

# Municipal Regional Stormwater Permit Annual Report FY 2011-2012

September 15, 2012







**Department of Community Development  
Engineering Division  
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September 15, 2012

Mr. Bruce H. Wolfe  
**REGIONAL WATER QUALITY CONTROL BOARD**  
San Francisco Bay Region  
1515 Clay St., Suite 1400  
Oakland, CA 94612

**SUBJECT: CITY OF LOS ALTOS URBAN RUNOFF MANAGEMENT PROGRAM  
FY 2011-2012 ANNUAL REPORT**

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the City of Los Altos pursuant to Permit Provision C.16.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2009-0074, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of activities conducted during FY 2011-2012 and consists of the following:

- A. Certification Statement
- B. Annual Report Form
  - Completed Annual Report Form: Sections 1-15
- C. Appendices

Please contact me at 650-947-2624 regarding any questions or concerns.

Very truly yours,

Larry Lind  
Senior Engineer

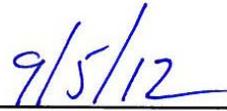
**CITY OF LOS ALTOS  
FY 2011-2012 ANNUAL REPORT**

**Certification Statement**

"I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted, is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

**Signature by Duly Authorized Representative:**

  
Jim Gustafson  
Engineering Services Manager

  
Date

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Section 1 – Permittee Information

Background Information			
<b>Permittee Name:</b>	City of Los Altos		
<b>Population:</b>	28,000		
<b>NPDES Permit No.:</b>	CAS612008		
<b>Order Number:</b>	R2-2009-0074R		
<b>Reporting Time Period (month/year):</b>	July 1, 2011 through June 30, 2012		
<b>Name of the Responsible Authority:</b>	Marcia Somers	<b>Title:</b>	City Manager
<b>Mailing Address:</b>	1 N. San Antonio Road		
<b>City:</b>	Los Altos	<b>Zip Code:</b>	94022
		<b>County:</b>	Santa Clara
<b>Telephone Number:</b>	(650) 947-2605	<b>Fax Number:</b>	(650) 947-2732
<b>E-mail Address:</b>	<a href="mailto:msomers@losaltosca.gov">msomers@losaltosca.gov</a>		
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	Larry Lind	<b>Title:</b>	Senior Engineer
<b>Department:</b>	Engineering Division, Community Development Department		
<b>Mailing Address:</b>	1. N. San Antonio Road		
<b>City:</b>	Los Altos	<b>Zip Code:</b>	94022
		<b>County:</b>	Santa Clara
<b>Telephone Number:</b>	(650) 947-2624	<b>Fax Number:</b>	(650) 947-2732
<b>E-mail Address:</b>	llind@losaltosca.gov		

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

**Program Highlights and Evaluation**

Highlights and summary of activities for reporting FY 11-12:

Summary:  
**During FY 11-12 Los Altos implemented the following 1) continued to apply the requirements in the Municipal Service Center's Stormwater Pollution Prevention Plan, 2) participation in the BASMAA Municipal Operations Committee as applicable, and 3) participate in the Program's Municipal Operations Ad Hoc Task Group (AHTG) and review of AHTG products. Refer to the C.2 Municipal Operations section of the countywide Program's FY 11-12 Annual Report (if applicable) for a description of activities implemented at the countywide and/or regional level.**

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

X in the boxes indicates that these BMPs were implemented in applicable instances. **NA** if not applicable:

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

Comments: **BMPs are contractually required on all private and public projects. Same BMPs are implemented by City maintenance crews.**

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

X in the boxes indicates that these BMPs were implemented in applicable instances. **NA** if not applicable:

<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: **BMPs are contractually required on all private and public projects. Same BMPs are implemented by City maintenance crews.**

C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal	
X in the boxes indicates that these BMPs were implemented in applicable instances. <b>NA</b> if not applicable:	
<b>N/A</b>	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
<b>N/A</b>	Control of discharges from graffiti removal activities
<b>X</b>	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
<b>N/A</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
<b>X</b>	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
<b>N/A</b>	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
Comments: <b>City of Los Altos did not perform bridge maintenance activities directly over water. Graffiti is painted over or wiped off by City crews with graffiti removal product. Power washing is not done to remove graffiti.</b>	
C.2.d. ► Stormwater Pump Stations	
Does your municipality own stormwater pump stations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If your answer is <b>No</b> then skip to <b>C.2.e.</b>	
C.2.e. ► Rural Public Works Construction and Maintenance	
Does your municipality own/maintain rural <sup>1</sup> roads:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>	

<sup>1</sup> Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

<b>C.2.f. ► Corporation Yard BMP Implementation</b>			
X in the boxes below that apply to the City of Los Altos 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 <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)		
X in the boxes below indicates that these SWPPP BMPs were implemented in applicable instances. <b>NA</b> if not applicable:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments: <b>All storm drain inlets in the corporation yard are covered with filter fabric and monitored on a monthly basis. All Vehicles and equipment washing is performed on our wash rack which is connected to oil separator and than discharged to sanitary system. Out door storage is covered with tarps. A recently complete above ground fuel tanks and dispensing system included a circumference trench drain that is connected to the sanitary sewer system through an oil separator. This is capture any accidental overflow on vehicles. The tanks themselves are enclosed in a walled entrapment area to collect any major tank spills.</b>			
City of Los Altos Corporation Yard is not an NOI facility. The following table for summarizes the inspection results for the City's corporation yard:			
<b>Corporation Yard Name</b>	<b>Inspection Date</b> (1x/year required)	<b>Inspection Findings/Results</b>	<b>Follow-up Actions</b>
Municipal Service Center 707 Fremont Avenue Los Altos	March 26, 2012	No SWPP related deficiencies found	No follow-up action required

### 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:**

**343 Second Street - The Packard Foundation Green Street Project**

The project is located in the segment of Second Street and Whitney Street. The construction of the new office building in the City of Los Altos was completed at the end of June 2012. It contained the following key elements: a) Stormwater treatment and infiltration for groundwater replenishment through the use of natural feature system (flow-through rain gardens), b) Though not part of the required stormwater treatment, the Packard Foundation decide to create attractive streetscapes that enhanced neighborhood livability by enhancing the pedestrian environment and introducing park-like elements into the downtown area. This segment is being used by the Region as one of its required pilot Green Street projects. This is a regulated project as reported in the last year's Annual Report and is in compliance with the requirements of C.3.

The C.3 New Development and Redevelopment section of the Countywide program's FY 11-12 Annual Report includes a description of activities conducted at the countywide or regional level.

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

See attached Table C.3.b.v. (1) in the Appendix of this Report for a summary on the regulated projects.

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

We have modified local ordinances and the C.3. Data Form to require all regulated projects approved after December 1, 2011 to implement LID source control, site design and stormwater treatment requirements. We are using the following Program and BASMAA products to ensure LID implementation:

- LID Infeasibility/Feasibility Worksheets
- Biotreatment Soil Specifications
- Green Roof Specifications

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

<b>C.3.e.v. ► Alternative or In-Lieu Compliance with Provision C.3.c.</b>			
<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"/>	<b>Yes.</b>	<input type="checkbox"/> <b>No</b>
<b>See the following link for the ordinance: <a href="http://library.municode.com/HTML/16460/level3/SUHITA_TIT10PUSE_CH10.16STPOPRME.html">http://library.municode.com/HTML/16460/level3/SUHITA_TIT10PUSE_CH10.16STPOPRME.html</a></b>			
<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 type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>Comments: The City of Los Altos has required and it is the city's intent to continue to require 100% LID Treatment onsite only for all Regulated Projects, but we do not want to rule out alternative compliance under Provision C.3.e for future projects.</b>			

<b>C.3.e.vi ► Special Projects Reporting</b>			
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"/>	<b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
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"/>	<b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>

<b>C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting</b>
<b>(1) See Table C.3.h.iv. in the Appendix of this report for the summary of inspections.</b>
<p><b>(2) Summary:</b>                  During the FY 11-12, the City staff inspected two newly installed treatment controls for the following projects:  <b>343 Second Street</b> – During the 45-day inspection pollen was found to have clogged the infiltration unit installed in the roof downspouts.  <b>Rosita Park</b> – During the 45-day inspection the soil in many planting areas appears wet, but some rootballs. The agapanthus' especially appears to be dry.                  These were two different treatment systems compared to the two that were inspected in the previous year, therefore there is no comparison to the inspection finding from the previous year.</p>

**(3) Summary:**

O&M inspection and reports were effective to our sites that are nearing completion. The monthly inspections at these sites helped the developer to up keep their site and better maintain their treatment system as compared to others in the previous years. In addition, the inspection reports have been followed through more often. The communication between the City and developer/owner is better established with the sites visits, emails and follow up calls.

The City now has two sites nearing completion and three sites that are complete. There are six more planned in the near future. The City foresees the need to improve inspection planning to meet its increasing inspection requirements. Currently there is only one inspector performing these inspections, so the City may need to train and assign additional staff to perform the required inspections.

**(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

**Comments:** The City of Los Altos has two regulated properties that have installed vault-based systems. Both of these locations were inspected in FY 10-11 and the results reported in the FY 10-11 Annual Report. Therefore neither of these locations was inspected during FY 11-12. The City continues to receive the annual inspection reports conducted by the property owner at both locations.

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

**Program Highlights**

The following is background information, highlights, trends, etc.

The City of Los Altos has not industrial sites and limited commercial sites. Commercial sites of any concern would be the vehicle maintenance facilities and gas stations. The City of Los Altos also has two nurseries and several restaurants. During the fiscal year, the City of Los Altos inspected all 14 “Automotive” facilities and both nurseries. Additionally the City of Los Altos inspected 42 of over 100 of its food service facilities. The City of Los Altos did not receive any complaints about these facilities during the fiscal year. The staff member who oversees these inspections for the city attended the Program’s training that was held for Industrial and Commercial Facility inspectors.

The City of Los Altos’ Business Plan and Enforcement Response Plan to Industrial and Commercial Sites was updated during the FY. A copy of these documents was provided to the Regional Board on May 14, 2012. The business categories that account for most of the City’s inspection program are “Automotive” and “Food Service” facilities. Additionally the City of Los Altos has two nurseries.

City of Los Altos reviewed work conducted by the BASMAA Municipal Operations Committee 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
If No, explain:				

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

See Appendix C of this Annual Report for a list of potential facilities that could reasonably be considered to cause or contribute to pollution of stormwater runoff. All were inspected except the restaurants which almost 50% were inspected during the FY.

**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.  
**All vehicle mechanical repairs, maintenance, fueling and cleaning facilities are inspected every year along with the two nurseries in the City of Los Altos. The City of Los Altos plans to re-inspect those food services that had inadequate housekeeping during the initial inspections during FY 11-12**

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

A summary of the City of Los Altos violation reporting methodology.

<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	58	
Total number of inspections conducted	58	
Number of violations (excluding verbal warnings)	0	
Sites inspected in violation	N/A	N/A
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	N/A	N/A

Comments:  
**No violations were noted at any of the automotive facilities or the two nurseries. Verbal and written guidance were provide to about half of the restaurants that were inspect dealing with improvements to housekeeping issues that were noted in the rear of the business, particular the tallow bin area.**

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

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	None
Potential discharge and other	None

Comments:  
**From the inspections that were conducted, no violation and enforcement actions were taken. In addition no violation at business were reported to the City**

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

	Enforcement Action (as listed in ERP) <sup>2</sup>	Number of Enforcement Actions Taken	% of Enforcement Actions Taken <sup>3</sup>
Level 1		None	N/A
Level 2		None	N/A
Level 3		None	N/A
Level 4		None	N/A
<b>Total</b>		<b>None</b>	<b>N/A</b>

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

Business Category <sup>4</sup>	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Automotive Facilities	None	None
Nurseries	None	None
Restaurants	None	None

**C.4.c.iii.(4) ▶ Non-Filers**

There are no industrial facilities in the City of Los Altos that require coverage under the Industrial General Permit.

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

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Industrial and Commercial Inspector Stormwater Training (May 23, 2012)	May 23, 2012	Stormwater permit basics, inspecting for trash compliance; control of mobile businesses, update on the State's Draft Industrial General Permit; examples of common stormwater violations and field scenarios	One	50%

<sup>2</sup> Agencies to list specific enforcement actions as defined in their ERPs.

<sup>3</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>4</sup> List your Program's standard business categories.

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

<b>Program Highlights</b>
Background information, highlights, trends, etc.
<p><b>During FY 11-12 the City of Los Altos:</b></p> <ul style="list-style-type: none"> <li>-Updated its Enforcement Response Plan for Illicit Discharge Detection and Elimination issues.</li> <li>-Inspected over 1300 storm drain catch basin and over 100 storm drain outfalls. No illicit discharges were discovered during this inspection.</li> <li>-Continued its policy to have power washers to be BASMAA certified. This requirement is part of the contract for power washers hired by the city. The City of Los Altos does not allow any discharge into the storm drain system from power washing activities.</li> <li>-Regularly attended the IND/IDDE Ad Hoc Task Group. Regularly reviewed and commented on AHTG products.</li> <li>-Employ city staff to identify and report inappropriate discharges and connections.</li> <li>-Responded to only one reported sewer overflow and was able to prevent the discharge from entering the storm drain. Work collaboratively with private residents on private sewer lateral overflows.</li> <li>-Continued its inspection program for restaurants and vehicle services facilities providing outreach on potential illicit discharge.</li> <li>-Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 11-12 Annual Report (if applicable) for description of activities at the countywide or regional level.</li> </ul>

<b>C.5.c.iii ► Complaint and Spill Response Phone Number and Spill Contact List</b>		
City of Los Altos complaint and spill response phone number and spill contact:		
Contact	Description	Phone Number
Police Department Dispatch	Dispatch will contact a police officer, The County Fire Department, the 24 hour emergency crew, etc. as required.	650-947-2770

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

Implementation of minimum standards and BMPs for mobile businesses and enforcement strategy.

Description:  
 For City power washing contractors, City of Los Altos has incorporated in their contracts that they must be BASMAA Certified. Additionally since most of the power washing takes place in the downtown area, city has a printed policy document that is distributed to merchants. This document provided information to on the City policy that no discharge is allowed into the storm drain system and that their contractors should be BASMAA certified. Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 11-12 Annual Report (if applicable) for a description of efforts by countywide committees/work group and the BASMAA Municipal Operations Committee to address mobile businesses.

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

A summary of problems found during collection system screening and any changes to the screening program this FY.

**Description:** The City of Los Altos continues to inspect all of its approximately 110 outfalls and approximately 1350 catch basins. City maintenance crews inspect outfalls primarily for obstructions, but they also document and possible IDDE during their inspections. No evidence of IDDE incidents were discovered during least inspections. The City of Los Altos also annually clean most all their catch basins. During this operation all catch basins are also inspected for IDDE incidents, but not were found. No changes were made, nor any are planned to be made

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

Spill and Discharge Complaint Tracking

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	3	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	0%
Discharges resolved in a timely manner (C.5.f.iii.(3))	3	100%

Comments:  
 An inspector responded to a previous of a sewer overflow from a business into the storm drain. No evidence was available during the visit. A warning letter was sent to the business owner. A second response was made by an inspector from a report from a person who observed washing of a business front. The contractor was told to stop and a warning letter was sent to the property owner and the business owner. The last report was from a resident who reported about an unknown substance that was in the gutter. Response was made by police and county fire department to investigate. They were unable to determine the source and the discharge, but the substance was determined to be non-hazardous and was cleaned up by city maintenance crews.

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

The City of Los Altos did not have any major types of discharges or complaints of a major discharge during FY11/12.

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

<b>C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals</b>		
<b>Number of sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)</b>	<b>Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)</b>	<b>Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)</b>
#	#	#
<b>0</b>	<b>3</b>	<b>23</b>
<b>Comments:</b> The City continues to inspect the new single family residential developments for over 100 sites during the rainy season at least once.		

<b>C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations</b>		
<b>BMP Category</b>	<b>Number of Violations<sup>5</sup></b>	<b>% of Total Violations<sup>6</sup></b>
Erosion Control	<b>8</b>	<b>66</b>
Run-on and Run-off Control	<b>0</b>	<b>0</b>
Sediment Control	<b>2</b>	<b>17</b>
Active Treatment Systems	<b>0</b>	<b>0</b>
Good Site Management	<b>2</b>	<b>17</b>
Non Stormwater Management	<b>0</b>	<b>0</b>
<b>Total</b>	<b>12</b>	<b>100%</b>

<sup>5</sup> Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

<sup>6</sup> Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

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

	Enforcement Action (as listed in ERP) <sup>7</sup>	Number Enforcement Actions Taken	% Enforcement Actions Taken <sup>8</sup>
Level 1		12	100
Level 2		0	0
Level 3		0	0
Level 4		0	0
<b>Total</b>		<b>12</b>	<b>100%</b>

**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)	0
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	0

**C.6.e.iii.(1).(h) ▶ Violation Correction Times**

	Number	Percent
<b>Violations fully corrected within 10 business days after violations are discovered</b> or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	12	100%
<b>Violations not fully corrected within 30 days after violations are discovered</b> (C.6.e.iii.1.i)	0	0%
<b>Total number of violations for the reporting year<sup>9</sup></b>	<b>12</b>	<b>100%</b>
<b>Comments:</b> All three sites have had minor or no issues with their sites that were quickly resolved and fully corrected within 10 business days.		

<sup>7</sup> Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>8</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>9</sup> 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 Data**

**Description:**

The City of Los Altos has incorporated the data tracking and data summaries that were developed by the Program and will continue to update our data tracking to meet the new requirements of the Municipal regional Permit. Most contractors are using the best available BMP and equipment to ensure compliant sites. In comparison to previous years, construction sites are very aware of stormwater requirements. All of our three sites have had minor or no issues with their sites. If minor issues were noted in the evaluations, verbal warnings were given to the contractor and the issues were then corrected the same or following day.

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

**Description:**

The City's inspector continues to ensure that the construction sites are complying with the stormwater regulations regardless of size. The inspector gives verbal warnings as necessary and follows up to make sure that the violations have been corrected. If the violations are not corrected after the verbal warnings, the Engineering Division proceeds with the next storm water enforcement actions (written warnings and citations). The City of Los Altos is continuing to incorporate program improvements/enhancements to address MRP requirements, such as: 1) conducting frequent inspections and implementing the stormwater construction inspection forms and inspection data tracking tools and provide continuous training to the inspectors.

During FY 11-12, the City continued its practice of conducting thorough pre-winter inspections and providing pre-winter guidance to contractors. While the City inspects these sites year-round, the City does a pre-winter outreach by sending a letter to each active construction site notifying them of the incoming rainy season as a reminder to the site supervisors about preparing their sites for storms.

The City of Los Altos participated as a member in the Program's Construction Ad Hoc Task Group (AHTG) and reviewed AHTG products. Since most of the products were completed in prior FY, the Group had limited interaction, but did spend time discussing lesson learns and possible places for improvements. See C.6 Construction Site Control section of the Program's FY 11-12 Annual Report for a more detailed description of activities at the countywide and regional levels.

<b>C.6.f ► Staff Training Summary</b>				
<b>Training Name</b>	<b>Training Dates</b>	<b>Topics Covered</b>	<b>No. of Inspectors in Attendance</b>	<b>Percent of Inspectors in Attendance<sup>10</sup></b>
CASQA 7th Annual Conference	September 26-28, 2011	Implementing Low Impact Development (LID) – Feasibility and Design Criteria, True Source Control, Construction Permit, Sustainable Development, Stormwater Treatment, Modifying Public Behavior	1	25%
Mini-workshop on LID implementation	November 8, 2011	An overview of the C.3 requirements that take effect on December 1, 2011 and guidance on tools being developed for conducting feasibility analysis, special projects determination, and BMP selection	3	75%
Stormwater Workshop for Construction Site Inspectors	February 7, 2012	MRP Requirements for Inspection of Construction Sites, key requirements of the Construction General Permit, Overview of Construction BMPs, examples of enforcement experiences, MRP requirements vs. State permit requirements, inspecting construction of stormwater treatment and HM Measures	2	50%
Industrial and Commercial Inspector Stormwater Training	May 23, 2012	Stormwater permit basics, inspecting for trash compliance; control of mobile businesses, an update on the State's Draft Industrial General Permit; examples of common stormwater violation and field scenarios.	1	25%
Campbell Community Center	June 5, 2012	A pre-workshop training for staff who are new to stormwater requirements for regulated projects, treatment measure sizing procedures, LID treatment measure selection, feasibility analysis and design considerations	2	50%

<sup>10</sup> “Inspectors” does not only include dedicated inspectors, but include those staff members that could be asked to conduct inspections.

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

**C.7.b.ii.1 ▶ Advertising Campaign**

A summary of advertising efforts. Include details such as messages, creative developed, and outreach media used.

The City of Los Altos implements the following advertising campaign through its participation in the following Countywide Programs:

- FY 11-12 Watershed Watch Annual Campaign
- FY 11-12 Watershed Partner Report
- FY 11-12 Water shed Watch Statistical Report

Additionally the City of Los Altos participated in the following BASMAA Program

- BASMAA Youth Litter Campaign Report

**C.7.b.iii.1 ▶ Pre-Campaign Survey**

The following separate report developed by BASMAA summarizes the pre-campaign survey conducted in FY 11-12:

- BASMAA Youth Litter Campaign Report

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

<input type="checkbox"/>	Survey report attached
<input checked="" type="checkbox"/>	Reference to regional submittal:

**C.7.c ▶ Media Relations**

**Summary:**  
 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 is included within the C.7 Public Information and Outreach section of Program's FY 11-12 Annual Report.

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

No Changes to the Stormwater Point of Contacts were made in FY 11-12

<b>C.7.e ► Public Outreach Events</b>		
<p>Program staff, the Watershed Watch consultant, and Co-permittees staffed eleven outreach events in FY 11-12. Events were selected based upon target audience and attendance. Materials distributed at the events included the following: Less Toxic Pest Management fact sheets, “10 Most Wanted Backyard Bugs” brochures, “Don’t Plant a Pest” brochure, “You are the Solution to Water Pollution” brochures, “Clean Cars &amp; Clean Creeks” brochure, and giveaways (e.g. flyswatters, OWOW magnets, notepads, and temporary tattoos). The flyswatters have the Watershed Watch website and hotline number and the words “The Original Earth-Friendly Pest Control” printed on them. The Campaign also continued using QR codes (“Quick Response” codes) in printed materials. These codes have URLs embedded in them and when scanned with smart phones direct users to specific webpages. This was targeted at people that are reluctant to collect paper materials and only want to look up information online. The beanbag game for children was used at most of the events. Event staff distributed approximately 3,500 outreach materials and giveaways.</p>		
<b>Event Details</b>	<b>Description (messages, audience)</b>	<b>Evaluation of Effectiveness</b>
<p><b>Name:</b> Pumpkins in the Park  <b>Date:</b> October 8, 2011  <b>Location:</b> Guadalupe River Park/Discovery Meadow, San Jose  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Community fair  <b>Audience:</b> Families with children  <b>Messages:</b> Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.</p>	<p><b>General Feedback:</b> Good attendance with lots of children and families. This is a great event for educating families with small children. The Bean Bag game was very popular with the kids.  <b>Estimated Overall Event Attendance:</b> 12,000-15,000  <b>Number of Brochures Distributed:</b> 895  <b>Number of Giveaways Distributed:</b> 599  <b>Number of kids that played the bean bag game:</b> 426</p>
<p><b>Name:</b> Haunted History  <b>Date:</b> October 30, 2011  <b>Location:</b> History Park at Kelley Park, San Jose  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Halloween Event  <b>Audience:</b> Families with children  <b>Messages:</b> Stormwater pollution prevention and proper disposal of HHW</p>	<p><b>General Feedback:</b> The event is small but well attended. Event organizers encouraged attendees to participate in activities at each booth. As a result a lot of children stopped by the booth and played the beanbag game.  <b>Estimated Overall Event Attendance:</b> 300  <b>Number of Brochures Distributed:</b> 58  <b>Number of Giveaways Distributed:</b> 205  <b>Number of kids that played the bean bag game:</b> 118</p>

<b>C.7.e ► Public Outreach Events (cont.)</b>		
<b>Event Details</b>	<b>Description (messages, audience)</b>	<b>Evaluation of Effectiveness</b>
<b>Name:</b> Mission College Eco Fair <b>Date:</b> April 19, 2012 <b>Location:</b> Mission College Campus, Santa Clara <b>Region:</b> Citywide	<b>Type of Event:</b> College event <b>Audience:</b> Young adults, students <b>Messages:</b> Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW	<b>General Feedback:</b> The event was well organized and a good place to reach young adults. The BASMAA Be the Street campaign was promoted at this event and 32 event attendees signed up for the newsletter. <b>Estimated Overall Event Attendance:</b> 500-1,000 <b>Number of Brochures Distributed:</b> 49 <b>Number of Giveaways Distributed:</b> 186
<b>Name:</b> Pumpkins in the Park <b>Date:</b> October 8, 2011 <b>Location:</b> Guadalupe River Park/Discovery Meadow, San Jose <b>Region:</b> Countywide	<b>Type of Event:</b> Community fair <b>Audience:</b> Families with children <b>Messages:</b> Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.	<b>General Feedback:</b> Good attendance with lots of children and families. This is a great event for educating families with small children. The Bean Bag game was very popular with the kids. <b>Estimated Overall Event Attendance:</b> 12,000-15,000 <b>Number of Brochures Distributed:</b> 895 <b>Number of Giveaways Distributed:</b> 599 <b>Number of kids that played the bean bag game:</b> 426
<b>Name:</b> NVIDIA Corp. Earth Day Event <b>Date:</b> April 20, 2012 <b>Location:</b> NVIDIA, 2701 San Tomas Expwy, Santa Clara <b>Region:</b> Countywide	<b>Type of Event:</b> Corporate event <b>Audience:</b> Information Technology Professionals <b>Message:</b> Stormwater pollution prevention, less-toxic pest control	<b>General Feedback:</b> The event was very well organized. A lot of employees stopped at the booth to ask questions. Many of them noted down the website for future reference. <b>Estimated Overall Event Attendance:</b> 500-1,000 <b>Number of Brochures Distributed:</b> 82 <b>Number of Giveaways Distributed:</b> 55

<b>C.7.e ► Public Outreach Events (cont.)</b>		
<b>Event Details</b>	<b>Description (messages, audience)</b>	<b>Evaluation of Effectiveness</b>
<p><b>Name:</b> Green Town Los Altos Earth Day Event  <b>Date:</b> April 21, 2012  <b>Location:</b> Los Altos History Museum, 51 S. San Antonio Rd., Los Altos  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Community event  <b>Audience:</b> residents, families with kids  <b>Message:</b> Stormwater pollution prevention, less-toxic pest control</p>	<p><b>General Feedback:</b> This was a new event associated with the “Shaped by Water” exhibit at the Los Altos History Museum. It was a small event that offered a good opportunity to reach a different audience.  <b>Estimated Overall Event Attendance:</b> 500  <b>Number of Brochures Distributed:</b> 20  <b>Number of Giveaways Distributed:</b> 36</p>
<p><b>Name:</b> Spring in Guadalupe Gardens  <b>Date:</b> April 28, 2012  <b>Location:</b> Guadalupe River Park and Gardens, San Jose  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Community fair, plant sale.  <b>Audience:</b> Families with children, homeowners and gardeners  <b>Messages:</b> Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.</p>	<p><b>General Feedback:</b> Good attendance. This is a good event for reaching home gardeners.  <b>Estimated Overall Event Attendance:</b> 4,000  <b>Number of Brochures Distributed:</b> 42  <b>Number of Giveaways Distributed:</b> 219  <b>Number of kids that played the bean bag game:</b> 82</p>
<p><b>Name:</b> Home Depot Garden Friendly Event  <b>Date:</b> May 19, 2012  <b>Location:</b> Home Depot, 975 S. De Anza Blvd., San Jose  <b>Region:</b></p>	<p><b>Type of Event:</b> Plant specialists, landscape irrigation specialists and lawn and garden representatives on hand. As well as sales on Bay Area native plants.  <b>Audience:</b> Homeowners and Gardeners  <b>Messages:</b> Less-toxic pest control.</p>	<p><b>General Feedback:</b> The event was not well attended, probably because it was not well publicized. However, it was the Program’s first event at Home Depot and offered a good opportunity to interact with Home Depot customers and direct them to the OWOW literature racks and shelf-talkers.  <b>Estimated Overall Event Attendance:</b> 100  <b>Number of Brochures Distributed:</b> 17  <b>Number of Giveaways Distributed:</b> 82</p>

<b>C.7.e ► Public Outreach Events (cont.)</b>		
<b>Event Details</b>	<b>Description (messages, audience)</b>	<b>Evaluation of Effectiveness</b>
<p><b>Name:</b> Watershed Watch “half-off” two hour Car Wash Event  <b>Date:</b> May 30, 2012  <b>Location:</b> Robertsville Classic Car Wash, 5005 Almaden Exp., San Jose  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Car Wash  <b>Audience:</b> Car wash customers  <b>Messages:</b> Stormwater pollution prevention and proper car washing.</p>	<p><b>General Feedback:</b> The event was well attended. It is an annual Watershed Watch event and offers a good opportunity to reach car wash customers.  <b>Estimated Overall Event Attendance:</b> 100  <b>Number of Brochures Distributed:</b> 34  <b>Number of Watershed Watch Discount Cards Distributed:</b> 78</p>
<p><b>Name:</b> Watershed Watch “half-off” two hour Car Wash Event  <b>Date:</b> June 6, 2012  <b>Location:</b> Capitol Premier Car Wash, 735 Capitol Expressway Auto Mall, San Jose  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Car Wash  <b>Audience:</b> Car wash customers  <b>Messages:</b> Stormwater pollution prevention, proper car washing.</p>	<p><b>General Feedback:</b> The event was well attended. It is an annual Watershed Watch event and offers a good opportunity to reach car wash customers.  <b>Estimated Overall Event Attendance:</b> 100  <b>Number of Brochures Distributed:</b> 4  <b>Number of Watershed Watch Discount Cards Distributed:</b> 82</p>
<p><b>Name:</b> Watershed Watch “half-off” two hour Car Wash Event  <b>Date:</b> June 13, 2012  <b>Location:</b> Delta Queen Classic Car Wash, 981 E Hamilton Avenue, Campbell  <b>Region:</b> Countywide</p>	<p><b>Type of Event:</b> Car Wash  <b>Audience:</b> Car wash customers  <b>Messages:</b> Stormwater pollution prevention, proper car washing.</p>	<p><b>General Feedback:</b> The event was well attended. It is an annual Watershed Watch event and offers a good opportunity to reach car wash customers. Many customers said that they were there because they heard the event promotion ad on the radio.  <b>Estimated Overall Event Attendance:</b> 100  <b>Number of Brochures Distributed:</b> 48  <b>Number of Watershed Watch Discount Cards Distributed:</b> 58</p>

<b>C.7.e ► Public Outreach Events (cont.)</b>		
<b>Event Details</b>	<b>Description (messages, audience)</b>	<b>Evaluation of Effectiveness</b>
<b>Name:</b> Festival in the Park <b>Date:</b> June 23, 2012 <b>Location:</b> Hellyer County Park, San Jose <b>Region:</b> Countywide	<b>Type of Event:</b> Community Health Fair <b>Audience:</b> Families with children. <b>Message:</b> Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.	<b>General Feedback:</b> Great attendance throughout whole event. This event is great for reaching Spanish speaking segments of the population. The City of San Jose provided bilingual staff (Spanish) for this event. <b>Estimated Overall Event Attendance:</b> +5,000 <b>Number of Brochures Distributed:</b> 71 <b>Number of Giveaways Distributed:</b> 680 <b>Number of kids that played the bean bag game:</b> 323

<b>C.7.f. ► Watershed Stewardship Collaborative Efforts</b>
<p><b>Summary:</b>                      During FY 11-12, the City of Los Altos supported the Program's activities for the Santa Clara Basin Watershed Initiative, including the Steering Committee, the Land Use Subgroup, and the Santa Clara Valley Zero Litter Initiative. Information on these efforts is included within the C.7 Public Information and Outreach section of the Program's FY 11-12 Annual Report. The Program also participated in the Bay Area Macroinvertebrate Bioassessment Information Network. Information on this is included in the C.8 Water Quality Monitoring section of the Program's FY 11-12 Annual Report.</p>

**C.7.g. ► Citizen Involvement Events**

The Program provided funding for the following citizen involvement events:

- 1) **National River Clean up Day** – The Program supports the involvement of Santa Clara County citizens by providing advertising support for the National River Clean-up Day.

Citizen involvement events at the Don Edwards San Francisco Bay Wildlife Refuge (Refuge) – A number of citizen involvement and stewardship programs are conducted as part of the Program funded Watershed Watchers Program at the Refuge. Participants usually work in the Refuge gardens planting native plants, pulling non-native plants, and mulching. More details are included in the Watershed Watchers Report in the Program Annual Report Appendix 7-5.

Event Details	Description	Evaluation of effectiveness
<p><b>Name:</b> Summer of Service Program  <b>Date:</b> 7/14/11, 7/28/11, 8/11/11, 6/19/12  <b>Location:</b> Don Edwards Wildlife Refuge, Alviso  <b>Focus:</b> Countywide</p>	<p>Partnership program between Santa Clara Valley youth groups and the Watershed Watchers program. Youth spend a day at the Refuge and they work in the gardens in the morning and explore the Refuge in the afternoon.</p>	<p>Number of attendees on 7/14/11: 12 middle school students, 2 high school students, and 3 adults.                      Number of attendees on 7/28/11: 10 middle school students and 3 adults.                      Number of attendees on 8/11/11: 7 middle school students and 2 adults.                      Number of attendees on 6/19/12: 9 middle school students, and 3 adults.</p>
<p><b>Name:</b> Community Service Days  <b>Date:</b> 10/29/11, 11/19/11, 1/14/12, 2/11/12, 4/21/12, 5/21/12,  <b>Location:</b> Don Edwards Wildlife Refuge, Alviso  <b>Focus:</b> Countywide</p>	<p>This is an open day for the general public. Participants work in the gardens planning native plants, pulling non-native plants, and mulching.</p>	<p>Number of attendees on 10/29/11: 15 middle school student, 3 high school student, and 3 adults.                      Number of attendees on 11/19/11: 1 high school student and 5 adults.                      Number of attendees on 1/14/12: 4 high school students.                      Number of attendees on 2/11/12: 3 elementary school students, 4 high school students and 3 adults.                      Number of attendees on 4/21/12: 11 elementary school students and 4 adults.                      Number of attendees on 5/21/12: 7 elementary school students and 5 adults.</p>

<b>C.7.g. ► Citizen Involvement Events (cont.)</b>		
<b>Event Details</b>	<b>Description</b>	<b>Evaluation of effectiveness</b>
<b>Name: National River Cleanup Day</b> <b>Date: 5/19/12</b> <b>Location: Various locations throughout the County</b> <b>Focus: Countywide</b>	In FY 11-12, the Creek Connection Action Group sponsored two creek clean-up events: Coastal Clean-up Day on September 17, 2011 and National Rivers Clean-up Day on May 19, 2012. The Program provided funding for the National Rivers Clean-up Day advertising.	On National River Cleanup Day, a total of 1,101 volunteers participated in cleaning 41 sites and removed approximately 18,301 pounds of trash and 1,401 pounds of recyclables from creeks. In the City of Los Altos this event included a cleanup spot by Los Altos residents along Permanente Creek. At this location, 15 pounds of trash was collection and 54 pounds of recyclables.
<b>Name: Downtown Storm Drain Logo Contest</b> <b>Date: 9/27/11</b> <b>Location: Various locations throughout the City of Los Altos</b> <b>Focus: City of Los Altos</b>	Contest for the City of Los Altos Middle and High School students to design a storm drain logo for the downtown area. The winning design was announced at the September 27, 2011 City Council meeting. The winning design has been install on all catch basin in the downtown area.	This competition was opened all City of Los Altos students in the Middle and High Schools. The City received ten entries from seven students.

<b>C.7.h. ► School-Age Children Outreach</b>			
<p>Outreach to school-age children is implemented through ZunZun assemblies at local elementary schools and the “Watershed Watchers” program at the Environmental Education Center at the Don Edwards San Francisco Bay Wildlife Refuge (Refuge) in Alviso. The Program sponsors up to 50 ZunZun assemblies at elementary schools in Santa Clara Valley and funds an Interpretive Specialist position at the Refuge for conducting activities and programs about watershed and urban runoff pollution prevention. The Fourth Quarter “Watershed Watchers” Report including the End-of-Year summary is included in the Program Annual Report Appendix 7-5. The ZunZun Final Report is included in the Program Annual Report Appendix 7-7.</p>			
<b>Program Details</b>	<b>Focus &amp; Short Description</b>	<b>Number of Students/Teachers reached</b>	<b>Evaluation of Effectiveness</b>
<p><b>Name :</b> ZunZun Musical Assembly  <b>Grade or level:</b> elementary</p>	<p>Interactive, musical school assemblies educating K-6 children about watersheds and pollution prevention.</p>	<p>13,868 students</p>	<p>ZunZun assemblies were evaluated using postage-paid evaluation cards that were distributed to all teachers present at the performances. The Program received 184 completed evaluation cards from teachers. Overall, the feedback is positive and indicates an increase in the students’ knowledge about watersheds and pollution prevention.</p> <p>A few highlights of the evaluations are:</p> <ul style="list-style-type: none"> <li>• Twenty-nine teachers indicated that after the performance, 50% of their students knew what a watershed was; 75 teachers indicated that 75% of their students knew what a watershed was and 48 teachers indicated that 100% of their students knew what a watershed was.</li> <li>• Fourteen teachers indicated that after the performance, 50% of their students could name a way to prevent pollution in the watershed; 59 teachers indicated that 75% of their students could name a way to prevent pollution in the watershed; and 67 teachers indicated that 100% of their students could name a way to prevent pollution in the watershed.</li> </ul> <p>The Final Teacher Evaluation Report is included in the Program Annual Report Appendix 7-7.</p>

<b>C.7.h. ► School-Age Children Outreach (cont.)</b>			
<b>Program Details</b>	<b>Focus &amp; Short Description</b>	<b>Number of Students/Teachers reached</b>	<b>Evaluation of Effectiveness</b>
<p><b>Name:</b> Watershed Watchers Program at Don Edwards Wildlife Refuge in Alviso  <b>Grade or level:</b> pre-school, elementary, middle, high school.</p>	<p>The Refuge offers a number of interpretive programs to educate children and youth about preventing urban runoff pollution. These include: Monster Bacteria; Nature Drawing; All About Owls; Living Wetlands; Night Sky Party; Why Tides Matter; and Water Water Everywhere.</p>	<p>39 pre-kindergarteners, 1,165 elementary school students, 86 middle school students, and 469 high school students.</p>	<p>Visitor Surveys are used to determine visitor demographics, effectiveness of publicity, and the effectiveness of the Watershed Watchers Program. In addition, an “Urban Runoff Bead Drop” display is used to record actions (e.g., pick up litter, spread the word, take car to car wash) that children promise to do the help keep storm drains clean. Results of both these evaluation mechanisms are summarized in the Watershed Watchers Fourth Quarter Report included in the Program Annual Report Appendix 7-5.</p>

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

**C.8 ► Water Quality Monitoring**

**Summary**

During FY 11-12, the City of Los Altos contributed through the countywide Program to the BASMAA Regional Monitoring Coalition (RMC). In addition, the City of Los Altos contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and was represented at RMP committees and work groups. For additional information on monitoring activities conducted by the Program, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Program's FY 11-12 Annual Report."

**Section 9 – Provision C.9 Pesticides Toxicity Controls**

<b>C.9.b ► Implement IPM Policy or Ordinance</b>					
As noted below, the City of Los Altos is committed to utilize less toxic methods to control pests.					
Trends in Quantities and Types of Pesticides Used <sup>11</sup>					
Pesticide Category and Specific Pesticide Used	Amount				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
<b>Organophosphates</b>	0	0	0		
Product or Pesticide Type A					
Product or Pesticide Type B					
<b>Pyrethroids</b>					
d trans allethrine .129%	8 oz	33oz	0		
pyrethrin 1.00%	4 oz.	4 oz.	0		
cyfluthrin 10%	0	2 oz.	0		
deltamethrin .05%	0	4 oz.	0		
Bifenthrin 7.9%	8 oz.	5 oz.	0		
<b>Carbaryl</b>	0	0	0		
<b>Fipronil</b>	0	0	0		

<b>C.9.c ► Train Municipal Employees</b>	
The number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	11
The number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	11
Percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	100%

<sup>11</sup> Includes all municipal structural and landscape pesticide usage by employees and contractors.

<b>C.9.d ▶ Require Contractors to Implement IPM</b>			
Did your municipality contract with any pesticide service provider in the reporting year?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Yes	No
If yes, attach one of the following:			
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR		
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR		
<input type="checkbox"/>	Equivalent documentation.		
<b>Comment: See Attachment in Appendix D of this Report</b>			

<b>C.9.e ▶ Track and Participate in Relevant Regulatory Processes</b>	
<b>Summary:</b> During FY 11-12, we participated in regulatory processes related to pesticides through contributions to the countywide Program, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Co-Permittees.	

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

<b>C.9.h.ii ▶ Public Outreach: Point of Purchase</b>	
<b>Summary:</b> See the C.9 Pesticides Toxicity Control section of Program's FY 11-12 Annual Report for information on point of purchase public outreach conducted countywide and regionally.	

<b>C.9.h.vi ▶ Public Outreach: Pest Control Operators</b>	
<b>Summary:</b> See the C.9 Pesticides Toxicity Control section of Program'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.	

<b>Response to Water Board Staff Comments on Section 9, Provision C.9, of FY 10-11 Annual Report</b>	
City of Los Altos received a Notice of Violation letter (May 9, 2012) and responded with the required information on June 4, 2012.	

**Section 10 - Provision C.10 Trash Load Reduction**

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

**Description:**

During FY 11-12 the City of Los Altos completed its Short –Term Trash Loading Reduction Plan which was submitted to the Water Board on February 1, 2012.

The City of Los Altos had begun implementing many of the reduction actions in this plan. For example, the City of Los Altos joined the County of San Mateo EIR for the banning of single use plastics bags. Additionally the City of Los Altos awarded the construction of it full capture device. This is a continuous deflective separation device that will treat the storm water flow from the entire greater downtown area of Los Altos.

See the C.10 Trash Load Reduction section of Program’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**

**Description:**

The City of Los Altos participated in the Programs Trash Ad Hoc Task Group which developed the Baseline Trash Load and Trash Load Reduction Tracking Method. This document was submitted to the Water Board on February 1, 2012. See the C.10 Trash Load Reduction section of Program’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**

**Description:**

The City of Los Altos awarded the construction of its full capture device. This is a continuous deflective separation device that will treat the storm water flow from the entire greater downtown area of Los Altos. The installation of this device should be complete by November 1, 2013.

See the C.10 Trash Load Reduction section of Program’s FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.”

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

Trash Hot Spot	Cleanup Date	Volume of Material Removed (cubic yard)	Dominant Type of Trash	Trash Sources
LAA01	2/11/12	.671	Aluminum cans, bottles (plastic and glass), plastic bags, spray paint cans, and construction debris	Litter, Outfall, Trash Accumulation
LAA01	5/19/12	.075	Aluminum cans, bottles (plastic and glass), plastic bags, spray paint cans, and construction debris	Litter, Outfall, Trash Accumulation
<b>Total:</b>		<b>.746</b>		

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

A summary of trash load reduction actions (i.e., control measures and best management practices) implemented within the City of Los Altos during FY 2011-12 to achieve a 40% trash load reduction goal by July 1, 2014

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) <sup>12</sup>	Estimated Percent Reduction as of FY 11-12 <sup>56</sup>	Estimated Dominant Types of Trash Removed in FY 11-12
Existing Enhanced Street Sweeping	The City of Los Altos continued enhance Street Sweeping during FY 11-12 by sweeping residential areas once per month, commercial areas twice per month and retail areas once per week. Cars generally do not park on City streets and the downtown areas since they are sweep before cars arrive resulting in street sweepers reaching the curb.	158	3.6%	Various street trash and organic waste
Public Education and Outreach Programs	<u>LITTER REDUCTION ADVERTISING CAMPAIGNS</u> <u>Watershed Watch Campaign (Countywide)</u> The Watershed Watch Campaign conducts media	212	4.8%	N/A

<sup>12</sup>The 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**

A summary of trash load reduction actions (i.e., control measures and best management practices) implemented within the City of Los Altos during FY 2011-12 to achieve a 40% trash load reduction goal by July 1, 2014

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) <sup>12</sup>	Estimated Percent Reduction as of FY 11-12 <sup>56</sup>	Estimated Dominant Types of Trash Removed in FY 11-12
	<p>advertising that includes anti-litter messages. In FY 2011-12, the anti-litter “karma” spot in English was placed on KNTV NBC 11. A 15-second version of the “karma” spot was placed online on <a href="http://www.nbcbayarea.com">www.nbcbayarea.com</a>. The Spanish “karma” spot was placed on Univision KDTV 14 and Telefutera KFSF 66. Litter messages and litter-prevention tips ran on KBAY and KEZR radio. Interviews on KDTV and KFSF promoted litter prevention and National River Cleanup Day. A new Watershed Watch segment that ran on the KNTV Class Action program included an educational video on Creek Cleanups and the impact of litter on local creeks and the Bay. Overall, the Watershed Watch Campaign media advertising included 2,262 anti-littering spots. These included 206 television placements (advertisements, educational videos and interviews), 44 radio ads and PSAs, one print advertisement, and 2,011 online advertisements (these are actual clicks on the ad by web visitors, not total placements).</p> <p><u>Youth Outreach Litter Campaign (Regionwide)</u></p> <p>In FY 2011-12, BASMAA began implementing the “Be the Street” anti-litter Youth Outreach Campaign. Be the Street takes a Community Based Social Marketing approach to encourage youth to keep their community clean. The intent of the campaign is to make “no-littering” the norm among the target audience (youth between the ages of 14 and 24). The campaign is using online social marketing tools</p>			

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

A summary of trash load reduction actions (i.e., control measures and best management practices) implemented within the City of Los Altos during FY 2011-12 to achieve a 40% trash load reduction goal by July 1, 2014

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) <sup>12</sup>	Estimated Percent Reduction as of FY 11-12 <sup>56</sup>	Estimated Dominant Types of Trash Removed in FY 11-12
	<p>to conduct outreach. Activities in FY 11-12 included launching a website, Facebook page and a quarterly e-newsletter. An “anti-littering” video contest was also announced and the winning entry will be promoted on television.</p> <p><u>OUTREACH TO SCHOOL-AGE CHILDREN OR YOUTH</u></p> <p><u>ZunZun (Countywide)</u></p> <p>As part of SCVURPPP, the City of Los Altos helps fund up to 50 ZunZun musical assemblies at elementary schools in the Santa Clara Valley each year. These bilingual musical assemblies educate elementary school students and their teachers on watersheds and urban runoff pollution prevention, including litter.</p> <p>In FY 11-12, ZunZun conducted 48 assemblies at elementary schools in Santa Clara Valley. In addition, two assemblies were conducted at the Pumpkins in the Park event. The assemblies reached approximately 13,003 students and their teachers in grades K-6. The Program received completed evaluation cards from 184 teachers. Overall, the feedback has been very positive and indicates an increase in the students’ knowledge about watersheds and pollution prevention, including litter prevention. Further Reports are included in Appendix 7-8 of the Program’s Annual Report.</p>			

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) <sup>13</sup>	Estimated Percent Reduction as of FY 11-12 <sup>56</sup>	Estimated Dominant Types of Trash Removed in FY 11-12
Creek/Channel/Shoreline Cleanups	Annual cleanup on the City of Los Altos one hot spot on Stevens Creek. Cleanup was accomplished by volunteers and city staff until there were not visual impact of trash within the cleanup area along the creek.	130	3.0	Aluminum cans, bottles (plastic and glass), plastic bags, spray paint cans, and construction debris
<b>Preliminary Estimate of Trash Load Removed (Gallons) in FY 2011-12</b>		500		
<b>Preliminary Baseline Trash Load Estimate (Gallons)</b>		4391		
<b>Total Percentage Reduction in FY 2011-12 (Compared to Baseline Trash Load)</b>		11.4%		

<sup>13</sup>The 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.

**Section 11 - Provision C.11 Mercury Controls**

**C.11.a.i ► Mercury Recycling Efforts**

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

**See the C.11 Mercury Controls section of Program’s FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees**

Promotion

The City of Los Altos promotes collection and recycling of mercury containing devices and equipment through its participation in the following programs

1. Santa Clara County Household Hazardous Waste Collection Program
2. Palo Alto Regional Waste Quality Control Plant Mercury Thermometer Collection Program

In preparation for the April 14, 2012 HHW collection event, the City of Altos place a couple of advertisements in the city newspaper.

Facilitation/Organization

The City of Palo Alto owns and operates the Reginal Water Quality Control Plant. In partnership with this Plant, the City of Palo Alto collects mercury containing devices from the residents of the City of Los Altos through its permanent HHW program that is available during weekday business hours.

On April 14, 2012, the City of Los Altos hosted a HHW collection event held at Foothill College.

Collection

Collection of mercury containing products from City facilities for FY 11-12

Item	Quantity Recycled
8 ft Fluorescent	32
4 ft Fluorescent	120
3 ft Fluorescent	13
U shaped Fluorescent	130
HID (High Intensity Discharge)	100

The City of Los Altos plans to eventually establish a door-to door collection of household hazardous waste from all Los Altos households.

The City’s battery collection bin in City Hall provides a convenient collection point for city staff to safely dispose of spent batteries.

**C.11.a.ii ► Mercury Collection**

An estimate of the mass of mercury collected through these efforts:

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.

**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**

**Summary**

A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of Program's FY 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**

**Description:**

See the FY 11-12 Program Annual Report for a description of training provided countywide and/or regionally.

**C.12.b ▶ Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities**

**C.12.c ▶ Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations**

**C.12.d ▶ Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**

**C.12.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**

**C.12.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**

**C.12.g ▶ Monitor Stormwater PCB Pollutant Loads and Loads Reduced**

**C.12.h ▶ Fate and Transport Study of PCBs In Urban Runoff**

**C.12.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**

**Summary**

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

Section 13 - Provision C.13 Copper Controls

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

In August 2011, the Program developed a fact sheet entitled "Requirements for Copper Roofs and Other Architectural Copper-Protect water quality during installation, cleaning, treating and washing!". The fact sheet describes BMPs for proper disposal of copper containing wash water. The fact sheet was provided to the City of Los Altos while attending the Construction Site Inspection Workshop held on February 7 and 8, 2012. In addition information of BMPs was provided the City of Los Altos while attending the Program's IND/ODDE Training Roundtable held on May 23, 2012. Copies of this fact sheet are made readily available to all developers and buildings. Prior to final acceptance of the construction for the headquarter building for the Packard Building in spring of 2012, the City of Los Altos required that a deed restriction be recorded detailing the requirements for maintenance of the architectural copper that was installed on that office building.

**C.13.c ▶ Vehicle Brake Pads**

A summary of the countywide Program's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of Program's FY 11-12 Annual Report and/or the BASMAA Regional POC Report.

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

Summary:  
The City of Los Altos has no Industrial Source of copper.

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

Summary:  
A summary of the countywide Program and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of Program's FY 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**

**Summary**

A summary of the countywide Program and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of Program's FY 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 <b>No</b> , skip to C.15.b.vi.(2):				

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

**Summary:**

For new single family houses and existing single –family houses that have alterations/additions greater than 50 percent, the City of Los Altos continues to require a GreenPoint Rated checklist that includes at least nine points in the water category. Examples of ways that points in the water category can be achieved include:

1. Constructing resource-efficient landscapes
2. Minimizing turf in landscape installed by builder
3. Installing high-efficiency irrigation systems
4. Installation of a rain water harvesting system
5. Use of an irrigation system that uses recycle wastewater
6. Designing a Landscape to meet water budget

The city’s recreation department continues to offer elementary classroom field trips and family science days at Redwood Grove in the City of Los Altos. Several courses emphasize resource conservation, stream biology, native plants, etc. Acterra is working on creek bank restoration in Adobe creek within Redwood Grove, and installed a native plant & water wise demonstration garden and installed a rain barrel demonstration also in Redwood Grove. For City installations, maintenance crews continue to install landscaping using “drought tolerant” plant material and installing low-flow infiltration systems to help minimize runoff. For example, city installed California native landscape with drip irrigation and mulch for the various planter areas in the recently complete renovation of Rosita Park. This resulted in no runoff or overspray and reduced the water requirements.

the exhibition “Shaped by *Water: Past, Present & Future*” at the Los Altos History Museum (October 8, 2011 - April 22, 2012) using interactive displays and art to educate visitors about the history and future of water in the Santa Clara Valley while inspiring appreciation and action. Water shaped the history of Santa Clara Valley, and how we use it will shape our future. Come experience and learn about our unique connection to our precious and finite water - past, present, and future. Through photographs, art, stories, and interactive activities for kids of all ages, visitors will leave with a greater understanding of the role water plays in our lives - and with resources and ideas for action! Expand your appreciation of water through an inspiring slate of educational programs and events that are scheduled throughout the course of the exhibition.

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

The City of Los Altos participated in the countywide Program outreach efforts. For example the City of Los Altos hosted Green Town Los Altos Earth Day Event on April 12, 2012 in conjunction with the exhibition on “Shaped by Water: Past, Present & Future” at the City of Los Altos History Museum. This event promoted stormwater pollution prevention, less toxic pest control and, proper disposal of household hazard waste. Refer to the C.3 New Development and Redevelopment, C.7 Public Information and Outreach and C.9 Pesticide Toxicity Control sections of the Programs FY 11-12 Annual Report.

# Appendix

## **Appendix A**

Acronyms and Abbreviations.....	A-1
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## **Appendix B: - Provision C.3 – New Development and Redevelopment**

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## **Appendix D: - Provision C.9 – Pesticides Toxicity Controls**

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# MUNICIPAL REGIONAL STORMWATER PERMIT

## Acronyms and Abbreviations

AB	Assembly Bill
AC	Acres
AHTG	Ad Hoc Task Group
AOC	Area of Concern
APWA	American Public Works Association
AR	Annual Report
BACWA	Bay Area Clean Water Agencies
BAPPG	Bay Area Pollution Prevention Group
BASMAA	Bay Area Stormwater Management Agency Association
BMP	Best Management Practice
BPAC	City of Los Altos Bicycle/Pedestrian Advisory Committee
CA.	California
CAP	Copper Action Plan
CASQA	California Stormwater Quality Association
CEO	Code Enforcement Officer
CEQA	California Environmental Quality Act
CI	Construction Inspection
CIP	Capital Improvement Project
COA	Condition of Approval
DEH	Santa Clara County Department of Environmental Health
DOT	Department of Transportation
DPR	Santa Clara County Department of Pesticide Regulation
DTSC	Department of Toxic Substance Control
e.g.	For Example
EIR	Environmental Impact Report
EOA	Eisenberg, Olivieri, and Associates
Etc.	Excreta
Expo	Exposition
FOG	Gats, Oils, and Grease
FY	Fiscal Year
GIS	Geographic Information Systems
HAZMAT	Hazardous Material
Hg	Mercury
HHW	Household Hazardous Waste
HMP	Hydromodification Management Plan
i.e.	That Is
ICID	Illegal Connection, Illicit Discharge
ID	Identification
IPM	Integrated Pest Management
KAB	Keep America Beautiful
LUS	Land Use Subgroup (WMI)
MEP	Maximum Extent Practicable

**Acronyms and Abbreviations (cont.)**

MOU	Memorandum of Understanding
MRP	Municipal Regional Permit
N/A	Not Applicable
NAP	Nickel Action Plan
NEPA	National Environmental Protection Act
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
NPS	Non-point Source Pollution
O & M	Operation and Maintenance
OP Pesticides	Organo-Phosphage pesticides
OSH	Orchard Hardware Store
OWOW	Our Water Our World
PAPA	Professional Association of Pesticide Applicators
PCA	Pesticide Certified Applicator
PCB	Poly-Chlorinated Biphenyl
PCO	Pest Control Operator
PD	Police Department
PG&E	Pacific Gas and Electric
PIP	Public Information and Participation
PS	Performance Standard
PSA	Public Service Announcement
PUD	Planned Unit Developments
PW	Public Works
RMP	San Francisco Bay Regional Monitoring Program
ROW	Right of Way
RTA	Rapid Trash Assessment
RWQCB	Regional Water Quality Control Board
s. f. or sq. ft.	Square feet
SCBWMI or WMI	Santa Clara Basin Watershed Management Initiative
SCC	Santa Clara County
SCVURPPP Program	Santa Clara Valley Urban Runoff Pollution Prevention Program
SCVWD	Santa Clara Valley Water District
SIC	Standard Industrial Classification
SOP	Standard Operating Procedure
STOPPP Program	San Mateo Countywide Stormwater Pollution Prevention Program
SWID	Stormwater Infiltration Device
SWMP	Stormwater Management Plan
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load
URMP	Urban Runoff Management Plan
URP	Urban Runoff Program
WDR	Waster Discharge Requirements
WEO	Watershed education and Outreach
WMI	Watershed Management Initiative

<b>C.3.b.v.(1) ► Regulated Projects Reporting Table (part 1) – Projects Approved During the Fiscal Year Reporting Period</b>											
<b>Project Name Project No.</b>	<b>Project Location, Street Address</b>	<b>Name of Developer</b>	<b>Project Phase No.</b>	<b>Project Type &amp; Description</b>	<b>Project Watershed</b>	<b>Total Site Area (Acres)</b>	<b>Total Area of Land Disturbed (Acres)</b>	<b>Total New Impervious Surface Area (ft<sup>2</sup>)</b>	<b>Total Replaced Impervious Surface Area (ft<sup>2</sup>)</b>	<b>Total Pre- Project Impervious Surface Area (ft<sup>2</sup>)</b>	<b>Total Post- Project Impervious Surface Area (ft<sup>2</sup>)</b>
<b>Private Projects</b>											
The Terraces of Los Altos	373 Pine Lane, Los Altos Avenue	American Baptist Homes of the West	1 of 3	Two-story residences with assisted living & nursing care	Adobe Creek	1.21	1.21	21,687	6,839	8,244	28,525
<b>Public Projects</b>											
No public project during FY 11-12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Comments:											

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	Application Final Approval Date	Source Control Measures	Site Design Measures	Treatment Systems Approved	Operation & Maintenance Responsibility Mechanism	Hydraulic Sizing Criteria	Alternative Compliance Measures	Alternative Certification	HM Controls
<b>Private Projects</b>										
The Terraces	May 21, 2009	August 11, 2009	Maintenance, Storm drain labeling	Disconnected downspouts, other self- treating area, self- retaining area	Media Filter	Recorded agreement with property owner	C.3.d.(2) (Flow basis)	None	Schaaf & Wheeler	The project is exempt from HM because it does not create and/or replace one acre or more of impervious surface.
<b>Public Projects</b>										
No public project during FY 11-12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Comments:										

**C.3.e.vi.Special Projects Reporting Table**  
 Reporting Period – December 1, 2011 – June 30, 2012

Project Name & No.	Permittee	Address	Application Submittal Date	Status	Description	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category	LID Treatment Reduction Credit Available	List of LID Stormwater Treatment Systems	List of Non-LID Stormwater Treatment Systems
No project during FY 11-12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO)	Party Responsible For Maintenance	Date of Inspection	Type of Inspection	Type of Treatment/HM Control(s) Inspected	Inspection Findings or Results	Enforcement Action Taken	Comments/Follow-up
Packard Foundation	343 Second Street	Yes	Owner	June 2012	45-day	Vegetated swales, roof filter & basket strainer, inlet filters, area drains, unlined retention basins, roof rain water filters, detention pond and green roof	Pollen clogged the filter units that were installed in the downspouts.	Verbal	Filters were cleaned
Rosita Park	401 Rosita Avenue	Yes	City of Los Altos	October 12, 2011	45-day	Infiltration planters	Plants were dying therefore the same species were replaced and provided better irrigation	Verbal	New Plants are doing well

# MUNICIPAL REGIONAL STORMWATER PERMIT

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

### Provision C.4.b Inspection Plan: List of Facilities

FY 2011-2012

Vehicle Facility	Address
EL CAMINO REAL UNOCAL SERVICE STATION	4350 EL CAMINO REAL
RANCHO AUTO SERVICE	601 LOS ALTOS RANCHO SHOPPING CENTER
LOS ALTOS ARCO AM/PM SERVICE STATION	988 N. SAN ANTONIO ROAD
LOS ALTOS UNION SERVICE STATION	330 S. SAN ANTONIO ROAD
LADERA AUTO WORKS	465 FIRST STREET
SKIPS TIRE & AUTO CENTER	317 FIRST STREET
REITMEIR'S WERKSTATT	309 FIRST STREET
VILLAGE CHEVRON SERVICE STATION	401 MAIN STREET
CALIFORNIA AUTOMOTIVE	139 FIRST STREET
CHEVRON AUTOMOTIVE CENTER	2300 HOMESTEAD ROAD
ALLIED AUTO WORKS	2073 GRANT ROAD
ALLIED AUTO #2	1540 MIRAMONTE ROAD
USA GASOLINE SERVICE STATION	929 FREMONT AVENUE
CITY OF LOS ALTOS CORPORATION YARD	707 FREMONT AVENUE
GARDEN SUPPLY NURSERY	4730 EL CAMINO REAL
LOS ALTOS NURSERY	245 HAWTHORNE AVENUE

Nursery Facility	Address
GARDEN SUPPLY NURSERY	4730 EL CAMINO REAL
LOS ALTOS NURSERY	245 HAWTHORNE AVENUE

<b>Food Service Facility (Bolded were inspected in FY 11-12)</b>	<b>Address</b>
BUMBLE	145 1ST ST
PLATES	233 STATE ST
ZAHIR'S	4926 EL CAMINO REAL
BELLA VITA	376 1ST ST
<b>HUNAN HOMES RESTAURANT</b>	<b>4880 W EL CAMINO REAL</b>
<b>NEW WING WA RESTAURANT</b>	<b>132 STATE ST</b>
<b>OPA!</b>	<b>325 MAIN ST</b>
<b>A GOOD MORNING</b>	<b>4546 EL CAMINO REAL A13</b>
<b>ALDO LOS ALTOS</b>	<b>388 MAIN ST</b>
<b>ANDRONICO'S MARKET</b>	<b>690 RANCHO SHOPPING CTR</b>
<b>ARMADILLO WILLY'S BBQ &amp; CAFÉ</b>	<b>1031 N SAN ANTONIO RD</b>
<b>BEAUSEJOUR RESTAURANT</b>	<b>170 STATE ST</b>
<b>BOARDWALK RESTAURANT</b>	<b>4940 EL CAMINO REAL</b>
BRIAN'S RESTAURANT	680 LOS ALTOS RANCHO
<b>BURGER TOWN</b>	<b>448 S SAN ANTONIO RD</b>
<b>CAFÉ VITALE</b>	<b>987 FREMONT AVE</b>
<b>CASA LUPE MEXICAN RESTAURANT</b>	<b>185 MAIN ST</b>
<b>CHEF CHU'S MANDARIN KITCHEN</b>	<b>1067 N SAN ANTONIO RD</b>
<b>DRAEGER'S SUPERMARKET INC</b>	<b>342 1ST ST</b>
<b>ESTRELLITA RESTAURANT</b>	<b>971 N SAN ANTONIO RD</b>
FIESTA VALLARTA	301 STATE ST
<b>FIRST &amp; MAIN SPORTS LOUNGE</b>	<b>397 MAIN ST</b>
<b>JACK IN THE BOX #421</b>	<b>4896 EL CAMINO REAL</b>
<b>LOS ALTOS GOLF &amp; COUNTRY CLUB</b>	<b>1560 COUNTRY CLUB DR</b>
<b>LUCKY #723</b>	<b>2175 GRANT RD</b>
<b>MALTBYS</b>	<b>101 PLAZA NORTH</b>
<b>MIKADO</b>	<b>161 MAIN ST</b>
<b>MURACCI'S JAPANESE CURRY &amp; GRILL</b>	<b>244 STATE ST</b>
<b>ORIGINAL PANCAKE HOUSE</b>	<b>420 S SAN ANTONIO RD</b>
<b>PASTA MARKET THE</b>	<b>4546 EL CAMINO REAL</b>
<b>PHO VI HOA</b>	<b>4546 EL CAMINO REAL A12</b>
<b>POMPEII</b>	<b>100 STATE ST</b>
<b>RED PEPPER GRILL</b>	<b>2310 HOMESTEAD RD J</b>
<b>SAFEWAY #737</b>	<b>160 1ST ST</b>
<b>SUSHIKO</b>	<b>4546 EL CAMINO REAL A4</b>
<b>TOM'S DEPOT ICE CREAM &amp; GRILL</b>	<b>991 FREMONT AV</b>
<b>TOUR EIFFEL</b>	<b>200 STATE ST</b>
<b>VILLAGE PANTRY</b>	<b>184 2ND ST</b>
<b>WHOLE FOODS MARKET</b>	<b>4800 EL CAMINO REAL</b>
A G FERRARI FOODS	295 MAIN ST
AKANE JAPANESE RESTAURANT	250 3RD ST

Food Service Facility (Bolded were inspected in FY 11-12)	Address
BADRY'S DELI	982 DOLORES ST
CARL'S JR #7033	5000 EL CAMINO REAL
COURTYARD AT MARRIOTT	4320 EL CAMINO REAL
<b>DONUT DU JOUR</b>	<b>108 STATE ST</b>
<b>GO GO GYRO</b>	<b>4546 EL CAMINO REAL, SUITE A11</b>
ITALIAN DELICATESSEN	139 MAIN ST
<b>LE BOULANGER</b>	<b>305 MAIN ST</b>
LOS ALTOS GRILL	233 3RD ST
<b>LULU'S ON MAIN STREET</b>	<b>163 MAIN ST</b>
<b>MARIE CALLENDER'S #30</b>	<b>4710 EL CAMINO REAL</b>
<b>OREGANO'S</b>	<b>4546 EL CAMINO REAL A6</b>
<b>RESIDENCE INN BY MARRIOTT</b>	<b>4460 EL CAMINO REAL</b>
<b>RICK'S CAFE</b>	<b>205 STATE ST</b>
RISTORANTE IL PORCINO	242 STATE ST
<b>SUMIKA</b>	<b>236 CENTRAL PLZ</b>
SUMO JAPANESE RESTAURANT	355 STATE ST
ALOTTA'S	2249 GRANT RD
CARVEL ICE CREAM #3147	2310 HOMESTEAD RD H
CREPE MAKER	280 MAIN ST
ESTHER'S GERMAN BAKERY AND CAFE	987 N SAN ANTONIO RD
FOOTHILL PRODUCE/FELIPE'S MARKET	2310 HOMESTEAD RD STE D
JP LIQUORS-DELI	996 LORAIN AV
LAPPERTS ICE CREAM	656 FREMONT AV A
LOS ALTOS BAKERY & CAFE	692 RANCHO SHOPPING CTR
MAIN STREET BAGELS	666 RANCHO SHOPPING CTR
MAIN STREET CAFE	134 MAIN ST
POSH BAGEL	310 MAIN ST
	630
RANCHO PIZZA	A FREMONT AV
ROUND TABLE PIZZA #2	399 1ST ST
SATURA CAKES	200 MAIN ST
SKIP'S PLACE PIZZA	299 1ST ST
SPOT-A-PIZZA PLACE	133 MAIN ST
VILLAGE COURT PANTRY/PANNIS WRAPS	4546 EL CAMINO REAL A11
ALMOND ELEMENTARY SCHOOL	550 ALMOND AV
ANTIGUA	325 STATE ST
ARCO AM PM #707	988 N SAN ANTONIO RD
BASKIN ROBBINS ICE CREAM #143	264 STATE ST
BLACH INTERMEDIATE SCHOOL	1120 COVINGTON RD
BULLIS CHARTER SCHOOL	102 W PORTOLA AV

<b>Food Service Facility (Bolded were inspected in FY 11-12)</b>	<b>Address</b>
COVINGTON SCHOOL	205 COVINGTON RD
DE MARTINI ORCHARD	66 N SAN ANTONIO RD
EGAN JR HIGH SCHOOL PTA LUNCH	100 W PORTOLA AV
EGAN JR HIGH SCHOOL SNACK BAR	100 W PORTOLA AV
EL CAMINO UNOCAL	4350 EL CAMINO REAL
EPICUREAN@PINEWOOD SCHOOL	477 FREMONT AV
HILLVIEW SENIOR LUNCH PROGRAM	97 HILLVIEW AV
JAMBA JUICE #121	275 MAIN ST
JESUIT RETREAT HOUSE	300 MANRESA WY
LOS ALTOS CHEVRON	2300 HOMESTEAD RD
LOS ALTOS CHRISTIAN SCHOOL	625 MAGDALENA AV
LOS ALTOS HIGH SCHOOL	201 ALMOND AV
LOS ALTOS LIBRARY	13 S SAN ANTONIO RD
LOYOLA ELEMENTARY SCHOOL	770 BERRY AV
LOYOLA LIQUORS	979 FREMONT AV
MIYO YOGURT	270 MAIN ST
MONTCLAIRE ELEMENTARY SCHOOL	1160 ST JOSEPH AV
MORE FLAVOR! LOS ALTOS	991 N SAN ANTONIO RD
OAK ELEMENTARY SCHOOL	1501 OAK AV
PEET'S COFFEE & TEA	4598 EL CAMINO REAL
PEET'S COFFEE & TEA	367 STATE ST
RITE AID #5886	2310 HOMESTEAD RD
SANTA RITA ELEMENT SCHOOL PTA LUNCH	700 LOS ALTOS AV
SEE'S CANDIES #64	4844 EL CAMINO REAL
STANDARD LIQUOR	303 1ST ST
STARBUCKS COFFEE #5280	654 RANCHO SHOPPING CTR
STARBUCKS COFFEE #571	296 MAIN ST
SWEET SHOP	994 LOS ALTOS AV
TRADER JOE'S #127	2310 HOMESTEAD CT K
USA GAS STATION	929 FREMONT AV
VITAMIN SHOPPE	4756 EL CAMINO REAL
WALGREENS	303 2ND ST

# MUNICIPAL REGIONAL STORMWATER PERMIT

## Provision C.9 – Pesticides Toxicity Controls

### Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy



#### AGREEMENT BETWEEN THE CITY OF LOS ALTOS, CALIFORNIA AND LITTLE DAVID PEST CONTROL, INC. FOR PEST CONTROL SERVICES

THIS AGREEMENT is made and entered into as of the First of June, 2012, by and between the CITY OF LOS ALTOS, a municipal corporation, hereinafter referred to as "CITY," and LITTLE DAVID PEST CONTROL, INC. a California Corporation, hereinafter referred to as "CONTRACTOR."

#### RECITALS

WHEREAS, CITY, desires to retain a pest control CONTRACTOR for pest management services in CITY parks and facilities

WHEREAS, CONTRACTOR is a independent CONTRACTOR providing similar services to numerous other cities; and

In consideration of the covenants, conditions and promises hereinafter contained, to be kept and performed by the parties hereto, **IT IS AGREED AS FOLLOWS:**

1. **SCOPE OF SERVICES.** CONTRACTOR shall provide pest control services on an as-needed basis at the request of the CITY. Prior to any work being performed, contractor will respond to a written or verbal request for services from the CITY's Maintenance Services Department. The scope and level of work will be agreed upon between the CITY and the CONTRACTOR, and will be consistent with the CITY's Integrated Pest Management Policy.

CONTRACTOR agrees to perform all the work and furnish all the materials and equipment necessary to complete, in accordance with the applicable construction codes and ordinances, all the described services and works in a good, workmanlike and substantial manner.

For a CONTRACTOR providing Pest Control Services, the CONTRACTOR shall follow the CITY's IPM policy, which is attached hereto and incorporated herein as Exhibit A. All applicators performing work at the request of the CITY shall receive training in the CITY's IPM policy and submit a signed and dated copy verifying they have read and understand the policy. Prior to using any chemical pesticide the CONTRACTOR must have written approval to use the selected pesticide from a CITY's Maintenance Services Manager or his/her designee. CONTRACTOR may be required to submit information about the proposed chemical pesticide application including, but not limited to, pesticide label, and MSDS, method of application, proof of equipment calibrations procedures and training.

Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy (cont.)

CONTRACTOR shall submit a written report to the CITY within 5 business days of application. This report shall include the treated area location, target pest, amount of concentrated pesticide used, percentage of active ingredient, rate at which the pesticide was applied and date and time of application. All applications shall be in compliance with federal, state and regional regulations.

2. **SCHEDULE.** The CONTRACTOR shall begin work on June 1, 2012.
3. **TERM.** The term of this Agreement shall continue in full force and effect between June 1, 2012 and June 30, 2013. The CITY and the CONTRACTOR by mutual agreement, may renew the contract for one (1) additional year effective July 1, 2013 if service levels are satisfactory and there are no increase in service costs.
4. **COMPENSATION.** CONTRACTOR will perform the work outlined above and will invoice CITY on the basis of the amount of work completed.
5. **INSURANCE.** CONTRACTOR shall procure and maintain for the duration of the contract insurance as described in Exhibit B against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, his agents, representatives, employees or SUB CONTRACTORS.
6. **OWNERSHIP OF DOCUMENTS.** Not applicable.
7. **STATUS OF CONTRACTOR.** The parties intend that CONTRACTOR, in performing the services herein specified, shall act as an independent CONTRACTOR, and shall have control of the work and the manner in which it is performed. CONTRACTOR is not to be considered to be an agent or employee of CITY, and is not entitled to participate in any pension, insurance, bonus, or other similar benefit plan CITY provides its employees. In the event that CITY exercises its right to terminate this Agreement as provided herein, CONTRACTOR expressly agrees that CONTRACTOR shall have no recourse of right of appeal under rules, regulations, ordinances, or laws applicable to CITY employees.
8. **INDEMNIFICATION.** To the fullest extent permitted by law, CONTRACTOR shall defend through counsel approved by CITY, indemnify and hold harmless CITY, its officers, representatives, agents and employees against any and all suits, damages, costs, fees, claims, demands, causes of action, losses, liabilities and expenses, including without limitation reasonable attorneys' fees, arising or resulting directly or indirectly from any act or omission of CONTRACTOR or CONTRACTOR'S assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property.
9. **TERMINATION.** Notwithstanding any other provision of this Agreement, the CITY may terminate this Agreement at any time by giving ten (10) days written notice to CONTRACTOR. In said event, CONTRACTOR shall be paid for services performed as of the date of notice of termination.
10. **NOTICES.** Any notices to be given under this Agreement by either party to the other shall be in writing and may be effected either by personal delivery or by mail, registered or

Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy (cont.)

certified, postage prepaid with return receipt requested. Mailed notices shall be addressed as follows:

**CITY:**

Marcia Somers  
CITY Manager  
CITY of Los Altos  
One North San Antonio Road  
Los Altos, CA 94022

**CONTRACTOR:**

James Beaver  
Manager  
Little David Pest Control, Inc.  
776 Clinton Place  
San Jose, CA 95126

11. **PARTIAL INVALIDITY.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
12. **BINDING.** This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, assigns and successors-in-interest to the parties hereto.
13. **NO IMPLIED WAIVERS.** The failure of either party at any time to require performance by the other party of any provisions hereof shall not affect in any way the full right to require such performance at any time thereafter. Nor shall the waiver by either party of a breach of any provision hereof be taken or held to be a waiver of the provision itself.
14. **ASSIGNMENT.** CONTRACTOR shall not assign, delegate, nor transfer any interest in or duty under this Agreement without the prior written consent of CITY, and no transfer shall be of any force or effect whatsoever unless and until CITY has so consented.
15. **TAXES.** CONTRACTOR agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement, and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. CONTRACTOR agrees to indemnify and hold CITY harmless from any liability which it may incur to the United States of America or the State of California as a consequence of CONTRACTOR'S failure to pay, when due, all such taxes and obligations. In the event CITY is audited for compliance regarding withholding or other applicable taxes, CONTRACTOR agrees to furnish CITY with proof of payment of taxes on these earnings.
16. **DEFAULT.** In the event CONTRACTOR fails to provide the services set forth in this Agreement due to the fault of CONTRACTOR, CITY shall have the right to either do the work itself or hire an outside CONTRACTOR to perform those services.

Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy (cont.)

17. **APPLICABLE LAW AND FORUM.** This Agreement shall be construed and interpreted according to the laws of the State of California in any action to enforce the terms of this Agreement or for the breach thereof, and shall be brought and tried in the County of Santa Clara, California.
18. **CONSTRUCTION.** To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in the manner that avoids any violation of statute, ordinance, regulation or law.
19. **INTEGRATION.** This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by CONTRACTOR for CITY, and contains all the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement shall be effective only if it is in writing, signed by the party to be charged.

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Gil Fletcher  
Maintenance Services Manager (Interim)

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Jolie Houston  
CITY Attorney

AGREED:

  
\_\_\_\_\_  
Marcia Somers  
CITY Manager

Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy (cont.)

CONTRACTOR:

Name David J. Campeau DAVID J. CAMPEAU  
Title OWNER - OPERATOR

DATE:

5/24/12

Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy (cont.)

# EXHIBIT A



## Maintenance Service Department

### INTEGRATED PEST MANAGEMENT POLICY

EFFECTIVE DATE: JULY 1, 2010

\_\_\_\_\_  
Gil Fletcher, Maintenance Services Manager (Interim)

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#### PURPOSE:

The policy of the City of Los Altos Maintenance Services Department in regards to the application of pesticides to City property is to minimize pesticide use. The goal is to reduce the amount of pesticides in the environment to the maximum extent practicable, as well as provide sustainable solutions for pest control on City properties.

This policy concerns the application of pesticides to property owned by the City only, and does not concern the application of pesticides to property that is not owned by the City.

#### DEFINITIONS

The following terms shall have the meanings set forth below:

1. "City department" means any department of the City of Los Altos includes any pesticide applicator hired by a City department to apply pesticides on City property.
2. "Contract" means a binding written agreement, including but not limited to, a contract, lease, permit, license or easement between a person, firm, corporation or other entity, and a City department, which grants a right to use or occupy property of the City of Los Altos for a specified purpose or purposes.
3. "Contractor" means a person, firm, corporation or other entity that enters into a contract with the City.

Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy (cont.)

4. "Integrated pest management" means a decision-making process for managing pests, which uses monitoring to determine pest injury levels and combines biological, physical, and chemical tools to minimize health, environmental risks. The method uses extensive knowledge about pests, such as infestation thresholds, life histories, environmental requirements, and natural enemies to complement and facilitate, biological and other natural control of pests. The method uses the least toxic synthetic pesticides only as a last resort to controlling pests,
5. "Pesticide" means pesticide as defined in Section 12753 of Chapter 2 of Division 7 of the California Food and Agricultural Code.
6. "Toxicity Category I Pesticide Product" means any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category I under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.
7. "Toxicity Category II Pesticide Product" means any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category II under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations

**CITY INTEGRATED PEST MANAGEMENT POLICY**

The City, in carrying out its operations, shall assume pesticides are potentially hazardous to human and environmental health. City departments shall give preference to reasonably available non-pesticide alternatives when considering the use of pesticides on City property. For all pest problems on City property, City departments shall follow the integrated pest management (IPM) approach outlined below.

1. Monitor each pest to determine pest population size, occurrence, and natural enemy population, if present.
2. Set treatment levels according to how much economic and/or aesthetic damage and each site can tolerate.
3. Identify decisions and practices that could affect pest populations. Consider a range and combination of potential treatments for the pest problem including mechanical, cultural, and biological controls.
4. Employ non-pesticide management tactics first when they are economically feasible. Consider the use of chemicals only as a last resort.
5. Determine the most effective treatment time, based on pest biology and other variables, such as weather, seasonal changes in wildlife use and local conditions.
6. Design and construct indoor and outdoor areas to reduce and eliminate pest habitats.
7. Modify management practices, including watering, mulching, waste management, and food storage.
8. Modify pest ecosystems to reduce food and living space.
9. Use physical controls such as hand-weeding, traps and barriers.
10. Use biological controls introducing or enhancing pests' natural enemies.

Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy (cont.)

11. Acquaint staff with pest biology's, the IPM approach, new pest management strategies as they become known, and toxicology of pesticides proposed for use.
12. Inform the public of the City's attempt to reduce pesticide use and respond to questions from the public about City's pest management practices.
13. City of Los Altos will track and report pesticide use on municipally-owned property. City of Los Altos will report use by contractors in the annual report.
14. City of Los Altos will conduct a periodic agency-wide search of its chemical inventory for pesticides no longer legal for application per EPA, State, and/or local requirements. These pesticides, if found, will be properly disposed pursuant to appropriate waste disposal regulations.
15. As part of the annual reporting process, the City of Los Altos will review and evaluate, with input from municipal staff, the effectiveness of its Pest Management Plan and IPM Policy in achieving the goals of the Plan to the maximum extent practicable.
16. Commercial applicators contracted by the City of Los Altos for application of pesticides on municipal property will be required to follow the City of Los Altos' IPM policy, SOPs, and BMPs; through contractual agreements. Provide documentation of pesticide use on City of Los Altos property to the city in a timely manner.

**RESTRICTION ON USE OF TOXICITY CATEGORY I AND CATEGORY II**

No City department shall use any Toxicity Category I or Category II Pesticide Product unless all other measures have been exhausted. Authorization must be made by the Public Works Superintendent to allow use of Category I or Category II Pesticide

**NOTICE OF PESTICIDE USE**

Any City department that uses any pesticide shall comply with the following notification procedures:

1. Signs for pesticide applications in areas not considered to be active play areas (ie, shrub beds, parking lots, pathways) shall be posted prior to application of the pesticide product and remain posted at least twenty-four hours after the reentry interval has expired .
2. Signs for Restricted use pesticide applications or pesticide applications in areas considered to be active play areas (ie, playgrounds, athletic fields, ) shall be posted 48 hours prior to application of the pesticide product and remain posted at least twenty-four hours after the reentry interval has expired.
3. The use of any pesticide in any public area with a reentry interval of at least 24 hours will be posted in accordance to the California Food And Agricultural Code 12978.

Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy (cont.)

4. Signs shall be posted at every entry point where the pesticide is applied if the pesticide is applied in an enclosed area, and in highly visible locations around the perimeter of the area where the pesticide is applied if the pesticide is applied in an open area,
5. Signs shall be of a standardized design which are easily recognizable to the public and workers.
6. Signs shall contain the name and active ingredient of the pesticide product, the target pest, the date of pesticide use, the signal word indicating the toxicity category of the pesticide product, the date for re-entry to the area treated, and the name and contact number for the City department responsible for the application.
7. City departments shall not be required to post signs in right-of-way locations that the general public does not use for recreational purposes.

**BEST MANAGEMENT PRACTICES**

This section includes BMP's and control measures to protect water quality during the use of pesticides, when it is determined through an IPM process that pesticides must be used.

**PESTICIDE USAGE**

- 1) Follow all federal, state, and local laws and regulations governing the use, storage, and disposal of pesticides and training of pest control advisors and applicators.
- 2) Use the least toxic pesticides that will do the job, provided there is a choice. The agency will take into consideration the LD<sub>50</sub>, overall risk to the applicator, and impact to the environment.
- 3) Apply pesticides at the appropriate time to maximize their effectiveness and minimize the likelihood of discharging non-degraded pesticides in stormwater runoff. Avoid application of pesticides if rain is expected (this does not apply to the use of pre-emergent herbicide applications when required by the label for optimal results.)
- 4) Employ techniques to minimize off-target application (e.g. spray drift) of pesticides, including consideration of alternative application techniques. For example, when spraying is necessary, increase drop size, lower application pressure, use surfactants and adjuvants, using wick application, etc.
- 5) Apply pesticides only when wind speeds are low.
- 6) Mix and apply only as much material as is necessary for treatment. Calibrate application equipment prior to and during use to ensure desired application rate.
- 7) Do not mix or load pesticides in application equipment adjacent to a storm drain inlet, culvert or watercourse.
- 8) Irrigate slowly to prevent runoff and then only as much as is needed.

Provision C.9.d City of Los Altos Contract Specifications requiring city pesticide contractors to implement the city's Integrate Pest Management Policy (cont.)

PESTICIDE STORAGE

- 1) To minimize quantities of pesticides stored, purchase what is needed for use in the near future.
- 2) Implement storage requirements for pesticide products with guidance from the local fire department and the Santa Clara County Agricultural Commissioner. Provide secondary containment for pesticides, if required.
- 3) Provide spill kits, store the kits near pesticides, and train employees to use them.
- 4) Store pesticides in a locked and posted individual storage unit. Pesticides should not be stored where they could be exposed to rain or irrigation water, causing pesticide runoff to storm drains or creeks.
- 5) Store pesticides only in labeled containers.

PESTICIDE DISPOSAL

- 1) Dispose of empty pesticide containers according to the instructions on the container label.
- 2) Dispose of unused pesticides as hazardous wastes in accordance with applicable regulations.