CITY OF MENLO PARK

September 30, 2017

Mr. Bruce H. Wolfe
Executive Officer
San Francisco Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

RE: City of Menlo Park
FY 2016/17 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the City of Menlo Park pursuant to Permit Provision C.17.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015-0049, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2016/17 and related accomplishments.

Please contact Azalea Mitch at aamitch@menlopark.org or 650-330-6742 regarding any questions or concerns.

Very truly yours,

Justin Murphy
Public Works Director

CITY OF MENLO PARK
FY 2016/17 ANNUAL REPORT

Certification Statement

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

Signature of Duly Authorized Representative:

Justin Murphy, Public Works Director **September 30, 2017**

FY 2016-2017 Annual Report
Permittee Name: City of Menlo Park

Table of Contents

Section **Page**

Attachments:

Section 1 – Permittee Information

Background Information					
Permittee Name:	City of Menlo Park				
Population:	33,888 (2015 estimate from US Census Bureau)				
NPDES Permit No.:	CAS612008				
Order Number:	R2-2015-0049				
Reporting Time Period (month/year):	July 2016 through June 2017				
Name of the Responsible Authority:	Justin Murphy			**Title:**	Public Works Director
Mailing Address:	701 Laurel Street				
City:	Menlo Park	**Zip Code:**	94025	**County:**	San Mateo County
Telephone Number:	(650) 330-6725		**Fax Number:**		(650) 327-5497
E-mail Address:	JICMurphy@menlopark.org				
Name of the Designated Stormwater Management Program Contact (if different from above):	Azalea Mitch			**Title:**	City Engineer
Department:	Public Works				
Mailing Address:	701 Laurel Street				
City:	Menlo Park	**Zip Code:**	94025	**County:**	San Mateo County
Telephone Number:	(650) 330-6742		**Fax Number:**		(650)327-5497
E-mail Address:	AAMitch@menlopark.org				

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

City staff attended San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) Municipal Maintenance Subcommittee meetings which included discussions on best management practices (BMPs) for planned and unplanned discharges, trash capture devices, street sweeping, graffiti, and other concerns regarding stormwater topics.

Agency-specific field documentation for the cleaning of full trash capture devices was implemented, and an electronic database of these cleaning records was maintained. Every maintenance/service activity is documented using the "Trash Capture Device Maintenance Report-Small Devices" inspection form provided by the Bay Area-Wide Trash Capture Demonstration Project. After the forms are complete, staff enters the information into the www.bayareatrashtracker.org website.

For a description of activities implemented at the countywide and/or regional level, refer to the C.2 Municipal Operations section of the SMCWPPP FY 16-17 Annual Report.

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

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

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

Comments:

During construction activities, filter cloth with straw booms were installed around drain inlets. The debris was removed using a vacuum truck during all operations.

All full time street employees are certified in Bay Area Stormwater Management Agencies Association (BASMAA) Mobile Surface Cleaner Program.

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

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

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

Comments:

On-site waste was removed using a vacuum truck during all operations

All full time street employees are certified in Bay Area Stormwater Management Agencies Association (BASMAA) Mobile Surface Cleaner Program.

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

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

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

Comments:

Staff removed graffiti on top of bridges by hand and disposed of the material using the City's hazardous waste program at the Corporation Yard. Per the City's maintenance agreement with Caltrans, Caltrans removes all graffiti found underneath or on the sides of bridges. All full time street employees are certified in Bay Area Stormwater Management Agencies Association (BASMAA) Mobile Surface Cleaner Program.

C.2.e. ►Rural Public Works Construction and Maintenance

Does your municipality own/maintain rural[1] roads:		Yes	X	No

If your answer is **No** then skip to **C.2.f**.

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

NA	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
NA	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
NA	No impact to creek functions including migratory fish passage during construction of roads and culverts
NA	Inspection of rural roads for structural integrity and prevention of impact on water quality
NA	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
NA	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
NA	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings

Comments including listing increased maintenance in priority areas:

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

C.2.f. ►Corporation Yard BMP Implementation

Place an **X** in the boxes below that apply to your corporations yard(s):

	We do not have a corporation yard
	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
X	We have a **Stormwater Pollution Prevention Plan (SWPPP)** for the Corporation Yard(s)

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

X	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
X	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
X	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
X	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
X	Cover and/or berm outdoor storage areas containing waste pollutants

Comments:

If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:

Corporation Yard Name	**Corp Yard Activities w/ site-specific SWPPP BMPs**	**Inspection Date**[2]	**Inspection Findings/Results**	**Date and Description of Follow-up and/or Corrective Actions**
City of Menlo Park	The Corporation Yard includes general housekeeping; vehicle/equipment washing, maintenance & repair: fuel	9/12/16	No issues were found.	No follow up actions were required.

[2] Minimum inspection frequency is once a year during September.

	dispensing; outdoor material storage; outdoor waste/recycling storage; municipal vehicle/heavy equipment parking; and employee parking. See the Corporation Yard BMPs (Attachment 2-1) and Corp Yard Inspection Form (Attachment 2-2).			

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

C.3.b.iv.(1) ► Regulated Projects Approved Prior to C.3 Requirements				
(For FY 2016-17 Annual Report only) Does your agency have any Regulated Projects that were approved with no Provision C.3 stormwater treatment requirements under a previous MS4 permit and that did not begin construction by January 1, 2016 (i.e., that are subject to Provision C.3.b.i.(2)?		**Yes**	**X**	**No**
If yes, complete attached Table C.3.b.iv.(1).				

C.3.b.iv.(2) ►Regulated Projects Reporting
Fill in attached table **C.3.b.iv.(2)** or attach your own table including the same information. **See table C.3b.iv.(2)**

C.3.e.iv. ►Alternative or In-Lieu Compliance with Provision C.3.c.				
Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?		**Yes**	**X**	**No**
Comments (optional):				

C.3.e.v ► Special Projects Reporting

1. In FY 2016-17, has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii(2) for any of the three categories of Special Projects (Categories A, B or C)?		**Yes**	X	**No**
2. In FY 2016-17, has your agency granted final discretionary approval to a Special Project? If yes, include the project in both the **C.3.b.iv.(2)** Table, and the **C.3.e.v.** Table.		**Yes**	X	**No**

If you answered "Yes" to either question,

1) Complete Table C.3.e.v.
2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.

C.3.h.v.(2) ► Reporting Newly Installed Stormwater Treatment Systems and HM Controls (Optional)

On an annual basis, before the wet season, provide a list of newly installed (installed within the reporting year) stormwater treatment systems and HM controls to the local mosquito and vector control agency and the Water Board. The list shall include the facility locations and a description of the stormwater treatment measures and HM controls installed.

See attached Table C.3.h.v.(2) for list of newly installed Stormwater Treatment Systems/HM Controls.

C.3.h.v.(3)(a) –(c) and (f) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Site Inspections Data	Number/Percentage
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the previous fiscal year (FY115-16)	**63**
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the reporting period (FY 16-17)	**67**
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 16-17)	**14**
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 16-17)	**22%**[3]

[3] Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year (FY 15-16), per MRP Provision C.3.h.ii.(6)(b).

C.3.h.v.(3)(d)-(e) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary:

All site visits were conducted by a person trained in stormwater treatment inspection techniques. With the exception of three sites which had minor compliancy issues that were later rectified, all systems were intact, in good condition and functioning as designed.

These results are nearly identical to inspection results from previous fiscal year FY2015-2016, when all systems were found to be intact, in good condition, and functioning as designed.

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

Summary:

The program is effective and working well. The inspection programs will be more fully integrated into the inspector's regular calendar to ensure that progress is made throughout the year. In the case of treatment systems, property owners will be reminded to self-inspect prior to the wet season and to turn in their annual reports to the City.

C.3.h.v.(4)► Enforcement Response Plan

(For FY 2016-17 Annual Report only) Has your agency completed an Enforcement Response Plan for all O&M inspections of stormwater treatment measures by July 1, 2017?	X	**Yes**		**No**

If No, provide schedule for completion:

C.3.i. ►Required Site Design Measures for Small Projects and Detached Single Family Home Projects

On an annual basis, discuss the implementation of the requirements of Provision C.3.i, including ordinance revisions, permit conditions, development of standard specifications and/or guidance materials, and staff training.

Summary:

BASMAA prepared standard specifications in four fact sheets regarding the site design measures listed in Provision C.3.i, as a resource for Permittees. We have modified local ordinances/policies/procedures and forms/checklists to require all applicable projects approved after December 1, 2012 to implement at least one of the site design measures listed in Provision C.3.i. Additionally, development review staff has been trained to require site design measures for applicable projects.

C.3.j.i.(5).(a) ► Green Infrastructure Framework or Work Plan

(For FY 2016-17 Annual Report only) Was your agency's Green Infrastructure Framework or Work Plan approved by the agency's governing body, mayor, city manager, or county manager by June 30, 2017?	X	**Yes, approval documentation attached**		**No**

If Yes, describe approval process and documentation:

The City developed a Green Infrastructure Work Plan which our City Council approved by Resolution on May 23, 2017 (see Attachment 3-1).

C.3.j.i.(5)(d) ► Green Infrastructure Outreach

On an annual basis, provide a summary of your agency's outreach and education efforts pertaining to Green Infrastructure planning and implementation.

Summary:

At the City level, training presentations have been given to staff. In addition, green infrastructure information has been provided to the public at the City's Farmer's Market and at the Earth Day Event this year. Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of outreach efforts implemented.

C.3.j.ii.(2) ► Early Implementation of Green Infrastructure Projects

On an annual basis, submit a list of green infrastructure projects, public and private, that are already planned for implementation during the permit term and infrastructure projects planned for implementation during the permit term that have potential for green infrastructure measures. Include the following information:

- A summary of planning or implementation status for each public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. (see C.3.j.ii.(2) Table B - Planned Green Infrastructure Projects).
- A summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. For any public infrastructure project where implementation of green infrastructure measures is not practicable, submit a brief description of the project and the reasons green infrastructure measures were impracticable to implement (see C.3.j.ii.(2) Table A - Public Projects Reviewed for Green Infrastructure).

Background Information:

Describe how this provision is being implemented by your agency, including the process used by your agency to identify projects with potential for green infrastructure, if applicable.

The City's process for identifying and reviewing potential green infrastructure projects is based on BASMAA's guidance and involves the following two steps:

1) **Initial screening: The City's Capital Improvement Projects are reviewed and screened for green infrastructure consideration. Based on the scope of work, projects to be screened out include those that have no potential based on type of work involved, projects that are tot early**

to assess because they are not scheduled to begin within this permit term, projects that are too late to change due to the stage of design, and projects that consist of maintenance and minor construction work.

2) **Assessment of green infrastructure potential: Following the initial screening, projects that have not been screened out are assessed to determine the potential for the incorporation of green infrastructure. The assessment process consists of collecting information and performing reconnaissance of the scope of work, conducting a drainage analysis, identifying barriers and conflicts, and a review of the project budget and schedule.**

Summary of Planning or Implementation Status of Identified Projects:

See attached Tables C.3.j.ii.(2)-A and C.3.j.ii.(2)-B for the required information.

C.3.j.iii.(2) ► Participate in Processes to Promote Green Infrastructure

On an annual basis, report on the goals and outcomes during the reporting year of work undertaken to participate in processes to promote green infrastructure.

Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of efforts conducted to help regional, State, and federal agencies plan, design and fund incorporation of green infrastructure measures into local infrastructure projects, including transportation projects.

C.3.j.iv.(2) ► Tracking and Reporting Progress

On an annual basis, report progress on development and implementation of methods to track and report implementation of green infrastructure measures and provide reasonable assurance that wasteload allocations for TMDLs are being met.

Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of methods being developed to track and report implementation of green infrastructure measures.

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

Project Name Project No.	Project Location[4], Street Address	Name of Developer	Project Phase No.[5]	Project Type & Description[6]	Project Watershed[7]	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area Area (ft²)[8]	Total Replaced Impervious Surface Area (ft²)[9]	Total Pre-Project Impervious Surface Area (ft²)[10]	Total Post-Project Impervious Surface Area(ft²)[11]
Private Projects											
Station 1300	1300 El Camino Real (El Camino Real & Glenwood Ave)	Green Heart	N/A	Mixed use development of 1300 El Camino Real and surrounding lots	San Francisco Bay	7.41	7.41	26,662	59,704	249,710	274,414
2131 Sand Hill	2131 Sand Hill Road (Sand Hill Rd & Santa Cruz Ave)	Stanford University	N/A	Construct 2 story office building and 2 level underground parking garage	San Francisco Bay	10.89	3.89	40,814	0	105,739	40,814
Sharon Green Apartment Communities	350 Sharon Park (Sharon Park Dr & Sharon Rd)	Maximus SG New GF LLC	N/A	Renovation of 18 existing apartment buildings.	San Francisco Bay	15.60	0.52	22,334	13,565	351,727	355,921
650 Live Oak	650-660 Live Oak Ave (El Camino Real & Live Oak Ave)	650 Live Oak LLC	N/A	New mixed use development with 17 dwelling units	San Francisquito Creek	0.7	0.7	9,644	13,892	26,665	23,536
Menlo Business Park	1430 O'Brien Drive (O'Brien Dr & Adams Dr)	Tarlton Properties	N/A	Existing building renovation and on-site improvements	San Francisco Bay	2.51	0.4	5,932	8,462	98,774	99,973
MPK 21	1 Facebook Way (Chilco St & Constitution Dr)	Facebook	N/A	New campus expansion and site improvements	San Francisco Bay	23.9	23.9	244,176	486,253	860,876	730,429

[4]Include cross streets
[5]If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".
[6]Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.
[7]State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.
[8] All impervious surfaces added to any area of the site that was previously existing pervious surface.
[9] All impervious surfaces added to any area of the site that was previously existing impervious surface.
[10] For redevelopment projects, state the pre-project impervious surface area.
[11] For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Approval Date[12]	Date Construction Scheduled to Begin	Source Control Measures[13]	Site Design Measures[14]	Treatment Systems Approved[15]	Type of Operation & Maintenance Responsibility Mechanism[16]	Hydraulic Sizing Criteria[17]	Alternative Compliance Measures[18/19]	Alternative Certification[20]	HM Controls[21/22]
Private Projects										
Station 1300	February 7, 2017	Early winter 2018	On-site inlets marked "No Dumping Flows to Bay", retain existing vegetation as practicable	Direct run-off from sidewalks, walkways, and driveways into vegetated areas; construct walkways and patios with permeable surfaces; minimize impervious surfaces; self-treating areas.	Bioretention areas	O&M Agreement with property owner is required prior to building permit final occupancy	C.3.d.i. 2 (C)	N/A	N/A	N/A
2131 Sand Hill	March 22, 2017	Winter 2017	On-site inlets marked "No Dumping Flows to Bay", retain existing vegetation as	Direct run-off from sidewalks, walkways, and driveways into vegetated areas;	Bioretention areas and self-retaining	O&M Agreement with property owner is	C.3.d.i. 2 (C)	N/A	N/A	N/A

[12]For public projects, enter the plans and specifications approval date.
[13]List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.
[14]List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.
[15]List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).
[16]List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc…) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.
[17]See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).
[18]For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.
[19]For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.
[20]Note whether a third party was used to certify the project design complies with Provision C.3.d.
[21]If HM control is not required, state why not.
[22]If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), biodetention unit(s), regional detention basin, or in-stream control).

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

Project Name Project No.	Approval Date[12]	Date Construction Scheduled to Begin	Source Control Measures[13]	Site Design Measures[14]	Treatment Systems Approved[15]	Type of Operation & Maintenance Responsibility Mechanism[16]	Hydraulic Sizing Criteria[17]	Alternative Compliance Measures[18/19]	Alternative Certification[20]	HM Controls[21/22]
			practicable	construct walkways and patios with permeable surfaces; minimize impervious surfaces; conserve trees; self-treating areas	areas	required prior to building permit final occupancy				
Sharon Green Apartment Communities	March 23, 2017	Winter 2017	On-site inlets marked "No Dumping Flows to Bay", retain existing vegetation as practicable	Direct run-off from sidewalks, walkways, and driveways into vegetated areas; construct walkways and patios with permeable surfaces; minimize impervious surfaces; conserve trees; self-treating areas.	Bioretention areas and self-retaining/treating areas	O&M Agreement with property owner is required prior to building permit final occupancy	C.3.d.i. 2 (C)	N/A	N/A	N/A
650 Live Oak	August 16, 2016	Fall 2017	Storm drain inlet stenciling, use efficient irrigation systems, provide a roofed area for dumpsters	Minimize impervious areas, direct runoff onto vegetated areas; maximize permeable surfaces on-site	Bioretention areas	O&M Agreement with property owner is required prior to building permit final occupancy	C.3.d.i. 2(C)	N/A	N/A	N/A
Menlo Business Park	March 14, 2017	Fall 2017	Storm drain inlet stenciling, retain landscaping, direct runoff onto vegetated	Direct run-off from sidewalks, walkways, and driveways into vegetated areas;	Flow Through Planter	O&M Agreement with property owner is	C.3.d.i. 3	N/A	N/A	N/A

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

Project Name Project No.	Approval Date[12]	Date Construction Scheduled to Begin	Source Control Measures[13]	Site Design Measures[14]	Treatment Systems Approved[15]	Type of Operation & Maintenance Responsibility Mechanism[16]	Hydraulic Sizing Criteria[17]	Alternative Compliance Measures[18/19]	Alternative Certification[20]	HM Controls[21/22]
			areas, use efficient irrigation systems, plumb internal drains into sanitary sewer system	minimize impervious surfaces; conserve trees		required prior to building permit final occupancy				
MPK 21	September 26, 2016	November 2016	Storm drain inlet stenciling, retain existing vegetation, use efficient irrigation system, provide roofed area for dumpsters, connect interior plumbing to sanitary sewer	Direct run-off from sidewalks, walkways, and driveways into vegetated areas; minimize impervious surfaces; conserve trees; increase pervious areas on-site from existing conditions	Bio-retention areas, flow through planters, green roof	O&M Agreement with property owner is required prior to building permit final occupancy	C.3.d.i. 3	N/A	N/A	N/A

C.3.h.v.(2). ►Table of Newly Installed[23] Stormwater Treatment Systems and Hydromodification Management (HM) Controls (Optional)

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

Name of Facility	Address of Facility	Party Responsible[24] For Maintenance	Type of Treatment/HM Control(s)
Menlo Business Park	1315 O'Brien Drive	Tarlton Properties	3 Self-retaining areas, 1 bio-retention area, 7 flow-through planters
Greenheart Apartments	777 Hamilton Ave	Bayfront Investments, LLC	19 bio-retention areas
MPK23	1 Facebook Way	Facebook	2 bio-retention areas
Mid-Penninsula Housing	1221 Willow Ave	Mid-Penninsula Housing	10 bio-retention areas

C.3.j.ii.(2) ► Table A - Public Projects Reviewed for Green Infrastructure

Project Name and Location[25]	Project Description	Status[26]	GI Included?[27]	Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement[28]
Chilco St. Improvements	Roadway improvements and installation of bicycle lane.	Beginning planning and design phase	TBD	Green infrastructure will be considered.

[23] "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.
[24] State the responsible operator for installed stormwater treatment systems and HM controls.
[25] List each public project that is going through your agency's process for identifying projects with green infrastructure potential.
[26] Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.
[27] Enter "Yes" if project will include GI measures, "No" if GI measures are impracticable to implement, or "TBD" if this has not yet been determined.
[28] Provide a summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. If review of the project indicates that implementation of green infrastructure measures is not practicable, provide the reasons why green infrastructure measures are impracticable to implement.

C.3.j.ii.(2) ► Table B - Planned and/or Completed Green Infrastructure Projects

Project Name and Location[29]	Project Description	Planning or Implementation Status	Green Infrastructure Measures Included
Menlo Park Caltrain Undercrossing – Alma Street	Pedestrian and bicycle undercrossing underneath the Caltrain tracks at Alma St. and Middle Ave.	Conceptual design options are being considered.	Incorporation of GI will be evaluated as part of this project.
Parking Plaza 7 Renovation	Renovation of existing parking plaza.	Future planned project.	Incorporation of GI will be evaluated as part of this project.
Downtown Streetscape Improvement	Streetscape improvements.	Future planned project.	Incorporation of GI will be evaluated as part of this project.

[29] List each planned (and expected to be funded) public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. Note that funding for green infrastructure components may be anticipated but is not guaranteed to be available or sufficient.

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

Program Highlights and Evaluation
Highlight/summarize activities for reporting year:

Summary:

The SF Bay Regional Water Quality Board sent a January 30, 2017 compliance letter to San Mateo County municipalities to conduct industrial and commercial inspections. The SMCWPPP responded on April 28, 2017 and the Board followed up with a May 18, 2017 clarification letter to the City of Menlo Park for compliance with certain elements of the MRP. The City updated its BIP and ERP and responded in a July 20, 2017 letter, and the Board responded in a September 5, 1017 email that the City had adequately responded to the Board's clarifications.

Business inspection services were conducted under contract with San Mateo County Environmental Health (CEH). We continue to improve our business inspection database, and CEH has a newer, more user-friendly database that can provide more frequent updates. CEH will stop providing inspection services by the end of 2017. Included in the adopted City budget for fiscal year 2017-18 are funds earmarked for the contracting out of the business inspections once CEH stops providing these services. Staff will focus the next few months on the development of a contract with firms or other municipalities who can provide these services.

Refer to the C.4 Industrial and Commercial Site Controls section of the SMCWPPP FY 16-17 Annual Report for a description of Program activities.

C.4.b.iii ► Potential Facilities List

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

See table in Attachment 4-1.

C.4.d.iii.(2)(a) & (c) ►Facility Inspections

Fill out the following table or attach a summary of the following information. Indicate your reporting methodology below.

	X	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
		Permittee reports the total number of discrete potential and actual discharges on each site.

	Number	Percent
Total number of inspections conducted (C.4.d.iii.(2)(a))	143	
Number of enforcement actions or discreet number of potential and actual discharges	2	

Violations Enforcement actions or discreet number of potential and actual discharges resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner (C.4.d.iii.(2)(c))	2	100%
Comments: All inspections were performed by the County. The two enforcement actions listed above were for Level 1 (verbal warning / warning notice). Both locations are food service businesses that had missing lids to garbage and recycling containers close to the storm drain inlets.		

C.4.d.iii.(2)(b) ►Frequency and Type of Enforcement Conducted

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

	Enforcement Action (as listed in the City's July 2017 ERP)[30]	**Number of Enforcement Actions Taken**
Level 1	Verbal Warning/ Warning Notice	2 (County)
Level 2	Notice of Violation	0
Level 3	Administrative Order	0
Level 4	Administrative Penalty / Legal Action	0
Total		2

C.4.d.iii.(2)(d) ► Frequency of Potential and Actual Non-stormwater Discharges by Business Category

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

Business Category[31]	**Number of Actual Discharges**	**Number of Potential Discharges**
Hazmat	0	0
Restaurant	0	2

C.4.d.iii.(2)(e) ►Non-Filers

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

There were no industries identified as non-filers during scheduled inspections in FY 16-17.

[30] Agencies to list specific enforcement actions as defined in their ERPs.
[31] List your Program's standard business categories.

C.4.e.iii ►Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Industrial/ Commercial Site Inspectors in Attendance	Percent of Industrial/ Commercial Site Inspectors in Attendance	No. of IDDE Inspectors in Attendance	Percent of IDDE Inspectors in Attendance
Commercial and Industrial Inspections and Illicit Discharge (Complaint) Investigations	1/12/2017	1. Introduction from the Office of Sustainability 2. Municipal Regional Permit (MRP) Changes 3. Regional Board NOV 4. Business Inspection Plan Training Requirements 5. Enforcement Response Plan Training Requirements 6. Changes to the Inspection Report 7. Inspector Questions	29	94%	29	94%
Reissued MRP: What do CEH Inspectors need to know	1/12/2017	See above	29	94%	29	94%
One-on-one Stormwater Training	3/1/2017	Utilization of field-based software, MRP requirements, Inspection basics	1	3%	1	3%
One-on-one Stormwater Training	5/9/2017	Utilization of field-based software, MRP requirements, Inspection basics	1	3%	1	3%
One-on-one Stormwater Training	5/31/2017	Utilization of field-based software, MRP requirements, Inspection basics	1	3%	1	3%

Comments:

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

Program Highlights and Evaluation
Highlight/summarize activities for reporting year:

Provide background information, highlights, trends, etc.

Summary:

The street and storm drain maintenance staff continued their annual collection system screening program. Engineering staff continued their participation in the SMCWPPP Commercial, Industrial and Illicit Discharge (CII) Subcommittee, and maintenance staff continued their participation in the Municipal Maintenance Subcommittee. City's website for reporting of illicit discharge, http://menlopark.org/313/Code-enforcement.

Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report for description of activities at the countywide or regional level.

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

Summary of any changes made during FY 16-17:

No change.

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

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

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

Comments:

See Attachment 5-1 which contains a list of locations reported to and investigated by the County.

C.5.e.iii.(1) ►Control of Mobile Sources

(a) Provide your agency's minimum standards and BMPs for various types of mobile businesses (C.5.e.iii.(1)(a)))

The City follows the minimum standards and BMPs described in the "Mobile Businesses - Best Management Practices" brochure developed by the SMCWPPP CII Subcommittee in in March 2015 for the following mobile business categories: automobile washers/detailers, power washers, carpet cleaners, steam cleaners, pet care services. The BMP brochure is included in the Program Annual Report.

In addition, businesses are encouraged to become a BASMAA Recognized Mobile Cleaner and follow the BASMAA BMPs available on the website: http://basmaa.org/Training.

(b) Provide your agency's enforcement strategy for mobile businesses (C.5.e.iii.(1)(b)

The City's stormwater inspectors find mobile businesses improperly discharging wash water to the street, gutter, storm drain, etc. through a complaint investigation or during routine field work issue enforcement actions and track the facility through their Illicit Discharge Detection and Elimination (IDDE) spill and discharge complaint tracking system according to MRP C.5.d.

Enforcement actions stormwater inspectors may take are detailed in our Enforcement Response Plan (ERP). Due to the unique nature of mobile businesses it can be difficult to track enforcement of a single business across jurisdictions. The current strategy is for agencies to share information on mobile business enforcement actions with the SMCWPPP CII Subcommittee facilitator. The Subcommittee facilitator periodically updates the Mobile Business Enforcement Information table that resides on the members only section of the Program's website (flowstobay.org).

(c) Provide a list and summary of the specific outreach events and education conducted by your agency to the different types of mobile businesses operating within your jurisdiction (C.5.e.iii.(1)(c)

The Program developed a regional inventory of mobile businesses in the standard BMP categories listed in the "Mobile Businesses – Best Management Practices" brochure. The BMP brochure and a transmittal letter were mailed to the business. The Mobile Cleaner Businesses BMP brochure is posted on the SMCWPPP website. The CII Subcommittee also worked with the PIP Subcommittee to send outreach messages through social media. These activities are discussed in the SMCWPPP FY16-17 Annual Report.

(d) Provide number of inspections conducted at mobile businesses and/or job sites in 2016-2017 (C.5.e.iii.(1)(d):	**0**
(e) Discuss enforcement actions taken against mobile businesses in 2016-2017 (C.5.e.iii.(1)(e) **Enforcement actions are typically taken in response to a complaint or illicit discharge through our IDDE Program. Enforcement actions are tracked in the city's spill and discharge complaint tracking system required by MRP C.5.d.ii. This FY there were [zero/##] enforcement actions taken for mobile businesses.**	
(f) List below or attach the list of mobile businesses operating within your agency's jurisdiction (C.5.e.iii.(1)(f)) **In FY16-17 the CII Subcommittee requested the Program compile a regional inventory of mobile businesses located in San Mateo County. The inventory was developed from individual city lists and internet searches of google, yelp and yellow pages. The inventory includes automotive washing, steam cleaning and carpet cleaning mobile businesses. The inventory will be periodically updated with mobile businesses stormwater inspectors observe during routine field activities. The inventory is available to all Co-permittees on the members only webpage of the SMCWPPP website. The inventory is included in the SMCWPPP FY16-17 Annual Report.**	
(g) Provide a list and summary of the county-wide or regional activities conducted, including sharing of mobile business inventories, BMP requirements, enforcement action information, and education (C.5.e.iii.(1)(g)) **Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report for description of activities at the countywide or regional level.**	

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.3.a, b, c,d ►Site/Inspection Totals

Number of active Hillside Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.3.a)	**Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection)** (C.6.e.iii. 3.c)	**Number of sites disturbing ≥ 1 acre of soil** (C.6.e.iii.3.b)	**Total number of storm water runoff quality inspections conducted (include only Hillside Sites, High Priority Sites and sites disturbing 1 acre or more)** (C.6.e.iii. 3.d)
14	**40**	**11**	**277**
Comments: The total number of inspections is based on the number of parcels, some of which were merged following the inspection.			

C.6.e.iii.3.e ►Construction Related Storm Water Enforcement Actions

	Enforcement Action (as listed in the City's July 2017 ERP)	**Number Enforcement Actions Issued**
Level 1	Verbal Warning / Warning Notice	7
Level 2	Notice of Violation	0
Level 3	Administrative Order	0
Level 4	Legal Action	0
Total		**7**

C.6.e.iii.3.f, ►Illicit Discharges

	Number
Number of illicit discharges, actual and those inferred through evidence at hillside sites, high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii. 3.f)	5

C.6.e.iii.3.g ► Corrective Actions

Indicate your reporting methodology below.

X	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
	Permittee reports the total number of discrete potential and actual discharges on each site.

	Number
Enforcement actions or discrete potential and actual discharges fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii. .3.g)	14
Total number of enforcement actions or discrete potential and actual discharges for the reporting year	14

Comments:
All enforcement actions and discrete potential and actual discharges were resolved within 10 days.

C.6.e.iii.(4) ►Evaluation of Inspection Data

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description:
Sediment control accounted for all issues. The most common problem was the absence of inlet filters (gravel bags, wattles, etc.). The second most common problem was the lack of street sweeping and stabilizing construction entrances at various construction sites.

C.6.e.iii.(4) ►Evaluation of Inspection Program Effectiveness

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

Description:
Strengths: Staff participated in the SMCWPPP New Development Subcommittee and attended Construction Site Stormwater Inspector Training Workshops.

Weaknesses: When discrete potential and actual discharges were noted in the field, some follow-up inspections did not occur in a timely manner. Communication between field inspectors and stormwater staff could be improved. In the future, field inspectors and stormwater staff will aim to have monthly discussions on the status of the program in an effort to promote a more streamlined reporting process for the next fiscal year. We need to ensure that field inspectors are aware of training and encourage them to attend.

Needed Improvements:

1. **Develop procedures to improve communication between field inspectors and stormwater staff.**
2. **Schedule periodic meetings between field inspectors and stormwater staff.**
3. **Ensure that field inspectors and stormwater staff attend training that is available.**

C.6.f.iii ►Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance
Construction Sites and C.3 Stormwater Controls	2/1/17	Regulatory presentation, BMP inspections	1 (Harris Siddiqui)
Stormwater Requirements for Construction Sites for CALBIG (California Building Inspection Group)	9/21/16	Review of stormwater requirements for construction sites; documenting and tracking inspections; when to take enforcement actions and when to escalate enforcement; tips for keeping your stormwater program in compliance; and mandatory / updated SMCWPPP guidelines / resources.	2 (Rini Bunje, John McCabe)

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

C.7.b.i.1 ►Outreach Campaign

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

Summary:

The City of Menlo Park has developed and implemented the following advertising campaigns:

- **The City's Sustainability Division continued to use Facebook and Twitter pages to promote water pollution prevention best practices.**
- **Staff distributed car wash discount coupons at the 2016 Coastal Clean Up, two Facebook Farmers Markets and Earth Day events.**
- **Staff advertised the annual San Francisquito Creek Coastal Clean Up event through the City's website events calendar, posting flyers in Menlo Park's downtown kiosks, running information on City Facilities TV displays, and announcing the event on the City's Facebook and Twitter sites.**
- **Staff sent 4,157 bill inserts to water customers each quarter including information about stormwater pollution prevention.**

See Section 7 and Section 9 of the SMCWPPP FY 16-17 Annual Report for a description of activities conducted at Countywide level.

C.7.c. Stormwater Pollution Prevention Education

Local stormwater phone number(s)	**City of Menlo Park Sustainability Division:** 650- 330-6720 **City of Menlo Park Code Enforcement:** 650- 330-6376 **San Mateo County Water Pollution Prevention Program (Countywide Program's):** 650-599-1406
Local/Regional stormwater website(s)	**City of Menlo Park:** www.menlopark.org/stormwater www.menlopark.org/362/Water-pollution-prevention **Countywide Program's:** www.flowstobay.org

Outreach:

The City of Menlo Park maintain two webpages on stormwater management and water pollution prevention that include information on how to protect our watershed by preventing water pollution. Tips include disposing of hazardous waste properly, promoting the use of commercial car wash facilities, keeping storm drains clear of debris, etc. The City's website includes the point of contact for further information and also links directly to the SMCWPPP website at www.flowstobay.org.

C.7.d ►Public Outreach and Citizen Involvement Events

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.
Use the following table for reporting and evaluating public outreach events

See the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 16-17 Annual Report for a summary of activities.

Event Details	**Description** (messages, audience)	Evaluation of Effectiveness
Coastal Cleanup Day, San Francisquito Creek (between Menlo Park and Palo Alto) **Sept. 17, 2016**	**The City partnered with Grassroots Ecology to recruit volunteers from local communities. Educational materials about stormwater pollution prevention were provided.**	**14 volunteers cleaned up 2 miles of San Francisquito Creek from San Mateo Drive to Middlefield Road. They collected 3,200 pounds of trash and 936 pounds of recycling (equivalent to a total of 2.07 tons).**
Facebook Farmers Market **Oct. 8, 2016**	**The City participated in a Facebook Farmers Market event that draws hundreds of attendees to the Facebook campus.**	**Three Sustainability Division staff members spoke with and distributed materials to dozens of attendees during the 4 hour event. Staff distributed program and service information, informational brochures, pet waste bag dispenser kits, activity books, stickers, erasers, pens, and pencils.**
Earth Day, Bedwell Bayfront Park **April 22, 2017**	**The City set up a table providing information on water conservation programs.**	**Three Sustainability Division staff members spoke with and distributed materials to dozens of attendees during the 4 hour event. Staff distributed program and service information, informational brochures, pet waste bag dispenser kits, activity books, stickers, erasers, pens, and pencils. In addition, 8 volunteers sheet-mulched a 2,700 sq.ft. area of the park to control invasive grasses and mallow.**
Facebook Festival event **May 13, 2017**	**The City participated in the revamped Facebook Festival event which drew thousands of attendees to the Facebook campus.**	**Three Sustainability Division staff members spoke with and distributed materials to hundreds of attendees during the 5 hour event. Staff distributed program and service information, informational brochures, pet waste bag dispenser kits, activity books, stickers, erasers, pens, and pencils.**

San Francisquito Watershed Project – various activities through FY 16-17 (contract with Grassroots Ecology) **Various dates**	**On behalf of the City, Grassroots Ecology completed the following activities throughout the reporting year:** • **Coordinated volunteer workdays to restore and clean San Francisquito Creek.** • **Provided community service opportunities for Menlo Park youth.** • **Encouraged residents to become stewards of the creek through regular volunteer workdays.** • **Conducted citizen science-based water quality monitoring.** • **Conducted plant propagation activities where plants were grown from seeds collected in the watershed, so that the plants are genetically appropriate for the areas and support local fauna.** • **Coordinated the final "Hike and Hack" event to cut back ivy growing in trees along Woodland Avenue.**	**Grassroots Ecology held 10 volunteer workdays in Menlo Park with 351 volunteers this year.**

C.7.e. ►Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

Efforts undertaken

Major accomplishments

Summary:

The City of Menlo Park provides annual funds to the San Francisquito Watershed Project, an initiative by Grassroots Ecology. Grassroots Ecology is a local environmental 501(c)(3) nonprofit dedicated to improving over 47.5 square miles of local watershed through citizen engagement, education and creek restoration activities. During FY 16-17, on behalf of the City, Grassroots Ecology completed the following activities in Menlo Park:

- **Encouraged residents to become stewards of the creek through regular volunteer workdays.**
- **Coordinated 10 volunteer workdays with over 350 volunteers to restore and clean San Francisquito Creek, providing community service opportunities for Menlo Park youth.**
- **Propagated plants for watershed restoration projects along San Francisquito Creek and its tributaries, using plants are grown from seeds collected in this watershed so that the plants are genetically appropriate for the areas and support local fauna.**
- **Coordinated with City parks maintenance staff and Grassroots Ecology's nursery manager to create an approved plant list identifying those to be installed at the City's Alma Street rain garden during the FY 16-17 winter season.**
- **Shared stormwater pollution education program with the environmental science class at Hillview Middle School.**

See the C.7 Watershed Stewardship Collaborative Efforts section of SMCWPPP FY 16-17 Annual Report for a summary of activities.

C.7.f. ►School-Age Children Outreach

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

See the C.7 School-Age Children Outreach section of SMCWPPP FY 16-17 Annual Report for a summary of activities.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Hillview Middle School: Grassroots Ecology Watershed and Pollution Prevention in-class presentations **Nov. 15 , 2016** **March 14, 2017** **May 23, 2017**	**Grassroots Ecology provided three in-class presentations at Hillview Middle School using the Enviroscape model to demonstrate stormwater pollution sources and discuss ways to help reduce pollution.**	**44 students**	**Based on feedback from school faculty, the stormwater pollution prevention presentations were well received by students. Hillview Middle School has invited Grassroots Ecology to provide presentations for the following school year. The future presentations are expected to reach an additional 45-50 students.**
Hillview Middle School: Grassroots Ecology Watershed and Pollution Prevention hands-on restoration work on San Francisquito Creek **Nov. 30, 2016** **March 15, 2017** **May 24, 2017**	**Each class that received the Grassroots Ecology in-class presentation also participated in hands-on restoration work on San Francisquito Creek during a separate visit. Students assisted in weeding invasive grasses, installing native plants and distributing mulch.**	**49 students**	**Overall, teachers and students reported that the hands-on creek restoration was a fun and educational experience and that they would be interested in being a part of future stormwater pollution prevention/creek restoration activities.**

School-age Children Outreach efforts were conducted at the countywide level and is included within the Public Information and Outreach section of the SMCWPPP FY 16-17 Annual Report.	**See the C.7 School-Age Children Outreach section of SMCWPPP FY 16-17 Annual Report for a summary of activities.**	**See the C.7 School-Age Children Outreach section of SMCWPPP FY 16-17 Annual Report for a summary of activities.**	**See the C.7 School-Age Children Outreach section of SMCWPPP FY 16-17 Annual Report for a summary of activities.**

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a. ►Implement IPM Policy or Ordinance

Is your municipality implementing its IPM Policy/Ordinance and Standard Operating Procedures?	X	Yes		No
If no, explain:				
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbamates fipronil, indoxacarb, diuron, and diamides. A separate report can be attached as evidence of your implementation.				

Trends in Quantities and Types of Pesticide Active Ingredients Used[32]

Pesticide Category and Specific Pesticide Active Ingredient Used	Amount[33]					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Organophosphates	0	0				
Active Ingredient Chlorpyrifos	0	0				
Active Ingredient Diazinon	0	0				
Active Ingredient Malathion	0	0				
Pyrethroids (see footnote #57 for list of active ingredients)	0	0				
Active Ingredient Type X	0	0				
Active Ingredient Type Y	0	0				
Carbamates	0	0				
Active Ingredient Carbaryl	0	0				
Active Ingredient Aldicarb	0	0				
Fipronil	0	0				
Indoxacarb	Reporting not required	0				

[32] Includes all municipal structural and landscape pesticide usage by employees and contractors.
[33] Weight or volume of the active ingredient, using same units for the product each year. Please specify units used. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: metofluthrin, bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambdacyhalothrin, and permethrin.

	in FY 15-16					
Diuron	Reporting not required in FY 15-16	0				
Diamides	Reporting not required in FY 15-16	0				
Active Ingredient Chlorantraniliprole		0				
Active Ingredient Cyantraniliprole		0				

IPM Tactics and Strategies Used:

- **Use of non-chemical strategies such as monitoring, mowing weeds, mulching.**
- **Removal of plants that require frequent pesticide applications.**
- **Replacing invasive plants with natives.**
- **Preventive actions such as sealing holes and gaps in structures, improving sanitation.**
- **Use of baits and traps instead of broadcast pesticides**

C.9.b ►Train Municipal Employees

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	7
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	7
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within this reporting year.	100%

Type of Training:

The Countywide Program's Landscape IPM Training was held on March 8, 2017 which consisted of a PAPA (Pesticide Applicators Professional Association) Seminar and a CAPCA (California Association of Pest Control Advisors) Seminar. Each employee received a copy of the IPM policy for review.

C.9.c ►Require Contractors to Implement IPM

Did your municipality contract with any pesticide service provider in the reporting year, for either landscaping or structural pest control?	X	**Yes**		**No**
If yes, did your municipality evaluate the contractor's list of pesticides and amounts of active ingredients used?	X	**Yes**		**No,**

If your municipality contracted with any pesticide service provider, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored

Contractors providing pest control at City locations have been required to be IPM certified and have been trained through the Bay Friendly Landscape and Gardening Coalition. Non chemical alternatives such as mechanical removal or mulching are the preferred method per Menlo Park's IPM Plan. Contractors work under the guidelines of these IPM requirements and only use pesticides as a final alternative after City approval. Landscape contractors submit letters of intent prior to any pesticide application for verification that it meets City of Menlo Park IPM Policy guidelines.

C.9.d ►Interface with County Agricultural Commissioners

Did your municipality communicate with the County Agricultural Commissioner to: (a) get input and assistance on urban pest management practices and use of pesticides or (b) inform them of water quality issues related to pesticides?	X	Yes		No

If yes, summarize the communication. If no, explain.

Met with field biologist from the County Agricultural Commissioner's office to conduct annual onsite field inspection of pesticide storage areas, training records, and previous years use reports.

See Section 9 of the SMCWPPP FY 16-17 Annual Report for summary of communication with the San Mateo County Agricultural Commissioner.

Did your municipality report any observed or citizen-reported violations of pesticide regulations (e.g., illegal handling and applications of pesticides) associated with stormwater management, particularly the California Department of Pesticide Regulation (DPR) surface water protection regulations for outdoor, nonagricultural use of pyrethroid pesticides by any person performing pest control for hire.		**Yes**	X	**No**

If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.

C.9.e.ii (1) ►Public Outreach: Point of Purchase

Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); **OR** reference a report of a regional effort for public outreach in which your agency participates.

Summary:

See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

C.9.e.ii (2) ►Public Outreach: Pest Control Contracting Outreach

Provide a summary of outreach to residents who use or contract for structural pest control and landscape professionals); **AND/OR** reference a report of a regional effort for outreach to residents who hire pest control and landscape professionals in which your agency participates.

Summary:

See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for a summary of public outreach to residents who hire pest control and landscape professionals.

C.9.e.ii.(3) ►Public Outreach: Pest Control Operators

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); **AND/OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary:

See the C.9 Pesticides Toxicity Control section of SMCWPPP FY 16-17 Annual Report for a summary of outreach to pest control operators and landscapers to reduce pesticide use.

C.9.f ►Track and Participate in Relevant Regulatory Processes

Summarize participation efforts, information submitted, and how regulatory actions were affected; **AND/OR** reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.

Summary:

During FY 16-17, we participated in regulatory processes related to pesticides through contributions to the Program, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ► Trash Load Reduction Summary

For population-based Permittees, provide the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the reduction percentage on the information presented in C.10.b i-iv and C.10.e.i-ii. Provide a discussion of the calculation used to produce the reduction percentage, including whether the 70% mandatory trash load reduction deadline was attained. If not attained, attach and include reference to a Plan to comply with the deadline in a timely manner, which should include the Permittee's plan and schedule to install full capture systems/devices.

Trash Load Reductions	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to **Trash Full Capture Systems** (as reported C.10.b.i)	25.2%
Percent Trash Reduction in all TMAs due to **Control Measures Other than Trash Full Capture Systems** (as reported in C.10.b.ii)[34]	38.7%
Percent Trash Reduction due to **Jurisdictional-wide Source Control Actions** (as reported in C.10.b.iv)[1]	10.0%
SubTotal for Above Actions	**73.9%**
Trash Offsets (Optional)	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	0.0%
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	0.0%
Total (Jurisdictional-wide) % Trash Load Reduction in FY 16-17	**73.9%**

Discussion of Trash Load Reduction Calculation and Attainment of the 70% Mandatory Deadline:

The City attained and reported 53.3% trash load reduction in its FY2015-16 Annual Report. Because the City did not achieve the non-mandatory performance guideline of 60% by July 1, 2016, a Trash Action Plan (see Attachment 10-3) was prepared and submitted to the Water Board to document the description and schedule of additional trash load reduction control actions that would be implemented to attain and exceed the required 70% percent reduction by July 1, 2017. During FY 16-17, the City implemented the action plan and attained a 73.9% trash load reduction (including trash offsets), which exceeds the mandatory trash load reduction requirement of 70%. Descriptions of the actions taken to reduce trash in the City are summarized in this section of the annual report. Methods used to calculate the reduction are consistent with the methods described in the MRP.

[34] See Attachment 10-1 for changes between 2009 and FY 16-17 in trash generation by TMA as a result of Full Capture Systems and Other Measures.

C.10.a.iii ► Mandatory Trash Full Capture Systems

Provide the following:

1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY2016-17, during FY2016-17, and to-date, including inlet-based and large flow-through or end-of-pipe systems, and qualifying low impact development (LID) required by permit provision C.3.
2) Total land area (acres) treated by full capture systems for population-based Permittees and total number of systems for non-population based Permittees compared to the total required by the permit.

Type of System	# of Systems	Areas Treated (Acres)
Installed Prior to FY 16-17		
Connector Pipe Screens (Public)	20	200.3
Hydrodynamic Separators (Private)	6	27.1
Installed in FY 16-17		
Connector Pipe Screens (Public)	20	73.7
Total for all Systems Installed To-date	**46**	**301.1**
Treatment Acreage Required by Permit (Population-based Permittees)		**25**
Total # of Systems Required by Permit (Non-population-based Permittees)		**N/A**

C.10.b.i ► Trash Reduction - Full Capture Systems

Provide the following:

1) Jurisdictional-wide trash reduction in FY 16-17 attributable to trash full capture systems implemented in each TMA;
2) The total number of full capture systems installed to-date in your jurisdiction;
3) The percentage of systems in FY 16-17 that exhibited significant plugged/blinded screens or were >50% full when inspected or maintained;
4) A narrative summary of any maintenance issues and the corrective actions taken to avoid future full capture system performance issues; and
5) A certification that each full capture system is operated and maintained to meet the full capture system requirements in the permit.

TMA	Jurisdiction-wide Reduction (%)	Total # of Full Capture Systems	% of Systems Exhibiting Plugged/Blinded Screens or >50% full in FY 16-17	Summary of Maintenance Issues and Corrective Actions
1	6.3%	46	The original 20 devices were inspected and cleaned in May and December of 2016. In May, 2016, 5% (1/20) exhibited >50% plugged/blinded screens. In December, 2016, 0% (0/20) exhibited >50% plugged/blinded screens. In March, 2017, 20 new devices were installed.	The City maintains and cleans out its trash capture devices twice per year and on an as-needed basis. Maintenance and service activity is documented using the "Trash Capture Device Maintenance Report-Small Devices" inspection form provided by the Bay Area-Wide Trash Capture Demonstration Project. After the forms are complete, staff enters the information into the www.bayareatrashtracker.org website. To date there have been no maintenance or performance issues.
2	14.1%			
3	0%			
4	4.6%			
Total[35]	**25.2%**			

Certification Statement:

The City of Menlo Park certifies that a full capture system maintenance and operation program is currently being implemented to maintain all applicable systems in manner that meets the full capture system requirements included in the Permit.

[35] The % reduction from full capture includes 0.1% for 0.3 acres of full capture covering non-jurisdictional public K-12, college and university school areas.

C.10.b.ii ► Trash Reduction – Other Trash Management Actions (PART A)

Provide a summary of trash control actions other than full capture systems or jurisdictional source controls that were implemented within each TMA, including the types of actions, levels and areal extent of implementation, and whether actions are new, including initiation date.

TMA	Summary of Trash Control Actions Other than Full Capture Systems
1	**Street sweeping continued throughout the City and in TMA 1. The City continues to require that the property owner of the large business park in this TMA submit an annual report to the City demonstrating that the full capture device on its property is well maintained and operated. Starting from FY14-15, the City continues to have Recology service all street containers 5 days a week, instead of the previous M-W-F schedule.**
2	**Street sweeping continued throughout the City and in TMA 2. Starting from FY14-15, the City continues to have Recology service all street containers 5 days a week, instead of the previous M-W-F schedule.**
3	**Street sweeping continued throughout the City and in TMA 3. Starting from FY14-15, the City continues to have Recology service all street containers 5 days a week, instead of the previous M-W-F schedule. New garbage and recycle containers were installed street side at the corner of Menalto Ave and Gilbert Ave.**
4	**Street sweeping continued throughout the City and in TMA 4. Starting from FY14-15, the City continues to have Recology service all street containers 5 days a week, instead of the previous M-W-F schedule.**

C.10.b.ii ► Trash Reduction – Other Trash Management Actions (PART B)

Provide the following:

1) A summary of the on-land visual assessments in each TMA (or control measure area), including the street miles or acres available for assessment (i.e., those associated with VH, H, or M trash generation areas not treated by full capture systems), the street miles or acres assessed, the % of available street miles or acres assessed, and the average number of assessments conducted per site within the TMA; and
2) Percent jurisdictional-wide trash reduction in FY 16-17 attributable to trash management actions other than full capture systems implemented in each TMA.

TMA ID or *(as applicable)* Control Measure Area	**Total Street Miles[36] or Acres Available for Assessment**	**Summary of On-land Visual Assessments[37]**			**Jurisdictional-wide Reduction (%)**
		Street Miles or Acres Assessed	**% of Applicable Street Miles or Acres Assessed**	**Ave. # of Assessments Conducted at Each Site[38]**	
1	0.83	0.59	70.36%	5.0	15.6%
2	0.83	0.38	45.71%	5.0	0.0%
3	0.39	0.39	100.00%	4.7	4.4%
4	1.47	0.56	38.25%	4.3	18.8%
Total		**1.92**	**-**		**38.7%**

[36] Linear feet are defined as the street length and do not include street median curbs.
[37] Assessments conducted between July 2015 and July 2017 are assumed to be representative of trash levels in FY 16-17 and were therefore used to calculate the jurisdictional-wide reductions reported in this section.
[38] Each assessment site is roughly 1,000 feet in length.

C.10.b.iv ► Trash Reduction – Source Controls

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and provide the associated reduction of trash within your jurisdictional area. Also include the total % reduction credit for all source controls up to the maximum 10% allowed by MRP 2.0.

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction	Total Reduction Credit (%)
Single-use Plastic Bag Ordinance	About the ordinance: On January 22, 2013, the Menlo Park City Council adopted San Mateo County's Reusable Bag Ordinance. The ordinance applies to all retail stores in the city starting on April 22, 2013 (Earth Day). The ordinance prohibits all retailers from distributing plastic bags and retailers must charge a minimum of 10 cents for each paper bag provided at checkout (minimum price increased to 25 cents in 2015). Retailers may sell paper bags made of at least 40% recycled material and will retain all revenue earned from bag sales. Menlo Park's ordinance can be accessed by visiting: http://www.menlopark.org/DocumentCenter/View/1447 Enforcement: Retailers must keep complete and accurate records of the purchase and sale of recycled paper bags for a minimum of three years from the date or purchase or sale. Records must be available for potential inspection at the retail store's address. Enforcement is managed by the San Mateo County Health Department.	On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses and surveys of customer bag usage at many businesses in San Mateo County. Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all Countywide Program's Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities. The City of Menlo Park developed its % trash reduced estimate using the following assumptions: 1) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA;	Results of assessments conducted by the County of San Mateo on behalf of all municipalities in San Mateo County indicate that the City's ordinance is effective in reducing the number of single use plastic bags in stormwater discharges. This preliminary conclusion is based on the very small number of complaints received from customers about businesses in San Mateo County that are continuing to use single use plastic bags after ordinances were adopted. Assuming single use bags are 8% of the trash observed in stormwater discharges, the City concludes that there has been a 7% (i.e., 8% x 86% effectiveness in reducing bags) reduction in trash in stormwater discharges as a result of the City's ordinance.	7%	**10% Maximum**

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction	Total Reduction Credit (%)
Single-use Plastic Bag Ordinance (Continued)	Outreach Efforts: Outreach in 2013 and again in 2015 included letters to retailers informing them about the proposed ordinance, press releases, three (3) public workshops and presentations, flyers in the City's solid waste billing inserts, flyers posted throughout the community, tabling event at Menlo Park Block Party, and information posted on the City's Environmental Programs webpage, Facebook and Twitter pages. Free reusable bags are available to our residents upon request at City Hall, retailer toolkits are available to retailers, and "grab your bag" parking lot signs were installed in downtown Menlo Park parking lots.	2) 95% of single use plastic bags distributed in the City of Menlo Park are affected by the implementation of the ordinance, based on the County of San Mateo's Environmental Impact Report; and 3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County of San Mateo's Department of Environmental Health Services. This is a conservative estimate given that in FY 13-14 Environmental Services only received complaints about 4, of the over 1900 businesses in San Mateo County that are affected by the single- use plastic bag ordinances.			

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction	Total Reduction Credit (%)
Expanded Polystyrene Food Service Ware Ordinance	About the ordinance: On August 28, 2012, the Menlo Park City Council adopted San Mateo County's Polystyrene Food Ware Ordinance. The ordinance applies to all food vendors in the City and officially became effective on November 1, 2012. The ordinance prohibits food vendors, including restaurants, delis, cafés, markets, fast-food establishments, and vendors at fairs from dispensing prepared food in polystyrene containers labeled with a No. 6. Food vendors must provide alternative food ware products such as biodegradable/compostable plates, cups, and take out containers. Menlo Park's Polystyrene Ordinance can be accessed by visiting: http://www.menlopark.org/DocumentCenter/View/1414 Enforcement: Enforcement is managed by the San Mateo County Health Department and food vendors not in compliance are subject to fines.	Although the City has adopted and implemented an ordinance prohibiting the distribution of EPS food ware by food vendors, evaluations of the effectiveness of the ordinance have not yet been conducted. For the purpose of estimating trash reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the City's ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the City's ordinance because the implementation (including enforcement) of the City's ordinance is similar to the City of Los Altos' and Palo Alto's.	Results of assessments that are representative of the City, but were conducted by the cities of Los Altos and Palo Alto, indicate that City's ordinance is effective in reducing EPS food ware in stormwater discharges. This conclusion is based on the following assessment result - an average of 95% of businesses affected by the ordinance are no longer distributing EPS food ware post-ordinance. Based on these results, the estimated average reduction of EPS food ware in stormwater discharges is 90%. Assuming EPS food ware is 6% of the trash observed in stormwater discharges, the City concludes that there has been a 5% (i.e., 6% x 90%) reduction in trash in stormwater discharges as a result of the ordinance.	5%	

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction	Total Reduction Credit (%)
Expanded Polystyrene Food Service Ware Ordinance (Continued)	Outreach Efforts: The following outreach was conducted for all Menlo Park food vendors, delis, cafés, markets, and fast-food establishments; letters and surveys sent out to all vendors, ordinance information included in the Chamber of Commerce Newsletter, flyers displayed throughout the community, community meetings and presentations, press releases, and information was made available on the City's Environmental Programs webpage, Facebook and Twitter page.	The City Of Menlo Park developed its % trash reduced estimate using the following assumptions: 1) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 80% of EPS food ware distributed by food vendors or sold via stores in the City of Menlo Park is affected by the implementation of the ordinance; and There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos.			

C.10.c ► Trash Hot Spot Cleanups

Provide the FY 16-17 cleanup date and volume of trash removed during each MRP-required Trash Hot Spot cleanup during each fiscal year listed. Indicate whether the site was a new site in FY 16-17.

Trash Hot Spot	New Site in FY 16-17 (Y/N)	FY 16-17 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
MPK01	N	Sept 17, 2016	4.2	1.1	9.9	21.2	2.1

C.10.d ►Long-Term Trash Load Reduction Plan

Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), baseline trash generation maps, control measures, or time schedules identified in your plan. Indicate whether your baseline trash generation map was revised and if so what information was collected to support the revision. If your baseline trash generation map was revised, attach it to your Annual Report.

Description of Significant Revision	Associated TMA
In FY 15-16, consistent with all MRP Permittees, all public K-12 schools, college and university parcels were made non-jurisdictional on the City's baseline trash generation maps. Under California Government Code Sections 4450 through 4461, the construction, modification, or alternation of facilities and/or structures on these parcels are under the jurisdiction of the California Division of State Architect and not the City. The public right-of-way (e.g., streets and sidewalks) surrounding these parcels remain as jurisdictional on the City's baseline trash generation maps. The City's revised baseline trash generation map is included as Attachment 10-2.	All applicable
The City Council approved purchase of a new Vactor truck with improved vacuum performance in October 2016, and the customer truck should arrive in October 2017. In previous years, the staff had difficulty maintaining the existing full capture devices due to mechanical problems with the old truck. The new Vactor truck allows for the proper and more efficient maintenance of the full trash capture system devices.	All applicable
The City installed 20 additional full trash capture devices.	4

C.10.e. ► Trash Reduction Offsets (Optional)

Provide a summary description of each offset program implemented, the volume of trash removed, and the offset claimed in FY 16-17. Also, for additional creek and shoreline cleanups, describe the number and frequency of cleanups conducted, and the locations and cleanup dates. For direct discharge control programs approved by the Water Board Executive Officer, also describe the results of the assessments conducted in receiving waters to demonstrate the effectiveness of the control program. Include an Attachment that provides the calculations and data used to determine the trash reduction offset.

Offset Program	Summary Description of Actions and Assessment Results	Volume of Trash (CY) Removed/Controlled in FY 16-17	Offset (% Jurisdiction-wide Reduction)
Additional Creek and Shoreline Cleanups (Max 10% Offset)	NA	NA	NA
Direct Trash Discharge Controls (Max 15% Offset)	NA	NA	NA

Section 11 - Provision C.11 Mercury Controls

C.11.a ► Implement Control Measures to Achieve Mercury Load Reductions
C.11.b ► Assess Mercury Load Reductions from Stormwater

See the Countywide Program's FY 2016-17 Annual Report for:

- **Documentation of mercury control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;**
- **A description of how the BASMAA Interim Accounting Methodology[39] was used to calculate the mercury load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated mercury load reduced by each control measure); and**
- **Supporting data and information necessary to substantiate the load reduction estimates.**

C.11.c ► Plan and Implement Green Infrastructure to Reduce Mercury Loads

If the regional or countywide mercury load reductions required by this sub-provision via Green Infrastructure by the end of the permit term are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?	X	**Yes**		**No**

C.11.e ► Implement a Risk Reduction Program

A summary of Program and regional accomplishments for this sub-provision are included in the C.11 Mercury Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

[39] BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

Section 12 - Provision C.12 PCBs Controls

C.12.a ► Implement Control Measures to Achieve PCBs Load Reductions
C.12.b ► Assess PCBs Load Reductions from Stormwater

See the Program's FY 2016-17 Annual Report for:

- **Documentation of PCBs control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;**
- **A description of how the BASMAA Interim Accounting Methodology[40] was used to calculate the PCBs load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated PCBs load reduced by each control measure); and**
- **Supporting data and information necessary to substantiate the load reduction estimates.**

If the regional and countywide PCBs load reductions required by C.12.a are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?	X	**Yes**		**No**

C.12.f ►Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains

A summary of Program and regional accomplishments for this sub-provision is included in the C.12 PCBs Controls section of Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Does your agency plan to seek exemption from this requirement?		**Yes**	**X**	**No**

[40]BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

C.12.g.►Fate and Transport Study of PCBs: Urban Runoff Impact on San Francisco Bay Margins

A summary of Program and regional accomplishments for this sub-provision is included in the C.12 PCBs Controls section of Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

C.12.h ►Implement a Risk Reduction Program

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Section 13 - Provision C.13 Copper Controls

C.13.a.iii ►Manage Waste Generated from Cleaning and Treating of Copper Architectural Features

Provide summaries of permitting and enforcement activities to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction.

Summary:

The City provides BMP fact sheets on architectural copper control to developers, owners and contractors whenever the issue comes up at its front building counter during initial project scoping. When relevant during Engineering plan review, City staff also provides BMP fact sheets and educates relevant parties about architectural copper BMPs.

During construction, municipal construction stormwater inspectors are responsible for identifying copper architectural features and whether or not appropriate BMPs are implemented. Any issues noted are documented and enforcement actions recorded in the Provision C.6 inspection records. Post-construction municipal illicit discharge inspectors are responsible for responding to, investigating and identifying illegal discharge of wash water from washing copper architectural features. Any enforcement actions or reported discharges are recorded in the Provision C.5 inspection records. The SMCWPPP's "Requirements for Architectural Copper" Fact Sheet is made available to the public, construction inspectors and illicit discharge inspectors on the Program's website at www.flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf. Inspectors are made aware of the concerns with copper architectural features at Countywide Program's Training Workshops and internal meetings.

C.13.b.iii ►Manage Discharges from Pools, Spas, and Fountains that Contain Copper-Based Chemicals

Provide summaries of any enforcement activities related to copper-containing discharges from pools, spas, and fountains.

Summary:

City requires all regulated projects to discharge pools, spas, and fountain water to the sanitary sewer, which is operated by West Bay Sanitary District. Pool owners must apply for a swimming pool discharge permit, which includes listing chemicals used to treat the pool. https://westbaysanitary.org/swimming-pool-owners-2/

If notified of an illicit pool discharge to the storm system, City Code Enforcement Officer would respond, in coordination with the illicit discharge detection and elimination program.

Upon review of our Provision C.5 illicit discharge inspection data, City staff found no enforcement activities related to copper-containing discharges from pools, spas, and fountains. The County inspects Belle Haven Pool and Menlo Swim & Sport, since they are C.4 high priority sites, but neither pool was inspected this year.

C.13.c.iii ►Industrial Sources Copper Reduction Results

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

Summary:

The City and County inspectors identify potential users and sources of copper during their regular visits to commercial and industrial sites. No businesses were identified with SIC Codes associated with Industrial/commercial Facilities of Concern for copper. These codes come from BASMAA POC training materials:
http://www.flowstobay.org/documents/municipalities/cii/Forms/BASMAA%20POC%20Transmittal%20Memo%20Draft%20&%20Attachments%20A-C.pdf

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

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

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:

- Promote conservation programs
- Promote outreach for less toxic pest control and landscape management
- Promote use of drought tolerant and native vegetation
- Promote outreach messages to encourage appropriate watering/irrigation practices
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.

Summary:

- **Promote conservation programs: The City of Menlo Park has a wide variety of education programs, policies and incentives to promote outdoor water conservation. The City continues to enforce a "no waste" water ordinance (Chapter 7.38 of the Menlo Park Municipal Code) that prohibits wasteful water runoff from properties. In addition, the City provides free monthly water budget analysis reports and irrigation audits for large landscapes to reduce water usage.**
- **Promote outreach for less toxic pest control and landscape management: Refer to C.7. Public Information and Outreach and C.9. Pesticide Toxicity Control sections of this report for additional information on educational outreach and programs related to water conservation. See Section C.9.e.ii of the SMCWPPP FY 16-17 Annual Report for a description of Program activities related to point-of-purchase outreach which promotes less toxic pest control and landscape management.**
- **Promote use of drought tolerant and native vegetation: The City enforces water efficient landscaping regulations through its Water-Efficient Landscaping Ordinance (Ordinance No. 968/Chapter 12.44 of the Menlo Park Municipal Code) that applies to all new landscapes exceeding 500 sq. ft. and rehabilitated landscapes exceeding 1,000 sq. ft. The ordinance is applicable to projects such as building additions or modifications that require grading and drainage plan approval, all grading and drainage improvements, new construction projects subject to a building permit, subdivision improvements, etc. The ordinance requires new landscapes to have efficient irrigation systems, limited turf areas, and low water using vegetation. In FY 16-17, the City also continued to implement the Lawn Be Gone program where Menlo Park Municipal Water customers can receive a rebate ($2/sq. ft. converted) for replacing their lawn with water-efficient landscape. One of the main requirements of the program is that 80% of the converted landscape must consist of low-water using/drought-tolerant plants.**
- **Promote outreach messages to encourage appropriate watering/irrigation practices: See Section C.7 of the SMCWPPP FY 16-17 Annual Report for a description of outreach conducted to promote water conservation programs, such as promoting rain barrel use. Information on water conservation, less-toxic pest control and appropriate watering/irrigation practices is also posted on the Program's website (www.flowstobay.org).**
- **Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff: Enforcement of the prohibitions set under the City's Municipal Code on Water Rationing (Ordinance No. 821/Chapter 7.34.040) and Water Conservation (Ordinance No. 849/Chapter 7.38.030) are conducted by the City's Code Enforcer. The City also established a water waste hotline.**

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community

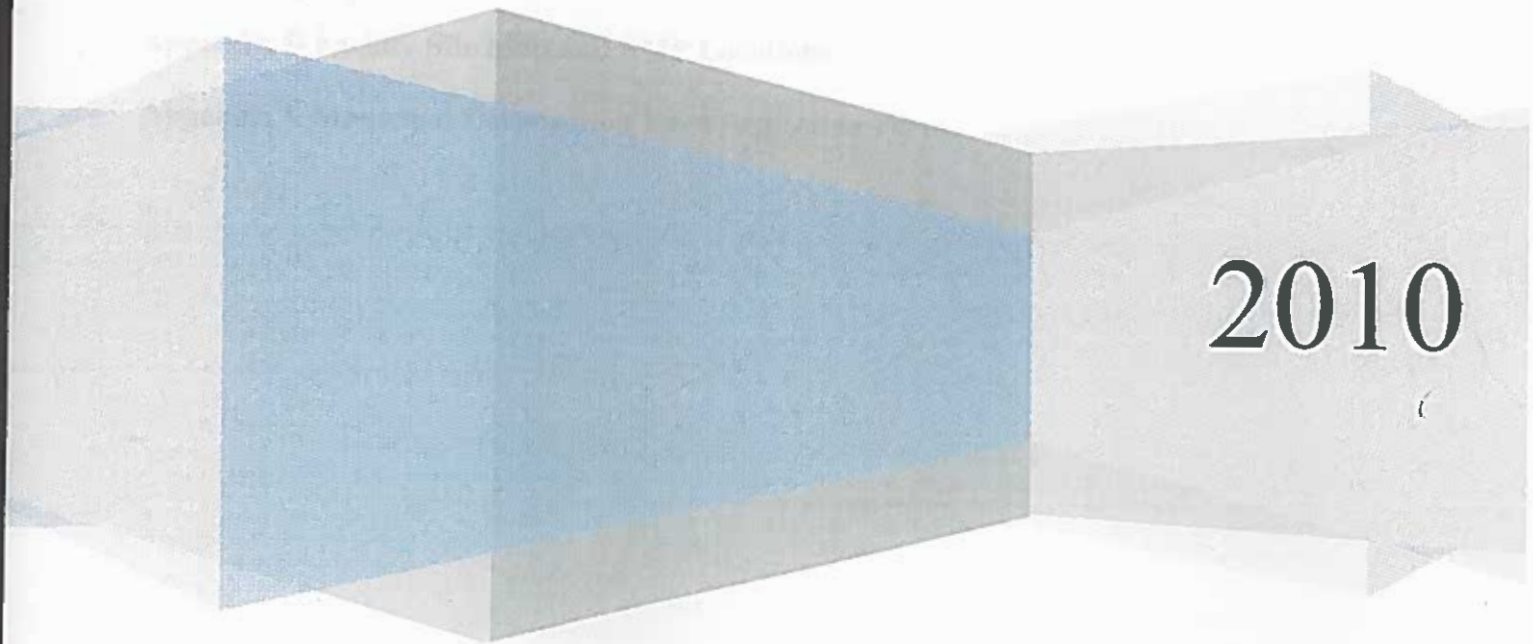
CITY OF MENLO PARK

Site Specific Stormwater Pollution Prevention Plan for Corporation Yard/Maintenance Facility

Includes Hazardous Materials Business Plan

Prepared By:

Donald Weber, Fleet Supervisor
David Mooney, Parks Supervisor
Irvin Meachum, Streets and Water Supervisor



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5.0 Corporation Yard BMPs

The following sections describe general BMPs and activity specific BMPs that are used at the corporation yard to minimize the discharge of pollutants in stormwater to the maximum extent practicable and to effectively prohibit non-stormwater discharges that are disallowed by the MRP.

5.1 General Good Housekeeping BMPs

Good housekeeping, such as maintaining a clean and orderly facility, is practiced at the corporation yard in order to minimize the risk of contributing litter and other pollutants to stormwater. In addition, pollution prevention practices are used at the corporation yard to prevent pollutants from coming in contact with stormwater runoff. Examples of good housekeeping and pollution prevention practices employed include the following BMPs:

- A clean and orderly corporation yard is maintained
- Materials that have the potential to discharge pollutants to stormwater are covered prior to predicted rains and during rainfall events if these materials cannot be stored permanently under a roofed or covered area
- Container lids are closed when not in use
- Storm drain inlet labels are maintained
- A sufficient number of covered litter receptacles are provided at the corporation yard and they are cleaned out frequently enough to prevent overflow and spillage
- Materials and wastes that may be spilled or mobilized by stormwater are stored as far away from storm drain inlets as practical
- Vehicles and equipment are maintained to minimize drips and leakage
- Drip pans or absorbent pads are used under leaking vehicles and equipment to capture fluids
- Spill clean up occurs promptly
- Spill containment kits are stored in locations that have the potential for spills
- Washwaters and other non-stormwater discharges disallowed by the MRP are prevented from being discharged to the storm drain system
- Maintenance staff who work at the corporation yard have been trained on the use of these general good housekeeping BMPs

- The corporation yard is inspected weekly to make sure BMPs are being appropriately used

- Corporation yard travel ways are swept on a regular basis (at minimum once a month)

- All corporation yard staff have taken the Hazardous Spill Drill training, and refresher trainings are given on an annual basis

5.2 Activity Specific BMPs

The following BMPs or their equivalent are implemented at the city's corporation yard in order to comply with the MRP's requirements.

Vehicle and Equipment Washing

The following vehicle and equipment washing BMPs are used at the corporation yard.

1. There is an outdoor equipment washing area that has the following characteristics: The area is paved and surrounded by berms or graded to prevent washwaters from flowing off and stormwater from adjoining areas from flowing onto the wash area. The wash area is sloped for washwater collection. Washwaters drain to a dead-end sump or to an oil-water separator and the sanitary sewer.

2. The wash area is adequately sized to minimize drag-out from washed vehicle so that there is no flow to storm drain inlets and to allow the washing of large vehicles entirely within the wash area containment system.

3. All vehicle washing systems are maintained and cleaned out on a regular schedule.

4. A trash container is provided in or nearby the wash area.

5. Staff responsible for washing vehicles and equipment have been trained on proper cleaning and wash water disposal procedures and refresher training occurs on a regular basis during staff meetings and the annual BMP staff training.

Vehicle and Equipment Maintenance/Repair

The BMPs listed in this section are used to prevent or reduce the discharge of pollutants to stormwater from vehicle and equipment maintenance and repair activities.

1. Vehicle and equipment maintenance and repair activities are conducted indoors whenever feasible.

2. Maintenance activity areas are kept clean, well organized, and equipped with clean up supplies.

3. Vehicles and equipment are maintained to minimize drips and leakage.

4. Used fluids are promptly transferred to the proper waste or recycling drums/containers. Drain and drip pans or open containers are not left lying around.

5. Dry clean up methods, such as sweeping, vacuuming, and/or a damp mop, are used. Vehicle equipment and maintenance and repair areas are never hosed down unless all of the washwater is collected and disposed to the sanitary sewer.

6. The vehicle and equipment maintenance and repair area is swept at least weekly.

7. Drip pans are used under leaky vehicles and equipment, and absorbent pads and materials are used as appropriate.

8. Used absorbent material from cleaning small spills is promptly and properly removed.

9. All fluids from wrecked vehicles are drained immediately using a drain or drip pan that is adequately sized.

10. Outdoor vehicle and equipment maintenance are not performed during rain events unless required by emergency conditions.

11. If temporary work must be conducted outdoors with liquids, a drip pan or tarp is placed under the vehicle or equipment to capture spills and drips.

12. Staff responsible for vehicle and equipment maintenance and repair has been trained on the use of these BMPs and refresher training occurs on a regular basis.

Fuel Dispensing

Vehicle and equipment fueling procedures and BMPs are used to minimize or eliminate the discharge of spilled or leaked fuel to stormwater.

1. The fueling area is paved with Portland cement concrete (or an equivalent smooth, impervious surface) with a 2 to 4% slope to prevent ponding, and it is separated from the rest of the site by a grade break that prevents run-on of stormwater to the extent practicable.

2. Signs are posted to remind employees not to top off the fuel tank.

3. The fuel dispensing area is kept clean using dry cleanup methods, such as sweeping or vacuuming to remove litter and debris and rags or absorbents to spot clean leaks and drips.

4. Spill containment kits are kept readily accessible in the fueling area.

5. A current spill response plan is maintained for fueling operations and is contained in the Hazardous Materials Business Plan.

6. The fueling area is inspected weekly during use and any deficiencies found are corrected.

7. Corporation yard staff responsible for fueling have been trained on the use of these BMPs and the Hazardous Materials Business Plan that includes the SPCC Plan approved by San Mateo County's Environmental Health Department. Refresher training occurs on an annual basis.

Municipal Vehicle, Heavy Equipment, and Employee Parking

The following BMPs for municipal and employee parking areas are used to control potential stormwater pollutants, such as litter and oil from leaking vehicles.

1. Parking lots are kept clean and orderly. Litter and debris are removed in a timely fashion.
2. Trash receptacles are provided in the parking lot to discourage littering.
3. Parking lots are swept frequently (monthly at minimum) to prevent the accumulation of litter and debris.
4. When surface cleaning is needed, BASMAA's[3] "Pollution from Surface Cleaning" BMPs are used (Appendix A).
5. Heavy equipment is inspected before and after use for leaks and repairs are made as soon as possible.
6. Drip pans or absorbent material are used under leaking vehicles and equipment to capture fluids until repairs can be made.
7. Parking lots are inspected at least weekly to assure compliance with these BMPs.
8. Staff who park municipal vehicles, heavy equipment, and private vehicles at the corporation yard have been trained on the use of these BMPs.

Waste and Recycling Storage

The following waste handling and storage BMPs are used to prevent wastes and recyclables from contributing pollutants to stormwater or causing a non-stormwater discharge disallowed by the MRP.

1. Waste collection and recycling areas are kept clean.
2. Dumpster and waste recycling areas are inspected and cleaned regularly during work days.
3. Rubbish and recyclables that have been collected from streets and storm drains are stored in an appropriate location.
4. Street sweeping wastes and materials removed during storm drain cleaning are stored on a concrete or asphalt pad in a contained area as far away from storm drain inlets as practical. Water, including decanted water from vactor trucks, drains to the sanitary sewer or is allowed to evaporate so that it does not flow to storm drain inlets.

[3] Bay Area Stormwater Management Agencies Association.
http://www.basmaa.org/Portals/0/documents/pdf/Pollution%20from%20Surface%20Cleaning.pdf

5. Hazardous wastes are stored in compliance with hazardous waste regulations including the use of appropriate containers constructed of compatible materials with the lids securely closed when not in use.

6. An ample supply of appropriate spill cleanup materials is located near waste storage areas.

7. In the event of a spill, dry cleanup methods are used.

8. Staff responsible for waste storage has been trained on the use of these BMPs, and refresher training occurs on a regular basis.

Outdoor Material Storage

The BMPs listed below are used to control pollutants from the outdoor storage of raw material at the corporation yard:

1. BMPs are used at the perimeter of the stockpile and at any storm drain inlet to prevent erosion of stockpiled material off site.

2. Fluids are stored within secondary containment to prevent accidental release.

3. Caution and control are used when transferring liquids to minimize potential spills.

4. Container lids, caps, and openings are kept closed when not in use.

5. Containers are kept out of pooled or standing water, and storage areas are kept clean.

6. Storage area pavements have sufficient slope to avoid pooling of water in areas where materials, such as compost and wood chips, may leach pollutants into stormwater.

7. Tanks are surrounded by berms that provide secondary containment.

8. Regular inspections of storage areas are conducted to detect leaks and spills.

9. Staff responsible for raw material storage and handling outdoors has been trained on the use of these BMPs including spill clean up procedures, and refresher training occurs on a regular basis.

SAN MATEO COUNTYWIDE Water Pollution Prevention Program
Clean Water. Healthy Community.

Municipal Corporation Yard Inspection Form

Municipality: _____

Location of Corporation Yard Inspected: _____

Date and Time of Inspection: _____

Name of Person and Position Conducting Inspection: _____

A. General Good Housekeeping BMPs Being Implemented (Check all that were observed/determined):

- ☐ Clean and orderly corporation yard maintained
- ☐ Materials with potential to discharge to stormwater covered prior to rains
  - ☐ Not able to determine during inspection
- ☐ Containers are not overfilled and lids are kept closed when not in use
- ☐ Storm drain inlet labels are maintained
- ☐ A sufficient number of covered litter receptacles are used and maintained
- ☐ Materials and wastes are stored as far away from storm drain inlets as practicable
- ☐ Vehicles and equipment are maintained to minimize drips and leakage
- ☐ Spill containment kits/clean up materials available at locations where there are potential for spills
- ☐ Dry clean up methods are used for any spills or leaks
- ☐ Corporation yard maintenance staff has been trained to use BMPs listed in the Corporation Yard's Site Specific Stormwater Pollution Prevention Plan
- ☐ Describe any improvements needed:_____

B. Vehicle and Equipment Washing (Check all that were observed/determined):

☐ **Vehicle and/or equipment washing occurs at the corporation yard, if not skip to next section**

- ☐ Washing activities are located under a roof or in a building equipped with a municipal sewer connection
- ☐ Vehicle washing area is adequately sized for vehicles being washed and to minimize drag-out from washed vehicles so there is no flow to storm drain inlets
- ☐ All vehicle washing systems are maintained and cleaned out on a regular schedule
- ☐ Outdoor equipment washing occurs and the following BMPs are used:
  - ☐ Wash area is paved and surrounded by berms or graded to prevent washwater from flowing off and stormwater from adjoining areas from flowing onto the wash area
  - ☐ Wash area is sloped to collect washwater
  - ☐ Wash waters drain to a dead-end sump or an oil-water separator connected to sanitary sewer
- ☐ Describe any improvements needed: _____

C. Vehicle and Equipment Maintenance and Repair (Check all that were observed/determined):

☐ **Vehicle and/or equipment maintenance occurs at corporation yard, if not skip to next section**

- ☐ Vehicle and/or equipment maintenance are conducted indoors whenever feasible
- ☐ Drain and drip pans or open containers of fluids are not left lying around
- ☐ Vehicle and/or equipment maintenance and repair area is swept at least weekly

- ☐ Drip pans are used under leaky vehicles and equipment, and absorbent pads and materials are used as appropriate
- ☐ All fluids from wrecked vehicles are drained immediately using an adequately sized drain or drip pan
  - ☐ Not able to determine during inspection
- ☐ Used absorbent material from cleaning small spills is promptly and properly removed
- ☐ Vehicle and equipment maintenance are not performed outdoors during rain events unless required by emergency conditions
  - ☐ Not able to determine during inspection
- ☐ If temporary work must be conducted outdoors, a tarp, ground cloth, or drip pan is placed under the vehicle or equipment to capture spills and drips
  - ☐ Not able to determine during inspection
- ☐ Describe any improvements needed: _____

D. Fuel Dispensing (Check all that were observed/determined)**:**

☐ **Fuel dispensing occurs at the corporation yard, if not skip to the next section**

- ☐ Fuel dispensing area is covered by a roof or canopy so that rainwater cannot contact the fueling area
- ☐ Fueling area is paved with Portland cement (or an equivalent smooth, impervious surface) with a 2 to 4% slope to prevent ponding, and it is separated by a grade break from the rest of the site
- ☐ Signs are posted to remind employees not to top off fuel tank
- ☐ Current spill response plan is available for fuel dispensing
- ☐ Fueling area is inspected daily during use and any deficiencies found are corrected
- ☐ Describe any improvements needed: _____

E. Municipal Vehicle, Heavy Equipment, and Employee Parking (Check all that were observed/determined)**:**

- ☐ Parking lots are swept at least weekly to prevent accumulation of trash and litter
- ☐ When surface cleaning is conducted, BASMAA's "Pollution from Surface Cleaning" BMPs are used
  - ☐ Not able to determine during inspection
- ☐ Paving and other equipment that has the potential to drip have drip pans or absorbent materials placed under the equipment to contain any leaks or spills
- ☐ Heavy equipment is inspected for leaks during each work day and repairs are made as soon as possible
- ☐ Drip pans or absorbent material are used under leaking vehicles and equipment until repairs are made
- ☐ Parking lots are inspected at least weekly to assure BMPs are used
- ☐ Describe any improvements needed: _____

F. Waste and Recycling Storage (Check all that were observed/determined)**:**

- ☐ Dumpster and waste recycling areas are inspected, swept, and picked up daily during work days
- ☐ Rubbish and recyclables that have been collected from streets and storm drains are stored under a roof or cover, if possible

☐ Street sweeping waste and materials removed during storm drain cleaning are stored on a concrete or asphalt pad in a contained area. Water including decanted water from collected wastes drains to sanitary sewer or is allowed to evaporate so it doesn't flow to storm drain inlets
☐ Hazardous wastes are stored in compliance with hazardous waste regulations
☐ Describe any improvements needed: _____

G. Outdoor Material Storage (Check all that were observed/determined)**:**

☐ **Material is stored outdoors at corporation yard, if not do not complete this section**

☐ To the extent feasible materials that must be stored outside are stored in a roofed area that is bermed to prevent contact with stormwater
☐ Stockpiles of raw materials that cannot be stored under a roof are kept covered when the material is not being used
☐ If stockpiles are so large that they cannot feasibly be stored under a roof or covered, erosion control BMPs are used at the perimeter of the stockpile and sediment controls BMPs at downstream storm drain inlet(s)
☐ Fluids are stored within secondary containment to prevent accidental release
☐ Caution and control are used when transferring liquids to minimize spills
  ☐ Not able to determine during inspection
☐ Containers are kept out of pooled or standing water
  ☐ Not able to determine during inspection
☐ Storage areas are inspected regularly to detect any leaks and spills
☐ Describe any improvements needed: _____

Additional Comments: _____

_____

_____

_____

_____

_____

_____

RESOLUTION NO. 6399

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK APPROVING A WORKPLAN TO DEVELOP A GREEN INFRASTRUCTURE PLAN FOR STORMWATER IN ACCORDANCE WITH PROVISION C.3.J. OF THE MUNICIPAL REGIONAL PERMIT

WHEREAS, the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP) regulates stormwater discharges from municipal storm drain systems throughout San Mateo County, including the City of Menlo Park; and

WHEREAS, Provision C.3.j of the MRP requires each permittee to develop a Green Infrastructure Plan for Stormwater that demonstrates how permittees will gradually shift from traditional "gray" storm drain infrastructure—which channels polluted runoff directly into receiving waters without treatment—to a more resilient and sustainable storm drain system comprised of "green" infrastructure, which captures, stores and treats stormwater; and

WHEREAS, the MRP also requires that Green Infrastructure Plans for Stormwater be collectively designed to achieve specific reductions in mercury and PCBs (polychlorinated biphenyls) within specific time horizons; and

WHEREAS, all permittees under the MRP are required to approve by June 30, 2017 a workplan for developing a Green Infrastructure Plan for Stormwater; and

WHEREAS, the City/County Association of Governments of San Mateo County (C/CAG) has been working with its member agencies, including City of Menlo Park staff members, to develop model green infrastructure planning documents, including a model workplan; and

WHEREAS, the attached workplan details the required tasks to develop a Green Infrastructure Plan for Stormwater compliant with MRP requirements, including those aspects that will be implemented by C/CAG and those by local agencies; and

WHEREAS, the City of Menlo Park is committed to complying with requirements of the MRP; and

WHEREAS, it is the intent of the City of Menlo Park to allocate sufficient resources to ensure timely development of a Green Infrastructure Plan for Stormwater in accordance with MRP requirements.

BE IT AND IT IS HEREBY FURTHER RESOLVED BY the City of Menlo Park approves the attached workplan for developing a Green Infrastructure Plan for Stormwater.

I, Jelena Harada, Deputy City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty third day of May, 2017, by the following votes:

AYES:	Carlton, Cline, Keith, Mueller, Ohtaki
NOES:	None
ABSENT:	None
ABSTAIN:	None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty third day of May, 2017.

_____

Jelena Harada
Deputy City Clerk

GREEN INFRASTRUCTURE PLAN FOR STORMWATER WORKPLAN

Table of Contents

I.0 Introduction

The City is required to regulate pollutants in stormwater runoff per the San Francisco Bay Regional Water Quality Control Board's San Francisco Bay Region Municipal Regional Stormwater National Pollutant Discharge Elimination System Permit (MRP). As part of the MRP Provision C.3.j requirements, the City must develop a Green Infrastructure Plan (Plan) that demonstrates a shift from traditional "gray" storm drain infrastructure, which channels polluted runoff directly into San Francisco Bay (Bay) without treatment, to a more resilient and sustainable storm drain system comprised of "green" infrastructure.

Green Infrastructure (GI) is designed to capture, store and treat stormwater using specially designed landscape systems. The focus of Provision C.3.j is for the reduction of pollutants, specifically polychlorinated biphenyls (PCBs) and mercury found in urban runoff. The implementation of PCB and mercury control measures included in the MRP aim to meet the wasteload allocations required by the Total Maximum Daily Load (TMDL) approved by the Environmental Protection Agency for the Bay. The City's Plan must therefore be designed to collectively achieve specific reductions in PCBs and mercury in stormwater runoff by 2020 and 2040, per Provisions C.11 and C.12 in the MRP. The City shall identify and prioritize opportunities in the public right-of-way where GI may be feasible to implement.

The following provides an annotated outline for the development of the Plan's Workplan. This Workplan will layout the specific tasks that need to be implemented in order for the City to complete the preparation of the various components of the Plan, and the timeline for their completion by the deadlines defined within the MRP. Per the MRP requirements, the Workplan and Plan must be approved and adopted by the City by June 30, 2017 and September 30, 2019, respectively.

II.0 Statement of Purpose

The Plan is intended to describe how the City will change, over time, infrastructure that directs runoff directly into storm drains and receiving waters to GI that slows runoff by dispersing it to vegetated areas, harvests and uses runoff, promotes infiltration and evapotranspiration, and uses bioretention and other GI practices to treat stormwater runoff. In addition, the introduction to Provision C.3.j states what the Plan must achieve the following:

"The Plan is intended to serve as an implementation guide and reporting tool during this and subsequent Permit terms to provide reasonable assurance that urban runoff TMDL wasteload allocations (e.g., for the San Francisco Bay mercury and PCBs TMDLs) will be met, and to set goals for reducing, over the long term, the adverse water quality impacts of urbanization and urban runoff on receiving waters. For this Permit term, the Plan is being required, in part, as an alternative to expanding the definition of Regulated Projects prescribed in Provision C.3.b to include all new and redevelopment projects that create or replace 5,000 square feet or more of impervious surface areas and road projects that just replace existing imperious surface area. It also provides a mechanism to establish and implement alternative or in-lieu compliance options

for Regulated Projects and to account for and justify Special Projects in accordance with Provision C.3.e.

The Plan shall also identify means and methods to prioritize particular areas and projects within each Permittee's jurisdiction, at appropriate geographic and time scales, for implementation of green infrastructure projects. Further, it shall include means and methods to track the area within each Permittee's jurisdiction that is treated by green infrastructure controls and the amount of directly connected impervious area. As appropriate, it shall incorporate plans required elsewhere within this Permit, and specifically plans required for the monitoring of and to ensure appropriate reductions in trash, PCBs, mercury, and other pollutants."

III.0 Required Green Infrastructure Plan Elements

Elements of the Plan will be developed with support from the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP), which was created in partnership with the City/County Association of Governments (C/CAG) and the City. Throughout the development of the Plan, tasks will be reviewed by the GI Technical Advisory Committee (TAC) and the City, along with the other San Mateo County Permittees.

The Plan Elements are as follows:

A. Prioritization and mapping of GI potential and planned projects
B. Develop process for tracking and mapping completed projects
C. Develop overall GI guidelines, standard specifications, and design details
D. Develop requirements for design of projects to meet hydromodification sizing requirements or other accepted sizing requirements
E. Planning document update, summary of updates, and workplan for future plans
F. Workplan for completion of prioritized projects
G. Evaluation of funding options
H. Adopt other policies, ordinances, and/or other legal mechanisms to ensure Plan implementation
I. Conduct outreach and education with public, staff, and elected officials
J. Report on GI planning efforts

The following sections provide a breakdown of the specific tasks proposed to develop the Plan and its elements.

A. Prioritization and Mapping of GI Potential and Planned Projects

This work covers three provisions for the GI Plan as defined in the MRP:

- Provision C.3.j.i.(2)(a): *A mechanism (e.g., the San Francisco Estuary Institute's GreenPlanIT tool or another tool) to prioritize and map areas for potential and planned projects, both public and private, on a drainage-area-specific basis, for implementation over the following time schedules, which are consistent with the timeframes for assessing load reductions specified in the MRP Provisions C.11. and C.12.*

  (i) By 2020;
  (ii) By 2030; and
  (iii) By 2040.

The mechanism shall include criteria for prioritization (e.g. specific logistical constraints, water quality drivers (e.g. TMDLs), opportunities to treat runoff from private parcels in retrofitted street right-of-way) and outputs (e.g. maps, project lists) that can be incorporated into the Permittee's long-term planning and capital improvement processes.

- Provision C.3.j.i. (2)(b): *Outputs from the mechanism described above, including, but not limited to, the prioritization criteria, maps, lists, and all other information, as appropriate. Individual project-specific reviews completed using these mechanisms are not required to be submitted with the Plan, but shall be made available upon request.*

- Provision C.3.j.i. (2)(c): *Targets for the amount of impervious surface, from public and private projects, within the Permittee's jurisdiction to be retrofitted over the following time schedules, which are consistent with the timeframes for assessing load reductions specified in Provisions C.11. and C.12.*

As part of the Workplan, a number of tasks associated with the development of this Plan Element have been identified. These are summarized in the table below.

TABLE A – Tasks for the Prioritization and Mapping of GI Potential and Planned Projects

	Tasks	SMCWPPP Support	Timeframe
A.1	Work with SMCWPPP to develop GIS-based modeling tool for use in mapping, prioritizing, and phasing of potential and planned projects.		
A.1.1	Provide data for drafting of San Mateo County Stormwater Resources Plan (SRP).	Prepare Draft SRP.	Work began in the second half of FY 15-16. Draft SRP review complete.
A.1.2	Support SMCWPPP development of tool during preparation of the Reasonable Assurance Analysis (RAA) to address mercury and PCBs TMDL implementation.	Further develop tool through the RAA process.	Review data input and results of tool, end of 2017.
A.1.3	Begin using web-based GIS tool[1] for on-going tracking of GI implementation and to support MRP annual reporting.	Support per member agency request.	Tool to be available in 2017 for on-going use.
A.2	Develop prioritization criteria for GI project opportunities.		
A.2.1	Review preliminary criteria established as part of the SRP.	Prepare draft preliminary criteria.	Review draft SRP, task completed first half of FY 16-17.
A.3	Develop mapping and associated database of GI project opportunities with information needed to perform a prioritization assessment of the opportunities.		
A.3.1	Review methodology for new and redevelopment land area, and possible refinements to public property and public streets potential for GI	Develop methodology and initial land area estimate	TAC review in December 2016.
	A.3.2 Review revised estimate of new and redevelopment area, and draft any refinements to property and public streets potential	Revise land use estimate	TAC review in February 2017.
A.3.1	Review refined mapping and database developed through the RAA, if needed.	Revise mapping and database, if needed.	Initial refinement complete in Feb/March 2017. Potential additional refinement finalized by June 2017.
A.4	Develop phasing plan for GI project opportunities consistent with timeframes of required Mercury and PCB load reductions, by 2020, by 2030, and by 2040; building from the work in identifying potential projects to achieve target load reductions and target amounts of impervious surface, from public and private projects, to be retrofitted over the same time schedule.		
A.4.1	Review volume/sediment capture goals to meet TMDL implementation milestones established through RAA.	Draft capture goals.	RAA finalized by end of June 2017.

[1] As currently planned, this tool would allow for viewing of mapping and data. This tool will be accessible via the internet, and will not require a local GIS platform for a Member Agency to view GIS layers.

	Tasks	SMCWPPP Support	Timeframe
A.5	Define the methodology for integration of the GI project opportunities phasing plan into Permittee's long-term planning and capital improvement plans and processes. This should include projects that are intended to be implemented following the current permit term; those that are intended to be implemented to achieve the 2030 and 2040 load reduction targets.[2]		
A.5.1	Review draft model methodology.	Prepare draft methodology.	Review 1st quarter FY 17-18.
A.5.2	Review and finalize model methodology.	Refine methodology.	Review and comment on final draft, early November 2017. Accept final model methodology, December 2017.
A.6	Develop and integrate into GI Plan for adoption.	Begin 2nd quarter FY 17/18 and complete for inclusion in Annual Report submittal of September 30, 2019	

[2] The workplan for completion of prioritized projects, those to be completed by 2020, is included in section F below, related to Provision C.3.j.i.(2)(j) of the MRP.

B. Develop Process for Tracking and Mapping Completed Projects

This work covers needs of Provision C.3.j.i.(2)(d) of the MRP:
A process for tracking and mapping completed projects, public and private, and making the information publically available.

As part of the Workplan, a number of tasks associated with the development of this Plan Element have been identified. These are summarized in the table below.

TABLE B – Tasks for the Development of a Process for Tracking and Mapping Completed Projects

	Task	SMCWPPP Support	Timeframe
B.1	Work with SMCWPPP through GI TAC to identify model methodology for mapping and finalizing database information for projects as they are completed.	Develop publicly accessible element of web-based mapping and data tool.	July through mid-October 2017.
B.2	Identify Permittee-specific department/division responsibilities for mapping and finalizing database information as projects are completed.	Support per member agency request.	December 2017 and February 2018.
B.3	Permittees implement pilot period of mapping and database management. During this period the public “portal” of the web-based mapping and data tool will also be piloted.	Support per member agency request.	Mid-February thru mid-May 2018.
B.4		Peer and SMCWPPP review of pilot period mapping and database revisions.	Late May 2018.
B.5		Refine web-based tool for use by member agencies.	June 2018.
B.6	Permittees’ refine and implement tracking procedures, defined under Item A above, and SMCWPPP refines the public “portal”.	Support per member agency request.	Start FY 18-19 and continue through permit term (December 31, 2020).

C. Develop Overall GI Guidelines, Standard Specifications, and Design Details

This work covers two provisions for the Plan as defined in the MRP:

- Provision C.3.j.i.(2)(e): *General guidelines for overall streetscape, and project design and construction so that projects have a unified, complete design that implements the range of functions associated with the projects*. …*The guidelines should call for the Permittee to coordinate, for example, street improvement projects so that related improvements are constructed simultaneously to minimize conflicts that may impact green infrastructure.*
- Provision C.3.j.i.(2)(f): *Standard specifications and, as appropriate, typical design details and related information necessary for the Permittee to incorporate green infrastructure into projects in its jurisdiction.*

As part of the Workplan, a number of tasks associated with the development of this Plan Element have been identified. These are summarized in the table below.

TABLE C – Tasks for the Development of GI guidelines, Standard Specifications, and Design Details

	Member Agency Task	SMCWPPP Support	Timeframe
C.1	Work with SMCWPPP through GI TAC to develop model San Mateo countywide guidelines, standard specifications, and design details, the *San Mateo County Model Green Infrastructure Guidelines and Standards*, to implement the range of functions associated with projects, such as: street use for stormwater management and treatment; safe pedestrian travel; use as public space; for bicycle, transit, and vehicle movement; and as locations for urban forestry. These will also include identification of needs and model procedures for coordinated and consistent plan review of private projects, scoping and design for public projects, provisions for public/private implementation and maintenance agreements, and operations and maintenance.		
C.1.1	Review model guidelines and standards reference documents memorandum.	Research reference documents, prepare memorandum.	August and September 2016 review of memorandum complete.
C.1.2	Review proposed reorganization of model guidelines and standards approach.	Prepare proposed approach.	Feedback at December 2016 TAC Meeting.
C.1.3	C1.3 Review revised scope and schedule for SMCWPPP preparation of model document	Prepare revised scope and schedule	January 2017.
C.1.4	Review draft samples of guidelines and standards sections and provide comments to SMCWPPP.	Prepare draft samples.	February 2017.
C.1.5	C.1.5 Participate in GI TAC workshop to give direction on approach for full model guidelines and standards, refinements to approach, level of detail, etc. based on review sample guidelines and standards	Facilitate GI TAC Workshop	February 2017.
C.1.6	Review full TAC draft of model guidelines and standards and provide comments to SMCWPPP.	Prepare draft model documents.	June 2017.
C.1.7	Approve final comprehensive draft of the model guidelines and standards.	Prepare final model documents.	November 2017.
C.2	Revise existing guidelines, standard specifications, design details, departmental procedures, etc. as needed given the implementation approach for specific Permittees.		
C.2.1	Use web-based platform, provided by SMCWPPP as jurisdiction resource for revising various guidelines and standards documents.[3]	Support per member agency request.	Novevember2017 thru February 2018.
C.2.2	Provide feedback to SMCWPPP regarding utility of web-based resource platform.	Revise model documents, as needed.	By end of February 2018.
C.2.3	Finalize Permittee specific development of guidelines and standards; Permittees may choose to adopt the model guidelines and standards.	Support per member agency request.	Start mid-May 2018 and finish approval/adoption by September 30, 2019.

[3] The concept is to make it a resource that would provide access to the model language documents and to also serve as a clearing house for documents that are prepared by Member Agencies. This would be similar to the "21 Elements: Housing Element Update Kit" website (21elements.com)

D. Develop Requirements for Design of Projects to Meet Hydromodification Sizing Requirements or Other Accepted Sizing Requirements

This work covers needs of Provision C.3.j.i.(2)(g) of the MRP:
…projects be designed to meet the treatment and hydromodification sizing requirements in Provisions C.3.c. and C.3.d. For street projects not subject to Provision C.3.b.ii. (i.e., non-Regulated Projects), Permittees may collectively propose a single approach with their Green Infrastructure Plans for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.

As part of the Workplan, a number of tasks associated with the development of this Plan Element have been identified. These are summarized in the table below.

TABLE D – Tasks for the Development of Requirements for the Design of Projects to Meet Hydromodification Sizing Requirements or Other Accepted Sizing Requirements

	Member Agency Task	SMCWPPP Support	Timeframe
D.1	Work through SMCWPPP and its GI TAC to coordinate with the BASMAA Development Committee's work on a single approach for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.		
D.1.1	Review BASMAA draft recommendations on single approach, not related to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. April 2017. TAC review, est. May 2017.
D.1.2	Review BASMAA draft recommendations on single approach, related to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. mid-March thru April 2018. TAC review, est. May 2018.
D.1.3	Integrate final single approach from BASMAA into GI Plan.	Support per member agency request.	Begin in est. August 2018.

E. Planning Document Update, Summary of Updates, and Workplan for Future Plans

This work covers the needs of two provisions of the MRP:

- Provision C.3.j.i.(2)(h): *A summary of the planning documents the Permittee has updated or otherwise modified to appropriately incorporate green infrastructure requirements… Permittees are expected to complete these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term.*
- Provision C.3.j.i.(2)(i): *To the extent not addressed above* [in (h)], *a workplan identifying how the Permittee will ensure that green infrastructure and low impact development measures are appropriately included in future plans (e.g., new or amended versions of the kinds of plans listed above).*

Current Progress

The City adopted the Open Space, Conservation, Noise and Safety Elements in May 21, 2013. As part of the Safety Policies and Implementing Programs Goal S1 - Assure a Safe Community, the Flood Control, Tsunami and Dam Safety Policies were developed. Policy S1.27 relates to stormwater pollution:

- S1.27 Regional Water Quality Control Board (RWQCB) Requirements. Enforce stormwater pollution prevention practices and appropriate watershed management plans in the RWQCB general National Pollutant Discharge Elimination System requirements, the San Mateo County Water Pollution Prevention Program and the City's Stormwater Management Program. Revise, as necessary, City plans so they integrate water quality and watershed protection with water supply, flood control, habitat protection, groundwater recharge, and other sustainable development principles and policies.

In 2014, the City began the ConnectMenlo General Plan and M-2 Area Zoning Update, a multi-year comprehensive process that represents a vision for a live/work/play environment in the M-2 Area while maintaining the character and values that the City has embraced. The General Plan serves as the City's comprehensive and long range guide to land use and infrastructure development in the City. On November 29, 2016, the City Council certified the ConnectMenlo Environmental Impact Report and approved the General Plan Land Use and Circulation Elements.

The Land Use Element includes a regional land use framework for context, discusses the overall City's land use composition and defines the General Plan land use designations and goals, policies and programs. The General Plan Land Use Element reflects the existing pattern of land use in the City and embodies the community's vision and also encourages healthy and sustainable living, both economically and environmentally. The goals, policies and programs establish the City as a leader in sustainable development through conservation of resources.

As part of this process, the City developed the following Land Use Element goal and program:

- GOAL LU-7: Promote the implementation and maintenance of sustainable development, facilities and services to meet the needs of Menlo Park's residents, businesses, workers, and visitors.

- Program LU-7.I Green Infrastructure Plan: Develop a Green Infrastructure Plan that focuses on implementing City-wide projects that mitigate flooding and improve storm water quality.

The Circulation Element describes the City's vision for a transportation system that aims to meet a range of users and travel modes. The development of a GI program for the public right-of-way will therefore require the evaluation of opportunities associated with transportation improvement projects. As part of the General Plan update process, the City incorporated the following Circulation Element goal and program to facilitate the implementation of GI:

- Goal CIRC 2: Increase accessibility for and use of streets by pedestrians, bicyclists, and transit riders.

- Policy CIRC 2.10: Green Infrastructure. Maximize the potential to implement green infrastructure by: a) Reducing or removing administrative, physical, and funding barriers; b) Setting implementation priorities based on stormwater management needs, as well as the effectiveness of improvements and the ability to identify funding; and c) Taking advantage of opportunities such as grant funding, routine repaving or similar maintenance projects, funding associated with Priority Development Areas, public private partnerships, and other funding sources.

While the City has already included the development of a GI Plan under its planning documents through the General Plan Update / Land Use and Circulation Elements, the need for another update or the incorporation of the GI Plan as a supplement to the General Plan will be evaluated. The tasks associated under this GI Element are summarized in the table below.

TABLE E – Tasks for the Planning Document Update, Summary of Updates, and Workplan for Future Plans

	Member Agency Task	SMCWPPP Support	Timeframe
E.1	Work through SMCWPPP through the GI TAC to develop model planning document update language.		
E.1.1	Permittees provide existing planning documents to SMCWPPP for review.	Document and review planning documents.	Task complete.
E.1.2	Review draft model plan update materials from SMCWPPP.	Prepare model plan update report.	Begin review and comment December 2016.
E.1.3	Begin utilizing final model planning update materials to revise Permittee-specific documents; see below for further details.	Finalize model plan update report. Support per member agency request.	June 2017.
E.2	Make modifications to Permittee-specific planning documents.		
E.2.1	Make needed modifications to planning documents that are currently being updated or created, for other purposes, during the preparation of development of model language, to the extent feasible.	Support per member agency request.	Work of priority/in-progress plans can begin in January 2017 using draft model language and complete for inclusion in the GI Plan.[4]
E.2.2	Draft modifications or updates to each existing planning document, needing this effort, to appropriately incorporate green infrastructure requirements.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.2.3	Take modified or updated planning documents through necessary public review and approval/adoption processes; see below related to future planning documents.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete prior to end of the permit term (December 31, 2020).
E.3	Develop a summary of planning documents that have been updated or modified to incorporate green infrastructure requirements and improvements.		
E.3.1	Draft summary of modifications made to planning documents as they move through the approval/adoption process, and integrate into Green Infrastructure Plan.	Support per member agency request.	Begin during or before FY 17-18 and complete "these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term".[5],[6]

[4] GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

[5] Provision C.3.j.i.(2)(h) of the MRP, page 46.

[6] GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

	Member Agency Task	SMCWPPP Support	Timeframe
E.4	Develop a workplan for on-going integration of language to incorporate green infrastructure requirements in future planning documents.		
E.4.1	Work with SMCWPPP through the GI TAC to develop model language for appropriate policies and/or procedures to ensure language is integrated into future documents.	Develop Model Language.	TAC review April 2017.
E.4.2	Draft Permittee-specific policies and/or procedures.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.4.3	Take Permittee-specific policies and/or procedures through necessary public review and approval/adoption processes.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan.[2]
E.4.4	Summarize Permittee-specific policies and/or procedures and their approval/adoption in Permittee's GI Plan.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan.[2]

F. Workplan for Completion of Prioritized Projects

This work covers needs of Provision C.3.j.i.(2)(j) of the MRP:

A workplan to complete prioritized projects identified as part of a Provision C.3.e Alternative Compliance program or part of Provision C.3.j Early Implementation.

This work is likely primarily an individual member agency effort. But potential for SMCWPPP technical support will be determined through further discussions with the Green Infrastructure TAC and as other GI Plan and MRP tasks are developed in greater detail; this might include development of a model workplan for implementation of prioritized projects. Specific to the Alternative Compliance provision, it is not clear at this point which, if any, member agencies will be utilizing an alternative compliance program. This will be determined as work continues on other tasks.

As part of the Workplan, a number of tasks associated with the development of this Plan Element have been identified. These are summarized in the table below.

TABLE F – Tasks for the Development of a Workplan for the Completion of Prioritized Projects

	Member Agency Task	SMCWPPP Support	Timeframe
F.1	Determine need for SMCWPPP support to member agencies for this task.		
F.1.1	Discussions at GI TAC regarding potential for support and definition of scope, if needed.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during April 2017 TAC Meeting.
F.2	Preparation of Permittee-specific workplan to complete prioritized projects.		
F.2.1	Develop and integrate into GI Plan for adoption.	To be determined.	Begin during FY 17-18 and complete for inclusion in the GI Plan.[7]

[7] GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

G. Evaluation of Funding Options

This work covers needs of Provision C.3.j.i.(2)(k) of the MRP:
An evaluation of prioritized project funding options, including, but not limited to: Alternative Compliance funds; grant monies, including transportation project grants from federal, State, and local agencies; existing Permittee resources; new tax or other levies; and other sources of funds.

SMCWPPP has a draft "Potential Funding Source Analysis and Recommendations" study that can serve as a starting point for this work area. The scope of this effort will be developed through discussions with the GI TAC. This might include consideration of establishing a nexus to support implementation of a stormwater infrastructure impact fee.

As part of the Workplan, a number of tasks associated with the development of this Plan Element have been identified. These are summarized in the table below.

TABLE G – Tasks for Evaluating Funding Options

	Member Agency Task	SMCWPPP Support	Timeframe
G.1	Determine need for SMCWPPP support to member agencies for this task.		
G.1.1	Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during February and May 2017 TAC Meetings.
G.1.2	Begin efforts on this work item.	To be determined.	Begin during FY 17-18.
G.2	Preparation of Permittee-specific evaluation of funding options for inclusion in each Permittee's Green Infrastructure Plan.		
G.2.1	Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan.[8]

[8] GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

H. Adopt Other Policies, Ordinances, and/or Other Legal Mechanisms to Ensure Green Infrastructure Plan Implementation

This work covers the needs of Provision C.3.j.i.(3) of the MRP:
(3) Adopt policies, ordinances, and/or other appropriate legal mechanisms to ensure implementation of the Green Infrastructure Plan in accordance with the requirements of this provision.

The extent of this work is undetermined at this point, as is the potential need for SMCWPPP support to member agencies. The scope of this effort will be developed through discussions with the GI TAC.

As part of the Workplan, a number of tasks associated with the development of this Plan Element have been identified. These are summarized in the table below.

TABLE H – Tasks for the Adoption of Other Policies, Ordinances, and/or Other Legal Mechanisms to Ensure Plan Implementation

	Member Agency Task	SMCWPPP Support	Timeframe
H.1	Determine need for SMCWPPP support to member agencies for this task.		
H.1.1	Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during January 2017 and May 2017 TAC Meeting.
H.1.2	Begin implementing SMCWPPP support on this work item.	To be determined.	During FY 17-18 in coordination with development of draft model planning update materials.
H.2	Preparation and adoption of Permittee-specific policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation.		
H2.1	Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan.[9]

[9] GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

I. Conduct Outreach and Education with Public, Staff and Elected Officials

This work covers the needs of Provision C.3.j.i.(4) of the MRP:

(4) Conduct outreach and education in accordance with the following:

- *(a) Conduct public outreach on the requirements of this provision, including outreach coordinated with adoption or revision of standard specifications and planning documents, and with the initiation and planning of infrastructure projects. Such outreach shall include general outreach and targeted outreach to and training for professionals involved in infrastructure planning and design.*
- *(b) Train appropriate staff, including planning, engineering, public works maintenance, finance, fire/life safety, and management staff on the requirements of this provision and methods of implementation.*
- *(c) Educate appropriate Permittee elected officials (e.g., mayors, city council members, county supervisors, district board members) on the requirements of this provision and methods of implementation.*

SMCWPPP is working with their outreach consultant to develop a Five-Year Public Education and Outreach Strategic Plan that is currently in draft form. Elements of the draft public outreach plan are currently being implemented such as distribution of public information through social media, newsletters, and related public events and other efforts throughout the county, such as sea level rise planning. Training of member agency staff will occur through GI TAC meetings and working sessions, and likely additional workshops such as the June 13th C.3 workshop. The scope of this training effort and education of elected officials will be further developed through discussions with the GI TAC.

As part of the Workplan, a number of tasks associated with the development of this Plan Element have been identified. These are summarized in the table below.

TABLE I – Tasks for Conducting Outreach and Education with Public, Staff and Elected Officials

	Member Agency Task	SMCWPPP Support	Timeframe
I.1	I.1 Conduct public outreach through the efforts being defined in the Five-Year Public Education and Outreach Strategic Plan.		
I.1.1	Review and finalize the Five-Year Public Education and Outreach Strategic Plan.	Prepare draft and final strategic plan.	FY 17/18.
I.1.2	Implement the Five-Year Public Education and Outreach Strategic Plan as a coordinated SMCWPPP and member agency effort.	On-going support of member agency efforts. Implementation of countywide efforts.	Currently and throughout the permit period.
I.2	Determine scope of SMCWPPP efforts in supporting training of member agency staff, and implement support.		
I.2.1	Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings.
I.2.2	Implement support of training of member agency staff.	On-going support of member agency efforts. Implementation of countywide efforts.	FY 17-16.
I.3	Determine scope of SMCWPPP efforts in supporting educating member agency elected officials, and implement support.		
I.3.1	Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings.
I.3.2	Implement support of education of member agency elected officials.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4th quarter of FY 16-17.

J. Report on GI Planning Efforts

This work covers the needs of Provision C.3.j.i.(5) of the MRP: *(5) Report on Green Infrastructure Planning;* and several other provisions and related GIP Workplan elements discussed earlier in this outline.

As part of the Workplan, a number of tasks associated with the development of this Plan Element have been identified. These are summarized in the table below.

TABLE J – Tasks for Reporting on GI Planning Efforts

	Member Agency Task	SMCWPPP Support	Timeframe
J.1	Each Permittee shall submit documentation in the 2017 Annual Report that its framework or workplan for development of its Green Infrastructure Plan was approved by its governing body, mayor, city manager, or county manager.	Support per member agency request.	Complete GIP Workplans by June 30, 2017 and submit as part of 2017 Annual Report by September 30, 2017.
J.2	Each Permittee shall submit its completed Green Infrastructure Plan with the 2019 Annual Report.	Support per member agency request.	Complete by June 30, 2019, and submit by September 30, 2019 as part of 2019 Annual Report.
J.3	Each Permittee shall submit documentation of its legal mechanisms to ensure implementation of its Green Infrastructure Plan with the 2019 Annual Report. [related to Provision C.3.j.i.(3), see section H above.]	Support per member agency request.	Complete by June 30, 2019, and submit as part of 2019 Annual Report by September 30, 2019.
J.4	Each Permittee shall submit a summary of its outreach and education efforts in each Annual Report.	Support per member agency request.	Complete and submit by September 30th of each permit term year: 2016 through 2020.

Site Information

Jurisdiction	City of Menlo Park
Street Name	Alma St
Bounding Streets	Ravenswood Ave / E Creek Dr
Street Typology	Low-Density Residential
Capture Area (acres)	11.17
Impervious Area (%)	50
85th Percentile Rainfall (in)	0.75
Generated Runoff (ac-ft)	0.35

Site Description:

The proposed project consists of green street improvements along Alma Street between Ravenswood Avenue and East Creek Drive, near San Francisquito Creek. The street segment is approximately 3,500 feet long and is a low-density residential street. Curb extensions are recommended as the primary treatment type. The street is relatively wide and curb extensions can be implemented while retaining adequate space for walkways, bike paths, and driving lanes. Street parking near the park can be converted from angled to parallel parking spaces so to provide additional area for stormwater capture.

The proposed improvements would capture 100% of the 85th percentile runoff volume (0.35 ac-ft) while providing flood risk mitigation, community enhancement, increased property values, and other multiple benefits.

DISCLAIMER: All elements of this conceptual design are planning-level. Locations of opportunities for placement of green infrastructure shown in the map are preliminary and subject to further site assessment and design. Percent imperviousness is based on best professional judgement. All design assumptions/parameters and cost estimates must be re-evaluated during the detailed design process.


Curb Extension at Pedestrian Crossing

Design Summary

Green Infrastructure Type	Design Width (ft)	Design Length (ft)	Capture Volume (ac-ft)
Bioretention (Curb Extension)	4	2,020	0.35

Cost Estimate

DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
Excavation/Hauling	1,500	CY	$50.00	$75,000
Bioretention	8,080	SF	$25.00	$202,000
Curbs and Gutters	2,020	LF	$17.25	$35,000
			CONSTRUCTION SUBTOTAL	$312,000
Planning (20%), Mobilization (10%), Design (30%), Contingency (25%)				$265,000
			TOTAL COST	**$577,000**

Concept for a Green Street Retrofit for Stormwater Capture

Site: Alma Street (City of Menlo Park)

San Mateo Countywide Water Pollution Prevention Program

PARADIGM ENVIRONMENTAL

Attachment 4-1
C.4.b.iii Potential Facilities List (284 sites)

Facility ID	Record ID	Street Number	Street Name	Name
FA0012328	PR0040538	1355	ADAMS	UPS - Menlo Park
FA0014487	PR0040548	1365	ADAMS	INTERTEK TESTING SVCS
FA0055896	PR0077027	1455	ADAMS	MENLO PARK PORTFOLIO
FA0052074	PR0072219	1505	ADAMS	AVELLINO LAB USA INC
FA0051745	PR0071730	1505	ADAMS	NVS TECHNOLOGIES INC
FA0061331	PR0084134	1505	ADAMS	REFUGE BIOTECHNOLOGIES INC
FA0051634	PR0071541	1555	ADAMS	INTERSECT ENT
FA0027856	PR0046651	1170	ALMA	J J HAWAIIAN BBQ
FA0027861	PR0050504	1170	ALMA	SEVEN ELEVEN STORE #14331 D
FA0037356	PR0054222	75	ARBOR	BARN WOOD SHOP
FA0024435	PR0039316	2245	AVY	THE PHILLIPS BROOKS SCHOOL
FA0022409	PR0040591		BEHIND 1101 DEL NORTE	PG&E: BELLE HAVEN SUBSTATION
FA0024230	PR0040635		Between Willow Rd & Unive	Ravenswood Pump Station
FA0050280	PR0069051	3885	BOHANNON	EVALVE INC., DBA ABBOTT VASCULAR
FA0054153	PR0075619	4200	BOHANNON	LEES DELI
FA0054515	PR0085003	4600	BOHANNON	HOME PHARMACY-LUCILE PACKARD CHILDRENS HOSPITAL
FA0011222	PR0040535	333	BURGESS	MENLO PARK PUBLIC WORKS
FA0026677	PR0044774	333	BURGESS	SMCO THHW
FA0049057	PR0067010	4000	CAMPBELL	Caltrain Construction Support Facility
FA0017561	PR0040557	4060	CAMPBELL	HORIZON
FA0014522	PR0040549	4065	CAMPBELL	MEMRY CORP
FA0052070	PR0072196	1	CASEY	WESTERN ALLIED MECHANICAL INC
FA0017621	PR0040582	1135	CHESTNUT	LUX DRY CLEANERS
FA0055652	PR0076715	1137	CHESTNUT	SHIOK
FA0047122	PR0064281	1141	CHESTNUT	GERRYS CAKE
FA0026096	PR0040657	1467	CHILCO	FIRE STATION #77
FA0024420	PR0040639	1221	CHRYSLER	CITY OF MP /CHRYSLER DR PUMP STA
FA0005309	PR0040524	1150	CHRYSLER PLANT	L-3 RANDTRON ANTENNA SYSTEMS
FA0008858	PR0041949	149	COMMONWEALTH	CAFE MENLO PARK
FA0012449	PR0040540	149	COMMONWEALTH	EXPONENT INC
FA0017625	PR0040583	130	CONSTITUTION	L-3 RANDTRON ANTENNA SYSTEMS
FA0046995	PR0064022	161	CONSTITUTION	BAYFRONT FITNESS
FA0007533	PR0040531	165	CONSTITUTION	E C I PAINTING INC
FA0055831	PR0080877	180	CONSTITUTION	JOMAR MACHINING INC
FA0054087	PR0074742	185	Constitution	Boston Scientific Structural Heart
FA0054395	PR0075057	186	CONSTITUTION	ETAGEN INC
FA0059810	PR0082218	200	CONSTITUTION	ADICET BIO
FA0033241	PR0052128	235	CONSTITUTION	CORIUM INTERNATIONAL INC

Facility ID	Record ID	Street Number	Street Name	Name
FA0037000	PR0053961	300	CONSTITUTION	AT&T Mobility - BAY FRONT (USID14589)
FA0059862	PR0082273	300	CONSTITUTION	MPK 23
FA0017605	PR0040575	305	CONSTITUTION	TE CONNECTIVITY
FA0001199	PR0041904	1120	CRANE	CARPACCIO
FA0052942	PR0074082	1143	CRANE	THE REFUGE
FA0055973	PR0077142	1010	DOYLE	CAFE DEL SOL RESTAURANT
FA0002302	PR0081062	15	EL CAMINO REAL	BEST WESTERN RIVIERA
FA0002345	PR0040513	100	EL CAMINO REAL	STANFORD PARK HOTEL
FA0022278	PR0041977	211	EL CAMINO REAL	KOMA SUSHI JAPANESE RESTAURANT
FA0000798	PR0041873	241	EL CAMINO REAL	THE OASIS
FA0017599	PR0040573	275	EL CAMINO REAL	MENLO PARK GAS & DIESEL
FA0062132	PR0084965	301	EL CAMINO REAL	PLANET AUTO INC
FA0006646	PR0041940	401	EL CAMINO REAL	YOGURT STOP
FA0053239	PR0070584	425	EL CAMINO REAL	NAMESAKE AND MORE
FA0029557	PR0050379	495	EL CAMINO REAL	HUDSON AUTO CARE
FA0046146	PR0064012	495	EL CAMINO REAL	Middle Ave Shell #137
FA0040925	PR0066733	515	EL CAMINO REAL	PEETS COFFEE & TEA
FA0040366	PR0072728	515	EL CAMINO REAL	RUBIO COASTAL GRILL
FA0000800	PR0041874	525	EL CAMINO REAL	Safeway 2719
FA0046513	PR0066007	700	EL CAMINO REAL	BEVERAGES & MORE INC
FA0053120	PR0073670	700	EL CAMINO REAL	CVS Pharmacy #10240
FA0024645	PR0040642	700	EL CAMINO REAL	LENSCRAFTERS
FA0050689	PR0070369	700	EL CAMINO REAL	MP MONGOLIAN BBQ
FA0058592	PR0081185	700	EL CAMINO REAL	Staples the Office Superstore #0137
FA0054721	PR0081410	727	EL CAMINO REAL	LUCENT HOTEL
FA0000806	PR0041875	751	EL CAMINO REAL	COOKS SEAFOOD INC
FA0008807	PR0041948	811	EL CAMINO REAL	JENNY CRAIG
FA0028631	PR0048046	863	EL CAMINO REAL	STARBUCKS COFFEE
FA0000809	PR0041877	888	EL CAMINO REAL	JEFFREY HAMBURGERS
FA0000810	PR0041878	949	EL CAMINO REAL	GUILD THEATRE
FA0000812	PR0041879	1001	EL CAMINO REAL	APPLEWOOD INN
FA0053657	PR0075720	1010	EL CAMINO REAL	BORRONE MARKET BAR
FA0008197	PR0041943	1010	EL CAMINO REAL	CAFE BORRONE
FA0061631	PR0084313	1029	EL CAMINO REAL	TOPAZ RESTAURANT
FA0061756	PR0084495	1039	EL CAMINO REAL	YUM CHA PALACE
FA0001458	PR0041907	1077	EL CAMINO REAL	TRELLIS
FA0055932	PR0077078	1081	EL CAMINO REAL	MAMA COCO
FA0002414	PR0041910	1100	EL CAMINO REAL	McDonalds
FA0000818	PR0041881	1149	EL CAMINO REAL	SULTANA RESTAURANT
FA0017573	PR0040561	1200	EL CAMINO REAL	MENLO CHEVRON
FA0002921	PR0041927	1225	EL CAMINO REAL	ROUND TABLE PIZZA INC

Facility ID	Record ID	Street Number	Street Name	Name
FA0002548	PR0041913	1246	EL CAMINO REAL	JASON CAFE
FA0058125	PR0080611	1279	EL CAMINO REAL	MENLO ATHERTON AUTO REPAIR
FA0017639	PR0040585	1281	EL CAMINO REAL	M & R AUTOMOTIVE INC
FA0021854	PR0081112	1315	EL CAMINO REAL	MENLO PARK INN
FA0002852	PR0041926	1328	EL CAMINO REAL	NAOMI SUSHI
FA0052440	PR0073079	1352	EL CAMINO REAL	FEY RESTAURANT
FA0045616	PR0066543	1380	EL CAMINO REAL	GEORGE & BOBS SERVICE
FA0057450	PR0079715	1436	EL CAMINO REAL	DUCKYS CAR WASH LLC
FA0002746	PR0041924	1438	EL CAMINO REAL	GOMBEI RESTAURANT
FA0028361	PR0047006	1600	EL CAMINO REAL	ENCINAL INVESTORS, LLC
FA0005559	PR0041937	1820	EL CAMINO REAL	TRI EZ FOODS & LIQUOR
FA0013006	PR0041961	1850	EL CAMINO REAL	CELIA MEXICAN RESTAURANT # 14
FA0024458	PR0041997	1100	ELDER	HILLVIEW SCHOOL
FA0057642	PR0079972	1	FACEBOOK	MPK 20
FA0037525	PR0066729	104	GILBERT	STUDIO CAKE
FA0022408	PR0040590		GLENNWOOD	PG&E: GLENWOOD SUBSTATION
FA0052106	PR0072273	1	HACKER	FACEBOOK
FA0013868	PR0041197	595	HAMILTON	HAMILTON HENDERSON PUMP STATION
FA0025638	PR0042014	873	HAMILTON	DASHI JAPANESE RESTAURANT
FA0025652	PR0042016	875	HAMILTON	MI TAQUERIA
FA0029118	PR0050179	877	HAMILTON	FIVE STAR PIZZA
FA0054040	PR0075458	879	HAMILTON	SAJJ
FA0051911	PR0072725	883	HAMILTON	SAJJ
FA0040807	PR0056644	885	HAMILTON	TOGOS MENLO PARK
FA0049614	PR0067906	960	HAMILTON	PACIFIC BIOSCIENCES OF CA INC
FA0052549	PR0072855	980	HAMILTON	ALTAIR TECHNOLOGIES INC
FA0022483	PR0043968	1002	HAMILTON	MENLO INDUSTRIAL PUMP STATION
FA0060770	PR0083342	1080	HAMILTON	MPK 40
FA0027201	PR0042909	3525	HAVEN	STACK PLASTICS, INC.
FA0036749	PR0053716	3535	HAVEN	CYCLE FINISH
FA0027522	PR0043989	3549	HAVEN	MENLO REDWOOD AUTO SERVICE
FA0023749	PR0040627	3549	HAVEN	WOLFS PRECISION WORKS INC
FA0050701	PR0070382	3559	HAVEN	MONSTER ROUTE
FA0058988	PR0081694	3575	HAVEN	AM PARTY RENTALS
FA0007383	PR0040529	3603	HAVEN	LANDEC CORPORATION
FA0060174	PR0082669	3603	HAVEN	PROSETTA BIOSCIENCES INC
FA0055899	PR0077035	3603	HAVEN	TELOMERE DIAGNOSTICS
FA0026074	PR0040656	3641	HAVEN	DESIGNCO
FA0024201	PR0040634	3750	HAVEN	FEDERAL EXPRESS-PAOA
FA0052107	PR0072277	115	INDEPENDENCE	STUDIO RED
FA0047755	PR0083712	127	INDEPENDENCE	TRANSCEND MEDICAL INC

Facility ID	Record ID	Street Number	Street Name	Name
FA0013287	PR0041963	415	IVY	BELLE HAVEN SCHOOL
FA0033295	PR0052173	141	JEFFERSON	INFO IMAGE
FA0060602	PR0083130	155	JEFFERSON	TUSKER MEDICAL
FA0059772	PR0082176	173	JEFFERSON	TANGIBLE SCIENCE
FA0061684	PR0084393	180	JEFFERSON	FACEBOOK, INC
FA0061815	PR0084548	191	JEFFERSON	ALLERGAN INC
FA0053047	PR0081668	199	JEFFERSON	THE FOUNDRY LLC
FA0052356	PR0072615	175/177	JEFFERSON	FORSIGHT VISION 4 INC
FA0056976	PR0078966	10	KELLY	DM FIGLEY CO., INC.
FA0029292	PR0049704	20	KELLY	C S BIO
FA0023432	PR0040463	500	LAUREL	WEST BAY SANITARY DISTRICT
FA0000195	PR0040511	501	LAUREL	Burgess Swimming Pool
FA0000032	PR0040510	701	LAUREL	MENLO PARK CITY HALL
FA0000150	PR0041861	1250	LAUREL	NATIVITY GRAMMAR SCHOOL
FA0062092	PR0084906	1060	MARSH	CCRM SAN FRANCISCO
FA0055042	PR0075935	1100	MARSH	ORRICK
FA0017572	PR0040560	1110	MARSH	MARSH ROAD CHEVRON
FA0038574	PR0055030	1110	MARSH	MENLO SMOG
FA0028098	PR0047247	1929	MENALTO	CAFE ZOE
FA0048264	PR0066064	1933	MENALTO	LA HACIENDA MARKET
FA0060245	PR0082751	630	MENLO	CHEF KWANS
FA0012431	PR0041959	720	MENLO	Trader Joe's Store #069
FA0056735	PR0078093	1165	MERRILL	BFD - BRADLEYS FINE DINER
FA0000155	PR0042943	800	MIDDLE	LITTLEHOUSE BY PENINSULA VOLUNTEERS
FA0048928	PR0066793	60	MIDDLEFIELD	THE WILLOWS MARKET
FA0053920	PR0074491	170	MIDDLEFIELD	MENLO PARK FIRE PROTECTION DIST-ADMIN BLDG
FA0025896	PR0042017	275	MIDDLEFIELD	COSMOPOLITAN CAFE
FA0011224	PR0040536	300	MIDDLEFIELD	FIRE STATION #1
FA0000141	PR0042944	320	MIDDLEFIELD	ST PATRICKS SEMINARY
FA0027140	PR0042736	345	MIDDLEFIELD	NORTHERN MANAGEMENT SERVICES
FA0004567	PR0042752	345	MIDDLEFIELD	US GEOLOGICAL SURVEY
FA0052635	PR0072987	651	OAK	PICCOLO
FA0022694	PR0042947	250	OAK GROVE	VALLOMBROSA CENTER
FA0000696	PR0041868	625	OAK GROVE	PHIL TREASURE POT RESTAURANT
FA0024461	PR0042000	1895	OAK KNOLL	OAK KNOLL SCHOOL
FA0017617	PR0040579	990	OBRIEN	SANFORD METAL PROCESSING CO
FA0055976	PR0077149	1001	OBRIEN	ELECTRO MOTION, INC.
FA0007584	PR0040532	1010	OBRIEN	NOREN PRODUCTS INC
FA0054963	PR0075781	1035	OBRIEN	ADVERUM BIOTECHNOLGIES INC
FA0022649	PR0040606	1075	OBRIEN	NOREN PRODUCTS INC
FA0025283	PR0043974	1100	OBRIEN	AMERICAN PRINTING & COPY

Facility ID	Record ID	Street Number	Street Name	Name
FA0052086	PR0072237	1130	OBRIEN	GACHINA LANDSCAPE MANAGEMENT
FA0044868	PR0073408	1135	OBRIEN	SPINAL MODULATION INC
FA0060520	PR0083027	1140	OBRIEN	C S BIO
FA0054985	PR0076599	1140	OBRIEN	Calysta, Inc.
FA0022959	PR0040613	1180	OBRIEN	WESTERN ALLIED MECHANICAL
FA0024333	PR0040637	1185	OBRIEN	DURA FOAM
FA0023929	PR0040630	1190	OBRIEN	POLYTEC PRODUCTS CORP
FA0024858	PR0042006	1200	OBRIEN	JOB TRAIN
FA0061361	PR0084080	1305	OBRIEN	PACIFIC BIOSCIENCES OF CA INC
FA0060715	PR0084687	1490	OBRIEN	FORTY SEVEN INC
FA0059811	PR0082222	1490	OBRIEN	LAGUNITA LLC
FA0060194	PR0082698	1490	OBRIEN	TENEOBIO INC
FA0062055	PR0084859	1505	OBRIEN	ACCURAGEN INC
FA0059773	PR0082179	1505	OBRIEN	BUILDING 14
FA0052912	PR0073261	1505	OBRIEN	CIRCUIT THERAPEUTICS INC
FA0025266	PR0042948	1525	OBRIEN	COOL CAFE @MBP
FA0061212	PR0083908	1530	OBRIEN	PHILIPS VOLCANO ATHEROMED
FA0023200	PR0080685	1595	OBRIEN	UNIVERSITY AVE LIFT STATION
FA0000071	PR0041860	475	POPE	EAST PALO ALTO ACADEMY
FA0004887	PR0040519	333	RAVENSWOOD	SRI COGENERATION
FA0017562	PR0040558	333	RAVENSWOOD	SRI INTERNATIONAL
FA0029200	PR0049501		RAVENSWOOD SUBSTATION	Verizon Wireless Dumbarton BC-7
FA0022411	PR0040594		RAVENSWOOD/LAUREL IN SRI	PG&E: SRI SUBSTATION
FA0052209	PR0072424	2200	SAND HILL	LIGHTSPEED VENTURE PARTNERS
FA0007445	PR0041942	2400	SAND HILL	QUADRUS CAFE
FA0062114	PR0084950	2595	SAND HILL	ZOOX INC
FA0024433	PR0039365	2650	SAND HILL	TRINITY SCHOOL
FA0002611	PR0041914	2725	SAND HILL	MORGAN STANLEY CAFETERIA
FA0040262	PR0065400	2800	SAND HILL	KOHLBERG, KRAVIS & ROBERTS
FA0037655	PR0054520	2800	SAND HILL	SAND HILL OAK PARTNERS
FA0045097	PR0057729	2855	SAND HILL	NEW ENTERPRISE ASSOCIATES INC
FA0028760	PR0048263	2882	SAND HILL	BISTRO AT THE COMMON
FA0012450	PR0040541	2900	SAND HILL	SHARON HEIGHTS GOLF & COUNTRY
FA0048008	PR0066592	3000	SAND HILL	RESTAURANT 3000
FA0059852	PR0082258	2725	SANDHILL	MORGAN STANLEY CAFE
FA0005139	PR0040520	2950	SANDHILL	AT&T California - P3071
FA0061395	PR0084108	555	SANTA CRUZ	BRITISH BANKERS CLUB
FA0023848	PR0048310	600	SANTA CRUZ	STACKS RESTAURANT
FA0062085	PR0084903	605	SANTA CRUZ	KYOSHO JAPANESE CUISINE
FA0059766	PR0082166	620	SANTA CRUZ	MENLO CAFE
FA0024620	PR0042003	635	SANTA CRUZ	LEFT BANK RESTAURANT

Facility ID	Record ID	Street Number	Street Name	Name
FA0000879	PR0041890	641	SANTA CRUZ	VIDA BISTRO
FA0050442	PR0070724	642	SANTA CRUZ	SUSIECAKES BAKESHOP
FA0027081	PR0042957	643	SANTA CRUZ	WALGREENS #07087
FA0027196	PR0042898	643	SANTA CRUZ	Walgreens #7087
FA0050607	PR0070193	683	SANTA CRUZ	UNAMAS
FA0022531	PR0041983	693	SANTA CRUZ	STARBUCKS COFFEE #646
FA0024319	PR0041994	712	SANTA CRUZ	YAKINIKU HOUSE JUBAN
FA0009729	PR0041953	720	SANTA CRUZ	LE BOULANGER
FA0022331	PR0041979	746	SANTA CRUZ	BAGEL STREET CAFE
FA0000883	PR0041891	772	SANTA CRUZ	ANNS COFFEE SHOP
FA0047977	PR0067514	809	SANTA CRUZ	SUBWAY
FA0061340	PR0084034	816	SANTA CRUZ	MADEMOISELLE COLETTE
FA0001969	PR0041908	820	SANTA CRUZ	ANGELO MIO RESTAURANT
FA0059770	PR0082169	824	SANTA CRUZ	MENLO ART CLEANERS
FA0004190	PR0041930	827	SANTA CRUZ	GALATA BISTRO
FA0045254	PR0066721	842	SANTA CRUZ	MIYO YOGURT
FA0000887	PR0041892	863	SANTA CRUZ	BASKIN ROBBINS #192
FA0052612	PR0073076	869	SANTA CRUZ	POSH BAGEL
FA0047014	PR0065010	871	SANTA CRUZ	PHARMACA INTEGRATIVE PHARMACY
FA0017618	PR0040580	875	SANTA CRUZ	HOOT N TOOT CLEANERS
FA0050258	PR0071823	898	SANTA CRUZ	LB STEAK
FA0002370	PR0041909	899	SANTA CRUZ	PEETS COFFEE TEA & SPICES CO
FA0024440	PR0040465	100	SEMINARY	VINTAGE OAKS PUMP STATION I
FA0024762	PR0040643	190	SEMINARY	VINTAGE OAKS PUMP STATION II
FA0024462	PR0042001	2200	SHARON	LA ENTRADA SCHOOL
FA0057257	PR0079459	325	SHARON HEIGHTS	ERIC'S GOURMET
FA0017579	PR0040565	125	SHARON PARK	SHARON HEIGHTS SHELL
FA0045569	PR0064728	325	SHARON PARK	CVS/PHARMACY #9330
FA0000891	PR0041895	325	SHARON PARK	EL CERRITO
FA0000894	PR0041897	325	SHARON PARK	SAFEWAY STORE #1709
FA0058700	PR0081308	325	SHARON PARK	SHARON HEIGHTS CLEANERS
FA0001371	PR0041905	325	SHARON PARK	SHARON HEIGHTS WINES/LIQUORS
FA0028865	PR0066832	325	SHARON PARK	STARBUCKS COFFEE CO
FA0045300	PR0065778	325	SHARON PARK	WILDBERRY YOGURT
FA0060774	PR0083350	325	SHARON PARK	WOODSIDE BAKERY AND CAFE
FA0050503	PR0080423	920	SHARON PARK	SHARON HEIGHTS PUMP STATION
FA0026482	PR0045855	100	TERMINAL	BELLE HAVEN POOL
FA0000067	PR0041859	110	TERMINAL	MENLO PARK SENIOR CENTER
FA0008759	PR0041947	1010	UNIVERSITY	Draeger's Market (Menlo Park, CA)
FA0058680	PR0081285	5000	UNIVERSITY	SFPUC Ravenswood Control Building
FA0051247	PR0071036	408	WILLOW	MARDINI RESTAURANT

Facility ID	Record ID	Street Number	Street Name	Name
FA0022975	PR0040615	426	WILLOW	SKYLINE POOL & SPA
FA0056630	PR0077959	500	WILLOW	WILLOW COVE GAS
FA0000905	PR0041901	555	WILLOW	MENLO BBQ
FA0015157	PR0040552	570	WILLOW	MENLO PARK SURGICAL HOSPITAL
FA0000073	PR0041626	620	WILLOW	WILLOW SCHOOL
FA0048036	PR0065735	710	WILLOW	A & S 76
FA0003123	PR0041929	732	WILLOW	DONUT DELITE
FA0017604	PR0040574	795	WILLOW	VETERANS ADMINISTRATION MED CT
FA0049722	PR0068076	812	WILLOW	EL RANCHO MARKET
FA0004485	PR0041933	820	WILLOW	TONYS PIZZA
FA0002834	PR0041925	840	WILLOW	JONATHANS WILLOW FISH & CHIPS
FA0062021	PR0084816	850	WILLOW	SUBWAY
FA0062022	PR0084818	888	WILLOW	TRUE FRUITS LLC
FA0014582	PR0040550	944	WILLOW	Oil Changer #611
FA0002627	PR0041922	1189	WILLOW	BACK A YARD GRILL
FA0000552	PR0041865	1209	WILLOW	QUALITY MARKET
FA0009160	PR0041951	1211	WILLOW	GUALDULAHARA TAQUERIA
FA0013867	PR0041195	1298	WILLOW	WILLOW RD PUMPING STATION
FA0023769	PR0041991	1305	WILLOW	SOLESKA MARKET
FA0048917	PR0066770	1320	WILLOW	WINE BANK
FA0061818	PR0084556	1360	WILLOW	FACEBOOK MPK58 MICRO-KITCHENS
FA0050833	PR0070570	1376	WILLOW	MENLO PARK FIRE DIST TASK FORCE 3
FA0025160	PR0042789	1399	WILLOW	BELLE HAVEN CHEVRON
FA0024940	PR0042007	1401	WILLOW	Jack in the Box #3477
FA0052240	PR0073727	1601	WILLOW	FACEBOOK
FA0050313	PR0071859	1601	WILLOW	FACEBOOK
FA0040761	PR0056579	2005	WILLOW	AT&T Mobility - Dumbarton Bridge (USID13251)
FA0012447	PR0040539		WILLOW	PG&E: RAVENSWOOD SUBSTATION

Attachment 5-1
C.5.d.iii Spill and Discharge Complaint Tracking List

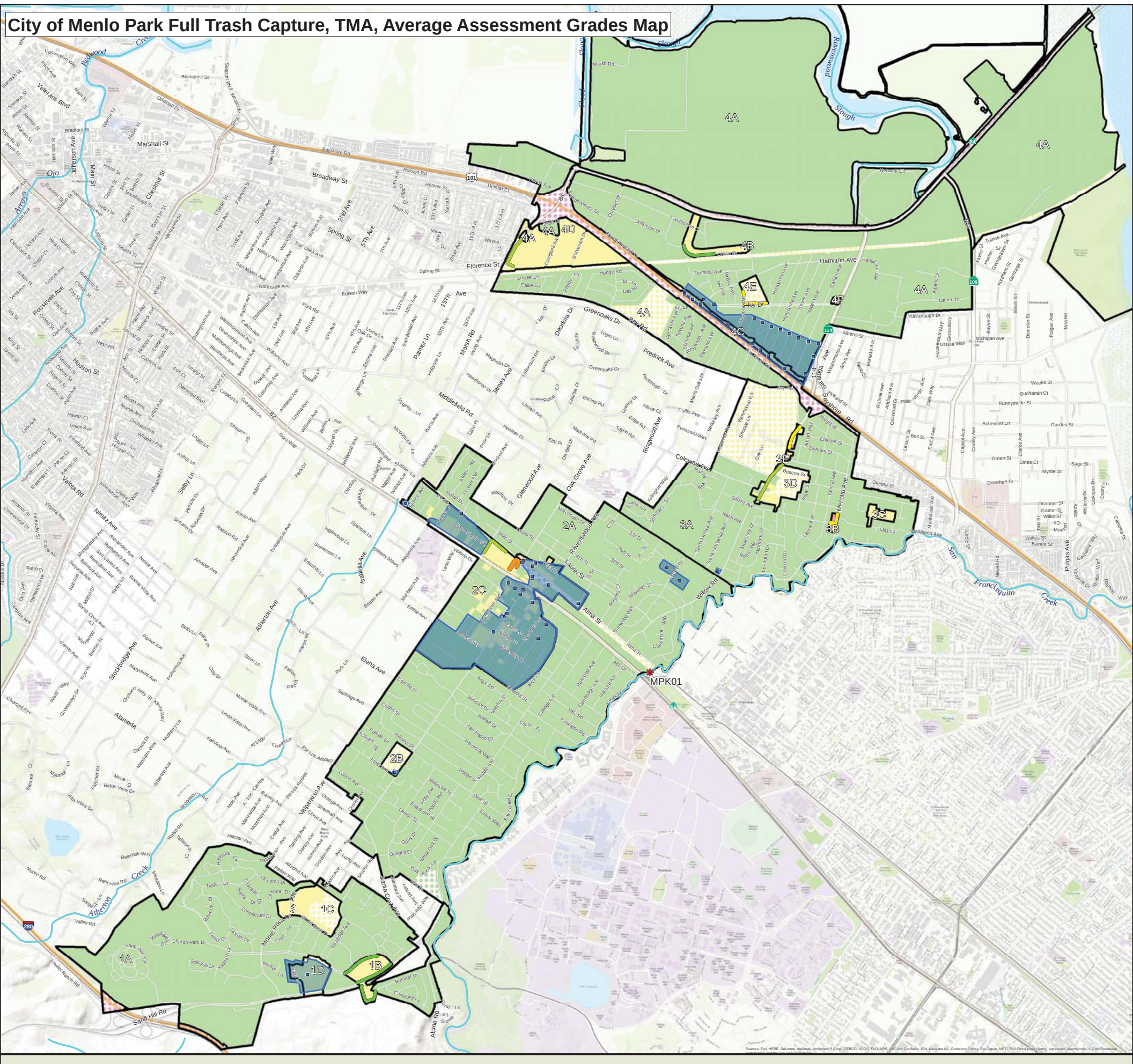
Address Location	Complaints RECORD ID	City Name (Site Address) CITY NAME	Facility FACILITY ID	FACILITY NAME	SITE LOCATION	Original complaint text	RECEIVED DATE	UDF DATE ABATED	ACTIVITY DATE	LAST NAME	Daily Comments	Storm Drain Reached ?	Days to Abate
MENLO PARK	CO0035249	MENLO PARK	FA0012328	UPS - Menlo Park				11/7/16	11/2/2016	MEJIA	UPS truck engine failure. Oil to asphalt. No waterways affected.	No	4
MENLO PARK	CO0035548	MENLO PARK			705 STANFORD, MP	We received a call from the resident over at 750 Stanford Ave regarding an unknown substance coming up from the ground between the asphalt and the concrete gutter in front of the house. We investigated this and indeed there is a brown substance oozing out that has a chemical smell. It seems to be isolated in one spot. The area is residential and we don't know of any contamination issues there. Are you the right person to contact? We need to figure out how to investigate this. For the moment, we will be applying sorbent material and tracking this. We would appreciate any help / guidance.	2/27/2017	2/27/17	2/27/2017	LEDESMA	Unknown substance "oozing" out of the street from the contact between the concrete gutter and the asphalt street. According to Menlo Park City Engineer, Azalea Mitch, a roads worker responded to the compliant on Friday, applied an absorbent, and when he returned a couple of hours later, it had re-emerged from the gutter/street contact and was seeping into the gutter again. According to Mrs. Mitch, the material was not viscous and possibly resembled "wetting" more than "oozing" and had a varnish- type smell. No smell observed today and no obvious wetting; however, orange/brown staining was observed in the gutter within the driveway area. There is a PVC downspout between 705 Stanford and the adjacent property to the west (349 Stanford- not clear on the jump in numbers). However, based on the city road worker's observation of the material seeping up from between the street/gutter contact, it does not seem likely that the material is discharging from the downspout. Advised Ms. Mitch of options to investigate subsurface and recommended some records research first. The neighborhood is residential and does not appear to be historically industrial. Similarly, it does not appear old enough to have a home heating oil tank. Closing complaint.	No	1

Attachment 10-1. Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 16-17.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems and Other Control Measures					Jurisdiction-wide Reduction via Other Control Measures (%)	Jurisdiction-wide Reduction via Full Capture AND Other Control Measures (%)
	L	M	H	VH	Total	L	M	H	VH	Total		L	M	H	VH	Total		
1	685	61	0	0	**746**	701	44	0	0	**746**	**6.3%**	742	4	0	0	**746**	**15.6%**	**21.9%**
2	1,399	67	0	0	**1,466**	1,435	31	0	0	**1,466**	**14.1%**	1,445	14	7	0	**1,466**	**0%**	**14.1%**
3	468	18	2	0	**488**	468	18	2	0	**488**	**0%**	479	7	2	0	**488**	**4.4%**	**4.4%**
4	2,247	101	1	0	**2,349**	2,259	89	1	0	**2,349**	**4.6%**	2,300	43	6	0	**2,349**	**18.8%**	**23.4%**
Totals	**4,799**	**247**	**3**	**0**	**5,049**	**4,864**	**182**	**3**	**0**	**5,049**	**25.2%***	**4,966**	**67**	**15**	**0**	**5,049**	**38.7%**	**63.9%**[1]

[1] The % reduction from full capture includes 0.1% for 0.3 acres of full capture covering non-jurisdictional public K-12, college and university school areas.

City of Menlo Park Full Trash Capture, TMA, Average Assessment Grades Map



Legend

Trash Generation Category
- Low
- Moderate
- High
- Very High

- Creek/Shoreline Hotspot
- Full-Capture Location
- Full Trash Capture
- Trash Management Area
- Non-Jurisdictional (Dot color = Generation Category)

- Streets
- Freeway
- Creeks
- Parcel Boundary

Trash Assessment Result
- Low
- Low/Moderate
- Moderate
- Moderate/High
- High
- High/Very High
- Very High

N

0 0.25 0.5 1 Miles

Data Sources:
Roads: San Mateo County
City Boundaries: San Mateo County
Creeks: San Mateo County
Parcels: San Mateo County
Background: ESRI World Topographic Map

Map Created By:
EOA, Inc.

Date:
August 3rd, 2017

FY 15-16 Annual Report
Permittee Name: City of Menlo Park

Attachment 10-3: Trash Reduction Action Plan

City of Menlo Park Trash Load Reduction Action Plan
2016

As required by the Municipal Regional Permit (MRP), permittees are required to reduce trash discharges from 2009 levels based on the following schedule:

- 60% reduction by July 1, 2016 (guideline, not mandatory)
- 70% reduction by July 1, 2017 (mandatory)
- 80% by July 1, 2019 (mandatory)

In July 2014, the City implemented a Short-Term Trash Load Reduction Plan and adopted a Long-Term Trash Load Reduction Plan (Long-Term Plan). These plans identify the litter reduction control measures required to achieve the targets for trash load reduction required by the MRP. By July 1, 2022, the City will be required to fully implement the measures included in the Long-Term Plan.

While a number of control measures have been implemented by City staff to reduce litter, the trash load reductions for fiscal year (FY) 2015-2016 fell short of the 60% guideline. As noted in Table 1, the trash load reduction was calculated at 53.3%.

Table 1 – City of Menlo Park Trash Load Reductions for FY 2015-2016

Trash Load Reductions	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to **Trash Full Capture Systems** (as reported C.10.b.i)	20.5%
Percent Trash Reduction in all TMAs due to **Control Measures Other than Trash Full Capture Systems** (as reported in C.10.b.ii)	22.8%
Percent Trash Reduction due to **Jurisdictional-wide Source Control Actions** (as reported in C.10.b.iv)	10.0%
Total (Jurisdictional-wide) % Trash Load Reduction in FY 15-16	**53.3%**

As the City was not able to meet the 2016 trash reduction guideline, it is being required to submit a Trash Load Reduction Action Plan that includes the strategy and schedule for the implementation of additional trash load reduction control actions to attain the 70% mandatory reduction target by July 1, 2017.

The City's Action Plan focuses on the implementation of full trash capture systems and the purchase of new equipment to improve the maintenance of these systems.

- Vactor Truck Purchase (FY 2016-17): Included in the City's budget for FY 2016-17 is $400,000 for the purchase of a new vactor truck with improved vacuum performance. Staff have had difficulty maintaining the existing full capture devices due to mechanical problems with the existing equipment. The new vactor truck will allow for the proper and more efficient maintenance of the full trash capture system devices.

- Installation of Additional Full Trash Capture Devices (FY 2016-17): The City's FY 2016-17 budget includes $60,000 for the installation of additional full trash capture devices. City staff will be evaluating locations within the storm drain system for the installation of these devices, which are expected to be installed in the beginning of 2017.

- Long-Term Plan: While full implementation of the Long-Term Plan is not required until July 2022, City staff will continue to monitor and assess the strategies for trash load reduction. As part of this process, additional measures will be evaluated and considered for implementation as part of the 2017-18 fiscal year.