landscaped areas adjacent to City Hall at 22 Orinda Way includes upper and lower parking lots

**Location 12: Orinda Oaks Park**

Approximate Inventory

- 110 acres of open space
- 1.8 acres of landscaped areas
- 2,000 l.f. of weed abatement at top of Donald Drive
- .5 acres of non-sports turf
- Hiking trails (weed abatement)
- Two picnic areas

Areas included:

- Park property between Moraga Way, Hall Drive, Ivy Drive, and Donald Drive
- Bulb outs at the intersection of Ivy Drive and Descanso
- Trail and overview picnic areas along the south side of Donald Drive

## **G. LANDSCAPE MAINTENANCE SPECIFICATIONS**

The work at all locations shall consist of the following:

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:

- A. Turf maintenance
- B. Weed control
- C. Perennial, shrub and groundcover maintenance
- D. Plant Installation
- E. Herbicide/Pesticide Application
- F. Ballfield Preparation
- G. Maintenance of Container and Hanging Baskets
- H. General Specifications

**SECTION A  
TURF MAINTENANCE**

Turf maintenance shall consist of mowing, trimming, fertilization, pest control and any other procedure consistent with good horticultural practices, to ensure normal, vigorous, and healthy growth of turf areas.

**1. MOWING**

- a. Turf shall be mowed annually a **minimum** of once per week. Less frequent mowing, due to weather conditions or other factors, is subject to the approval of the Parks and Facilities Supervisor or designated representative.
- b. The cutting edges of all mowing equipment shall be kept sharp. Scalping, scraping, or crown damage to the turf shall at no time be permitted. All mowers shall have recycling decks or grass catchers attached during operation.
- c. Mowers will also be adjusted and operated so that the grass is cut in a uniform height, or as approved by the Parks and Facilities Supervisor or designated representative.
- d. Papers, rubbish and debris shall be removed by the Contractor prior to mowing.
- e. Turf shall be cut to a height of 2-1/2 inches from November to February and to a height of 2 inches from March through October. Height adjustments are made in small increments over one month's time beginning October 1 and March 1 each year. However, depending on site conditions and the length of the grass at the time of mowing, the Contractor shall adjust the cutting height so that no more than one third (1/3) of the grass height is removed in a single mowing, unless directed otherwise by the Parks and Facilities Supervisor or designated representative.
- f. When lawns cannot be cut on the scheduled day due to rain, the lawns must be cut as soon as weather and ground conditions permit or at the direction of the Parks and Facilities Supervisor or designated representative.
- g. Lawn clippings shall only be removed if damage to the turf will occur from excessive clumping. Clippings shall be bagged when leaves are present and inhibiting growth or health of the turf.
- h. Double cutting will be permitted in lieu of clipping removal if it eliminates excessive clumping. It will be mandatory in these instances that no more than one third (1/3) of the grass height is removed in a single mowing.

- i. The mowing of all contiguous turf areas shall be completed on the same day.
- j. All edges shall be trimmed with every other mowing. This trimming shall include cutting all grass along walls, fences, foundations, curbs, sidewalks, shrubs, tree basins, poles, guy wires, valve boxes, or any other object within or immediately adjacent to the lawn areas and removed when needed.
- k. The trimming shall be done by power edger or by hand, but in no case will soil sterilants or other types of weed killers be permitted without prior written approval of the Parks and Facilities Supervisor or designated representative. Fencing is to remain free of clumps of cut grass.
- l. Trim around sprinkler heads with string trimmers to provide maximum water coverage.
- m. Special care shall be taken to avoid damage to the tree trunks, shrubs, sprinklers, buildings, light poles and any other utilities, facilities or structures within or adjacent to turf areas. If damage is caused by the Contractor's equipment, the Contractor shall be responsible for the cost of repairs or replacement of the damaged item. The Contractor shall report any damage immediately to the Parks and Facilities Supervisor or designated representative. **Damage caused by contractor shall be repaired by contractor within 48 hours including damage caused by improper spray techniques.**
- n. A well-defined, clean edge shall be maintained between the turf and the infield ball diamond mix at all sports fields.

**2. FERTILIZE TURF**

- a. All turf areas shall receive fertilizer applications four times per year. Approximate dates of these are April 1, June 1, September 1, and November 1. Intent is to maintain turf in good condition with horticulturally acceptable growth and color, and additional fertilization may be required as extra work. Variations to these dates may be required under individual circumstances.
- b. All fertilizer shall be approved by the City prior to application. The fertilizer program shall consist of the following:

April 1	Best Triple Pro or equal	15-15-15	5 lbs per 1,000 sq. ft.
June 1	Best Fairway Gold or equal	24-3-16	6 lbs per 1,000 sq. ft.
September 1	Best Triple Pro or equal	15-15-15	5 lbs per 1,000 sq. ft.
November 1	Best Fairway Gold or equal	24-3-16	6 lbs per 1,000 sq. ft.

- c. **The Contractor shall provide the City with a schedule of aeration and fertilization a minimum of two weeks in advance of said operation.** No deviation from this schedule shall be permitted unless approved by the Parks and Facilities Supervisor or his designated representative. Fertilization at school sites shall be done only at times when no children are present. The contractor shall promptly clean all walks and hardscape of excess fertilizer.

### 3. TURF AERATION

- a. All turf areas shall be aerated two times per year: Once just prior to the April fertilization and the other just before the November fertilization. The Contractor is responsible for marking of irrigation facilities with flags so as not to damage them during aeration operation. The City will provide a staff person to run the controller for locating sprinkler heads.
- b. Sports turf will receive two additional aerations annually just prior to fertilization.
- c. Aeration shall be core-type with minimum plug size ½ inch diameter by 3 inches deep. Plugs to remain on turf. **Aeration of sites is to be performed before the mow day of that week.**
- d. **The Contractor shall provide the City with a schedule of aeration and fertilization a minimum of two weeks in advance of said operation.** No deviation from this schedule shall be permitted unless approved by the Parks and Facilities Supervisor or designated representative.

### 4. EXTRA MOWING

- a. Extra mowing will be required for specific areas of turf to address issues such as differential growth height and seasonal growth patterns. If the entire site is mowed, the costs shall be those covered by Section 1 – Mowing of the Turf Maintenance Specifications
- b. Cost for extra mowing will be compensated at the rates shown on the Bid Price Schedule for each size of mower listed.
- c. The contractor shall include in the Bid Price Schedule for all labor and equipment associated with extra mowing.
- d. Extra mowing shall be all hourly costs of turf mowing with the specified mower size (21”-48”) including transportation and safety equipment to perform “Mowing.”

- e. Gang Mower shall be capable of mowing a minimum of a six-foot wide swath of turf. The hourly cost shall include all other equipment, labor, and transportation costs.
- f. The hourly cost shall be the **actual number of hours the equipment is in operation at the site location.**

**5. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:

- 33, 40, 48, 63 - Mowing, per occurrence
- 34, 41, 49, 64- Fertilize Turf, per occurrence
- 35, 42, 50, 65 - Turf aeration, per occurrence
- 74 - 21" Extra Mowing, per hour
- 75 - 36" Extra Mowing, per hour
- 76 - 48" Extra Mowing, per hour
- 77 - Gang Mower - Extra Mowing, per hour

- b. Payment

- 1. Payment for these items shall be full compensation for labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of the specifications.

**END OF SECTION A**

## SECTION B WEED CONTROL

The objective is to maintain all landscaped and park areas in a weed-free condition. **Integrated Pest Management** practices which focus on the reduction of toxic chemicals and the use of pre-approved chemicals by the City is desirable. Weeds shall not be allowed to be present for more than 30 days or to reach a size of more than six inches at any time. One occurrence is a one-month period of Weed Control.

### 1. WEED CONTROL

- a. Weeds may be controlled by chemical or mechanical and hand weeding where necessary. Contractor must adhere to the City's Integrated Pest Management (IPM) policy when using chemicals. IPM is provided as Appendix B.
- b. Pathways/trails need to be maintained in a weed free condition as well as a 3' band on either side of pathway/trail.
- c. Ground cover and shrub or flowerbeds shall be weed-free.
- d. Pathways and hard surface areas (sidewalks, cobbles, curbs, etc.) shall be weed-free.
- e. The bases of trees, posts, signs, rails shall not show weed growth; the foundations of buildings and other structures shall be free of weeds.
- f. At no time shall weeds, which have been killed by spray, be allowed to remain; all such weeds shall be carefully trimmed away.
- g. Contractor shall assume landscape areas in "as is condition" and maintain them to a weed free condition.
- h. The application of pesticide and weed killers associated with weed control shall be included in the cost of this item. Refer to Section E - Pesticide Application for spraying specifications.
- i. Weeds in play areas and ball fields on and around sensitive plant material are to be manually removed to minimize exposure to chemicals and the safety of children and damage to the plant material.

### 2. OPEN SPACE AREAS

- a. The Contractor shall be responsible for abating weeds and other naturally occurring vegetation in open space or riparian areas within the project site. The work shall be

performed as required by the Fire Marshal of the Moraga-Orinda Fire Department or the City of Orinda Park and Maintenance Supervisor, and in accordance with this section. The weed abatement operation shall be performed in a manner which eliminates the fire hazard associated with dry weeds, and which reduces any visual blight.

- b. The weed abatement operation may be performed with any of the following equipment according to the following criteria. The Contractor shall use care when performing work adjacent to existing trees to avoid damaging any surface roots.
  - 1. A rotary mower can be used provided the blade removes the vegetation to within 2 inches of the finish grade. The mower must capture all clippings so they can be removed from the site or can be collected manually.
  - 2. A discing attachment towed behind a tractor may be used provided the resulting surface area has at least 50% exposed soil when the discing is complete. No weeds shall remain in a vertical position after the discing wheels pass.
  - 3. A rototiller may be used provided the resulting surface area has at least 50% exposed soil when the operation is complete. No weeds shall remain in a vertical position after the rototiller passes.
- c. The Contractor shall carry a 4A:40BC or larger fire extinguisher on the tractor, or within convenient reach, at all times during the weed abatement operation. The Contractor shall recognize that dry grasses pose a significant fire hazard from late Spring to early Winter, and should therefore use all necessary precautions to assure that no fires are ignited during the weed abatement operation.
- d. The Contractor shall remove from the site all miscellaneous debris or rubbish discovered during the weed abatement operation.

### **3. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:
  - 11, 5, 10, 17, 21, 25, 29, 36, 44, 51, 55, 59, - Monthly Weed Control, per occurrence
  - 66- Open Space Weed Control, per occurrence
- b. Payment
  - 1. Payment for these items shall be full compensation for labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of the specifications.

**END OF SECTION B**

**SECTION C**  
**TREE, PERENNIAL, SHRUB AND GROUND COVER MAINTENANCE**

All planted areas shall be maintained at least once per month unless otherwise noted in these specifications. The contractor shall provide a written monthly schedule that indicates the day of the month that each location covered by this contract is maintained. This includes, but is not limited to, weeding, raking, litter removal, leaf removal. One occurrence of Landscape Clean-up is a one month period of this item of work.

**1. SHRUB AND GROUND COVER PRUNING**

- a. Inspect planters monthly for dead or damaged plants and for signs of disease or pest damage. Remove all dead, dying or unsightly plant material immediately. Maintain list of removed plant material with locations and dates of removal. Provide this list to the City monthly.
- b. Trim hedge, and/or prune shrubs four (4) times per year to insure natural growth, flowering and aesthetic shaping. Restrict growth of shrubbery and groundcover to six inches behind curbs, sidewalks, and planter beds by trimming or edging.
- c. 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 without prior written approval of the Parks and Facilities Supervisor or designated representative.
- d. Special care shall be taken to avoid damage to existing plant material and irrigation systems. The contractor is responsible for damage to irrigation systems and for replacement of damaged plant material.

**2. TREE, SHRUB AND GROUND COVER FERTILIZING**

- a. All tree, shrub and groundcover areas shall receive fertilizer applications two times per year.
- b. Approximate dates of these are March 1 and September 1. Intent is to maintain plants in good condition with horticulturally acceptable growth and color, and additional fertilization may be required as extra work. Variations to these dates may be required under individual circumstances.
- c. All fertilizer shall be approved by the City prior to application. The fertilizer program shall consist of the following:  
March 1 Scotts Osmocote or equal 16-6-8 5 lbs per 1,000 square feet

September 1 Scotts Osmocote or equal 16-6-8 5 lbs per 1,000 square feet

- d. **The Contractor shall provide the City with a schedule of fertilization a minimum of two weeks in advance of said operation.** No deviation from this schedule shall be permitted unless approved by the Parks and Facilities Supervisor or designated representative.
- e. The contractor shall promptly clean all walks and hardscape of excess fertilizer.

**3. SHRUB AND GROUND COVER LANDSCAPE CLEAN UP**

- a. Contractor shall be responsible for clean up of associated areas such as sidewalks, walkways, gutters, and any other areas that may be affected by contractor maintenance activities on a monthly basis.
- b. Leaves shall be removed monthly as necessary from planted areas and adjacent hardscapes and disposed of to maintain a neat appearance at all sites.
- c. Landscaping and maintenance debris, such as weeds, leaves, and trimmings shall be removed from the site and disposed of.
- d. Police all landscape areas to remove all litter, including broken glass or other such debris.

**4. EXTRA WORK**

Included in this section is an hourly landscape gardener item for extra work items. The landscape gardener must have the skills and knowledge to perform the tasks associated with the work described in this section. The hourly cost shall include transportation, equipment (including small power tools) and a vehicle capable of transporting landscape equipment and debris.

**5. MEASUREMENT AND PAYMENT**

Measurement of the following bid items shall be as follows:

- 2, 6, 11, 18, 22, 26, 30, 37, 45, 52, 56, 60 – Shrub and Ground Cover Pruning, per occurrence
- 3, 7, 12, 19, 23, 27, 31, 38, 46, 53, 57, 61– Shrub and Ground Cover Fertilizing, per occurrence
- 4, 8, 13, 20, 24, 28, 32, 39, 47, 54, 58, 62 – Monthly Landscape Clean-up, per occurrence
- 73 – Landscape Gardener, per hour

**END OF SECTION C**

**SECTION D  
PLANT INSTALLATION**

From time to time, the City will require new plant material to be installed on an extra work basis. Pricing for this item will be to install a minimum of 25 shrubs or 5 trees per occurrence.

**1. PLANTING OF TREES AND SHRUBS**

- a. No planting shall occur during weather conditions which will adversely affect materials nor when soil is in a muddy condition.
- b. Plant pits shall be as at least twice the width of the root ball. Plant pits shall be roughly cylindrical. The walls and bottoms of plant pits shall be scarified.
- c. Plants shall be carefully removed from containers. In no case shall cans be broken open with axe, mattock or similar article.
- d. If plants do not have young feeder roots showing at the edge of the container, loosen their roots and cut in a few places to encourage new feeder root development along the perimeter of the root ball.
- e. Soil excavated from plant holes shall be amended an approved soil conditioner, such as, nitrolized redwood, and mixed at a ratio of 3 parts soil, one part soil conditioner.
- f. Shrubs and trees shall be set true and plumb with the top of the root ball, as grown in the nursery can container and be planted one inch above finish grade. The Contractor shall be responsible for any settling and shall raise and replant any plants whose crown settles below the finish grade.
- g. Place backfill in bottom of plant pit and tamp center of hole to approximately 85% relative compaction. The bottom of the plant pit, outside of root ball footprint, can be in a less compacted state. After placing plant ball as detailed, firm backfill around ball of roots of plant and water manually after installation.
- h. Except where a plant is in a lawn area or where a single plant space is otherwise edged, form a berm or ridge of soil in a neat circle at the drip-line of each tree and shrub, to facilitate watering and hold top mulch.
- i. Immediately after planting trees, securely stake or guy with two - 2" diameter lodge pole stakes. Place two ties per stake, one to be placed six inches below the tree canopy and one to be placed eighteen inches below the tree canopy in figure eight pattern with a loop large enough to allow for two (2) years of growth.

- j. Plants must be manually irrigated after installation to ensure saturation of plant pit and root ball and to compact soil surrounding the root ball after installation.

**2. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:

67- 15 gallon tree, per item

68- 5 gallon shrub, per item

69- 1 gallon shrub, per item

- b. Payment

- 1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

**END OF SECTION D**

**SECTION E**  
**HERBICIDE/PESTICIDE APPLICATION**

The use of pesticides is for weed control as described in Section B and for extra work in certain cases to control plant diseases and for pest control.

**1. HERBICIDE/PESTICIDE APPLICATION**

- a. A pesticide program should be used **only** within an overall pest management program that embraces Integrated Pest Management (IPM) principals, which includes nontoxic methods and adheres to the regulations set forth by the California Department of Pesticide Regulations. This pesticide program must adhere to the City of Orinda's specific IPM program where applicable. Contractor must be **'IPM certified/trained'** or obtain certification within the first six months of the contract.
- b. 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.
- c. A listing of proposed chemicals to be used including: commercial name; application rates; and type of usage shall be submitted to the Manager or designated representative for approval at the commencement of the contract. No work shall begin until written approval of uses is obtained from the Parks and Facilities Supervisor or designated representative.
- d. Records of all operations stating dates, times, methods of application, chemical formulations, applicators' names and weather conditions shall be made and retained in an active file for a minimum of three (3) years. **The contractor shall submit a pesticide use quarterly report to the City within 30 days from the end of each three-month period.**
- e. All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.
- f. Chemicals shall be applied when air currents are still to prevent drifting onto adjacent property and to prevent any toxic exposure to persons whether or not they are in or near the area of application. **Any damage to plant material due to drift will be repaired at the Contractor's expense within 48 hours.**
- g. 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

- h. The Parks and Facilities Supervisor or designated representative shall be notified immediately of any disease, pests or unusual conditions that might develop.
- i. The Contractor shall provide costs as described in the price proposal for all labor, materials, chemicals and equipment associated with herbicide/pesticide application. The Contractor shall provide the Parks and Facilities Supervisor with a spray schedule two (2) weeks prior to commencement of any spraying. Spraying shall only begin after approval from the Parks and Facilities Supervisor.
- j. Backpack Spraying shall be all hourly costs of a qualified pest applicator including transportation and safety equipment to perform "Backpack Spraying".
- k. Spray Rig Spraying shall be the hourly cost of a qualified pest applicator including transportation, safety equipment, and a 50-gallon (minimum size) powered spray rig to perform "Spray Rig Spraying".
- l. Turf Spraying shall be the cost per acre of a qualified pest applicator including transportation, safety equipment, and a powered spray rig to perform "Turf Spraying."
- m. The hourly cost shall be **the actual number of hours the equipment is in operation at the site location.**

**2. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:

70 - Back Pack Spraying, per hour

71 - Spray Rig Spraying, per hour

72-Turf Spraying, per acre

- b. Payment

- 1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

**END OF SECTION E**

**SECTION F  
INFIELD PREPARATION**

During the summer months, the City will require preparation of infields for its Adult Softball League. Infield preparation will include watering, dragging, and lining of the field. The goal is to maintain the infield dirt to ensure good footing, true consistent bounces and proper drainage. One occurrence is equal to preparation of one field surface.

**1. INFIELD PREPARATION**

- a. Field preparation must take place between 2 pm and 6 pm, four times per week during summer softball season.
- b. Remove debris such as rocks, sticks, litter
- c. Loosen surface with nail drag or spike drag.
- d. Drag field with metal mat drag to provide level playing surface.
- e. Prevent lip build up at grass edge by keeping drag at least 6 inches from edge and use field rake to level along edge.
- f. Line field with batter boxes, foul line between home and first/third base, and a commit line halfway between home and third base. City will provide diagram.
- g. City will provide contractor with schedule of games. Contractor shall provide schedule which includes times of preparation no later than two weeks prior of said operation. No deviation in schedule is permitted unless approved by the Park and Facilities Supervisor or designee.

**2. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:
  - 1. 43 - Infield Preparation, per occurrence
- b. Payment
  - 1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

**END OF SECTION F**

**SECTION G  
FLOWERING BASKETS AND CONTAINERS**

The City is fortunate to have various local Garden Clubs plant and maintain various potted plants and flowering baskets throughout the City. It is the responsibility of the Landscape Maintenance Contractor to ensure normal, healthy growth of plants and flowers in containers. This requires watering of these items without use of irrigation. One occurrence is equal to one month of maintaining all flowering baskets or potted plants.

**1. MAINTENANCE OF FLOWERING BASKETS AND POTS**

- a. Watering duration and frequency shall be dictated by plant needs to sustain healthy plants.
- b. Remove debris such as rocks, sticks, litter
- c. Removal and Off-season storage of hanging baskets
- d. Hanging of approximately 30 baskets which are up from mid-April to mid-September
- e. Locations include Crossroads and Village Downtown and shrubs at end of Donald Drive.

**2. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:

- 14 - Off-Season Storage, per occurrence
- 15 - Installation and removal of Baskets, per occurrence
- 9, 40 - Watering Baskets and Containers, per occurrence

- b. Payment

- 1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

**END OF SECTION G**

**SECTION 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

**2. IRRIGATION**

- a. All irrigation shall be controlled, scheduled, and operated only by the City. The Contractor has no direct responsibilities for irrigation activities.
- b. All damage done to irrigation systems due to Contractor's negligence shall be the responsibility of the Contractor and must be repaired within 24 hours at the Contractor's expense. If said repairs are not made, the City will perform the work and deduct those costs from the payment to the Contractor. Damages due to theft or vandalism, not attributable to Contractor's negligence, shall be the responsibility of the City.

**3. GENERAL CONDITIONS OF PUBLIC SPACES**

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

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

#### 4. INTERPRETATION OF THE MAINTENANCE SPECIFICATIONS

The award of these contracts will not be based on the lowest overall bid, but on the combination of the contractor's qualifications and the level of service that will be provided.

**The City may, at its own discretion, advise the Contractor 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.**

The work performed shall be done in accordance with the City of Orinda Landscape and Irrigation Standard Details.

#### 5. TRAFFIC CONTROL

Prior to work in traffic zones, the Contractor shall submit a traffic control plan. All traffic control plans shall be reviewed and approved by the Parks and Facilities Supervisor and/or City Traffic Engineer. All traffic control work shall conform with **2003 MUTCD Caltrans Standard Specifications - Part 6, 'Temporary Traffic Control'** 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. **A properly trained and certified person must be in charge of all lane closure operations.**

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 Parks and Facilities Supervisor or designated representative.

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 Parks and Facilities Supervisor or designated representative, public traffic will be better

served and work expedited. Such modifications or alterations shall not be adopted until approved in writing by the Parks and Facilities Supervisor or designated representative.

**END OF SECTION H**

### III STANDARD SPECIFICATIONS

#### A. INSTRUCTIONS TO BIDDERS

##### 1. Acknowledgment of Addendum

Bidders shall acknowledge receipt of any addendum to the solicitation by signing and returning the addendum with the bid. The acknowledgement must be received by the City of Orinda by the time and at the place specified for receipt of bids. Failure to do so will result in bid being considered non-responsive.

##### 2. Bid Acceptance Period

Any bid submitted as a result of the solicitation shall be binding on the bidder for 60 calendar days following the bid opening date. Any bid for which the bidder specifies a shorter acceptance period may be rejected.

##### 3. Bid Form Submission

The "Bid Proposal" and the "Bid Price Schedule" of the bid form should be completed with each being clearly marked and submitted in separate sealed envelopes. Each envelope shall be labeled on the outside *City of Orinda Landscape Services*. The envelope should then be placed for submission to the City of Orinda, 22 Orinda Way, Orinda, CA 94563, no later than the time and date specified for receipt of proposals. Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The time and date of receipt shall be indicated on the envelope or package by the City Clerk's Office.

Failure to submit prices on the bid forms provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the bid document may be cause for rejection of the bid. The City of Orinda reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the City of Orinda may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price or delivery of the service.

##### 4. Certification of Independent Price Determination

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently, and not for the purpose of restricting competition. Any consultation, communication, or agreement with any other bidder or competitor

relating prices, intention to submit a bid, or the methods or factors used to calculate the prices bid is prohibited.

#### 5. Collusion Among Bidders

Each bidder, by submitting a bid, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all bids shall be rejected if there is any reason for believing that collusion exists among the bidders. The local government may or may not, at its discretion, accept future bids for the same work from participants in such collusion.

More than one bid from an individual, firm, partnership, corporation, or association under the same or different name may be rejected. Reasonable grounds for believing that a bidder has interest in more than one bid for the work being bid may result in rejection of all bids in which the bidder is believed to have interest.

Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two or more primary contractors submitting a bid for the work.

#### 6. Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered.

#### 7. Qualifications of Bidders

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Orinda that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the City of Orinda in regard to the bidder's qualifications. The City of Orinda may make reasonable investigations deemed necessary and proper, including visiting the bidder's facilities and contacting references, to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Orinda all information for this purpose that may be requested. The City of Orinda reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City of Orinda that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

- (a) The ability, capacity, skill, and financial resources to perform the work or provide the service required;

- (b) The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
- (d) The quality of performance of previous contracts or services.

## B. GENERAL TERMS AND CONDITIONS

### 1. Antitrust

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City of Orinda all rights, titles, and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of California that relate to the particular goods or services purchased or acquired by the City of Orinda under said contract.

### 2. Applicable Law

The contract shall be governed in all respects by the laws of the State of California, and any litigation with respect thereto shall be brought in the courts of the State of California. The contractors shall comply with applicable federal, state, and local laws and regulations.

### 3. Assignment

The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of the City of Orinda.

### 4. Certificates and Licenses

The contractor shall provide copies of all valid licenses and certificates required for performance of the work. The copies shall be delivered to the City of Orinda **no later than ten days after the contractor receives the notice of award** from the City of Orinda. Current copies of licenses and certificates shall be provided to the City of Orinda within twenty-four hours of demand at any time during the contract term. Licenses and certificates required for this contract include, by way of illustration and not limitation, the following: professional licenses or certificates in the field of pest control application.

### 5. Change in Scope of Work

The City of Orinda may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract signed by the City of Orinda and the contractor.

If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the City of Orinda in writing of this belief. If the City of Orinda believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

#### 6. Cost Reimbursement

The contractor agrees that payment by the City of Orinda to the contractor for materials used in the performance of any extra work under the contract on a cost plus a percentage of cost basis is specifically prohibited. The cost of all materials provided in the performance of the work is to be reimbursed to the contractor in the following manner: The City of Orinda shall reimburse the contractor, on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that are supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the suppliers' invoices or included in the contractor's invoice submitted to the City of Orinda that would increase the dollar amount indicated on the suppliers' invoices for the materials purchased for the assigned job.

All incidental costs, including allowances for profit and tools of the trade, must be included in the contract hourly labor rates.

#### 7. Employment Discrimination

During the performance of the contract, the contractor agrees to the following:

(a) The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin except when such condition is a bona fide occupational qualification reasonably necessary for the normal operations of the contractor. The contractor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an Equal Opportunity Employer.

(c) Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

(d) The contractor shall include the provisions of the foregoing paragraphs (a), (b), and (c) in every subcontract or purchase order of more than \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

#### 8. Failure to Enforce

Failure by the City of Orinda at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City of Orinda to enforce any provision at any time in accordance with its terms.

#### 9. Immigration Reform and Control Act of 1986

The contractor certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

#### 10. Independent Contractor

The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered employees of the City of Orinda; and the City of Orinda shall be at no time legally responsible for any negligence or other wrongdoing by the contractor, its servants, or agents. The City of Orinda shall not withhold from the contract payments to the contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the City of Orinda shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the City of Orinda for its employees.

#### 11. Non-appropriation

All funds for payment by the City of Orinda under this contract are subject to the availability of an annual appropriation for this purpose by the City of Orinda. In the event of non-appropriation of funds by the City of Orinda for the services provided under the contract, the City of Orinda will terminate the contract, without termination

charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty days' prior written notice, but failure to give such notice shall be of no effect and the City of Orinda shall not be obligated under this contract beyond the date of termination.

#### 12. Oral Statements

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the City of Orinda.

#### 13. Recovery of Money

Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the City of Orinda, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the City of Orinda. The rights of the City of Orinda are in addition and without prejudice to any other right the City of Orinda may have to claim the amount of any loss or damage suffered by the City of Orinda on account of the acts or omissions of the contractor.

#### 14. Requirements Contract

During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the City of Orinda shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the City of Orinda for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the City of Orinda is under no obligation to the contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirements in the past. The contractor further understands and agrees that the City of Orinda may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

#### 15. Prevailing Wages

Pursuant to Section 1770, et seq., of the California Labor Code, the successful contractor shall pay not less than the prevailing rate of per diem wages as determined by the

Director of California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Orinda City Offices, 22 Orinda Way, Orinda, CA 94563. The Contractor shall submit, upon request, certified payroll reports for work performed under this contract.

## **Appendix A. City of Orinda IPM Policy**

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**CITY OF ORINDA**  
**INTEGRATED PEST MANAGEMENT (IPM) POLICY**

**Issued: July 27, 2011**

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**POLICY**

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

**PURPOSE**

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

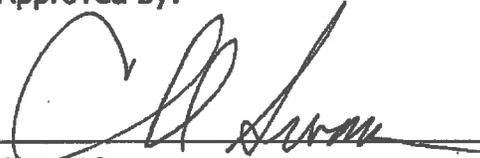
**IMPLEMENTATION**

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

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

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

Approved by:



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

Date

7/27/11



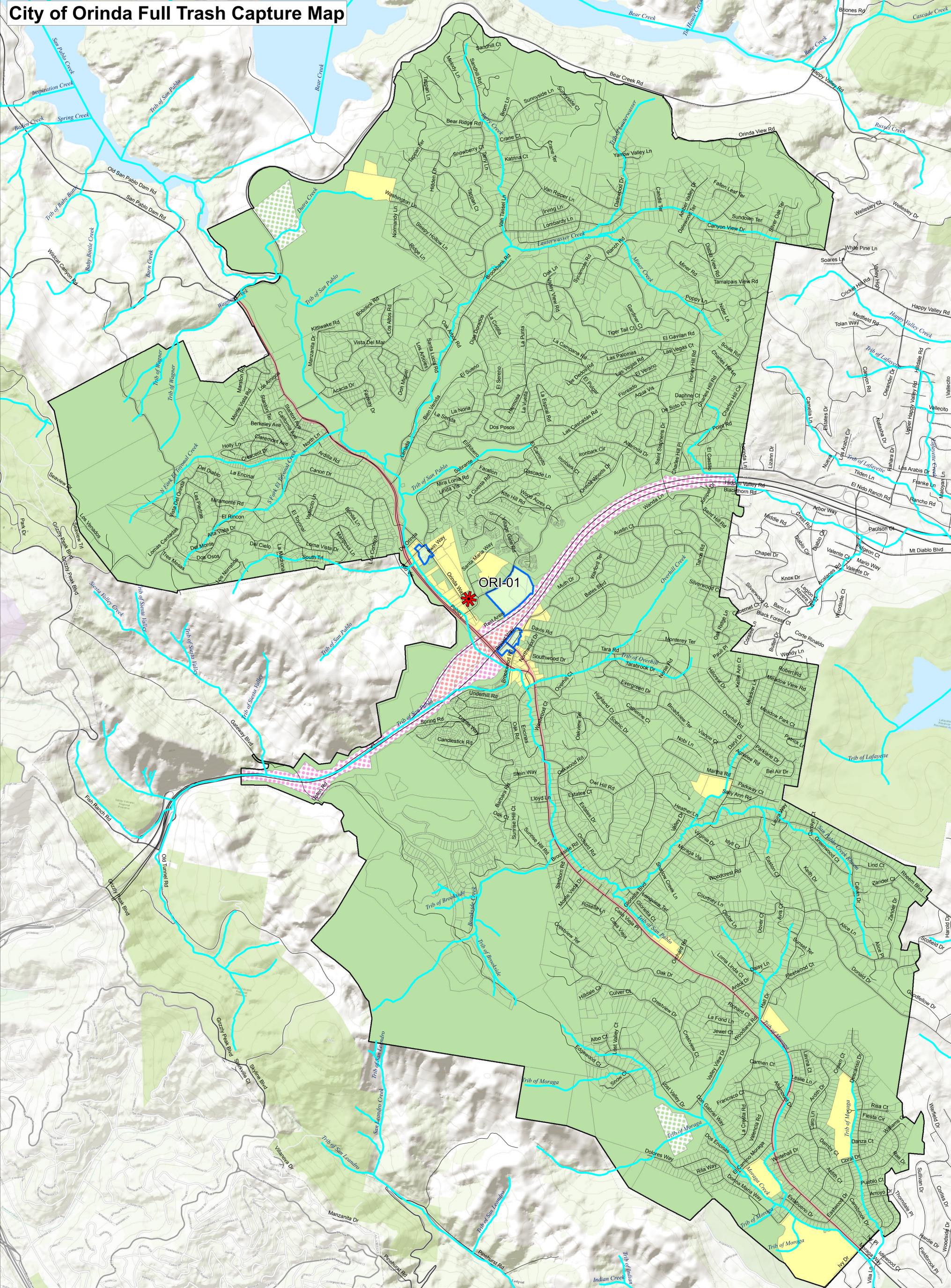
Todd Skinner  
Director of Parks and Recreation  
City of Orinda

Date

7/27/11

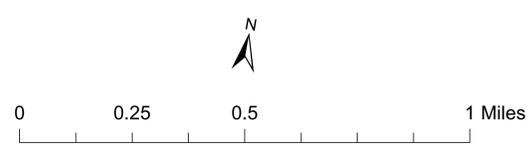
Attachment C.10.a.iii

# City of Orinda Full Trash Capture Map



**Legend**

<span style="display:inline-block; width:15px; height:15px; background-color:lightgreen; border:1px solid black;"></span> Low	<span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span> Creek/Shoreline Hotspot	<span style="display:inline-block; width:15px; border-bottom:1px solid black;"></span> Streets
<span style="display:inline-block; width:15px; height:15px; background-color:mediumgreen; border:1px solid black;"></span> Medium	<span style="display:inline-block; width:15px; height:15px; background-color:blue; border:1px solid black;"></span> Full-Capture Location	<span style="display:inline-block; width:15px; border-bottom:2px solid black;"></span> Agency Boundary
<span style="display:inline-block; width:15px; height:15px; background-color:red; border:1px solid black;"></span> High	<span style="display:inline-block; width:15px; height:15px; background-color:blue; border:1px solid black; border-style:dotted;"></span> Full Trash Capture	<span style="display:inline-block; width:15px; border-bottom:1px solid cyan;"></span> Creeks
<span style="display:inline-block; width:15px; height:15px; background-color:lightpink; border:1px solid black;"></span> Very High	<span style="display:inline-block; width:15px; height:15px; background-color:lightgrey; border:1px solid black;"></span> Non-Jurisdictional (Dot color = Generation Category)	<span style="display:inline-block; width:15px; border-bottom:1px solid black;"></span> Parcel Boundary

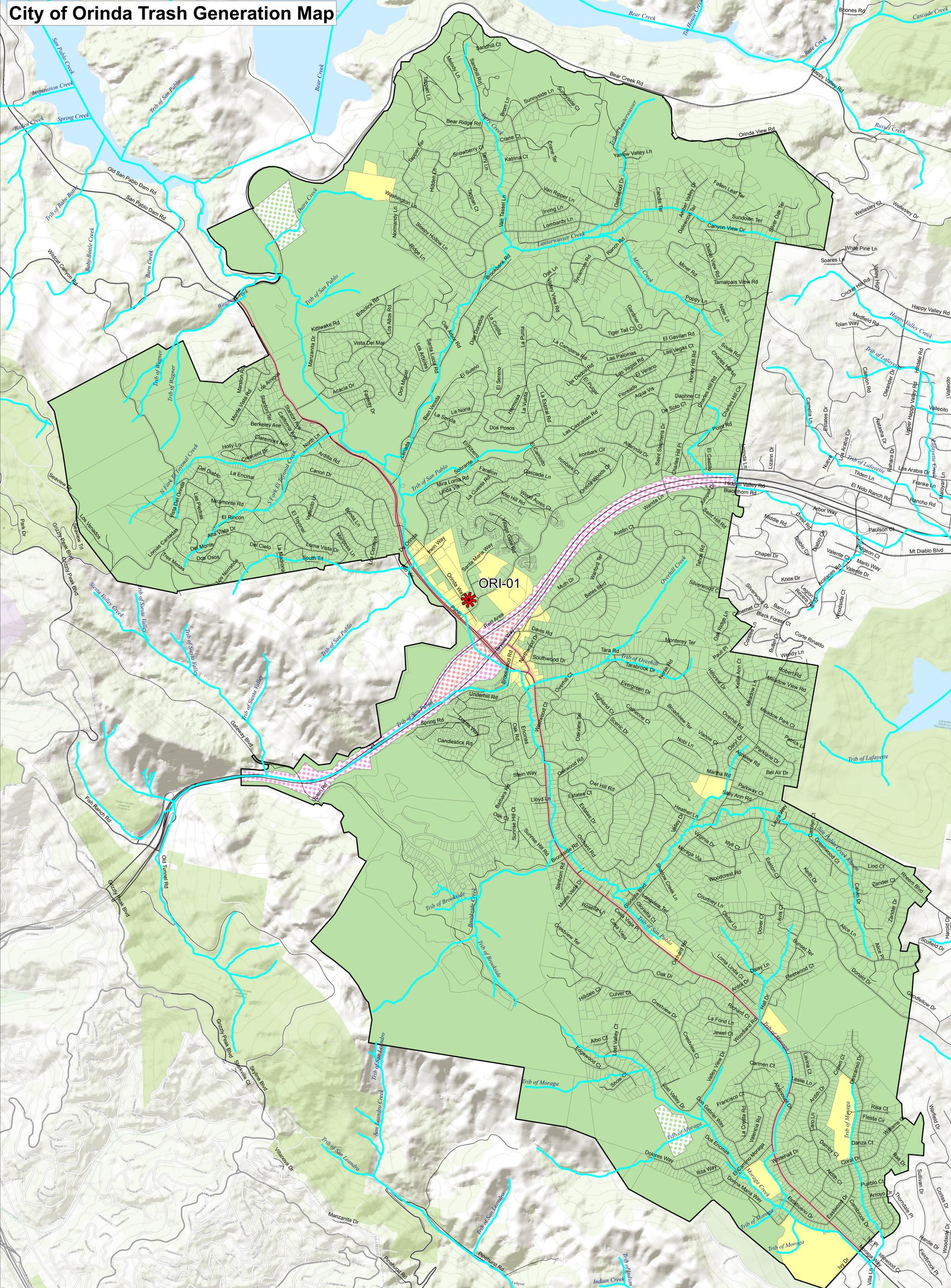


**Data Sources:**  
 Roads: Tele Atlas  
 City Boundaries: Contra Costa County  
 Background: ESRI World Topographic Map

**Map Created By:**  
 EOA, Inc.

**Date:**  
 July 30th, 2011

# City of Orinda Trash Generation Map



**Legend**

**Trash Generation Category**

- Low
- Medium
- High
- Very High

Non-Jurisdictional (Dot color = Generation Category)

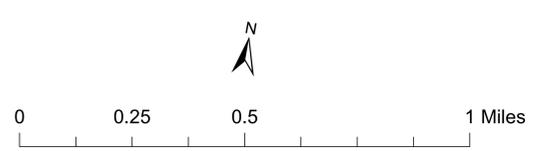
Parcel Boundary

Streets

Agency Boundary

Creeks

Creek/Shoreline Hotspot

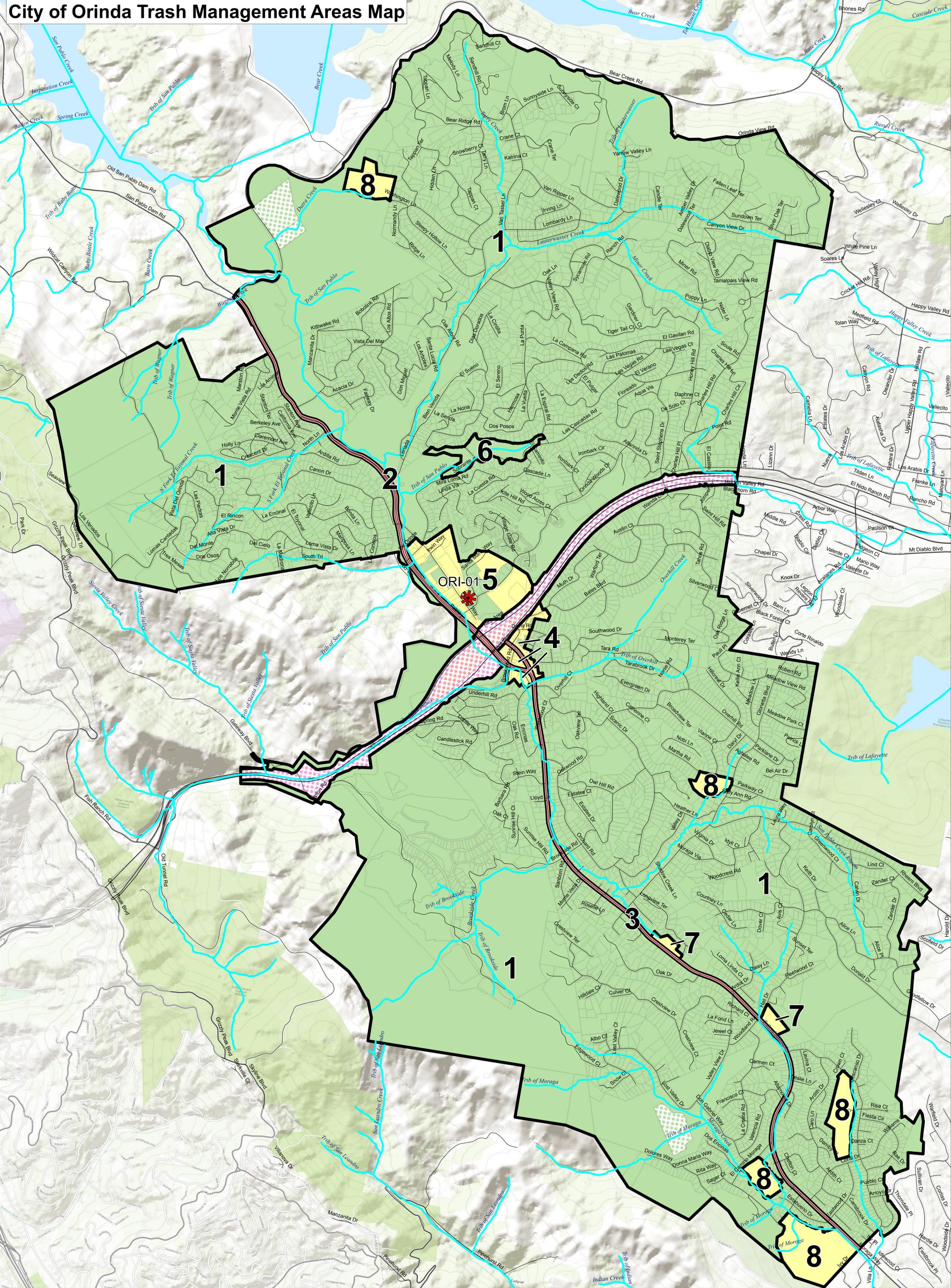


**Data Sources:**  
 Roads: Tele Atlas  
 City Boundaries: Contra Costa County  
 Background: ESRI World Topographic Map

**Map Created By:**  
 EOA, Inc.

**Date:**  
 November 13th, 2013

# City of Orinda Trash Management Areas Map



**Legend**

**Trash Generation Category**

- Low
- Medium
- High
- Very High

★ Creek/Shoreline Hotspot

  Trash Management Area

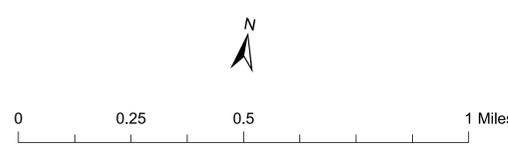
Non-Jurisdictional (Dot color = Generation Category)

— Streets

— Agency Boundary

— Creeks

— Parcel Boundary



**Data Sources:**  
 Roads: Tele Atlas  
 City Boundaries: Contra Costa County  
 Background: ESRI World Topographic Map

**Map Created By:**  
 EOA, Inc.

**Date:**  
 August 28th, 2014