

SANTA CLARA



March 1, 2005

Susan Ma
Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612

RE: City of Santa Clara URPPP Work Plan FY 2005-2006

The City of Santa Clara is pleased to submit the FY 2005-06 Work Plan. The Work Plan fulfills provision 6.b. of the California Regional Water Quality Control Board San Francisco Bay Region Order No. 01-024.

Every effort has been made to identify specific tasks, responsibilities and schedules for implementation. The contents of the enclosed Work Plan reflect continuous improvement tasks and reflects the status of the most recently added Performance Standards to our Urban Runoff Management Plan.

Tasks that were considered routine/ongoing were generally not included in the Work Plan unless the task was considered as complimentary to other yet completed tasks or unique in scope. It should be noted that as continual improvement tasks are achieved, more and more activities become complete and ongoing. Tasks that were not completed from our previous Work Plan are included. For these activities, status dates were updated and tasks were redefined, as necessary.

Watershed Measures are not specifically addressed in the FY 2005-06 Work Plan. However, the City of Santa Clara is committed to the watershed goals and will continue to participate at all levels applicable.

We look forward to your review of the enclosed Work Plan and any comments that you may have to improve our SWMP.


Roger Lee
URMP Coordinator/
Street/Storm Maintenance Superintendent


Richard J. Mauck
Program Manager/
Director of Streets & Auto Services

RJM:RSL:klh

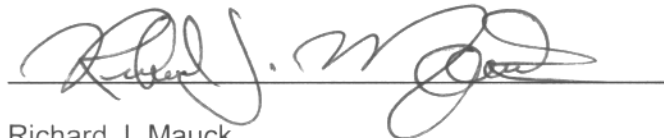
Cc: File URPPP FY 05-06 Work Plan

**CITY OF SANTA CLARA
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:

A handwritten signature in black ink, appearing to read "Richard J. Mauck", is written over a solid horizontal line.

Richard J. Mauck
Director of Streets & Automotive Services

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INDUSTRIAL/COMMERCIAL DISCHARGE CONTROL PROGRAM						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
I/CD 1	NOI Filers	2004 URMP	Establish and maintain efficient and accurate system to update NOI / Non NOI listings.	The Non-Point Fire Inspector Aides have updated the NOI listings. At this time, all lists for NOI and Non-NOI businesses are up to date in a digital format. Recent economic downturn has made tracking of businesses more time consuming.	Ongoing	Street Dept.
I/CD 2	Non-Filer Investigations	2004 URMP	Amend business license applications to include SIC Codes as required information.	All business licenses in the City include SIC and NAIC codes.	Complete	Street Dept. Finance Dept.
I/CD 3	Commercial Facilities	2004 URMP	Maintain inspection frequency on locations with pre-treatment, zero discharge, vehicle service facilities, food service facilities and facilities with complaints.	Inspectors are current. Specialized inspections are conducted at facilities deemed to have potential for significant stormwater pollution. Selection is from IC/ID element.	Complete and Ongoing	Street Dept.
I/CD 4	General Administration	2004 URMP	Improve filing/tracking system.	This task parallels the IC/ID element. Both City Inspectors are making coordinated efforts.	Ongoing	Street Dept.

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INDUSTRIAL/COMMERCIAL DISCHARGE CONTROL PROGRAM						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
I/CD 5	Training	2004 URMP	Attend all available training.	Non-Point Source Inspectors have routinely attended training events – often in areas focusing beyond I/CD.	Ongoing	Street Dept.
I/CD 6	Effectiveness Evaluation	2004 URMP	Compare for significance I/CD data collected by facility/type/location/time to determine trends/outreach needed, etc.	This has been an active analysis ongoing for several years.	Ongoing	Street Dept.

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STORM DRAIN SYSTEM OPERATION AND MAINTENANCE						
Performance Standard Identification.	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
SDOM 2	Tracking Hot Spots	2004 URMP	Coordinate with Fire Department a map indicating mandated industrial/commercial inspection sites to assist in evaluating pollution prevention in the event of a fire.	Fire Dept routinely conducts industrial/commercial inspections. Fire will contact Nonpoint Source Inspector and Storm Drain Foreman to assist in pollution prevention in the event of a fire. It has been determined that a map is not needed.	Ongoing	Street Dept. Fire Dept.
SDOM 3	Contractor Compliance	2004 URMP	Coordinate with Engineering and Building Inspection Departments to develop a system to notify Nonpoint Inspectors of upcoming construction projects.	Quarterly reminders have been developed to alert Engineering and Building Inspection Departments to notify Non-Point Source Inspectors of upcoming construction projects.	Complete and Ongoing	Street Dept. Eng. Dept. Build. Dept.
SDOM 4	Staff Training	2004 URMP	Provide in-house training to division other than Storm Drain. Including Water/Sewer Departments, Parks Department, Solid Waste Division, Street Division and Building Inspection.	ROUTINE & ONGOING		Street Dept.

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STORM DRAIN SYSTEM OPERATION AND MAINTENANCE						
Performance Standard Identification.	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
SDOM 6	Notification between Maintenance Personnel and ICID Inspectors	2004 URMP	Formalize notification procedures as identified in SDOM 2 and SDOM 3	Notification procedures have been established with maintenance personnel to notify Nonpoint Source Inspectors in pollution prevention. This has been an on-going activity.	Ongoing	Street Dept.
SDOM 7	Inlet/Catch Basin Maintenance	2004 URMP	Use information currently tracked in Street Dept. monthly report to compare/contrast maintenance data over defined time periods.	There are (7) localized areas within the City subject to minor inundation but still maintained. The cause for all locations is inadequate carrying capacity. This is an issue being evaluated by a design engineer. The remaining 3200 + catch basins, 240 + miles of storm drain lines and 14 pump lift stations are being maintained and working effectively.	Ongoing	Street Dept.
	Line/Manhole Maintenance	2004 URMP			Ongoing Complete Design by 12/05	Street Dept.
	Pump Station Maintenance	2004 URMP			Ongoing	Street Dept.
	Creek Maintenance				Ongoing	Street Dept.

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WATER UTILITY OPERATION AND MAINTENANCE PROGRAM						
Performance Standard Identification.	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
<p>T A S K S A R E R O U T I N E A N D O N G O I N G</p>						
<p>The City of Santa Clara Water Department routinely, usually upon each discharge, conducts an inventory of O & M activities required to prevent stormwater pollution prevention. In the case of a planned discharge, treatment of water occurs as necessary, in addition to preventing erosion and sedimentation. Staff is trained yearly on use of treatment equipment and Contractors employed by the Water/Sewer Department are required to follow the elements of the WUPPP. For unplanned discharge, the Water/Sewer Departments utilize a comprehensive call-out procedure to efficiently/timely coordinate response personnel. These efforts, as well as evaluating the effectiveness of these efforts are routine and ongoing.</p>						

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**Work Plan Tasks Related to Implementation of
Permit Provision C.3.
(New and Redevelopment Requirements)**

FY 05-06

P.S. Id.	Activity	C3 Work Plan Task	FY 05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
C.3.c Requirements for Group 1 and Group 2 Projects						
	Requirements for Group 1 and Group 2 Projects	c.9	Prepare to require proponents of Group 2 projects to design and implement stormwater treatment BMPs to reduce stormwater pollution to the maximum extent practicable.	The Group 2 implementation date of April 15, 2005, is under Regional Board review and may change to match the other permits within the region. If so, this task delayed until FY06-07.	Ongoing Complete before new Group 2 date	Planning
C.3.e Operation and Maintenance of Treatment BMPs						
	Operation and Maintenance of Treatment BMPs	e.6	Report on the City's treatment BMPs O&M verification program in the 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, if any.	The O&M verification program is under development.	Ongoing 09/05 AR	Planning and Street Dept.
C.3.f Hydromodification Management Plan						
	Review HMP guidance	f.2	Review HMP report and Program guidance to the Co-permittees on implementation of the HMP as part of requirements for Group 1 projects	The HMP report (November 2004) is under public review and implementation dates have not been finalized.	Workshops TBD	Planning and Engineering

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P.S. Id.	Activity	C3 Work Plan Task	FY 05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
			that may cause increased erosion or other related impacts. Attend workshops pertaining to HMP.			
	Implementation of HMP as required for Group 1 projects	f.3	Upon adoption by the Regional Board, begin implementation of HMP requirements for Group 1 projects that may cause increased erosion or other related impacts. Before adoption, encourage early implementation of likely elements of the HMP where possible.	HMP requirements for Group 1 projects will be applied, as appropriate, for City of Santa Clara situations.	Begin after Regional Board Approval, Ongoing	Planning and Engineering
C.3.g Waiver and Compensatory Mitigation Program						
	Local waiver program	g.2	Develop a model under which a project proponent may request a waiver from treatment BMP requirements for a given project due to impracticability, with a provision to provide other equivalent water quality benefit or credits or treatment of an equivalent pollutant loading or quantity of stormwater (that allows participation in regional solutions).	This program is optional and has not been adopted in the City of Santa Clara.	TBD	Planning and Street Dept.
	Local waiver program	g.3	Begin tracking information for reporting on waivers granted, including project name, location, type, percent impervious surface, reasons for and terms of waiver, and the alternative benefit project and completion date.	Begin if waiver program adopted.	Begin if waiver program adopted	Planning and Street Dept.

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P.S. Id.	Activity	C3 Work Plan Task	FY 05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
C.3.h Alternate Certification						
	Alternative Certification to Design Criteria for Treatment Measures	h.1	Consider whether to develop an internal procedure to allow alternative certification by an outside professional engineer that a project meets C.3. requirements, and implement procedure if needed.	Qualified Consultant list is being developed by the City and should be completed in FY04-05. BASMAA is also developing a regional list of qualified consultants, which may be used in lieu of a City list.	Ongoing FY04-05	Planning and Street Dept.
	Alternative Certification Implementation	h.1	Develop internal procedure for alternative certification using list of qualified consultants and implement procedure if needed.	Alternative certification is optional.	Begin if alternative certification adopted	Planning and Street Dept.
C.3.j Site Design Measures Guidance and Standards Development						
	Modify local project approval process	j.4	Continue to incorporate any revised design standards and guidance from the 9/15/03 submittal into local project approval process and “fully implement” the revised standards and guidance.	The City is the process of implementing any revisions to the standards for Group 1 projects and evaluating site design measures at specific projects during project reviews.	Ongoing	Planning
	Summarize revisions	j.6	Summarize any revisions made to site design standards and guidance that has been incorporated into the local approval process in the Annual Report.		Ongoing	Planning

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P.S. Id.	Activity	C3 Work Plan Task	FY 05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
C.3.k Source Control Measures						
	Source Control Measures Performance Standards	k.2	Implement activities to meet the revised Planning Procedures Performance Standard in the City's URMP.		Ongoing	Planning
	Source Control Measures Requirements	k.3	Continue implementation of source control measures requirements by considering appropriate source controls for all projects and including appropriate conditions of approval in Group 1 projects.		Ongoing	Planning
	Implement conditions of approval for Group 2 projects	k.4	Begin implementation of source control measures requirements by including appropriate conditions of approval in Group 2 projects. Report status and provide examples of application of conditions in annual reports.	Staff reviewed and adapted model conditions of approval from Program guidance.	Complete before new Group 2 date	Planning
C.3.l Update General Plans						
	Update General Plans	l.1	Incorporate General Plan policies related to water quality and watershed protection as needed to implement C.3. requirements.	Preliminary review of the City's current General Plan indicates that amendment is not legally necessary.	Next scheduled revision	Planning
C.3.m Environmental Review Process						
	Environmental Review Process	m.2	Use the SCVURPPP CEQA guidance to evaluate projects during the Environmental Review Process to address water quality impacts of projects.	The City uses CEQA guidance in the SCVURPPP C.3. Handbook (May 2004).	Ongoing	Planning

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P.S. Id.	Activity	C3 Work Plan Task	FY 05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
C.3.n Reporting Requirements						
	Reporting Requirements	n.1	Provide information described in Table 1 of Provision C.3. in annual reports (Program to provide guidance for each annual report).		Ongoing	Planning and Street Dept.
	Reporting Requirements	n.3	Collect and report the following for all new and redevelopment 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.		Ongoing	Planning and Street Dept.
	Reporting Requirements	n.4	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.		Ongoing	Planning and Street Dept.
	Reporting Requirements	n.5	Collect information and report a summary of types of pesticide reduction measures required for development projects and the percentage of projects for which pesticide reduction measures were required.		Ongoing	Planning and Street Dept.

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CONSTRUCTION INSPECTION – NEW DEVELOPMENT						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
CSI 1	Construction Inspections	2004 URMP	Improve coordination with Building Department to require efficient updating of active construction sites.	Quarterly reminders have been developed to alert Planning and Building Depts. to notify Non-Point Source Inspectors of upcoming construction projects.	Complete and Ongoing	Street Dept. Planning Dept. Building
CSI 2	Wet Weather Inspection	2004 URMP	Provide significant sites a copy of our inspection sheet to assist them in education/compliance.	Some Contractor's, despite considerable outreach efforts are surprised with stormwater requirements.	Ongoing	Street Dept.
CSI 3	Inspection Frequency	2004 URMP	Maintain inspection frequency	Significant sites are inspected pre-wet weather, occasionally pre-storm event, and post-storm event.	Ongoing	Street Dept.
CSI 4	Pre Wet Weather Inspections	2004 URMP	See CSI 3	ROUTINE & ONGOING		Street Dept.

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CONSTRUCTION INSPECTION – NEW DEVELOPMENT						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
CSI 5	Enforcement of Inadequate Sites	2004 URMP	Maintain strenuous enforcement	All pertinent sites inspected and enforced.	Ongoing	Street Dept.
CSI 6	Staff Training	2004 URMP	Continue to improve building inspector knowledge of program goals, by providing training as it becomes available.	ROUTINE & ONGOING		Street Dept. Building
CSI 7	Outreach	2004 URMP	Maintain current BMP/outreach materials to Contractors at City Permit Center	Current BMP's are readily available.	Ongoing	Street Dept. Planning Building
CSI 8	Review and Evaluate Effectiveness		Determine/evaluate causes of incidents resulting in non-compliance of contractors following BMP's	The majority of contractors are aware and comply with stormwater pollution prevention. Most problems are realized with smaller, transient contractors that are not BMP educated.	Complete and Ongoing	Street Dept.

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PUBLIC STREETS, ROADS, AND HIGHWAY OPERATION AND MAINTENANCE						
Performance Standard Identification.	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
PSRH 1	Implementation of BMPs / SOPS	2004 URMP	Consider alternate methods of maintenance/construction	Contracts to third parties and Street Maintenance crews follow BMP's and SOP's. This applies, but is not limited to: asphalt work, sawcutting, concrete work, slurry and other misc. maintenance items.	Ongoing	Street Dept.
PSRH 2	Agency Contractor Compliance	2004 URMP	Same as above. Include Engineering Department in process.	Street Department takes the lead in the majority of all street projects.	Ongoing	Street Dept. Eng. Dept.
PSRH 3	Staff Training	2004 URMP		ROUTINE & ONGOING		Street Dept.

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PUBLIC STREETS, ROADS, AND HIGHWAY OPERATION AND MAINTENANCE						
Performance Standard Identification.	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
PSRH 4	Third Party Contractor Compliance	2004 URMP	Improve education / compliance of BMP implementation by contractors.	ROUTINE & ONGOING		Street Dept. Water/Sewer Dept. Field Services Electrical Dept.
PSRH 6	Street Sweeping	2004 URMP	Maintain weekly sweeping of all City streets.	Residential routes continue to be swept weekly. Industrial routes are at minimum swept bi-weekly. City utilizes re-generative air sweepers that are very effective at capturing large and fine particulate matter.	Ongoing	Street Dept.
	Repair & Maintenance	2004 URMP	Same as PSRH 1	ROUTINE & ONGOING		Street Dept.
PSRH	Review and Evaluate Effectiveness	2004 URMP	Maintain Incident Log of NPS items on City projects.	All inspections are filed in their proper places, i.e.: Construction, Industrial, Commercial files and of those that are City projects are cross-filed in there own folder.	Complete and Ongoing	Street Dept.

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ILLCIT CONNECTION AND ILLEGAL DUMPING ELIMINATION ACTIVITIES							
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments		Due Date	Responsible Party
IC/ID 2	Training / Education/ Outreach	2004 URMP	Maintain regular in house staff training of field personnel in various departments. Focus outreach efforts on facility and contractor types that indicate higher than average incidents of discharge/dumping.	ROUTINE & ONGOING			Street Dept.
IC/ID 2	Training /Education/ Outreach	2004 URMP	Attend training opportunities offered by outside agencies.	ROUTINE & ONGOING			Program Street Dept.
IC/ID 3	Complaint Referral/ Incident Response System	2004 URMP	Work with Program to develop mobile pollution incident sheet that receives monthly input from co-permittees and when computed at the end of the month is forwarded in its entirety to co-permittees.	This task has not been widely supported. Due to the transient nature of smaller contractors, this task has not been achieved.	Not able to achieve		Street Dept. Program

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Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
	Complaint Referral/ Incident Response System	2004 URMP	Improve filing/tracking system.	This task parallels the efforts in the IND/ICD element. Both City Inspectors are making coordinated files.	Ongoing	Street Dept.
IC/ID 4	Field Investigation	2004 URMP	Departments within the City that are able to observe IC/ID events report these events in a very timely manner. Response by stormwater Inspectors is often measured in minutes/hours as compared to days/weeks.	ROUTINE & ONGOING		Street Dept. Fire Dept.
IC/ID 5	Enforcement / Follow Up	2004 URMP	Maintain stringency – outreach/enforcement	Follow up with education, both at the original IC/ID event and later written correspondence, is always conducted. Later events, if any, are always referenced to past history with commensurate action taken.	Ongoing	Str FI
IC/ID 6	Record Keeping / Recording	2004 URMP	Integrate the record keeping for I/CD and IC/ID elements into one coordinated process to increase efficiency.	Files have been fully integrated with sharing of information occurring between inspectors.	Complete and Ongoing	Str

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ILLICIT CONNECTION AND ILLEGAL DUMPING ELIMINATION ACTIVITIES						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
IC/ID 7	Effectiveness Evaluation	2004 URMP	Continually analyze incidents by location, type, and frequency to determine trends, if any.	Outreach efforts follow the finding of the analysis. In FY 2005-06, the IND/COM element will focus discretionary inspections on restaurants and auto repair facilities.	Ongoing 6/06	Street Dept.

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RURAL PUBLIC WORKS MAINTENANCE AND SUPPORT						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
RPW 1	Contractor BMP	2004 URMP	Require contract language specific to improvements or rural roads.	Standard City contract language prevents and prohibits stormwater pollution.	Complete and Ongoing	Street Dept. Parks Dept.
RPW 2	Design of Park Trails	2004 URMP	See above		Complete and Ongoing	Street Dept.
RPW 3	Construction Inspection	2004 URMP	Inspect park improvements that have ability to affect stormwater quality.	All City projects are inspected and filed in both construction, and City project folders. Parks department receives training on storm water pollution prevention.	Complete and Ongoing	Street Dept. Parks Dept.
RPW 4	Storage of Materials	2004 URMP	Inspect Park Dept. storage areas for stormwater pollution prevention	Storage areas are inspected as needed and parks department trains employees in proper storm water pollution prevention practices.	Complete and Ongoing	Street Dept. Parks Dept.

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RURAL PUBLIC WORKS MAINTENANCE AND SUPPORT						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
RPW 5	Training	2004 URMP	Inform/require Parks Dept. staff to attend available training and implement BMP's as applicable.	Parks department holds training to inform all staff following our IPM element	Complete and Ongoing	Street Dept. Parks Dept. Program
RPW 6	Permits	2004 URMP		ROUTINE & ONGOING		Parks Dept.
RPW 7	Outreach	2004 URMP	Refer to RPW 1		Complete and Ongoing	Street Dept. Parks Dept.
RPW 8	Evaluate Implementation	2004 URMP	Monitor Parks Dept. for RPW element requirements in daily operations.	The Parks and Streets Departments coordinate on Parks projects that may have the ability to degrade stormwater.	Complete and Ongoing	Parks Dept. Street Dept.

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PESTICIDE MANAGEMENT PLAN						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
IPM #1	New Development (Overall Plan)	Order No. 01-024 2004 URMP	Coordinate with arborist or other relevant staff to identify landscaping techniques less likely to attract pests, including a list of pest-resistant plants, and develop model conditions of approval for pest resistant landscaping features and practices.		Ongoing	Planning Dept. Street Dept.
IPM #1	New Development (Overall Plan)	Order No. 01-024 2004 URMP	Consider pest-resistant landscaping and design features in the design, landscaping and environmental reviews of proposed development projects.	Street Department, Parkways & Boulevards Division, is using tighter matting mulches to prevent weeds. In addition, to better the timing of pre-emergence application, this would reduce the use of post-emergence herbicides. Drip systems have/are being installed resulting in better water management. This action reduces weeds.	Ongoing	Planning Dept.

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Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
IPM #1	New Development (Overall Plan)	Order No. 01-024 2004 URMP	Train staff responsible for design review on pest-resistant landscaping techniques and model conditions of approval and the importance of minimizing pesticide use in runoff from development sites.	General training has been conducted at a multi-department level. Additional training specific to the role of particular staff will be provided with the completion of work on techniques and conditions of approval.	Ongoing	Planning Dept.
IPM #1	New Development (Overall Plan)	Order No. 01-024 2004 URMP	Develop and propose enhanced reporting format for documenting use of pesticide reduction measures at development sites.		Ongoing	Planning Dept.
IPM #5	Procedures for Municipal Staff	Order No 01-024 2004 URMP	Conduct a workshop for municipal staff on least-toxic pest control methods and pesticide management BMPs. (FY 01-02 Work Plan)	ROUTINE & ONGOING		Street Dept. Parks Dept.

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PESTICIDE MANAGEMENT PLAN						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
IPM #5a	Procedures for Municipal Staff	Order No 01-024 2004 URMP	Ensure that employees who apply pesticides for the agency obtain the appropriate training as required by the Count Agricultural Commissioner and the State Department of Pesticide Regulation (DPR).	ROUTINE & ONGOING		Street Dept. Parks Dept.

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IPM #5b	Procedures for Municipal Staff	Order No 01-024 2004 URMP	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.	Parkways & Boulevards personnel have been trained to recognize plants that are becoming infested with pests and are trimming off infected areas. If pesticide treatment is needed, our method of application has been through soil drenching, soil injection or fertilizing with fertilizers that contain systemic pesticides. These practices reduce the need for overhead spraying and keep the pesticide on site without the possibility of drift or run-off. This past year, our inventory was reduced to safer, less toxic material (on-going). We have encouraged all landscape personnel to participate by observation and contributing their thoughts and ideas to assist in better pesticide management.	Ongoing	Street Dept. Parks Dept.

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IPM #5c	Procedures for Municipal Staff	Order No 01-024 2004 URMP	Annually 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.	ROUTINE & ONGOING		Street Dept. Parks Dept.
IPM #6	Procedures for Contractors	Order No. 01-024 2004 URMP	Develop and implement a process to ensure that any contractor employed to conduct pest control and pesticide application on municipal property engages in pest control methods consistent with the IPM policy adopted.	ROUTINE & ONGOING		Street Dept Parks Dept. Bldg. Dept.
IPM #6	Procedures for Contractors	Order No 01-024 2004 URMP	Require PCOs contracted for municipal applications to use pest control methods consistent with the municipality's IPM policy (through contract specifications). Require contractors to: (a) follow the agency's IPM policy, BMPs, and SOPs; (b) provide evidence of current IPM training, when feasible; and (c) provide documentation of pesticide use on		Ongoing	Street Dept. Parks Dept.

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Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
			agency property to the agency in a timely manner.			
IPM #7	Outreach to Other Users	Order No 01-024 2004 URMP	Develop simple, effective, targeted messages regarding proper pesticide use disposal, effects on water quality, and IPM.	WORKING WITH PROGRAM		Program Street Dept.
IPM #7	Outreach to Other Users	Order No 01-024 2004 URMP	Continue to fund BASMAA Regional Media Relations Campaign featuring pitches to Bay Area media and responses to breaking news on pesticide-related topics.	WORKING WITH PROGRAM		Program Street Dept.
IPM #7	Outreach to Other Users	Order No 01-024 2004 URMP	Develop and implement education programs that target commercial businesses, per recommendations from Action IV.A.1.	WORKING WITH PROGRAM		Program Street Dept.

**CITY OF SANTA CLARA URBAN RUNOFF POLLUTION PREVENTION PROGRAM
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PESTICIDE MANAGEMENT PLAN						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
IPM #8	Outreach to Other Users	Order No 01-024 2004 URMP	Ensure that adequate pesticide disposal services exist for residents and conditionally exempt small quantity commercial generators.	ROUTINE & ONGOING *City of Santa Clara has a well-developed Household Hazardous Waste Program.		Street Dept. Fire Dept.
IPM #8	Outreach to Other Users	Order No 01-024 2004 URMP	Work with HHW collection agencies to support, enhance, and help publicize programs for proper pesticide disposal.	ROUTINE & ONGOING		Street Dept. Fire Dept.
IPM #8	Outreach to Other Users	Order No 01-024 2004 URMP	Provide hazardous waste disposal information to residents, through distribution on materials (e.g., utility bill insert, city newsletter, community events, etc.) or advertising in local media.	ROUTINE & ONGOING		Street Dept.

**CITY OF SANTA CLARA URBAN RUNOFF POLLUTION PREVENTION PROGRAM
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PESTICIDE MANAGEMENT PLAN						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
IPM #9	Municipal Pesticide Use Evaluation and Reporting	Order No. 01-024 2004 URMP	Tracking pesticide use on municipally owned property. Include in the process reporting and justification for the use of OP pesticides and BMPs employed during OP pesticide use.	Tracking of pesticide use currently being completed under the Department of Pesticide Regulation. Inventory Use Sheets have been created that document specific's for every application.	Ongoing	Street Dept Parks Dept.
IPM #10	Evaluation and Reporting	Order No. 01-024 2004 URMP	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.	ROUTINE & ONGOING		Street Dept Parks Dept.
IPM #11	Evaluating and Reporting	2004 URMP	Review and evaluate effectiveness of IPM in achieving goals.	With the improved record keeping/tracking required of the IPM Program, effective review of data has been more possible. To be included in 04-05 Annual Report.	Ongoing 9/05	Street Dept.

**CITY OF SANTA CLARA URBAN RUNOFF POLLUTION PREVENTION PROGRAM
FY 2005-06 WORK PLAN**

MERCURY / COPPER / NICKEL REDUCTION ACTIVITIES PLAN (MCNP)						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #2	Municipal Use of Mercury- Containing Products AKA - Prioritization of Mercury/ Copper/Nicke l Products	Order No. 01- 024 Mercury/Copper /Nickel Reduction Activities 2004 URMP MCNP	Develop a process to survey the types of mercury-containing products used by City departments. Identify appropriate municipal personnel to conduct survey. For those products with a potential to enter storm water runoff, identify possible alternatives or proper disposal procedures	Building Maintenance Dept currently disposes all mercury containing products via the Household Hazardous Waste Program. All mercury containing products are stored in the haz mat shed until disposal via the County's Haz Mat Program. Thermostats are being replaced with non-mercury switches.	Ongoing	Street Dept. Building Maintenance
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #3	Municipal Use of Mercury- Containing Products AKA – Identify Management Options	Order No. 01- 024 Mercury/Copper /Nickel Reduction Activities 2004 URMP MCNP	Follow Performance Standards in identifying management option for mercury-containing products reduction. These standards include a schedule for the timely phase-out of mercury-containing products identified for virtual elimination as well as reporting requirements, replacement, and reduction in use of mercury-containing products.		Ongoing	Street Dept.

**CITY OF SANTA CLARA URBAN RUNOFF POLLUTION PREVENTION PROGRAM
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MERCURY / COPPER / NICKEL REDUCTION ACTIVITIES PLAN (MCNP)						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #3	Municipal Use of Mercury- Containing Products AKA – Identify Management Options	Order No. 01- 024 Mercury/Copper /Nickel Reduction Activities 2004 URMP MCNP	Coordinate copper control in discharges from industrial/commercial facilities with IND/COM element.	Industries with the potential to discharge copper will receive additional inspection/education.	9/05	Street Dept.
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #3	Public Education and Outreach AKA – Identify Management Options	Order No. 01- 024 Mercury/Copper /Nickel Reduction Activities 2004 URMP MCNP	Implement a fluorescent light recycling outreach program to educate residential users and encourage proper disposal of fluorescent lights.	Widely included in the outreach-advising residents of the Household Hazardous Waste Collection events. If fluorescent lights are found in clean up campaign piles they are set aside and residence are notified how to dispose of them properly via doorknob notice.	Ongoing	Street Dept.

**CITY OF SANTA CLARA URBAN RUNOFF POLLUTION PREVENTION PROGRAM
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MERCURY / COPPER / NICKEL REDUCTION ACTIVITIES PLAN (MCNP)						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #3	Identify Management Options	2004 URMP MCNP	Reduce copper discharges from vehicle washing operations by monitoring/educating vehicle washing operations.	This activity includes inspections, education, and evaluation of vehicle washing facilities.	Ongoing	Street Dept.
			Maintain/inspect carwash systems operated by City at Corporation Yard/Fire Stations.	Compliments Corporation Yard inspections.	Ongoing	Street Dept. Fire Dept.
			Provide weekly street sweeping	Compliments Street Operations Element. Residential streets are guaranteed weekly sweeping. Industrial streets are at minimum swept bi-weekly.	Ongoing	Street Dept.
			Include control of nickel discharged in construction site inspections.	Compliments construction site inspections.	Ongoing	Street Dept.
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #3	Identify Management Options	2004 URMP MCNP	Promote projects that reduce traffic congestion and promote alternative transportation.	Traffic Engineering conducts several projects yearly with the goal of reducing traffic congestion. Throughout the City, signal lights are computerized/synchronized to efficiently move traffic.	Ongoing	Street Dept. Eng. Dept.

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MERCURY / COPPER / NICKEL REDUCTION ACTIVITIES PLAN (MCNP)						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
				In 2004, The San Tomas/Aquino Creek Reach/Trail was opened. Reach II will be opened in 2005. When complete, there will be a total of 12 miles of designated bike trails/lanes within the City.	Ongoing	Street Dept. Eng. Dept.
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #3	Identify Management Options	2004 URMP MCNP	Control copper discharges from pools and spas.	BMP material is readily available. This task is complimented in the IC/ID element. Discharge of pool/spa water has a relatively high frequency of occurrence. As such, educational materials and other compliance measures have been high for this task.	Ongoing	Street Dept.
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #3	Identify Management Options	2004 URMP MCNP	Discourage architectural use of copper. Review current ordinances.	The use of architectural copper is strongly discouraged within the City.	Ongoing- Ordinance review by 9/05	Planning Dept. Street Dept.

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MERCURY / COPPER / NICKEL REDUCTION ACTIVITIES PLAN (MCNP)						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #4	Municipal Use of Mercury- Containing Products AKA – Municipal Training & Outreach	Order No. 01- 024 Mercury/Copper /Nickel Reduction Activities 2004 URMP MCNP	Ensure that Municipal employees responsible for purchase / use / replacement of mercury-containing products receive information on City Mercury Prevention Plan (Mercury Plan).	In accordance with 2004 URMP	Ongoing	Street Dept.
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #5	Monitoring and Science AKA – Tracing / Reviewing and Reporting Effectiveness	Order No. 01- 024 Mercury/Copper /Nickel Reduction Activities 2004 URMP MCNP	Develop process to trace/review and report effectiveness of the Mercury Products Reduction and Management Practices in achieving the goals of the Mercury Plan.	Products containing mercury that are used by the City have a low potential to get in storm water. Replacement is done at product failure. This process causes effectiveness to be difficult to measure.	Ongoing	Street Dept. Building Maintenance

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MERCURY / COPPER / NICKEL REDUCTION ACTIVITIES PLAN (MCNP)						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
Mercury/ Copper/Nickel Reduction Activities (MCNP) P.S. #6	Training	2004 URMP MCNP	Attend training events specific to Mercury, Copper and Nickel reduction.		Ongoing	Street Dept. Program
Mercury/ Copper/Nickel Reduction Activities (MCNP)	Monitoring and Science	Order No. 01- 024 Mercury/Copper /Nickel Reduction Activities 2004 URMP MCNP	Provide financial and staff support for a coordinated regional plan to collect data for the mercury TMDL, as defined in the RWQCB / BACWA / BASMAA.	Work with Program	Ongoing	Street Dept.

**CITY OF SANTA CLARA URBAN RUNOFF POLLUTION PREVENTION PROGRAM
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MERCURY / COPPER / NICKEL REDUCTION ACTIVITIES PLAN (MCNP)						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
Mercury/ Copper/Nickel Reduction Activities (MPPP)	Monitoring	Order No. 01- 024	Update URMP to incorporate / adapt model Mercury Pollution Prevention Management Performance Standards.	Complete in January 2004 – named the “Mercury / Copper / Nickel Reduction Activities”.	Complete	Street Dept.
Mercury/ Copper/Nickel Reduction Activities (MCNP)	Public Education and Outreach	Order No. 01- 024 2004 URMP	Support various outreach programs to educate target audiences about proper disposal of mercury-containing products and alternative non-mercury containing products.	Working with Program	Ongoing	Street Dept.

**CITY OF SANTA CLARA URBAN RUNOFF POLLUTION PREVENTION PROGRAM
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TRASH MANAGEMENT ACTIVITIES						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
TM 1	Resource Commitment	2004 URMP	Modify City map to show areas of City not under our maintenance for trash management.	Will formalize notification to other agencies, such as the SCVWD, Caltrans, and County as needed.	Ongoing Notification Map Complete	Street Dept.
TM 2	Trash Evaluation	2004 URMP	<p>Identify and prioritize trash problem areas in a subset of urban streams and waterways and other potential sources that may contribute trash to those areas.</p> <p>Conduct trash evaluations using the RWQCB Rapid Trash Assessment protocol (Version 7.0) and/or the KAB Litter index in a subset of trash problem areas.</p> <p>Assist Program staff in developing a long-term strategy for trash conditions in urban streams and waterways.</p>	<p>A list of trash dumping hotspots was made using the number of incidents and the potential of the trash getting into the storm drain system/ waterways. These areas are inspected and any violation found is reported to the Solid Waste Superintendent, Storm Drain Foreman, or NPS Inspector depending on the nature of the incident.</p> <p>Staff will inspect hotspots frequently and attempt to determine a source. If no source is found the appropriate agency will be notified for clean up or abatement.</p>	Complete and Ongoing 6/05	Street Dept.

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TRASH MANAGEMENT ACTIVITIES						
Performance Standard Identification	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
TM 3	Trash Control	2004 URMP	Continue identifying and implementing trash control measures, as appropriate, to address trash problem areas within high priority areas	High priority areas will be inspected on an as need basis stemming from complaints or number of violation a certain location has had in the past.	Ongoing	Street Dept.
TM 4	Record Keeping	2004 URMP	Annually revise trash problem areas listed on an as needed basis.	Areas of trash problems will be shown geographically to identify trends.	Ongoing	Street Dept.
TM 5	Effectiveness Evaluation	2004 URMP	Analyze incidents of trash problems over FY 04-05.	The City's trash hotspots will be updated using data collected from the Solid Waste Superintendent.	Ongoing	Street Dept.
TM 6	Training	2004 URMP	Attend training in trash evaluation methodology.	Any trash evaluation workshops will be attended by both trash and storm water staff.	Ongoing	Street Dept.

**CITY OF SANTA CLARA URBAN RUNOFF POLLUTION PREVENTION PROGRAM
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CORPORATION YARD AND FIRE STATION INSPECTIONS						
Performance Standard Identification.	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
N/A	General Activity		Review SWPPP's at City Yards (Electric, Water/Sewer, Parks and Streets) and update to conform with 2004 URMP as necessary. Review practices at fire stations to ensure BMP's/SOP's are being uniformly followed.	<p>With the addition of several elements to the URMP, it is appropriate to look at the completeness of Corporation Yard URMP's. This review/update is approximately 75% complete.</p> <p>Fire stations, due to the use of extensive equipment/trucks, have the potential to pollute stormwater. Steps are being taken to install storm drain shut-off valves for vehicle/equipment washing.</p>	7/05	<p>Street Dept.</p> <p>Water/Sewer Dept.</p> <p>Electric Dept.</p> <p>Parks Dept.</p> <p>Fire Dept.</p>

**CITY OF SANTA CLARA URBAN RUNOFF POLLUTION PREVENTION PROGRAM
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PUBLIC INFORMATION AND PARTICIPATION						
Performance Standard Identification.	Activity	Continuous Improvement Source Item	FY 2005-06 Tasks	Status / Comments	Due Date	Responsible Party
N/A	General Activity	2004 URMP	Conduct or participate in local activities that are coordinated with the Watershed Education and Outreach and other Program element activities.	ROUTINE & ONGOING		Street Dept.
N/A	General Activity	2004 URMP	Evaluate the effectiveness of PI/P Projects by direct or indirect means as appropriate.	Analyze data collected to pinpoint specific areas where NPS issues exist, then target outreach education to these specific areas. Comparing number of incidents before vs. after outreach will help give an indication of the effectiveness of outreach.	Ongoing	Street Dept.

March 1, 2005

Susan Ma
Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612

RE: City of Santa Clara URPPP Work Plan FY 2005-2006

The City of Santa Clara is pleased to submit the FY 2005-06 Work Plan. The Work Plan fulfills provision 6.b. of the California Regional Water Quality Control Board San Francisco Bay Region Order No. 01-024.

Every effort has been made to identify specific tasks, responsibilities and schedules for implementation. The contents of the enclosed Work Plan reflect continuous improvement tasks and reflects the status of the most recently added Performance Standards to our Urban Runoff Management Plan.

Tasks that were considered routine/ongoing were generally not included in the Work Plan unless the task was considered as complimentary to other yet completed tasks or unique in scope. It should be noted that as continual improvement tasks are achieved, more and more activities become complete and ongoing. Tasks that were not completed from our previous Work Plan are included. For these activities, status dates were updated and tasks were redefined, as necessary.

Watershed Measures are not specifically addressed in the FY 2005-06 Work Plan. However, the City of Santa Clara is committed to the watershed goals and will continue to participate at all levels applicable.

We look forward to your review of the enclosed Work Plan and any comments that you may have to improve our SWMP.

Roger Lee
URMP Coordinator/
Street/Storm Maintenance Superintendent

Richard J. Mauck
Program Manager/
Director of Streets & Auto Services

RJM:RSL:klh

Cc: File URPPP FY 05-06 Work Plan

Chron

**CITY OF SANTA CLARA
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:

Richard J. Mauck
Director of Streets & Automotive Services