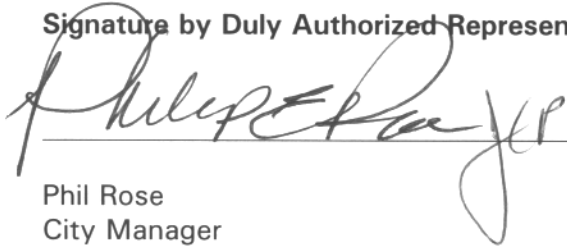


**CITY OF LOS ALTOS
FY 2005-2006 WORK PLAN**

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:



Phil Rose
City Manager

Date

Santa Clara Valley Urban Runoff Pollution Prevention Program
FY 2005-2006 Work Plan

Municipality: City of Los Altos

| Item No. | FY05-06 Tasks | Status / Comments | Due Date (mo/yr) | Responsible Party |
|--|--|--|-------------------------|--|
| Illicit Connection & Illegal Dumping Elimination Activities | | | | |
| 1 | Continue to provide training as required on ICID activities | Los Altos will continue to provide information and training to Engineering, Planning, Building Inspection and Public Safety personnel with a focus on new personnel. Each Department holds regular meetings for which the subject of ICIDs is discussed. Staff will be encouraged to attend formal training as it becomes available. | Continuous | Public Works & Community Development Departments |
| 2 | Continue to evaluate and improve response and documentation of illegal dumping activities | Los Altos uses the police department to respond to reports of illegal dumping. Primarily this would be the Code Enforcement Officer during normal working hours. Currently the CEO position is documenting and tracking ICID incidents. | Continuous | Code Enforcement Officer/Police Department & URP Coordinator |
| 3 | Sanitary Sewer System | Los Altos expects to complete sanitary sewer system master plan and will program system improvement projects identified in the study. | 6/06 | Public Works Department |
| 4 | Evaluate IC/ID activities in FY 2004-2005 and explore opportunities to increase program effectiveness. | Report results in the FY 2004-2005 Annual Report. | Annually | URP Coordinator |

Santa Clara Valley Urban Runoff Pollution Prevention Program
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| Item No. | FY05-06 Tasks | Status / Comments | Due Date (mo/yr) | Responsible Party |
|--|---|---|-------------------------|-------------------------------------|
| Industrial/Commercial Discharger Control Programs | | | | |
| 1 | Inspection of Vehicle Service Facilities | Los Altos will continue to coordinate and support the program conducted by the Palo Alto Regional Water Quality Treatment Plant. Palo Alto conducts annual inspections of all 15 vehicle service facilities in Los Altos. The City will document and conduct follow-up on any storm water discharge violations identified in these inspections. | Continuous | URP Coordinator |
| 2 | Inspection of Food Service Facilities | Los Altos will continue to coordinate and support the County of Santa Clara Department of Environmental Health's annual inspections of all 101 food service facilities in the City. The City will document and conduct follow-up on any storm water discharge violations identified in these annual inspections. | Continuous | URP Coordinator & Police Department |
| 3 | Inspection of Other Commercial Facilities | Los Altos has very limited Commercial Facilities (and no Industrial facilities), but is prepared to inspect any of these other listed categories of commercial facilities should a complaint be filed and take necessary action if required. | Continuous | URP Coordinator & Police Department |
| 4 | Evaluate inspection activities in FY 2004-2005 and explore opportunities to increase program effectiveness. | Report results in the FY 2004-2005 Annual Report. | Annually | URP Coordinator |

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| Item No. | FY05-06 Tasks | Status / Comments | Due Date (mo/yr) | Responsible Party |
|--|--|--|-------------------------|-------------------------------------|
| Public Streets, Roads, and Highways Operation and Maintenance | | | | |
| 1 | BMP for street and road operations and maintenance | Los Altos will continue to assure that BMPs are applied at all of its street maintenance operations. Will evaluate its SOP for this maintenance annually and update as deemed necessary. | Continuous | Public Works Maintenance Department |
| 2 | BMP training | Los Altos will continue to provide training on an as needed basis to its municipal staff in the use of appropriate BMPs. Will provide monthly discussions with maintenance staff on the implementation of BMPs. Staff will be encouraged to attend any formal training if available. | Continuous | Public Works Department |
| 3 | Evaluate O&M activities in FY 2003-2004 and explore opportunities to increase program effectiveness. | Report results in the FY 2003-2004 Annual Report. | Annually | URP Coordinator |

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|---|--|--|-------------------------|--------------------------|
| Rural Public Works Activities | | | | |
| | | NOT APPLICABLE | | |
| Storm Drain System Operation and Maintenance | | | | |
| 1 | Storm Drain O & M & Training | Los Altos will continue to train staff & implement and improve BMPs and SOP for the storm drain system operation and maintenance activities. Will evaluate its SOP for this maintenance task annually and update as deemed necessary. | Continuous | Public Works Department |
| 2 | Reporting of Observed ICID Evidence | Los Altos will continue to train and require staff to notify appropriate personnel when incidents or unusual contaminants are observed during routine maintenance. Eventually this information is forwarded to the Police Department where it will be documented and considered for enforcement. | Continuous | Public Works Department |
| 3 | Evaluate O&M activities in FY 2004-2005, including effectiveness of BMPs and explore opportunities to increase program effectiveness | Report results in the FY 2004-2005 Annual Report. | Annually | URP Coordinator |

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| Corporation Yards Operation and Maintenance | | | | |
| 1 | Storm Water Pollution Prevention Plan | Los Altos will evaluate and continue to improve the plan as necessary. | Continuous | Public Works Maintenance Department |
| 2 | Evaluate O&M activities in FY 2004-2005 and explore opportunities to increase program effectiveness | Report results in the FY 2004-2005 Annual Report. | Annually | Public Works Maintenance Department & URP Coordinator |

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|---|---|---|------------------|---|
| New Development—Planning Procedures (C.3) | | | | |
| <u>C.3.b. Development Project Approval Process</u> | | | | |
| Goal: To modify local Co-permittee development project approval processes, for both private and public development projects, to incorporate the requirements of Provision C.3 | | | | |
| 1 | Continue to train Los Altos staff in planning, building, and engineering division on the latest developments of the C.3. provisions and goals | Los Altos staff has attended Program workshops as they become available. | Continuous | Community Development & Public Works Department |
| | Develop new or modify existing review policies, procedures, and/or conditions of approval to incorporate Group 2 requirements | Los Altos will modify documents as necessary for the conversion from Group 1 to Group 2 projects. | Continuous | Community Development & Public Works Department |
| <u>C.3.c. Requirements for Group 1 and Group 2 Projects</u> | | | | |
| Goal: Prepare to require proponents of Group 1 projects to design and implement stormwater treatment BMPs to reduce stormwater pollution to the maximum extent practicable. Participate in development of the proposal for an alternative Group 2 project definition and prepare to implement C.3. requirements for Group 2 projects as needed | | | | |
| 1 | Assist Program to conduct analysis of alternative project size and prepare proposal for submittal to Regional Board. | Los Altos will assist the Program as necessary in the evaluation of the data. | 8/05 | URP Coordinator |

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| 2 | Assist Program to update guidance manual and performance standards for Group 2 projects as needed. | Los Altos will assist the Program as necessary to provide the necessary updates. | Continuous | URP Coordinator |
| <p align="center"><u>C.3.e. Operation and Maintenance of Treatment BMPs</u></p> <p>Goal: To develop and implement local agency operation and maintenance (O&M) verification programs to help ensure the proper maintenance of stormwater treatment measures on public and private property.</p> | | | | |
| 1 | Evaluate procedure for logging information about treatment BMPs installed at any approved Group 1 projects and later for group 2 projects, and for maintaining a list or database of properties, treatment BMPs, and responsible operators. | Los Altos will evaluate its process to monitor treatment BMPs installed with Group 1 projects and later for Group 2 projects. | Continuous | Community Development & Public Works Department |
| 2 | Los Altos will review its O&M agreement language as projects become available. | Los Altos will review the procedures and documents and make improvements as deem necessary. | Continuous | Community Development & URP Coordinator |
| 3 | Report on the evaluation of the treatment BMPs O&M verification program in FY 2004-2005 annual report, including organizational structure, evaluation of effectiveness, and planned improvement to the program. Include a list or summary of treatment BMPs inspected during the year, inspection results, and any required follow-up and correction | A report on the City of Los Altos' Treatment BMPs Operation and Maintenance Verification program will be included in the Annual Report for those projects that might exist. | Continuous | Community Development & URP Coordinator |

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| <p align="center"><u>C.3.f. Hydromodification Management Plan</u></p> | | | | |
| <p>Goal: To manage increases in runoff peak flow and volume for Group 1 projects, where such increases may cause increased erosion of creek beds and banks or related impact, through implementation of a hydromodification management plan (HMP)</p> | | | | |
| 1 | Upon adoption by the Regional Board, begin implementation of HMP requirements for Group 1 and Group 2 projects that may cause increased erosion or other related impacts. Before adoption, encourage early implementation of likely elements of the HMP where possible. | Los Altos will implement HMP as required. | Continuous | URP Coordinator |
| <p align="center"><u>C.3.g. Waiver and Compensatory Mitigation Program</u></p> | | | | |
| <p>Goal: Establish a program under which a project proponent may request a waiver from treatment BMP requirements due to impracticability, with a provision to provide an equivalent water quality benefit to the same receiving water (that allows participation in regional solutions).</p> | | | | |
| 1 | Continue to assist Program to develop a model waiver program until completed. | Los Altos will assist the Program as required to develop a model waiver program. | Continuous | URP Coordinator |
| 2 | Continue to evaluate the need for a local waiver program, perform legal review. | Los Altos is not anticipating the need for any waiver requests. | Continuous | Community Development & URP Coordinator |

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| <p><u>C.3.k. Source Control Measures</u></p> | | | | |
| <p>Goal: Require source control measures for new and redevelopment projects to limit pollutant generation, discharge and runoff to the maximum extent practicable</p> | | | | |
| 1 | Los Altos will continue to evaluate Planning Procedures Performance Standard and continue to implementation of source control measures. | Los Altos will continue to implement source control regardless of the size of the project. | Continuous | Community Development, Public Works Department & URP Coordinator |
| <p><u>C.3.m. Water Quality Review Processes</u></p> | | | | |
| <p>Goal: To ensure that water quality impacts and appropriate mitigation measures are identified as part of environmental review of proposed projects.</p> | | | | |
| 1 | Review CEQA checklists and other environmental review documents and modify documents as needed to include Group 2 projects | Los Altos will review and update its checklist as necessary | 9/05 | Community Development |

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| <u>C.3.n. Reporting Requirements</u> | | | | |
| Goal: To meet the Provision C.3. reporting requirements, and plan for anticipated data needs, and begin collecting and tracking required data on development projects as needed | | | | |
| 1 | Provide information described in Table 1 of Provision C.3. in annual reports | Los Altos will provide the necessary information in each of the annual reports. | Continuous | URP Coordinator, Community Development, Public Works Department |
| 2 | Continue to collect and report the following for all new and redevelopment Group 1 & 2 projects -- project name, location, type (per C.3.c.), size (ac. Or sq.ft.), and impervious surface area. For redevelopment projects, include area of land disturbance. | Los Altos will summarize the results in the following yearly Annual Report. | Continuous | Community Development, Public Works Department |
| 3 | Collect and report the following for all projects that must implement treatment measures: BMPs, site design, and source control measures used, sizing criteria, O&M responsibility mechanism and responsible party. | Los Altos will to collect and report the required data and report results in the Annual Report | 9/05 | Community Development, Public Works Department |
| 5 | Evaluate C.3 activities in FY 2004-2005 and explore opportunities to increase program effectiveness | Report results in the FY 2004-2005 Annual Report. | Annually | Community Development |

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| New Development—Construction Inspection | | | | |
| 1 | Continue to review legal authority and standard operating procedures to conduct and enforce construction site inspection & identify items for continuous improvements | Los Altos will continue to review and revise SOPs and the City's legal authority related violations as required, as well as conduct and enforce construction site inspections, and identify continuous improvements. Public projects contain contractual provision requiring the use of BMPs. Los Altos will continue to enforce and improve these provisions. | Continuous | Community Development & Public Works Department |
| 2 | Continue to review BMPs and control measures effectiveness. | Los Altos will continue to implement BMPs and other storm water requirements developed through the application process. For Public projects, the contract documents will include the necessary BMPs and control measures applicable for each specific project. | Continuous | Community Development & Public Works Department |
| 3 | Conduct construction inspections for storm water quality control measures | Los Altos will continue to conduct construction site inspections for adequacy of storm water quality control measures. The sites will be those that have an active permit from the building department and construction at public facilities. Continue to conduct monthly inspections at these sites during wet season. In addition, Los Altos will continue to inspect each site prior to the beginning of the wet season to assure all have adequate storm water quality control measures. | Continuous | Community Development & Public Works Department |

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| 4 | Develop a training program for construction inspectors | Los Altos will continue to require inspectors to attend annual workshops and training, as well as providing internal training prior to each rainy season. | Continuous | Community Development & Public Works Department |
| 5 | Evaluate Inspection activities conducted in FY 2004-2005 and explore opportunities to increase program effectiveness | Report results in the FY 2004-2005 Annual. | 9/05 | Community Development & Public Works Department |
| <p>Pest Management (Provision C.9.d of the Permit)</p> | | | | |
| <p><u>Municipal Pesticide Use</u></p> <p><i>Goal I.A. Eliminate all unnecessary municipal pesticide use (particularly organophosphate (OP) pesticide use) and implement Integrated Pest Management (IPM) techniques.</i></p> | | | | |
| 1 | Continue to track pesticide use on municipally owned property. | Los Altos is currently using Excel software to track all pesticide applications. City has long since prohibited the use of OP pesticides. Will report the results of this tracking in the FY 04/05 AR, if necessary | Continuous | URP Coordinator & Public Works Maintenance Department |
| 2 | Review IPM policy requiring the use of IPM techniques in the agency's operations, minimization of pesticide use. | Los Altos Public Works has a written and approved IMP policy. This policy also restricts the use of organophosphate pesticides for every operation. Will continue to implement the policy. Will evaluate the policy annually and improve as deemed necessary. | Continuous | Public Works Maintenance Department |

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| 3 | Review standard operating procedures (SOPs) and best management practices (BMPs) for implementing the IPM policy. | Public Works has an approved SOP, which is included within the approved IMP policy. This document contains all applicable BMPs for implementing policy. Los Altos will continue to implement the SOP. Will evaluate the SOP annually and improve as deemed necessary | Continuous | URP Coordinator & Public Works Maintenance Department |
| 4 | Los Altos will continue to review process to ensure that any contractor employed to conduct pest control and pesticide application on municipal property. | Los Altos has only two or three contractors used for pesticide application. They are informed annually of Los Altos' IPM Policy. | Continuous | Public Works Maintenance Department |
| 5 | Continue to conduct a periodic agency-wide search of chemical storage areas for pesticides no longer legal for application per EPA, State, and/or local requirements, and properly dispose of any such pesticides pursuant to appropriate waste disposal regulations. | Los Altos' IMP Policy states that this inspection is conducted biannually. | Continuous | Public Works Maintenance Department |
| 6 | Continue to conduct internal outreach on less toxic pest control to employees who do not necessarily purchase or apply pesticides during the course of their work (to encourage employees to use IPM techniques away from work). | Brochures on less toxic pest control are available for employees in City offices | Continuous | URP Coordinator |
| 7 | Document completion of tasks in annual reports. Use pesticide-tracking process to document pesticide use. | Los Altos will document municipal pesticide use in the FY 2004/2005 Annual Report. | 9/05 | URP Coordinator |

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| <i>Goal I.B. Raise awareness of all municipal employees and train employees who apply pesticides for the municipality about the municipality's IPM Policy and/or IPM techniques as appropriate.</i> | | | | |
| 1 | Los Altos will continue to ensure that employees who apply pesticides for the agency obtain the appropriate training as required by the County Agricultural Commissioner and the State Department of Pesticide Regulation (DPR). | Los Altos employees are trained every January in order to maintain its operator ID number | 1/05 | Public Works Maintenance Department |
| 2 | Los Altos will continue to provide annual training on the appropriate portions of the IPM Policy, SOPs, and BMPs, and the latest IPM techniques to employees within departments responsible for pesticide application. | Los Altos' IMP Policy states that the City will conduct training at least once a year on Pest Management. | Annually | Public Works Maintenance Department |
| 3 | Los Altos will continue annually to inform employees who are not authorized and trained to apply pesticides that they cannot use over-the-counter pesticides in or around the workplace, consistent with the IPM Policy | Los Altos' IMP Policy states that the City will conduct training at least once a year informing employees of the use of pesticides in the work place. | At least Annually | Public Works Maintenance Department |
| 4 | Pest Management Training. | Los Altos will continue to send staff to a workshop on least-toxic pest control methods and pesticide management BMPs. Staff will attend other applicable training as it becomes available. | Continuous | Public Works Maintenance Department |

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| 5 | Los Altos will continue to document and evaluate effectiveness of staff training conducted each year in annual reports. | Los Altos is required to provide similar documentation to the Santa Clara County Department of Pesticide Regulations. Los Altos will provide the required information in the FY 2004/2005 AR. | 9/05 | Public Works Maintenance Department |
| <p align="center"><u>Public Education and Outreach</u></p> <p><i>Goal II.A. Increase awareness of IPM so target audiences recall less toxic pest management messages and adopt IPM behaviors. Target audiences include residential and commercial users, pesticide retailers, municipal employees, and special districts. (PS #6).</i></p> | | | | |
| 1 | Implement the Watershed Education & Outreach (WE&O) Campaign, which will target the general public and include messages about less-toxic pest control and proper disposal. The Campaign will include extensive media campaign with South Bay English- and Spanish- language TV and radio stations. | Los Altos will continue to assist this outreach program as required. | Continuous | URP Coordinator |
| 2 | Continue to fund BASMAA Regional Media Relations Campaign featuring pitches to Bay Area media and responses to breaking news on pesticide-related topics | Los Altos will continue to fund the Program for BASMAA baseline projects, including Regional Media Relations Campaign. | Continuous | URP Coordinator |
| 3 | Pesticide User Outreach project | Continue to assist Program with implementation of local components of a "Pesticide User Outreach" project targeting residential and commercial users | Ongoing, as appropriate | URP Coordinator |

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| 4 | Continue to provide information on less toxic pest control (e.g., IPM techniques, municipal IPM policies, model contract language, training opportunities, etc.) to neighboring special districts (e.g., open space districts, vector control districts, and school districts) as appropriate | Program to assist with materials. Los Altos will distribute applicable information as required. | Continuous | URP Coordinator |
| 4 | Document or estimate numbers of residents reached by outreach efforts and media advertising | Los Altos will document this outreach effort in its FY 2004/2005 Annual Report | 9/05 | URP Coordinator |
| <i>Goal II.B. Educate pesticide retailers and consumers about less toxic pest control products and promote the sale of such products.</i> | | | | |
| 1 | Los Altos will continue to fund and participate in the BASMAA Regional IPM Partnership | Program funds BASMAA baseline projects, including Regional IPM Partnership. | Ongoing | URP Coordinator |
| 2 | Los Altos will continue to implement cost-effective elements of the IPM Store Partnership Program, as identified in the work plan developed by the Program. Create and provide fact sheets and other materials to pesticide retailers to facilitate point-of-purchase outreach. Visit stores as necessary to ensure ongoing participation. | Los Altos will continue working with the City of Palo Alto on this program. | Continuous | URP Coordinator |
| 3 | Los Altos will continue to assist Program to document number of participating stores, materials distributed and employees trained. | Los Altos will continue to assist Palo Alto and will document the cost evaluation as required. | Continuous | URP Coordinator |

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| <u>Pest Control Operators (PCOs)</u> | | | | |
| <i>Goal III.A. Minimize pesticide use by PCOs contracted for structural pest control and landscape maintenance.</i> | | | | |
| 1 | Continue to have PCOs contracted for municipal applications to use pest control methods consistent with the municipality's IPM policy (through contract specifications). | Los Altos has prepared its IMP policy and SOP and this is provided annually to the City's PCOs. Typically Los Altos has only 2-3 PCOs, which are used a few times a year. This allows the City easy control over pest control methods by PCOs | Continuous | Public Works Maintenance Department |
| 2. | Document the pesticide use by the PCOs on municipal property. | Los Altos will provide documentation on the PCOs in the FY 2004/2005 Annual Report, as necessary | 9/05 | Public Works Maintenance Department |
| <i>Goal III.B. Require all PCOs to implement Best Management Practices (BMPs).</i> | | | | |
| 3 | Continue to require PCOs contracted by municipalities to implement BMPs through contract specifications. | Los Altos has prepared its IMP policy and SOP and this is provided annually to the City's PCOs. Typically Los Altos has only 2-3 PCOs, which are used only a few times a year. This allows the City easy control over pest control methods by PCOs | Continuous | Public Works Maintenance Department |
| 4 | Document efforts to complete the above actions. | Los Altos will continue to document its efforts in the FY 2004/2005 Annual Report | 9/05 | Public Works Maintenance Department & URP Coordinator |

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| <u>Commercial Businesses</u> | | | | |
| <i>Goal IV.A. Determine the extent of commercial business employees' use of pesticides (i.e., pesticide applications not performed by a licensed PCO) and conduct appropriate outreach regarding less toxic pest management.</i> | | | | |
| 1 | Assist Program to provide outreach on less toxic pest control to target businesses in the South Bay, as appropriate and cost-effective. | Program to develop outreach material to target businesses. | Continuous | URP Coordinator |
| <u>Household Hazardous Waste Collection</u> | | | | |
| <i>Goal V.A. Provide pesticide disposal services through household hazardous waste (HHW) collection programs for all residents and small businesses, and encourage use of these programs.</i> | | | | |
| 1 | Continue to ensure that adequate pesticide disposal services exist for residents and conditionally exempt small quantity commercial generators. | Los Altos participates and shares costs in the Santa Clara Countywide HHW Program. Los Altos will continue to support this program, attend subcommittee meetings and provide assistance as required. | Continuous | Public Works Department |
| 2 | Continue to work with HHW collection agencies to support, enhance, and help publicize programs for proper pesticide. | Los Altos participates and shares costs in the Santa Clara Countywide HHW Program. Los Altos will continue to support this program and provide assistance as required. There is one yearly pickup scheduled to be conducted in Los Altos. Los Altos will assist in publicizing this pickup. | Continuous | Public Works Department |

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| 3 | Continue to provide hazardous waste disposal information to residents, through distribution of materials (e.g., utility bill insert, city newsletter, community events, etc.) or advertising in local media | Los Altos participates and share costs in the Santa Clara Countywide HHW Program. Los Altos will continue provide education material on HHW issues to its residence. | Continuous | Public Works Department |
| 4 | Document that household hazardous waste collection programs adequately serve residents and businesses (conditionally exempt small quantity generators). | Los Altos will summarize the issues on HHW in its FY 2004/2005 Annual Report | 9/05 | URP Coordinator |
| <u>New Development</u> | | | | |
| <i>Goal VII.A Minimize pesticide use at new and redevelopment sites.</i> | | | | |
| 1 | Los Altos will continue encourage pest-resistant landscaping and design features in the design, landscaping, and environmental reviews of proposed development projects. | Los Altos will encourage developers and contractors to consider pest resistant landscaping and design features. Los Altos will report the percentage of new development and redevelopment project for which pesticide reduction measures were required in Annual Report | Continuous & Annual Report | Community Development Department |
| <u>Monitoring and Science</u> | | | | |
| <i>Goal VII.A. Participate in coordinated monitoring efforts to support pesticide TMDL development and implementation.</i> | | | | |
| 1 | Assist in the financial support of the Regional Monitoring Program (RMP) | Los Altos will continue to support through Program budget. | Continuous | URP Coordinator |

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| <u>Review and Revision of Work Plan</u> | | | | |
| <i>Goal X.A. implement a work plan that includes appropriate goals, actions, and monitoring mechanisms to reduce pesticide-related toxicity in urban runoff.</i> | | | | |
| 1 | Revise work plan and add continuous improvement items. | Los Altos will review and improve work plan as required. | 3/06 | URP Coordinator |
| Mercury Pollution Prevention Program (Provision C.9.c) | | | | |
| <u>Municipal Use of Mercury-Containing Products</u> | | | | |
| <i>Goal: Eliminate all unnecessary municipal use of mercury containing products and establish proper disposal methods for products that cannot be eliminated.</i> | | | | |
| 1 | City of Los Altos Mercury Policy. | Los Altos will continue to implement its policy for mercury-containing product reduction and management. | Continuous | Public Works Maintenance Department |
| 2 | Report results of the Mercury Policy | Los Altos will summarize effort for FY 04-05 in the FY 2004-2005 Annual Report | 9/05 | URP Coordinator |
| <u>Household Hazardous Waste Collection</u> | | | | |
| <i>Goal: Provide mercury-containing products disposal services through household hazardous waste (HHW) collection programs for residents and small businesses, and encourage use of these programs.</i> | | | | |
| 1 | Continue to provide mercury-containing products disposal services for residents and small businesses. | Los Altos will support the County's household hazardous waste program to assure they provide disposal services to mercury containing products. | Continuous | Public Works Department & URP Coordinator |

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| 2 | Continue documenting and reporting quantities of mercury-containing products disposed | Los Altos will report the documentation in Annual Reports. | Continuous | Public Works Maintenance Department & URP Coordinator |
| 3 | Continue to develop and publicize fluorescent light recycling program | Los Altos will continue to assist the Program and also continue to work with local agencies to develop and publicize fluorescent light recycling program | Continuous | URP Coordinator |
| <u>Monitoring and Science</u> | | | | |
| <i>Goal: Participate in coordinated monitoring efforts to support mercury TMDL development and implementation, including assessment of air pollution sources of mercury and concentrations of mercury in sediment.</i> | | | | |
| 1 | Continue financial support of the Regional Monitoring Program (RMP). Continue to support the RMP steering committee and technical review committee. Continue to support the coordinated regional plan to collect data for the mercury TMDL, as defined in the RWQCB/BACWA/BASMAA MOU. | Los Altos will continue to provide support as required. | Continuous | URP Coordinator |
| <u>Public Education and Outreach</u> | | | | |
| <i>Goal: Increase awareness of proper disposal of mercury-containing products and available non-mercury containing alternatives. Target Audiences include residential, commercial and industrial users and municipal employees.</i> | | | | |
| 1 | Development of Outreach Material | Los Altos will continue to support the program in the development of outreach materials. | Continuous | URP Coordinator |
| 2 | Distribution of outreach material | Los Altos will continue to distribute outreach material and document each activity in Annual Report | Continuous | URP Coordinator |

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| Other Water Quality and Watershed Management Requirements | | | | |
| 1 | Multi Year Monitoring Plan (Provision C.7.b) | Los Altos will continue to support the Program in the development of this Plan. | Continuous | URP Coordinator |
| 2 | Watershed Measures (Provision C.10) | Los Altos will continue to work with the WMI Land Use Subgroup and Program staff | Continuous | URP Coordinator |
| 3 | PCB & Dioxin Plans (Provision C.9.e) | Los Altos will continue to monitor sampling events and is prepared to conduct "hot spot" investigations, if deemed necessary. | Continuous | URP Coordinator |
| 4 | Control Program for Sediment (Provision C.9.f.iii) | Los Altos will continue to work with the Program to identify and conduct a watershed analysis and management practice assessment for the high priority reaches of creeks identified in the report entitled "SCVURPPP - IDENTIFICATION OF CREEKS POTENTIALLY IMPAIRED BY SEDIMENT FROM ANTHROPOGENIC ACTIVITIES (Permit Provision C.9.f.iii)." The approach and schedule will be coordinated with the efforts of the SCVWD and STOPPP relative to San Francisquito Creek per permit provision C9f.i and ii. | Continuous | URP Coordinator |

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| 5 | Street Sweeping | Los Altos will continue to evaluate how it documents waste from this operation and provide available information to the Program | Continuous | Public Works Maintenance Department & URP Coordinator |
| <u>Trash Management</u> | | | | |
| 6 | Trash Evaluation | City of Los Altos will continue to use Program guidance to develop a strategy to conduct trash evaluation with the city as applicable. This will include an evaluation in a subset of identified trash problems areas. | Continuous | URP Coordinator |
| 7 | Trash Problem Areas | City of Los Altos will continue the implementation or refinement of trash control measures, as appropriate to address trash problem areas within high priority areas. | Continuous | URP Coordinator |
| 8 | Trash Performance Standards | Los Altos will work with the Program to review existing performance standards relevant to trash management and identify potential revisions to these standards, as appropriate. | Continuous | URP Coordinator |

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| <u>Copper Action Plan Tasks</u> | | | | |
| 9 | Vehicle Washing Operations (CB-1) | <ul style="list-style-type: none"> • Continue to distribute outreach materials on proper vehicle/equipment washing at City department counters and public events, and post on City website. • Continue to submit data regarding vehicle washing outreach activities and effectiveness evaluation in annual reports. • Continue to require source control measures for Group 1 new development and redevelopment projects that will conduct vehicle/equipment washing and maintenance activities (consistent with Permit Provision C.3.k). • Continue to inspect industrial/commercial facilities, which conduct vehicle/equipment washing activities on-site (this includes auto-related businesses). Ensure that BMPs for vehicle/equipment washing are implemented. Provide an effectiveness evaluation of inspection/compliance with BMPs | <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> | <p>URP Coordinator</p> <p>URP Coordinator</p> <p>Community Development & Public Works</p> <p>URP Coordinator</p> <p>URP Coordinator</p> |

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| | | <ul style="list-style-type: none"> • Continue to inspect vehicle-washing facilities as part of stormwater inspections for industrial and commercial businesses. • Continue to maintain car wash systems for City vehicles at the corporation yard. • Continue to encourage municipal staff to use certified mobile cleaners when contracting cleaning services. | <p>Continuous</p> <p>Continuous</p> | <p>Public Works</p> <p>Public Works</p> |
| 10 | Industrial Copper Control (CB-3) | Continue Industrial Inspection program for vehicle service facilities and any other related industrial facilities. | Continuous | URP Coordinator |
| 11 | Watershed assessment and protection (CB-8) | <ul style="list-style-type: none"> • Continue to implement guidance from SCVURPPP and San Jose on addressing water quality in the CEQA review process, as part of C.3.m. implementation. • Continue to participate in the Water Resources Protection Collaborative and recommend to council implementation of agreed upon guidelines and standards for watershed protection. | <p>Continuous</p> <p>Continuous</p> | <p>Community Development</p> <p>Public Works & Community Development</p> |

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| 12 | Street sweeping and storm drain O&M (CB-11) | <ul style="list-style-type: none"> Continue to follow Program guidance regarding the collection and reporting of street sweeping data. Provide data for Annual Report. Implement (as appropriate) any identified improvements of current street sweeping and storm drain system O&M programs (within available budgets). Provide effectiveness evaluation in FY 04-05 Annual Report. | 6/04 6/04 | Public Works Public Works |
| 14 | Outreach on pool, spa maintenance (CB-12) | Continue to distribute outreach materials at local public events; brochures at agency department counters and public places; and placement on City website. | 06/05 | URP Coordinator |
| 15 | Use of architectural copper (CB-21) | If ordinance is adopted, prohibit use of copper on roofs, in roof shingles and for gutters. Otherwise, the city will discourage its use. | 6/05 | Community Development Public Works & URP Coordinator |

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| <u>Nickel Action Plan Tasks</u> | | | | |
| 16 | Measures to control nickel discharges from construction sites (NB-1) | <ul style="list-style-type: none"> • Continue to implement Construction Inspection Performance Standards (see Construction Inspection work plan section). • Continue to have inspectors attend Regional Board/Program workshops on construction site management and learn latest erosion/sediment control techniques • Continue to attend Program workshops on post-development stormwater BMPs (C.3.) | Continuous | Community Development & Public Works |

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| Public Information / Participation (Provision C.4) | | | | |
| 1 | Distribution of all current Program BMP's and literature | Los Altos will continue to promote and maintain a request line for public information materials. Continue to distribute public information materials to the City libraries, Public Works Engineering help desk, building and planning department desks, at the Municipal Service Center and Chamber of Commerce. Keep records on the usage of this material | Continuous | URP Coordinator |
| 2 | PM Store Partnership | Los Altos will continue participation in IPM Store Partnership Program with the City of Palo Alto by providing funding and participating to supply various outreach information to the two nurseries and the two hardware stores in the City of Los Altos. Monitor effort to realize the goals of this program | Continuous | URP Coordinator |
| 3 | Watershed Education & Outreach Campaign. | Los Altos will continue to encourage municipal staff to participate in Watershed Education & Outreach campaign as the events are scheduled | Continuous | URP Coordinator |

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| 4 | Evaluate the effectiveness of PI/P projects | Los Altos will continue to review and will attempt to assess the effectiveness of all PI/P projects at the local municipal staff level. | Continuous | URP Coordinator |
| 5 | Web page | Los Altos will continue to maintain URP issues on its city web page. | Continuous | Community Development, Public Works Department & URP Coordinator |
| 7 | Articles in the Communiqué | Los Altos will continue prepare and contribute articles of interest to the City's publication call the Communiqué. The Communiqué is published up to three times annually. | Continuous | URP Coordinator |
| 8 | Storm Drain Stenciling | Los Altos will continue to be point of contact with the City's schools and organization that are interested in stenciling storm drain catch basing. Provide support and materials for each event of which they are typically 3-4 per year. | Continuous | URP Coordinator |

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| Annual Reports and Workplans (Provision C.6) | | | | |
| 1 | Annual Report (Provision C.6.a) | Los Altos will prepare a FY 04-05 Annual Report documenting the results of each task that was delineated in the FY 04-05 Work Plan and provide update for work accomplished during the FY as necessary. Los Altos will address any comments on the FY 03-04 Annual Report if required. | 09/05 | Community Development, Public Works Department & URP Coordinator |
| 2 | Work Plan (Provision C.6.b) | Los Altos will prepare a FY 06-07 Work Plan that will list tasks as dictated by the City's Discharge Permit that will be accomplished between July 1, 2005 and June 30, 2006. | 3/05 | Community Development, Public Works Department & URP Coordinator |
| 3 | City of Los Altos Urban Runoff Management Plan | Los Altos will update its Urban Runoff Management Plan as required based on Model PS developed by the Program or comments from the Regional Board | 6/05 | URP Coordinator |