



22 orinda way • orinda • california • 94563

September 15, 2012

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 2011 - 2012 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 possibly of fine and imprisonment for knowing violations.

Very truly yours,

Janet Keeter
City Manager

Enclosure

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

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

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

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

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

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

ATTACHMENT B

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Section 1 – Permittee Information

Background Information			
Permittee Name:	City of Orinda		
Population:	17,643		
NPDES Permit No.:	CAS612008 (San Francisco Bay RWQCB Permit)		
Order Number:	R2-2009-0074 (San Francisco Bay RWQCB)		
Reporting Time Period (month/year):	July / 2011 through June / 2012		
Name of the Responsible Authority:	Janet Keeter	Title:	City Manager
Mailing Address:	22 Orinda Way		
City:	Orinda	Zip Code:	94563
		County:	Contra Costa
Telephone Number:	925-253-4222	Fax Number:	925-254-2068
E-mail Address:	jkeeter@cityoforinda.org		
Name of the Designated Stormwater Management Program Contact (if different from above):	Cathy Terentieff	Title:	Associate Engineer
Department:	Public Works and Engineering Services		
Mailing Address:	22 Orinda Way		
City:	Orinda	Zip Code:	94563
		County:	Contra Costa
Telephone Number:	925-253-4251	Fax Number:	925-253-7699
E-mail Address:	cterentieff@cityoforinda.org		

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary: During 2011-2012, the City's new corporation yard constructed. The Stormwater Program Manager and Public Works Director conducted plan review to ensure construction of outdoor storage area and wash area with appropriate structural BMPs. Stormwater Program Manager prepared a new SWPPP for new facility. Please refer to the C.2 Municipal Operations section of the CCCWP's FY 11-12 Annual Report for a description of activities implemented at the countywide and/or regional level.

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

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

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

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

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

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

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

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

Arth, who oversees UBS, has completed the BASMAA Mobile Surface Cleaner Program. Public Works staff pressure wash downtown sidewalks bi-annually. The Public Works Supervisor Bryan Rowe and the Stormwater Program Manager Cathleen Terentieff have also completed the BASMAA Mobile Surface Cleaner Program certification.

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

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

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

Comments: The City does not perform any bridge or structural maintenance other than pothole patching on bridge deck and approaches, repair of damaged guardrail, touch-up painting, and cleaning of deck drains. The City does not contract for any graffiti removal activities or bridge and structural maintenance. As indicated in C.2.b, the Public Works Supervisor Bryan Rowe and the Stormwater Program Manager Cathleen Terentieff 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 stations¹ (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
N/A	N/A	N/A	N/A	N/A

¹ 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.

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

Summary: N/A

Attachments: N/A

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

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

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural ² roads:		<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes
If your answer is No then skip to C.2.f.			
Place an X in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
N/A	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
N/A	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
N/A	No impact to creek functions including migratory fish passage during construction of roads and culverts		
N/A	Inspection of rural roads for structural integrity and prevention of impact on water quality		
N/A	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
N/A	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
N/A	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
<p>Comments including listing increased maintenance in priority areas: Sections of certain roads maintained by the City of Orinda might be considered rural based on the adjacent property being developed with large lot home-sites of one or more acres or the adjacent property being open space, but because there is no continuous stretch of such roads, no roads are considered rural in Orinda. Maintenance of all publicly-maintained roads in Orinda is identified and prioritized using StreetSaver®. The Metropolitan Transportation Commission's Pavement Management Program StreetSaver® is a computer-assisted decision-making process designed to help cities and counties prevent pavement problems through judicious maintenance, and to diagnose and repair those that exist in a timely, cost-effective manner. Despite the absence of rural roads in Orinda, the City Stormwater Manager attended the County-sponsored Rural Roads Training Workshop on September 29, 2011; notes from the training and handouts were discussed with and provided to the Public Works Director.</p>			

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

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporations yard(s):			
<input type="checkbox"/>	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 current Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)		
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
<p>Comments: Vehicle and equipment wash water, and all surface water runoff from the Corp Yard, drain into three inlets in the pavement area and is piped to an outfall at the north end of a sports field located at the westerly corner of the Corp Yard facility. The runoff either infiltrates into the ground of the sports field or flows approximately 300 feet across the sports field to eventually discharge to a State Route (SR) 24 storm drain inlet, which in turn drains to a 24-inch reinforced concrete pipe that discharges to San Pablo Creek. Construction of the new corporation yard was completed in July 2012. At the new facility, runoff from the vehicle and equipment wash water area will pass through a sand-oil interceptor prior to discharge to the sanitary sewer system and will be permitted through the local sanitation district. Relocation to the new corporation yard occurred in August 2012. A new SWPPP specific to the new facility was prepared and signed off in July 2012.</p>			
If you have a corporation yard(s) that is not an NOI facility , complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Corporation Yard	10/12/11	None. No findings or areas for improvement.	None

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

C.3.b. ► Green Streets Status Report

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

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

Summary:

The City of Orinda does not have a green streets project in its jurisdiction. The C.3 New Development and Redevelopment section of the CCCWP's FY 11-12 Annual Report includes a description of activities conducted at the countywide and regional level.

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

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

C.3.iii(3) Low Impact Development Reporting

(For FY 11-12 Annual Report only) Report the method(s) of implementation of Provision C.3.c.i in the 2012 Annual Report. For specific tasks listed in Provision C.3.c.i. that are reported using the reporting tables required for Provision C.3.b.v, a reference to those tables is adequate.

The City of Orinda stormwater ordinance requires every application for a development project to be accompanied by a stormwater control plan that meets the criteria in the most recent version of the CCCWP Program Stormwater C.3 Guidebook. The Guidebook has been updated to incorporate the requirements of Provision C.3.c.i. See the New Development and Redevelopment section of the CCCWP's FY 2011-2012 Annual Report for details.

Please see Table C.3.b.v. (1) for specific information on regulated projects approved during FY 11-12. Note that projects approved prior to December 1, 2011 were not required to fully implement the LID requirement in Provision C.3.c.i.

C.3.e.v. ► Alternative or In-Lieu Compliance with Provision C.3.c.			
<i>(For FY 11-12 Annual Report only)</i> Did your agency make any ordinance/legal authority and procedural changes to implement Provision C.3.e.?	<input checked="" type="checkbox"/>	Yes.	<input type="checkbox"/> No
If yes, attach a copy of the ordinance/legal authority changes or provide a link to the document(s). Discuss any procedural changes made. The City of Orinda stormwater ordinance (Orinda Municipal Code Chapter 18.02 Stormwater Management and Discharge Control) requires every application for a development project to be accompanied by a stormwater control plan that meets the criteria in the most recent version of the CCCWP Stormwater C.3 Guidebook (6 th edition C.3 Guidebook). The Guidebook has been updated to incorporate the requirements of Provision C.3.e. See the New Development and Redevelopment section of the CCCWP's FY 2011-2012 Annual Report for details.			
<i>(For FY 11-12 Annual Report and each Annual Report thereafter)</i> Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
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)?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2012 report? If yes, include the project in both the C.3.b.v.(1) Table, and the C.3.e.vi. Table.	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
If you answered "Yes" to either question, 1) Complete Table C.3.e.vi . below. 2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.			

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

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

(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary: The single O&M verification inspection conducted by the City of Orinda in FY 2011-2012 was the final (45-day) inspection for Subdivision MS 05-951. No other regulated projects have completed installation of stormwater treatment of HM controls.

(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).

Summary: As indicated above, the single O&M inspection performed was the final (45-day) inspection for Subdivision MS 05-951. O&M Program activities this year included development of project files, procedures, and preparation of a template notification letter to facilities informing them of City's O&M Verification and Certification Program. The notification letter informs the operator that (1) the City requires an annual certificate of compliance certifying operation and maintenance of stormwater facilities at the site, (2) to obtain a certificate of compliance, the operator must conduct an annual inspection in September and submit the annual inspection report and certification fee to the City by October 1; and (3) City is required to conduct periodic site inspections to confirm proper operation and maintenance of stormwater facilities (at least 20 percent of the installed facilities annually and inspection of every facility at least once every 5 years). Changes to the O&M certification fee structure are planned for FY 2012-2013.

(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
• Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls?	X	Yes		No
• Inspect at least 20 percent of the total number of installed vault-based systems?		Yes	X	No

If you answered "No" to any of the questions above, please explain: No vault-based systems were installed in the City, so no such inspections occurred.

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 ⁹ , Street Address	Name of Developer	Project Phase No. ¹⁰	Project Type & Description ¹¹	Project Watershed ¹²	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹³	Total Replaced Impervious Surface Area (ft ²) ¹⁴	Total Pre- Project Impervious Surface Area ¹⁵ (ft ²)	Total Post- Project Impervious Surface Area ¹⁶ (ft ²)
Private Projects											
Stein Way (Orinda Oaks) Subdivision 8101	Stein Way/273-110-014	Signature Development	N/A	Large Lot SFR	San Pablo	23.3	6.1	75,810	0	3,000	84,590
Lavenida Lane - Subdivision 9260	APN 271-120-011; Lavenida Drive at Donna Maria Way	Moraga General Properties, LLC (Joan Bruzzone)	N/A	8 large-lot SFRs on vacant land	Moraga Creek (Upper San Leandro)	12.48	TBD (when grading plans submitted)	126,343	0	0	126,343
Orinda Senior Affordable Housing	2 Irwin Way at Orinda Way/ APN 260-200-017 and 10 Irwin Way	Eden Housing	N/A	67 units of senior housing at former library property (2 Irwin Way) and 10-space community parking lot (in vacant area of 10 Irwin Way)	San Pablo Creek	1.45 (2 Irwin Way); 4.89 (10 Irwin Way)	1.3 acres (1.1 acres at 2 Irwin Way and 0.2 acres at 10 Irwin Way)	16,115 SF (10,827 at 2 Irwin Way; 5,288 at 10 Irwin Way)	24,795 (2 Irwin Way); 0 (10 Irwin Way)	30,458 (at 2 Irwin Way); 0 in area of new parking lot (at 10 Irwin Way)	40,910 (35,622 at 2 Irwin Way; 5,288 at 10 Irwin Way)
Public Projects											
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Comments:											

⁹ Include cross streets

¹⁰ 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".

¹¹ 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.

¹² State the watershed(s) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s).

¹³ All impervious surfaces added to any area of the site that was previously existing pervious surface.

¹⁴ All impervious surfaces added to any area of the site that was previously existing impervious surface.

¹⁵ For redevelopment projects, state the pre-project impervious surface area.

¹⁶ For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Application Deemed Complete Date ¹⁷	Application Final Approval Date ¹⁷	Source Control Measures ¹⁸	Site Design Measures ¹⁹	Treatment Systems Approved ²⁰	Operation & Maintenance Responsibility Mechanism ²¹	Hydraulic Sizing Criteria ²²	Alternative Compliance Measures ^{23/24}	Alternative Certification ²⁵	HM Controls ^{26/27}
Private Projects										
Stein Way (Orinda Oaks) Subdivision 8101	June 1, 2012	Approved by Planning Commission on 6/26/12	Properly designed trash storage areas; storm drain stenciling; efficient landscape irrigation systems; IPM and stormwater pollution prevention information distributed to homeowners.	Limitation of development envelope, preservation of natural drainage features, minimize imperviousness (20-foot wide street and parking pop- outs), and use of drainage as a design element (treated stormwater may feed a created wetlands on site)	14 flow-through planters/bio-retention basins	O&M agreement with GHAD or CC&Rs (TBD)	2.c	N/A	N/A	Bio-retention per C.3 Guidebook

¹⁷ For private projects, state project application deemed complete date and final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁸ 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.

¹⁹ 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.

²⁰ 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.).

²¹ 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.

²² 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).

²³ 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.

²⁴ 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.

²⁵ Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁶ If HM control is not required, state why not.

²⁷ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

Project Name Project No.	Application Deemed Complete Date ¹⁷	Application Final Approval Date ¹⁷	Source Control Measures ¹⁸	Site Design Measures ¹⁹	Treatment Systems Approved ²⁰	Operation & Maintenance Responsibility Mechanism ²¹	Hydraulic Sizing Criteria ²²	Alternative Compliance Measures ^{23/24}	Alternative Certification ²⁵	HM Controls ^{26/27}
Lavenida Lane - Subdivision 9260	1/31/2011	Approved by Planning Commission on 1/24/12; appeals filed on 2/3/12 and 4/23/12. Approved by City Council on 6/5/12.	Properly designed trash storage areas; storm drain stenciling; efficient landscape irrigation systems; IPM and stormwater pollution prevention information distributed to homeowners.	Limiting directly connected impervious area; minimize impervious surface; preserve open space and riparian habitat.	1 bio-retention basin and 1 flow-through planter	O&M agreement with private landowners	2.c	N/A	N/A	Bio-retention per C.3 Guidebook
Orinda Senior Affordable Housing – Eden Housing	7/15/11	7/26/11	Storm drain stenciling; properly-designed trash enclosures; efficient landscape irrigation; IPM and stormwater pollution prevention information distributed to homeowners.	Development is multi-level, limiting building footprint and impervious area; disconnected impervious areas; existing trees being preserved to the extent possible.	31 flow-through planters/bio-retention basins	O&M with property owner for 2 Irwin Way; City to maintain parking lot bio-retention facility per lease agreement with 10 Orinda Way property owner	2.c	N/A	N/A	Bio-retention per C.3 Guidebook
Comments: The Stein Way (Orinda Oaks) Subdivision 8101 previously approved discretionary approval in 2006 but was never constructed; the 2012 approval was for a revised design under a new property owner.										

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

Project Name Project No.	Approval Date ²⁸	Date Construction Scheduled to Begin	Source Control Measures ²⁹	Site Design Measures ³⁰	Treatment Systems Approved ³¹	Operation & Maintenance Responsibility Mechanism ³²	Hydraulic Sizing Criteria ³³	Alternative Compliance Measures ^{34/35}	Alternative Certification ³⁶	HM Controls ^{37/38}
Public Projects										
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Comments:										

²⁸ For public projects, enter the plans and specifications approval date.

²⁹ 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.

³⁰ 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.

³¹ 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.).

³² 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.

³³ 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).

³⁴ 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.

³⁵ 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.

³⁶ Note whether a third party was used to certify the project design complies with Provision C.3.d.

³⁷ If HM control is not required, state why not.

³⁸ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO)³⁹	Party Responsible⁴⁰ For Maintenance	Date of Inspection	Type of Inspection⁴¹	Type of Treatment/HM Control(s) Inspected⁴²	Inspection Findings or Results⁴³	Enforcement Action Taken⁴⁴	Comments/Follow-up
Subdivision MSO 05-951 (37 Parkway Court Subdivision)	37 Parkway Court	Yes	GJ and Judith La Montagne	3/19/12	45-day	Bio-retention	Proper installation with the exception that irrigation and plantings not installed per plan, and some plantings appear dormant or possibly dead. Construction of grassy swale to be performed when Parcel A developed and is addressed by the Development Restrictions Declaration for Parcel A recorded on October 27, 2011.	Letter sent to facility listing deficiencies and required action.	As-built plans revised to reflect revised plantings and irrigation. Plants eaten by deer replaced by deer-resistant varieties. O&M Plan finalized on April 9, 2012 and City deemed subdivision improvements complete on May 1, 2012.

³⁹ Indicate "YES" if the facility was installed within the reporting period, or "NO" if installed during a previous fiscal year.

⁴⁰ State the responsible operator for installed stormwater treatment systems and HM controls.

⁴¹ State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

⁴² 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.

⁴³ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

⁴⁴ State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality's Enforcement Response Plan.

C.3.e.vi.Special Projects Reporting Table

Reporting Period – December 1, 2011 – June 30, 2012

Project Name & No.	Permittee	Address	Application Submittal Date ⁴⁵	Status ⁴⁶	Description ⁴⁷	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category ⁴⁸	LID Treatment Reduction Credit Available ⁴⁹	List of LID Stormwater Treatment Systems ⁵⁰	List of Non-LID Stormwater Treatment Systems ⁵¹
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

⁴⁵ Date that a planning application for the Special Project was submitted. If a planning application has not been submitted, include a projected application date.

⁴⁶ 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.

⁴⁷ Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

⁴⁸ For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

⁴⁹ 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.

⁵⁰ 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.

⁵¹ 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.

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

Program Highlights

Provide background information, highlights, trends, etc.

In FY 2011-2012, the City of Orinda updated its facilities lists for its business inspection plan; the inspection frequencies and priorities remain unchanged from FY 2010-2011. A total of 21 inspections were conducted at 16 businesses during this fiscal year. These inspections included two call-out inspections by CCCSD. One call-out inspection was to investigate a restaurant whose employee was washing floor mats outside; this incident was considered a pollutant discharge and the facility was issued a Notice of Violation. The second call-out inspection was due to evidence of paint debris on parking lot from pressure washing stairs and accumulation of garbage bags due to compactor being out of order; this was considered a pollutant exposure and the facility was issued a Warning Notice. These investigations are reported in Section 4 (and not in Section 5 under Provision C.5 Illicit Discharge Detection and Elimination) because the violation occurred at a facility included in the facility lists in the business inspection plan. 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 Program’s FY 11-12 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan?

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If No, explain:

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

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

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

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

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

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

C.4.c.iii.(1) ► Facility Inspections		
Fill out the following table or attach a summary of the following information. Indicate your violation reporting methodology below.		
<input checked="" type="checkbox"/>	Permittee reports multiple discrete violations on a site as one violation.	
<input type="checkbox"/>	Permittee reports the total number of discrete violations on each site.	
	Number	Percent
Number of businesses inspected	16	
Total number of inspections conducted	21	
Number of violations (excluding verbal warnings)	2	
Sites inspected in violation	2	12.5 %
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	2	100 %
Comments: Sites inspected in violation includes the two facilities described below under C.4.c.iii.(2) where violations (one actual and one potential discharge) were noted. Violations are counted as one per inspection per site.		

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed	
Fill out the following table or attach a summary of the following information.	
Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	1
Potential discharge and other	1
Comments: Discharge streams are counted as one discharge (actual or potential) per inspection per site. One actual discharge violation is counted for Serika Restaurant where a call-out inspection was performed in response to an employee being observed washing floor mats outside. Employees were re-trained not to wash mats outside and the restaurant submitted a letter signed by the employees acknowledging the violation and the correct procedures. One potential discharge violation is counted for Theatre Square where a call-out inspection was performed due to evidence of paint debris on the parking lot from pressure washing stairs and due to accumulation of garbage bags adjacent to the trash compactor due to latter being out of order; the paint residue and garbage bags were removed and the garbage juice was cleaned.	

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) ⁴⁶	Number of Enforcement Actions Taken	% of Enforcement Actions Taken⁴⁷
Level 1	Warning Notice/Education	1	50
Level 2	Notice of Violation	1	50
Level 3	Formal Enforcement (Administrative Penalties, Cost Recovery)	0	0
Level 4	Legal Action and/or Referral to State and Federal Agencies	0	0
Total			

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 Category⁴⁸	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Food Service	1	0
Property management	0	1

C.4.c.iii.(4) ► Non-Filers

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

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

⁴⁶ Agencies to list specific enforcement actions as defined in their ERPs.

⁴⁷ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁴⁸ List your Program's standard business categories.

C.4.d.iii ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Annual Stormwater Inspectors Workshop	7/7/12	<ul style="list-style-type: none"> • Food Service Alternative Products; How to Enforce Local Ordinances for Food Ware • How to Identify Mercury and Copper during Stormwater Inspections • Current Stormwater Enforcement Cases in Contra Costa County • How to Build Rapport with Businesses • Guided Tour and Mock Assessment of Richmond Pick N Pull 	6	75% (Inspections in Orinda are primarily conducted by 2 CCCSD inspectors; both those inspectors attended as well as three other inspectors)
CWEA Pretreatment, Pollution Prevention, and Stormwater Annual Conference	2/27 -29/12	<ul style="list-style-type: none"> • Stormwater BMPs • Inspector training sessions • Outreach 	2	25%
Pacific Northwest CWA Annual Conference	9/18-19/11	<ul style="list-style-type: none"> • Stormwater BMPs • Inspector training sessions • Outreach 	1	13%
CWEA – NRTC	9/21-23/11	<ul style="list-style-type: none"> • Stormwater education and outreach • Controlling Mobile Washers • Overview of Draft General Industrial Permit • Spill Estimation Methods 	1	13%
Introduction to Criminal Environmental Investigations	9/27-29/11	<ul style="list-style-type: none"> • Investigation • Evidence • Case Development • Witness Training 	1	13%
CWEA Annual Conference	4/19-20/12	<ul style="list-style-type: none"> • Inspector Training • Stormwater BMPs • Outreach 	2	25%
Hazardous Materials Investigator Training	6/25-29/12	<ul style="list-style-type: none"> • Investigation • Evidence • Case Development • Interagency Coordination 	1	13%

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. Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 11-12 Annual Report for description of activities at the countywide or regional level. The number of illicit discharges reported in FY 11-12 was less than FY 10-11 and identical to that in FY 09-10. In FY 11-12, six discharges were reported: two involving raw sewage, one involving vehicle fluid, one involving illegal dumping, one involving kitty litter, and one involving water emanating from a property originally thought to be pool water or leaky water line but after investigation, is more likely hillside seepage. See table below in C.5.f.iii.(4) for summary of FY 11-12 discharges and comparison with fiscal year 10-11. The number of discharges involving automobile fluid and illegal dumping remained relatively steady. Discharges involving construction material, raw sewage, trash from dumpsters, and sediment from slide incidents decreased.

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

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

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

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

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

Description: The City of Orinda responds to complaints and/or observations of illicit discharges from mobile businesses as it does any other illicit discharge and requires those businesses to implement the BMPs recommended by the BASMAA Mobile Surface Cleaners Program. Likewise, the City distributes appropriate educational outreach material for the subject mobile business (carpet cleaning, concrete coring, painting, etc.) at the local farmer's market and in City offices. The City of Orinda contracts with a BASMAA-certified Mobile Surface Cleaner for the cleaning of its library/community center plaza and City staff are trained as well. 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 11-12 Annual Report for a description of efforts by CCCWP 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 2011-2012 collection screening program is attached (Attachment C.5.e.iii). Of the 14 screening points, low or medium sediment was found at seven locations and a low quantity of trash was found at five locations. Low odor was observed at three locations, and low turbidity at five locations. Hydrocarbon sheen was not observed in any of the 14 locations. Discolored water was observed at one location; all other demonstrated an absence of color. The three locations with medium sediment as well as one location with low sediment were cleaned; three of these locations were ones with low trash. The other two locations with trash were cleaned of the trash only or was fitted with a trash capture device that is part of BASMAA trash study (so the trash was retained in the device). Four of the five locations with trash are adjacent to the commercial district or near a school.

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

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

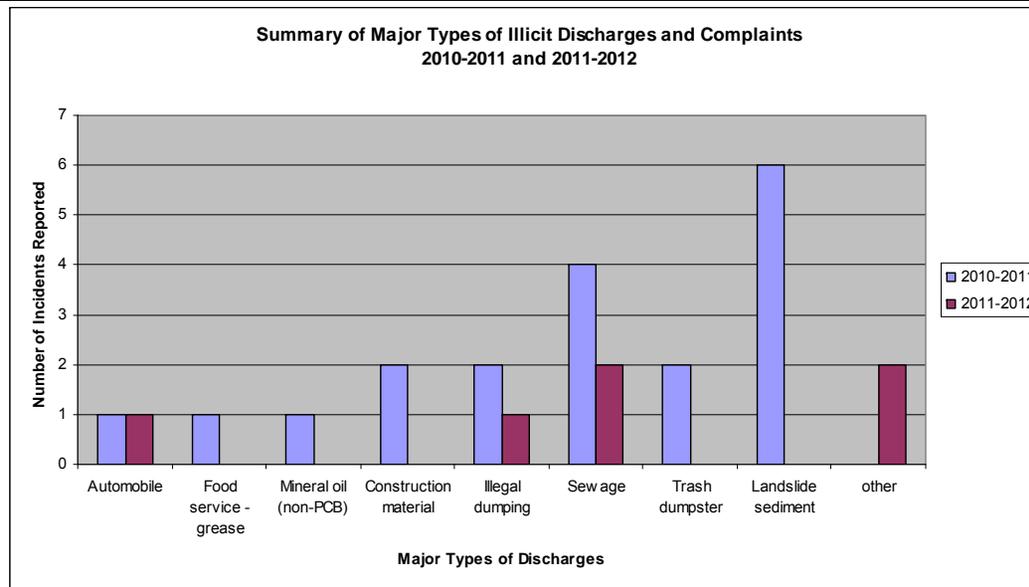
	Number	Percentage
Discharges reported (C.5.f.iii.(1))	6	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	2	33%
Discharges resolved in a timely manner (C.5.f.iii.(3))	6	100%

Comments:
 The City of Orinda records all complaints received regarding illicit discharges in its tracking system, including those that are unsubstantiated in the field and potential discharges that are prevented from reaching the City storm drain system and/or receiving waters. As such, complaints such as kitty litter being dumped in the storm drain or water 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. All discharges were resolved in a timely manner

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. As can be seen by the chart below, the major type of illicit discharge this fiscal year were sewage and other (kitty litter and undetermined water). The City continued to conduct periodic inspections of the two businesses with illicit discharges in 10-11 from dumpsters and is proud to report that the problem has been rectified at both properties.



Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals		
Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)
2	1	31
<p>Comments:</p> <ol style="list-style-type: none"> 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. 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. 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 two high priority sites and the one site disturbing more than one acre (Wilder); during these inspections, the grading inspector completed a stormwater runoff quality inspection form. In addition to the stormwater runoff quality inspections, the three sites were inspected more frequently than the monthly minimum requirement (generally twice weekly for Wilder), be it for stormwater runoff quality (but form not completed) or inspection requests by applicant. 		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations

BMP Category	Number of Violations ⁴⁹	% of Total Violations ⁵⁰
Erosion Control	7	26%
Run-on and Run-off Control	3	11%
Sediment Control	10	37%
Active Treatment Systems	0	0%
Good Site Management	4	15%
Non Stormwater Management	3	11%
Total	27	100%

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

	Enforcement Action (as listed in ERP) ⁵¹	Number Enforcement Actions Taken	% Enforcement Actions Taken ⁵²
Level 1	Warning Notice/Education (also includes Notices to Comply)	7	70%
Level 2	Notice of Violation	3	30%
Level 3	Formal Enforcement (Administrative Penalties, Cost Recovery)	0	0%
Level 4	Legal Action and/or Referral to State and Federal Agencies	0	0%
Total			100%

⁴⁹ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

⁵⁰ Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁵¹ Agencies should list the specific enforcement actions as defined in their ERPs.

⁵² Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

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

C.6.e.iii.1.h, i ► Violation Correction Times		
	Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	27	100% ⁵³
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0% ⁵⁴
Total number of violations for the reporting year⁵⁵	27	100%
Comments: All violations were resolved within 10 days.		

C.6.e.iii.(2) ► Evaluation of Inspection Data
Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).
<p>Description: Compared to last year, the number of enforcement actions is similar, although the number of violations is higher, meaning there were more BMP categories of violations per enforcement action. The most prevalent BMP performance issues were incorrect installation of silt fences or absence of construction entrance (sediment control), followed by stabilization of bare dirt (erosion control), and then by poor site management, non-stormwater management, or run-on/run-off control issues. In fact, every enforcement action taken had a sediment control violation, which was also the case in FY 2010-2011. These issues are typical of those found in past years.</p> <p>Overall, the performance of construction sites during the rainy season was considered good once sites had measures installed correctly. With rough grading completed at the Wilder development project, the project moved to vertical construction, bridge construction, and ball field and associated parking lot improvements. Bridge construction commenced mid-rainy season and brought a new type of construction work and new subcontractor to the project; this is in conjunction with maintenance issues for installed BMPs and correction of poorly installed BMPs (e.g., inadequate hydroseeding) resulted in notices to comply in the spring 2012.</p>

⁵³ 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.

⁵⁴ 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.

⁵⁵ Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness

Describe what appear to be your program’s strengths and weaknesses, and identify needed improvements, including education and outreach.

Description: The City of Orinda contracts with the Contra Costa County Building Inspection Department for building inspection services and as such, the County grading inspector conducts the stormwater quality inspections. The City’s Stormwater Program Manager coordinates with the grading inspector to develop a list of open grading and drainage permit projects in late summer prior to the onset of the rainy season. One strength of the program is that the City’s Stormwater Program Manager also conducts concurrent plan check with the Grading Inspector for issuance of grading and drainage permits; this results in the Grading Inspector and Stormwater Program Manager coordinating on a very regular basis (daily to twice weekly) and the Stormwater Program Manager being familiar with the open grading and drainage projects. The City Stormwater Program Manager is considering revised inspection tracking methods in anticipation of a potential increase in the number grading projects for the upcoming fiscal year. With the prospect that a few subdivision development projects that were stalled due to the economic downturn may be starting soon and the continuation of vertical construction at the Wilder project, the workload may be such that inspections within the City are performed by more than one inspector and necessitate revised tracking methods and procedures; electronic completion and submission of the inspection forms will be considered.

The City Stormwater Program Manager participates in the CCCWP’s development committee. Refer to the C.6 Construction Site Control section of the CCCWP’s FY 11-12 Annual Report for a description of activities at the countywide level.

C.6.f ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
"How to Ensure Compliance with NPDES Construction Inspection Requirements (MRP Provision C.6)"	May 2, 2012	<ul style="list-style-type: none"> • MRP Provision C.6 Requirements • Construction General Permit Requirements • Construction BMPs • Construction Pollution Prevention for Small Sites • Compiling and Reporting Inspection Data 	1 (does not include one staff person from City of Orinda Engineering Department)	33%

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

C.7.b.ii.1 ► Advertising Campaign

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

Summary:

Please refer to the CCCWP's Annual Report, Section C.7, for reporting on all public information and outreach activities conducted countywide and/or regionally.

C.7.b.iii.1 ► Pre-Campaign Survey

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

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

	Survey report attached
X	Reference to regional submittal: Refer to the CCCWP's Program's Annual Report, Section C.7, for reporting on this provision.

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 free media consisted of BASMAA press releases and an opinion-editorial in the Contra Costa Times. The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 11-12:

- BASMAA Media Relations Final Report FY 11-12

This report and any other media relations efforts conducted countywide or regionally are included within the C.7 Public Information and Outreach section of CCCWP's FY 11-12 Annual Report.

C.7.d ► Stormwater Point of Contact

Summary of any changes made during FY 10-11:

No changes were made to the website address or phone number used as point of contact. Refer to CCCWP's C.7 Public Information and Outreach section of FY 11-12 Annual Report for efforts conducted by the CCCWP 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 2012, Countywide with two gardens in Orinda	Tour to encourage landscaping using native plants, minimizing pesticide and fertilizer use, water conservation, mulching and composting, etc. for countywide residents. One garden in Orinda was featured on the tour. The City's sponsorship the tour was limited this year to funding through the CCCWP. Due to budget cuts and staffing conflicts, the City was unable to staff a table at the Orinda garden as it had done in FY 10-11.	See the Fiscal Year 2011/12 Group Program Annual Report, Section C.7, for further details regarding the effectiveness of this event. The Orinda garden received 616 visitors.
Orinda Farmer's Market (Saturday mornings, July 2011 through November 2011; March 3, 2012 through June 2012)	City Council members and City staff set up a table at the weekly farmer's market from July through November 2011 and April through June 2012, and distribute outreach material, including various clean water materials. Materials include but are not limited to creek-side owner's manual, CCCWP tote bags, flashlights, seed packets, and various informative brochures (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 2011-2012 at the Farmer's Market including chico bags, car wash shammies, pencils, bug booklets, and poppy seed packets. Attendance and effectiveness were comparable to last year.
Our Water Our World Tabling/Public Outreach Events	See the Fiscal Year 2011/12 Group Program Annual Report, Section C.7, for further	See the Fiscal Year 2011/12 Group Program Annual Report, Section C.7, for further details

	details regarding the description of this event.	regarding the description of this event.
Lafayette Art & Wine Festival, September 17 and 18, 2011	The City of Orinda coordinated with the neighboring cities of Moraga and Lafayette to staff a table at this immensely popular festival that is well attended by Lamorinda citizens as well as other Contra Costa County citizens. The table was staffed all day, both days and featured a prize wheel. Children spun the wheel to answer various stormwater-related questions to win a prize (reusable water cup). The table was staffed by the staff from the three municipalities and assisted by local Girl Scouts. Outreach items were also provided similar to those at the Farmer's Market.	The table was visited by approximately 300 children as indicated by the entire inventory of cups being distributed. Additional outreach material was provided to the children (pencils, bug booklets, etc.) as well as to their parents. Comparison to previous years is not available as this was the first year for this outreach event.
Public Outreach using mobile bicycle with signage at local events	See the Fiscal Year 2011/12 Group Program Annual Report, Section C.7, for further details regarding the description of this event.	See the Fiscal Year 2011/12 Group Program Annual Report, Section C.7, for further details regarding the description of this event.

C.7.f. ► Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary: See the Fiscal Year 2011/12 Group Program Annual Report, Section C.7, for a detailed report on BASMAA and the Program's encouragement and support of various Watershed Stewardship Collaborative Efforts including the Contra Costa Watershed Forum and the Green Business Program. The City of Orinda hosted the January 2012 meeting of the Contra Costa Watershed Forum and staff made presentations regarding the Manzanita Bridge Replacement Project and the MRP's trash reduction requirements.

In addition, the City coordinated with the local creeks group Friends of Orinda Creek (FOC) on a variety of items. FOC members hosted three creek events (September 17, 2011, March 23, 2012, and June 16, 2011) and coordinated one creek cleanup project as part of Orinda In Action Day (April 21, 2012). All events were along San Pablo Creek through downtown Orinda. The creek events consisted of removal of trash and invasive vegetation. The City assisted by picking up and disposing of the collected trash and vegetative debris for all events; at the

September 2011 event, the City Stormwater Program Manager oversaw volunteers to clean up and inventory the trash hot spot. The Stormwater Program Manager had planned to lead a crew of students during the March 2012 event but illness prevented that from occurring. During the September 2011 event, volunteers including FOC members, girl scouts, and Miramonte High School students collected approximately 20 bags of trash, 2 bags of weeds, a box spring, a plywood sheet and some metal drainage pipes; an estimated 69 pounds of trash were removed. The March 2012 event was largely staffed by 83 Orinda Academy students and their teachers; the volunteers collected 7 bags of trash, the metal frame of an exercise machine, a wooden pallet, 12 bricks, 2 cardboard boxes, and one window screen. The June 2012 event resulted in the collection of two bags of trash and removal of large quantity of invasive vegetation (broom).

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

- ❑ Six projects consisting of litter removal in various downtown locations and at the Village Grove Park
- ❑ Two litter removal projects along the two major thoroughfares (Moraga Way and Camino Pablo)
- ❑ One creek cleanup – along San Pablo Creek behind Orinda Way
- ❑ Trash pickup along the St Stephens bike path that fronts State Route 24

The result of these efforts was the collection of 40 bags of trash, 56 bags of green waste, and 20 bags of recyclables.

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 Program	See the Program’s Fiscal Year 2011/12 Group Program Annual Report, Section C.7, for further details.	See the Program’s Fiscal Year 2011/12 Group Program Annual Report, Section C.7, for further details.
Orinda In Action, April 21, 2012	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.	An estimated 483 volunteers participated. One reach of San Pablo Creek was cleaned up along with various areas of the downtown and along major thoroughfares through town. A total of 56 bags of trash, 40 bags of green waste, and 20 bags of recyclables were collected; the volume of trash/recyclables collected is estimated at 1,460 gallons or 7.2 cubic yards. Compared to prior years, the number of volunteers has increased while the amount of trash collected has decreased.

<p>Friends of Orinda Creeks – Trash and Invasive Vegetation Removal Events</p>	<p>Three events in addition to the Orinda In Action event were organized by the Friends of Orinda Creeks.</p>	<p>The events resulted in the removal of more than a truckload of invasive vegetation, nearly 30 bags of trash, and several oversized objects; the volume of trash collected is estimated at 380 gallons or 2 cubic yards. The number of events increased from two to three over last year and the number of volunteers increased as well with the involvement of students from two local schools (Miramonte High School and Orinda Academy). The length of creek addressed by the events is approximately 1,400 feet and includes the 300-foot stretch of Orinda’s single trash hot spot.</p>
<p>The Bringing Back the Natives Gardens Tour May 2012</p>	<p>One garden in Orinda was part of this free-self-guided tour of native gardens. The City sponsored this event through CCCWP funding.</p>	<p>A total of 174 Orinda residents pre-registered for the event. The garden in Orinda was visited by 616 people. While there was only one garden in Orinda on the tour this year, the number of resident registered remained relatively steady and number of visitors to the Orinda garden increased from last year.</p>

C.7.h. ► School-Age Children Outreach

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

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
<p>The City of Orinda sponsored “Kids for the Bay” in the local elementary schools.</p>	<p>This program entailed professional development for two elementary school teachers, five classroom lessons for students and teacher, one full-day field trip to creek or bay habitat, implementation of student-centered action projects. A curriculum guide, equipment kit, and ongoing support</p>	<p>Two third-grade classes at Wagner Ranch Elementary school for a total of two teachers and approximately 40 to 50 students.</p>	<p>Prior to the program, many of the students did not know the meaning of the word estuary and did not know how the local creek was connected to other bodies of water (reservoir and then bay). In addition to learning about the watershed and storm drain system, they learned about pesticides and trash, and their impact on water quality. One of the teachers</p>

	are also provided so that trained teachers can continue to teach the program to future classes.		summarized in her evaluation that “the most important impact o the classroom lessons has been expanding our awareness of our environment, the relationship we have with the bay estuary, and the options we have to make a positive difference in the watershed.” A summary of the program including lesson highlights, photographs, and sample work is not attached but can be provided.
The City supported Mr. Funnelhead through the Used Oil Block Grant. For a detailed summary of all Mr. Funnelhead school assemblies, city/county fair events, and TV advertisements conducted countywide, please refer to the C.7 Section of the countywide program’s FY 11-12 Annual Report.	See Group Program Annual Report	See Group Program Annual Report	See Group Program Annual Report
Youth outreach and education through social media	See Group Program Annual Report	See Group Program Annual Report	See Group Program Annual Report

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 11-12, 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. 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 CCCWP's FY 11-12 Annual Report.

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.b ► Implement IPM Policy or Ordinance

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

Trends in Quantities and Types of Pesticides Used⁵⁶

Pesticide Category and Specific Pesticide Used	Amount ⁵⁷				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	0	0	0		
Pyrethroids					
Bisect (bifenthrin as active ingredient)	0.1875 gallons	0 gallons	0 gallons		
Deltaguard (deltamethrin as active ingredient)	0.02 gallons	0 gallons	0 gallons		
Carbaryl	0	0	0		
Fipronil	0	0	0		

C.9.c ► Train Municipal Employees

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	2
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	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%

⁵⁶ Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁵⁷ Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

C.9.d ▶ Require Contractors to Implement IPM					
Did your municipality contract with any pesticide service provider in the reporting year?		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, attach one of the following:					
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR				
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR				
<input type="checkbox"/>	Equivalent documentation.				
If Not attached , explain: Contract specifications for the City's Landscape Maintenance Services contract are attached (Attachment C9.d, including a contract addendum extending the contract for one additional year and 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 OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.	
Summary: During FY 11-12, we participated in regulatory processes related to pesticides through contributions to the CCCWP, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees.	

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

C.9.h.ii ▶ Public Outreach: Point of Purchase	
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); OR reference a report of a regional effort for public outreach in which your agency participates.	
Summary: See the C.9 Pesticides Toxicity Control section of CCCWP's FY 11-12 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 11-12 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.

Response to Water Board Staff Comments on Section 9, Provision C.9, of FY 10-11 Annual Report

Use this area to respond to any Water Board staff comments on Section 9 of your FY 10-11 Annual Report, and refer to any required submittals that are attached.

Water Board staff comments: (1) Both of the 2 employees who use pesticides must be trained in IPM; (2) Landscape bid specifications do not support the IPM Policy or Program and appear to contradict them. Provide City contract specs that require pest control contractors to use IPM methods & hierarchy.

City of Orinda response: (1) Both employees have been trained in the City's IPM policy and IPM standard operating procedures (see C.9.c). In the next fiscal year, both employees will also be completing additional IPM training to supplement the knowledge obtained through training in the City's IPM policy and program. (2) In June 2010, the City of Orinda was both developing its IPM Policy and Plan as well as going out to bid for a new landscape contractor. As such, the language in the landscape contract specifications (contained in the "Request for Bids" which become part of the executed contract by attachment) stated: "The Contractor shall implement Integrated Pest Management (IPM) and shall be required to adhere to the IPM Policy adopted by the City as well as any IPM procedures or programs developed by the City to ensure IPM Policy implementation. The City is in the process of adopting an IPM Policy as required under the City's National Pollutant Discharge Elimination System (NPDES) permit. The IPM Policy will be adopted by July 1, 2010. The IPM Policy will include provisions to minimize reliance on pesticides that threaten water quality and will require the use of IPM on municipal property." The Water Board staff noted that some potentially contradictory language is included in the Scope of Services section and elsewhere. The landscape services contract contained the option of two one-year extensions (FY11-12 and FY12-13). Because the landscape contractor has performed satisfactorily and has been most cooperative in implementing IPM and reducing pesticide usage, the City approved both one-year extensions. For the one-year extension of 2012-2013, the City included the language in the contract extension documents stating that the IPM Policy and Plan supersedes any other direction provided in the Scope of Services. When the contract is put out to bid for FY 2013-2014, the Request for Bid documentation will be revised to fully reflect the City's IPM Policy and Plan and remove any inconsistencies.

Section 10 - Provision C.10 Trash Load Reduction

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

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

Description: Our Short Term Trash Loading Reduction Plan was submitted to the Water Board on February 1, 2012. See the C.10 Trash Load Reduction section of CCCWP's FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

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

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

Description: The Baseline Trash Load and Trash Load Reduction Tracking Method was submitted to the Water Board on February 1, 2012. See the C.10 Trash Load Reduction section of CCCWP's FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

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

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

Description: See the C.10 Trash Load Reduction section of the CCCWP's FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees. 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 were Revel Environmental Manufacturing, Inc.'s Triton Bioflex Drop Inlet Trash Guard. The devices were installed in May 2011 and have been sampled three times (September 2011, January 2012, and April 2012). It is likely that the City will retain one of the devices but will remove the device at the second location and replace it with a connector pipe screen type device. In total, the City plans to install eight full trash capture devices by July 2014 (per the Short-Term Trash Loading Reduction Plan submitted February 2012) resulting in the treatment of an estimated 40 acres, exceeding the 7-acre treatment area required by this provision for the City of Orinda.

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

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible.

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

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
ORI01	9/17/2011	1 CY	Other plastic products (25%), construction debris (15%), and paper and cardboard (10%)	Trash accumulation, litter, illegal dumping.

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

Trash Load Reduction Action	Summary Description of Action Implemented in FY 11-12	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁸	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
Existing Enhanced Street Sweeping	*****See C.10.d Addendum****			
Single-Use Carryout Bag Policies				
Polystyrene Foam Food Service Ware Policies				
Public Education and Outreach Programs				
Activities to Reduce Trash from Uncovered Loads				

⁵⁸The estimated load removed and percent reduction in FY 11-12 is consistent with assumptions described in the Trash Load Reduction Tracking Method Technical Report (version 1.0) submitted to the Water Board on February 1, 2012. In the future, load reductions reported in Annual Reports may be adjusted based on revisions to the tracking methodology.

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

Trash Load Reduction Action	Summary Description of Action Implemented in FY 11-12	Estimated Trash Load Removed in FY 11-12 (Gallons) ⁵⁸	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
Anti-littering and Illegal Dumping Enforcement Activities				
Improved Trash Bins/Container Management				
Single-use Food and Beverage Ware Ordinance				
On-land Trash Cleanups				
Additional Enhanced Street Sweeping (Beyond Existing Enhanced)				
Partial-Capture Treatment Devices				
Enhanced Storm Drain Inlet Maintenance				
Full-Capture Treatment Devices				
Creek/Channel/Shoreline Cleanups				
Total Estimated Trash Load Removed (Gallons) in FY 2011-12				
Baseline Trash Load Estimate (Gallons)				
Total Percentage Reduction in FY 2011-12 (Compared to Baseline Trash Load)				

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** 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 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 and 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: Please also refer to the Countywide Program's Annual Report for county-wide efforts.
- 2) **Facilitation/Organization** of HHW drop-off events conducted by your municipality/contractors or HHW drop-off events that occur within your jurisdiction. 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 11-12 Countywide Program Annual Report for an estimate of the mass of mercury collected through collection and recycling efforts in the Countywide Program area.

Mercury Containing Device/Equipment	Total Amount of Devices Collected	Estimated Mass of Mercury Collected
Fluorescent Lamps ⁵⁹ (linear feet)	See Countywide Program Annual Report	See Countywide Program Annual Report
CFLs ⁶⁰ (each)	"	"
Thermostats ⁶¹ (each)	"	"
Thermostats (lbs.)	"	"
Thermometers (each)	"	"
Switches (lbs.)	"	"
Total Mass of Mercury Collected During FY 2011-2012:		"

⁵⁹ Only linear fluorescent lamps should be included

⁶⁰ Only compact fluorescent lamps should be included

⁶¹ Thermostats can be reported by quantity or by pounds. Whichever unit is used, please avoid double-counting.

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

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

Summary: A summary of countywide and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of CCCWP's FY 11-12 Annual Report and/or the BASMAA Regional POC 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 11-12 CCCWP Annual Report for a description of training provided countywide and/or regionally, and report on any local training efforts, if applicable.

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

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

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

Section 13 - Provision C.13 Copper Controls

C.13.a. iii.(1) ► Legal Authority: Architectural Copper

<i>(For FY 10-11 Annual Report only)</i> Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?	X	Yes		No
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If **No**, explain and provide schedule for obtaining authority within 1 year.

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 again noncompliance

The City has available a brochure 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. During FY 2011-2012, no copper roofs or architectural features were reported to be installed, which is consistent with past years. The City is in the process of modifying its permit tracking system to facilitate proper BMP dissemination for copper roof/architectural feature installations. As part of this effort, the City is coordinating with the County Building Inspection Department to ensure education of installers and coordinate enforcement action.

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

<i>(For FY10-11 Annual Report only)</i> Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?	X	Yes		No
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If **No**, explain and provide schedule for obtaining authority within 1 year:

C.13.c ▶ Vehicle Brake Pads

Reported in a separate regional report. A summary of the CCCWP's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of CCCWP's FY 11-12 Annual Report and/or the BASMAA Regional POC Report.

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

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

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

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

Report on progress of studies being conducted countywide or regionally to reduce copper pollutant impact uncertainties. State below if information is reported in a separate regional report.

Summary: A summary of the countywide and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of the CCCWP's FY 11-12 Annual Report and/or BASMAA Regional POC Report.

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

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

Report on progress of studies being conducted countywide or regionally to characterize the distribution and pathways of PBDEs, legacy pesticides, and selenium. State below if information is reported in a separate regional report.

Summary: A summary of countywide and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the CCCWP's FY 11-12 Annual Report and/or BASMAA Regional POC Report.

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

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

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

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

<p>Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:</p> <ul style="list-style-type: none"> • Promote conservation programs • Promote outreach for less toxic pest control and landscape management • Promote use of drought tolerant and native vegetation • Promote outreach messages to encourage appropriate watering/irrigation practices • Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.
<p>Summary: The City displays numerous outreach materials regarding water conserving irrigation practices and use of drought tolerant and native vegetation at City Hall. The City adheres to the State of California Landscape Code, California Code of Regulations, Title 23. Waters, Division 2. Department of Water Resources, Chapter 2.7. Model Water Efficient Landscape Ordinance. Various sections of the Orinda Municipal Code require drought tolerant or native vegetation (Chapter 18.04.010 Riparian habitat restoration, 17.17 Landscaping, and 17.3.4 Second Units). Likewise, the City's Hillside and Ridgeline Design Guidelines encourages the use of native trees and shrubs. The 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 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. The construction of new City-owned ball fields at the Wilder development includes artificial turf for the fields and drought-tolerant vegetation in the adjacent park areas. Furthermore, the first objective of the landscape for the Wilder development is the dominant use of native landscape plantings.</p>

Please refer to the C.3 New Development and Redevelopment, C.7. Public Information and Outreach, and C.9. Pesticide Toxicity Control sections of the CCCWP's FY 11-12 Annual Report for additional information on BMPs promoted countywide to minimize pollutant loading from excess irrigation including but not limited to

- ❑ 6th Edition Stormwater C.3 Guidebook adopted by ordinance promotes landscaping designed to (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.
- ❑ Green Business Program 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 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 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 Turbidity⁶² (NTU)	Implemented BMPs & Corrective Actions
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System ⁶³														
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) ⁶⁴	pH (standard units) ⁵²	Discharge Turbidity (Visual) ^{52,}	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁶⁵	Inspector arrival time	Responding crew arrival time
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

⁶³ This table contains all of the unplanned discharges that occurred in this FY.

⁶⁴ 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.

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

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of New or Enhanced Action Implemented in FY 11-12	Estimated Trash Load Removed in FY 11-12 (Gallons) ¹	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
Existing Enhanced Street Sweeping	Trash load reductions due to existing enhanced street sweeping implemented prior to the effective date of the MRP and conducted at levels above baseline levels are not incorporated in the City's trash baseline load. For Orinda, existing enhanced street sweeping includes street sweeping conducted more frequently than 1x/week for streets in retail land use areas and more frequently than 2x/month in all other land use areas. The City's downtown sweeping route is swept 1x/week. While most of this route is retail land use areas, some portions (along Camino Pablo and Bates Boulevard) are located in non-retail land use areas. Weekly sweeping of these streets is considered existing enhanced street sweeping.	53	1	All Trash Types
Public Education and Outreach Programs	<p><u>Advertising Campaigns:</u> Please refer to Section C.7 of the CCCWP's 2011-2012 Annual Report for further information.</p> <p><u>Outreach to School-Age Children:</u> City funded the Kids for the Bay Program, which delivers its "Watershed Action Program" to fourth-grade students. The City began participation in this program in 2011-2012; information about the program can be found in C.7.h of the City's Annual Report. A summary of the program including lesson highlights, photographs, and sample work is not attached but can be provided.</p> <p><u>Media Relations (Use of Free Media):</u> Flyers posted around town and on City website advertised the dates for various creek cleanups and other community outreach events (e.g., native gardening tour, Orinda In Action Day). City uses its Orinda Youth Association e-newsletter to send anti-litter messages to families</p>	411	7.9	All Trash Types

¹The estimated load removed and percent reduction in FY 11-12 is consistent with assumptions described in the Trash Load Reduction Tracking Method Technical Report (version 1.0) submitted to the Water Board on February 1, 2012. In the future, load reductions reported in Annual Reports may be adjusted based on revisions to the tracking methodology.

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of New or Enhanced Action Implemented in FY 11-12	Estimated Trash Load Removed in FY 11-12 (Gallons) ¹	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
	with children participating in sports at the local fields. Refer to C.7.c of CCCWP's 2011-2012 Annual Report for further information for regional efforts. <u>Community Outreach Events:</u> Refer to C.7.g of the City's Annual Report for list of activities.			
Activities to Reduce Trash from Uncovered Loads	Not implemented yet. In FY 12-13, the City plans to review language in its current hauling service contracts and will develop language to include in those contracts that require contracted trash and construction debris haulers to cover loads when transporting trash and debris to municipally or privately owned landfills or transfer stations.	0	0	NA
Anti-littering and Illegal Dumping Enforcement Activities	With the development and adoption of the City's Enforcement Response Plan (ERP), the City has augmented its response to calls of illegal dumping and littering. In addition to investigating the complaints received, the City has formalized (through the ERP) its enforcement procedures including citations and is collecting evidence as available from illegal dump sites in an attempt to track down the offender.	103	2	All Trash Types
Improved Trash Bins/Container Management	Not implemented yet. In FY 12-13, the City plans to review its ordinance and revise as needed to enforce the requirement that private property owners have adequate trash service. In addition, the City plans to develop and implement a formal program that identifies businesses or households that have inadequate trash service (i.e., insufficient trash collection or use of bins which are too small). Either through municipal code enforcement or other means, the City will require businesses or households to sufficiently remedy the issue (reduce trash generation such that current receptacles are adequate or obtain additional trash service).	0	0	NA

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of New or Enhanced Action Implemented in FY 11-12	Estimated Trash Load Removed in FY 11-12 (Gallons) ¹	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
On-land Trash Cleanups	<p>The City continued to support the following enhanced on-land trash cleanup activities. The baseline level of trash cleanup is based on the quantity of trash collected during the first Orinda In Action event conducted in 2009 (3.3 cubic yards, or 667 gallons). The first Orinda In Action event was such a success it has become an annual event and has continued to expand with regard to the number of volunteers and number of projects. The City sponsors the event and provides staff to support the event. In the Short-Term Trash Reduction Plan, the City assumed that 13.3 cubic yards of trash would continue to be collected annually during the Orinda In Action event, which is an increase of approximately 10 cubic yards from the baseline (pre-MRP). In FY 11-12, approximately 7.1 cubic yards (1,434 gallons) of trash were collected for an increase of 3.8 cubic yards (768 gallons) from the baseline. The City plans to implement use of the standardized data collection form being developed by BASMAA as soon as it is available.</p> <p>Due to limitations placed on the load reduction credit received for enhanced on-land trash cleanups and creek cleanups (total of 15% load reduction for both measures), the City took credit for only 1.9 cubic yards (375 gallons) of trash collected during this event.</p>	375	7.2	All Trash Types but volunteers noted a lot of cigarette butts
Additional Enhanced Street Sweeping (Beyond Existing Enhanced)	Enhanced street sweeping was implemented along Moraga Way (Route 9) in FY 2011-2012. Sweeping occurred bi-monthly during FY 11-12 and equivalent parking enforcement occurred by sweeping in the early morning hours (immediately following completion of downtown route).	74	1.4	All Trash Types

C.10.d ► Summary of Trash Reduction Actions and Loads Reduced

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

New or Enhanced Trash Load Reduction Action	Description of New or Enhanced Action Implemented in FY 11-12	Estimated Trash Load Removed in FY 11-12 (Gallons) ¹	Estimated Percent Reduction as of FY 11-12 ⁵⁸	Estimated Dominant Types of Trash Removed in FY 11-12
Full-Capture Treatment Devices	Two of eight trash full-capture treatment devices planned for installation have been installed. 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 were Revel Environmental Manufacturing, Inc.'s Triton Bioflex Drop Inlet Trash Guard. The devices were installed in May 2011 and have been sampled three times (September 2011, January 2012, and April 2012). Additional full-trash capture devices are planned to be installed in Spring 2013.	124	2.4	Trash types collected from devices were other plastic and paper. Other plastic excludes recyclable beverage containers (labeled with CRV) and single-use plastic bags.
Creek/Channel/Shoreline Cleanups	The City supported the Friends of Orinda Creeks' organization of three creek cleanup events in addition to the creek cleanup event conducted as part of the Orinda In Action. The volume of trash collected at the four events is estimated at 403 gallons or 2 cubic yards.	403	7.8	Paper or plastic food packaging, or remnants thereof; cigarette butts.
Preliminary Estimate of Trash Load Removed (Gallons) in FY 2011-12		1,544		
Preliminary Baseline Trash Load Estimate (Gallons)		5,194		
Total Percentage Reduction in FY 2011-12 (Compared to Baseline Trash Load)		29.7%		

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
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	Orinda	Food Service
Bonfire	2 Theater Square, 144	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
Comfort Station with Snack Shack	10 ORINDA FIELDS Lane	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
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
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	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
Yu Sushi	19 MORAGA Way	Orinda	Food Service
Zamboni's Pizza	1 CAMINO SOBRANTE 4	Orinda	Food Service
Chevron Station #97407	11 ORINDA Way	Orinda	Gas Station
Flying A	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

Name	Address	City	Program Category
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
Peretti Company Realtors	9 COUNTRY CLUB Plaza	Orinda	Property Mngt
CVS Pharmacy	50 MORAGA Way	Orinda	Retail
Rite Aid	27 ORINDA Way	Orinda	Retail
Holden High School	10 IRWIN Way	Orinda	School/College
Orinda Academy	19 ALTARINDA Road	Orinda	School/College
EBMUD Orinda WTP	190 CAMINO PABLO	Orinda	Utility
Orinda Chevron Service	11 ORINDA Way	Orinda	Vehicle Service
Orinda Motors	63 ORINDA Way	Orinda	Vehicle Service
Orinda Shell Auto Care	9 ORINDA Way	Orinda	Vehicle Service
Orinda Towing	81 MORAGA Way C	Orinda	Vehicle Service

Facilities Scheduled for Inspection in Orinda

(7/1/2012 to 6/30/2013)

Name	Address	Facility Type
Orinda Maintenance Facility	10 ORINDA FIELDS Lane	Fleet Operations
Barbacoa	2 THEATER SQUARE	Food Service
Bonfire	2 Theater Square	Food Service
Comfort Station with Snack Shack	10 ORINDA FIELDS Lane	Food Service
Subway	2 THEATER SQUARE	Food Service
Table 24	2 THEATER SQUARE, 153	Food Service
Flying A	22 BRYANT Way	Gas Station
La Piazza	15 Moraga Way	Food Service
Loard's Ice Cream	230 BROOKWOOD Road	Food Service
Europa Hofbrau	64 MORAGA Way	Food Service
Beverages & More	6 CAMINO PABLO Road	Grocery Store
McDonnell Nursery	196 MORAGA Way	Nursery
Orinda Cleaners	37 MORAGA Way	Dry Cleaner
Village Inn Cafe	204 VILLAGE SQUARE	Food Service
Orinda Towing	81 MORAGA Way C	Vehicle Service
Subtotal: 15		

Enforcement Reinspections

Serika Restaurant	2 THEATER SQUARE 118	Food Service
Cushman & Wakefield at Theater Square	2 THEATER SQUARE 143	Property Mngt
Subtotal: 2		

Total Planned Inspections: 17

Total Annual Goal= 15

**FY 2011-2012 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	9/28/2011	10:37	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
2	Camino Pablo/El Toyonal	drop inlet/catch basin	San Pablo Creek	966	9/28/2011	10:43	> 3 wks	N	trickle	3/8"	Low	ND	absent	low	ND	med	No	NA	cleaned	no	9/28/2011
3	Bien Venida/Miner Road	end of pipe	Lauterwasser to San Pablo Creek	56	9/28/2011	10:51	> 3 wks	N	trickle	1/8"	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
4	456 Camino Sobrante	end of pipe	Lauterwasser to San Pablo Creek	2223	9/28/2011	10:51	> 3 wks	N	trickle	1/8"	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
5	1 Camino Sobrante	drop inlet/catch basin	San Pablo Creek	2868	9/28/2011	11:08	> 3 wks	N	none	0	Low	ND	absent	ND	ND	med	No	NA	cleaned	NA	9/30/2011
6	St Stephens/El Nido Ranch Road	drop inlet/catch basin	San Pablo Creek	1120	9/28/2011	11:26	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
7	End of Bryant Way	drop inlet/catch basin	San Pablo Creek	1153	9/28/2011	12:40	> 3 wks	Y	trickle	2	Low - cleaned 2 wks prior *	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
8	Stein Way at Moraga Way	end of pipe	San Pablo Creek	1535	9/28/2011	12:50	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
9	Dos Encinas/El Camino Moraga	end of pipe	Moraga Creek	12	9/28/2011	12:58	> 3 wks	Y	trickle	6	low	ND	absent	low	ND	low	No	NA	cleaned	NA	9/28/2011
10	236 Ivy Drive	end of pipe	Moraga Creek	35	9/28/2011	1:15	> 3 wks	N	trickle	3	ND	low	absent	low	ND	low	No	NA	NA	NA	NA
11	462 Moraga Way	end of pipe	San Pablo Creek	298	9/29/2011	9:50	> 3 wks	N	none	0	ND	ND	absent	ND	ND	ND	No	NA	NA	NA	NA
12	9 Daryl Drive	end of pipe	San Pablo Creek	1749	9/29/2011	9:24	> 3 wks	N	steady	4	ND	low	absent	low	ND	low	No	NA	NA	NA	NA
13	Hall Drive at Moraga Way	end of pipe	Moraga Creek	2721	9/29/2011	9:37	> 3 wks	N	none	0	low	ND	absent	ND	ND	low	No	NA	NA	NA	NA
14	556 Dalewood Drive	drop inlet/catch basin	Lauterwasser to San Pablo Creek	1200	9/29/2011	10:00	> 3 wks	Y	trickle	12	ND	low	dirty water	low	ND	med	No	NA	hydrocleaned	yes	10/21/2011

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

ONE-YEAR EXTENSION OF THE AGREEMENT BETWEEN SYCAMORE LANDSCAPING CORPORATION AND THE CITY OF ORINDA TO PROVIDE PARKS AND LANDSCAPE MAINTENANCE SERVICES

Sycamore Landscaping Corporation (“Contractor”) and the **City of Orinda (“City”)** entered into an Agreement dated July 1, 2010 for the purpose of providing Parks and Landscape Maintenance Services. The term of the Agreement is July 1, 2010 through June 30, 2011, which was extended through June 30, 2012. In accordance with the Special Provisions for Landscape Maintenance, Terms of Service (Item I-B), which are included under Contract Terms (Item 12) of the Agreement, *“The City, at its option, may renew this contract twice for a period of one year each.”*

NOW THEREFORE, the Contractor and the City have agreed:

- 1) to another One-Year Extension of the Agreement to provide Parks and Landscape Maintenance Services to the period of July 1, 2012 through June 30, 2013 in the amount of \$63,750 which includes a CPI adjustment of 2.1% and eliminates Pine Grove Park from the original scope of services; and
- 2) Contractor agrees to adhere to the City’s Integrated Pest Management Policy and Plan described in Exhibit B of the original Agreement. The IPM Policy and Plan supersedes any other direction provided in the “Scope of Services” described in Exhibit A.; and
- 3) that all other terms and conditions of the Agreement remain in full force and effect.

The effective date of this One-Year Extension of the Agreement shall be July 1, 2012; or on receipt of satisfactory evidence of insurance, whichever is later.

CITY OF ORINDA

CONTRACTOR

By: _____
City Manager

By: _____
Sycamore Landscaping Corporation

Date: _____

Date: _____

Dear Proposer:

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

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

Mail or Hand Deliver To:

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

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

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

We look forward to receiving and reviewing your proposal.

Sincerely,

Jim Arth,
Facilities & Parks Supervisor

I. **BACKGROUND**

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

II. **SCOPE OF SERVICES**

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

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

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

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

III. **SUBMISSION REQUIREMENTS**

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

A. **Contractor Identification:**

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

B. **Project Understanding:**

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

C. **Quality Control/Quality Assurance:**

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

D. Client References:

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

E. Cost Proposal:

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

F. Contract Termination:

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

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

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

G. Mandatory Meeting and Site Walkthrough:

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

IV. SELECTION CRITERIA

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

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

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

V. **PAYMENT:**

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

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

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

VI. **CITY REQUIREMENTS:**

A. **Non Discrimination Requirements:**

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

B. **Conflict of Interest:**

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

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

VII. **OTHER REQUIREMENTS:**

A. Insurance:

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

B. Worker's Compensation Insurance:

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

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

C. Recycled Paper:

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

VIII. **SPECIAL PROVISIONS FOR LANDSCAPE MAINTENANCE:**

Proposals are required for the entire work described herein.

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

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

A. Scope of Service

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

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

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

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

B. Term of Service

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

C. Work Hours

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

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

D. Workmanship and Quality Level

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

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

The Contractor shall cooperate with the representative authorized by the City to enable them to determine the Contractor's conformity with these specifications

and the adequacy of the work being performed. The Contractor shall give personal supervision to the work and be available for consultation with the Maintenance Services Manager or designated representative, a minimum of twice per month, at a schedule mutually agreed upon.

E. Corrective Work

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

F. Locations

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

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

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

1. CAMINO PABLO/MORAGA WAY

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

2. CROSSROADS DOWNTOWN SITE

- El Nido Ranch Road pathway along the southerly side of the road from St.Stephens to Lafayette border;
- East and west sides of Moraga Way from 50 Moraga Way to the Freeway, including Bates Blvd., Davis Road (both sides) and Bryant Way (northeast and northwest side) as well as the train station site;
- Between Camino Pablo and Moraga Way;
- East side of Brookwood from Camino Pablo to the end of the commercial area.

3. VILLAGE DOWNTOWN SITE

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

4. MINI PARK

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

5. VILLAGE GROVE

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

6. CAMINO ENCINAS/MORAGA WAY

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

7. GLORIETTA/MORAGA WAY (SOUTHEASTERLY CORNER)

8. ORINDA SPORTS FIELD

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

8. ORINDA COMMUNITY PARK

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

9. PINE GROVE SPORTS FIELD

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

10. ORINDA OAKS PARK

- Landscaped areas, the area that borders the residential area on the south side to the decomposed pathway on the north side. Also, includes the trail and overview picnic area along the south side of Donald Drive, the hiking trails , the gravel trail and picnic area and trees at the end of Donald Drive, and the bulb – outs at the intersection of Ivy Drive and Descanso.

11. BICYCLE PEDESTRIAN SITE

- The trees along the bicycle/pedestrian path on the east side of

12. CITY OFFICE SITE AT 22 ORINDA WAY

- Landscaped areas.

14. 2 IRWIN WAY

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

G. Landscape Maintenance Specifications

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

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

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

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

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

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

1. TREE AND SHRUB CARE

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

- The reasons for tree pruning may include, but are not limited to

the following:

- To shape, particularly to correct miss-shaping caused by the wind.
- Trim branches to 7 feet minimum above sidewalk or path, and 15 feet minimum clearance from the roadway pavement to the lowest branches.
- Trim a minimum of 3 feet from the edge of roadway pavement.
- Trees in landscaped medians shall be maintained in accordance with the City of Orinda standards for height clearance.
- To cut back branches rubbing on walks, fences, buildings, signs, and lights.
- To remove suckers, water sprouts and other undesirable growth on trees.
- Remove all dead and damaged branches. Check for any broken branches or limbs that may fall into the right of way.

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

b. Trees

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

Stubbing: Under no circumstances will the stripping of lower branches (raising up) of young trees be permitted. Lower branches shall be retained in a “tipped back” or pinched condition. Lower branches can be cut flush with the trunk only after the tree is able to stand erect without staking or other support. Make all cuts clean and close to the trunk, without cutting into the branch collar. “Stubbing” will not be permitted. Cut smaller branches flush with the trunk or lateral branch. Make larger cuts (1 inch in diameter or larger) parallel to the shoulder rings, with the top edge of the cut at the trunk or lateral branch.

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

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

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

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

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

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

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

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

2. LAWN CARE

a. Mowing. Upright grasses such as Blue Grass and Tall Fescues shall be mowed to a minimum height of two inches (2”) in warm weather and one and one-half inches (1 1/2”) during the rainy season. Other grasses, such as Bermuda grass, will be mowed to a minimum height of three quarters of an inch (3/4”). Mowing will be done weekly during the growing season (March 1 to October 31) and

bi-monthly during the winter (November 1 to February 28). The mowing of all contiguous turf areas shall be completed on the same day; the mowing of playing field areas shall be completed prior to 4:00 pm. Turf cut to different heights in contiguous areas shall not be permitted.

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

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

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

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

Fertilization/Weed Control Application Schedule

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

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

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

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

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

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

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

3. GROUND COVER MAINTENANCE

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

b. Weed Control. All of the areas maintained by Contractor shall be kept free of broadleaf and grassy weeds, preferably with pre-emergent and/or selective contact herbicides. If necessary, weeds will be removed by hand. All groundcover/shrub areas will be mulched annually, in the spring, no later than April 15, with a minimum of three inches (3") of ground fir bark one-quarter inch to one-half inch (¼" to ½") in size. The installation of the mulch is to be included in the bid price.

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

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

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

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

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

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

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

4. FOUNTAIN

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

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

5. USE OF PESTICIDES

The Contractor shall implement Integrated Pest Management (IPM) and shall be required to adhere to the IPM Policy adopted by the City as well as any IPM procedures or programs developed by the City to ensure IPM Policy implementation. The City is in the process of adopting an IPM Policy as

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

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

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

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

Only non-staining materials shall be used.

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

fertilizer, iron, zinc or other trace materials as per the recommendations of the soil analysis.

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

6. MONTHLY REPORTS

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

H. General Specifications

1. MATERIALS AND EQUIPMENT

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

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

2. INTERPRETATION OF THE MAINTENANCE SPECIFICATIONS

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

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

3. TRAFFIC CONTROL

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

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

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

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

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

IX. SCHEDULE (dates are subject to change):

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

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

Attachments:

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

ATTACHMENT A

CHECKLIST

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

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

Provide original Evidence of Insurance

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

Right to Audit Form (Attachment C)

ATTACHMENT B
Contractor Identification

Firm: _____

Address: _____

Signature: _____

Name & Title: _____

Date: _____

Phone Number: _____

Federal ID or Social Security Number: _____

Incorporated: ____Yes ____No

ATTACHMENT C

CITY OF ORINDA
Right to Audit Form

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

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

Signed: _____

Date: _____

Print name & Title: _____

Company: _____

Contract Description/Specification No.: _____