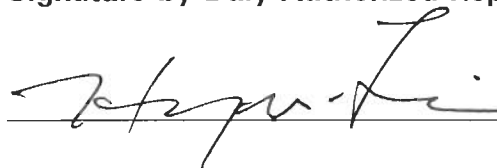


**TOWN OF LOS ALTOS HILLS  
FY 2006-2007 WORK PLAN**

***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:**

 2/21/06

Henry W. Louie  
Public Works Director/City Engineer

Date

**Santa Clara Valley Urban Runoff Pollution Prevention Program  
FY 2006-2007 Work Plan**

**Municipality: Los Altos Hills**

P.S. Id.	Activity	CI Item Source <sup>1</sup>	FY 05-06 Tasks	Status / Comments	Due Date (mo/yr)	Responsible Party
<b>Illicit Connection &amp; Illegal Dumping Elimination Activities</b>						
ICID-2	Staff Training	URMP	Conduct annual training for urban runoff inspector and on-call staff.		On-going	Public Works
			Review and evaluate effectiveness		On-going	Public Works
<b>Industrial/Commercial Discharger Control Programs</b>						
	None in the Town of Los Altos Hills					
<b>Public Streets, Roads, and Highways Operation and Maintenance</b>						
PSRH-3	Staff Training	URMP	Conduct annual training for Public Works Maintenance staff.		On-going	Public Works
	Street Sweeping	URMP	Sweep streets with catchbasins once a month. Collect the types of street sweeping data and make it available to Program staff.		On-going	Public Works
			Review and evaluate effectiveness		On-going	Public Works
<b>Rural Roads</b>						
New	Rural Roads O&M Performance Standards	C.5	Implement the Performance Standards. Sweep streets according to the schedule mentioned in above section.		Annually	Public Works
			Review and evaluate effectiveness		On-going	Public Works
<b>Storm Drain System Operation and Maintenance</b>						
SD	Storm Drain Maintenance	URMP	All tasks are routine and on-going.		On-going	Public Works
SD	Reporting of Observed ICID Evidence	URMP	Report to Program for the ICID data quarterly.		On-going	Public Works

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	Storm Drain Maintenance	URMP	Evaluate and ensure that contractors use appropriate BMPs when conducting such activities as street painting, storm drain O&M, etc.		On-going	Public Works
			Review and evaluate effectiveness		On-going	Public Works
<b>Water Utility Operation and Maintenance</b>						
	Not operated by the Town of Los Altos Hills					
<b>Corporation Yards Operation and Maintenance</b>						
	Staff Training	URMP	Conduct annual training for Public Works Maintenance staff.		On-going	Public Works
			Review and evaluate effectiveness		On-going	Public Works
<b>New Development and Construction Controls -- Planning Procedures (C.3)</b>						
<b>C.3.c Requirements for Group 1 and Group 2 Projects</b>						
New		C.3.c.9	Update performance standards for Group 2 projects as needed. Prepare to implement Group 2 starting August, 2006.		Continuous Improvement	Public Works.
<b>C.3.e Operation and Maintenance of Treatment BMPs</b>						
New	Reporting	C.3.e.6	Provide details of O&M verification program (organizational structure, evaluation, and proposed improvements), and a list of treatment BMPs inspection results.	We will not have any Group 1 project in the Town of Los Altos Hills. Group 2 single family homes are exempted.	N/A	Public Works
			Review and evaluate effectiveness			Public Works
<b>C.3.f Hydrograph Modification Plan</b>						
New	Reporting	C.3.f	Attend HMP training workshop conducted by the Program to train staff on HMP	We will not have any Group 1 project in the Town of Los Altos Hills. Group 2 single family homes are exempted.	N/A	Public Works

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<b>C.3.j Site Design Measures Guidance and Standards Development</b>						
New		C.3.j.4	Incorporate any revised standards and guidance into local project approval process and “fully implement” the revised standards and guidance. Town will prepare a detention basin design criteria and guideline for site drainage.		In progress	Public Works
<b>C.3.n Reporting Requirements</b>						
New	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	C.4.n.4	A system will be in place to collect the information in case such a project is proposed	Los Altos Hills does not expect to have any Group 1 new development or redevelopment projects. We may have group 2 projects	ongoing	Public Works
New	Reporting, staff training, review conditions of approval	C.3.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.		In progress	Public Works
<b>New Development -- Construction Inspection</b>						
Const -6	Staff Training	URMP	Conduct annual training for Public Works staff.		ongoing	Public Works
Const -5		Program (Revised PS)	Inspect all construction sites before and during rainy season per Performance Standard.  Los Altos Hills will include a summary of the year’s written inspection notices (for sites with inadequate erosion/sediment controls) and follow-up actions in the FY 05-06 AR.		ongoing	Public Works.
			Review and evaluate effectiveness			Public Works

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<b>Pest Management Program</b>						
<b>I. Municipal Pesticide Use</b>						
<b>Goal I.A. Eliminate all unnecessary municipal pesticide use (particularly organophosphate (OP) pesticide use) and implement Integrated Pest Management (IPM) techniques.</b>						
		MM I.A.1	Document completion of tasks in annual reports. Use pesticide tracking process to document pesticide use.		Annually;	Public Works
<b>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.</b>						
		I.B.3	Periodically (at least 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 (PS #4c).		At least Annually	Public Works
<b>II. Public Education and Outreach</b>						
<b>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)</b>						
		II.A.14	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).	Outreach to Los Altos Hills residents through article in Town's newsletter.	Annually	Public Works
<b>III. Pest Control Operators (PCOs)</b>						
<b>Goal III.A. Minimize pesticide use by PCOs contracted for structural pest control and landscape maintenance.</b>						

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		III.A.4	Require PCOs contracted for municipal applications to use pest control methods consistent with the municipality's IPM policy (through contract specifications). Specifically, 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 agency property to the agency in a timely manner (PS#6).		Ongoing	Public Works
<b>Goal III.B. Require all PCOs to implement Best Management Practices (BMPs).</b>						
		III.B.2	Require PCOs contracted by municipalities to implement BMPs through contract specifications. (See Action III.A.4, above.) (PS #6)		Annually	Public Works
		MM III.B.1	Document efforts to complete the above actions.		Annually	Public Works
<b>IV. Commercial Businesses</b>						
	None in Los Altos Hills.		.			
<b>V. Household Hazardous Waste Collection</b>						
<b>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.</b>						
		V.A.5	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		Periodically, at least annually	Public Works
<b>VII. New Development</b>						
<b>Goal VII.A Minimize pesticide use at new and redevelopment sites.</b>						

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		VII.A.2	Consider pesticide reduction in the design and landscaping of proposed development projects. (C.9.d.ii.). Provide the Fact Sheet III-5 to the public during plan review process	Use Fact Sheet III-5	Annually	Public Works
		MM VII.A.1.	Summarize types of pesticide reduction measures required (such as by conditions of approval) for new development and significant redevelopment projects, and the percentage of new development and significant redevelopment projects for which pesticide reduction measures were required. (C.3.n.)	See C.3.n.5	Annually	Public Works
<b>VIII. Monitoring and Science</b>						
<b>X. Review and Revision of Work Plan</b>						
<b>Goal X.A Implement a work plan that includes appropriate goals, actions and monitoring mechanisms to reduce pesticide related toxicity in urban runoff.</b>						
		MM X.A.1.	Revise work plan to include any continuous improvement items. Report on completion of work plan tasks in Annual Report.		Annually; submit work plan updates in March; AR in September	Public Works
			Review and evaluate effectiveness			Public Works
<b>Mercury Pollution Prevention Program</b>						
<b>I. Municipal Use of Mercury Containing Products</b>						
<b>Goal I. Eliminate all unnecessary municipal use of mercury-containing products and establish proper disposal methods for products that cannot be eliminated.</b>						
		I.D	Adopt a mercury policy or ordinance requiring the virtual elimination of mercury from controllable sources in urban runoff from agency operations.		FY 05-06	Public Works

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		I.F	Continue implementing the Guidelines for Mercury-Containing Products Reduction and Management.		Annually	Public Works
		MM I	Document completion of tasks in annual reports. Use mercury-containing product reporting guidelines.		Annually	Public Works
<b>V. Public Education and Outreach</b>						
<b>Goal V. 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.</b>						
		V.B	Use existing mercury outreach materials, as needed, for outreach programs.	Materials available at Town Hall	ongoing	Public Works
		V.C	Attend community events and distribute outreach materials.		Annually	Public Works
		MM V.B	In the Annual Report, document and evaluate each outreach activity		Annually	Public Works
			Review and evaluate effectiveness			Public Works

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<b>Other Water Quality and Watershed Management Requirements</b>						
New	Trash Investigation and Plan Development		<p>Provide Program staff with documentation regarding trash complaints/incidents.</p> <p>Identify and begin implementing trash control measures, as appropriate, to reduce trash within high priority areas.</p> <p>Provide Co-permittee specific information on trash management practices implemented in their jurisdictions, using standardized reporting format (to be used for Program-wide reporting).</p> <p>Annually revise trash problems areas list on an as needed basis. Revisions should be based on trash problem area surveys and other relevant information</p>	No "hot spots" was identified. Only little removal along roadside was required and managed by the Town crew.	ongoing	Public Works
			Review and evaluate effectiveness			Public Works
<b>Public Information / Participation</b>						
	Public Outreach	URMP	Distribute environmental education materials to Los Altos Hills schools		Ongoing	Public Works
	Public Outreach	URMP	Publish articles targeted to residents in a local Newsletter		Ongoing	Public Works
	Public Outreach	URMP	Distribute information brochures and literatures for residents, developers and contractor		Ongoing	Public Works
	Public Participation	URMP	Work with City of Palo Altos and other cities for the activities of Watershed Education & Outreach Campaign		Ongoing	Public Works
			Review and evaluate effectiveness			Public Works

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<b>Copper Action Plan Tasks</b>						
CB-1	Vehicle Washing Operations	CAP	<ul style="list-style-type: none"> <li>Distribute outreach materials on car washing at Town Hall counter and public events, and post on Town website.</li> <li>Submit data regarding car washing outreach activities and effectiveness evaluation in annual reports.</li> </ul>		Annually	Public Works
CB-8	Watershed assessment and protection	CAP	<ul style="list-style-type: none"> <li>Revise City's General Plan, as needed, at next scheduled update, based on recommendations from the <i>Development Policies Comparison Project</i> and Provision C.3.l.</li> <li>Review and implement guidance from SCVURPPP and San Jose on addressing water quality in the CEQA review process, as part of C.3.m. implementation.</li> </ul>		At next update	Planning
					As Needed	Planning
CB-11	Street sweeping and storm drain O&M		<ul style="list-style-type: none"> <li>Follow Program guidance regarding the collection and reporting of street sweeping data. Provide data for Annual Report.</li> <li>Evaluate need for improvement of current street sweeping program (within available budget) in FY 03-04 Annual Report.</li> </ul>		Annually	Public Works

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CB-12	Outreach on pool, spa maintenance	CAP	<ul style="list-style-type: none"> <li>Distribute outreach materials at local public events; brochures at Town Hall counter; and placement on Town website.</li> </ul>		Annually	Public Works
CB-21	Use of architectural copper	CAP	<ul style="list-style-type: none"> <li>Review and study ordinance from Palo Alto and consider feasibility of limiting the use of copper on roofs, in roof shingles, and for gutters.</li> </ul>	Considered feasibility in the Town that most drainages from the building go to the landscaped area and lands, it is not applicable to limit the use of copper on roofs, in roof shingles, and for gutters.		Planning
<b>Nickel Action Plan Tasks</b>						
NB-1	Measures to control nickel discharges from construction sites		<ul style="list-style-type: none"> <li>Continue to implement Construction Inspection Performance Standards (see Construction Inspection work plan section).</li> <li>Continue to have inspectors attend Regional Board/Program workshops on construction site management and learn latest erosion/sediment control techniques</li> <li>Continue to attend Program workshops on post-development stormwater BMPs (C.3.)</li> </ul>		Annually	Public Works