



October 1, 2018

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

**Subject: City of Menlo Park  
FY 2017/18 Annual Report**

Dear Mr. Wolfe:

We are submitting this letter and Annual Report with attachments 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 we conducted during FY 2017/18 and related accomplishments.

Please contact Pam Lowe at [phlowe@menlopark.org](mailto:phlowe@menlopark.org) or (650) 330-6745 if you have any questions or concerns.

Sincerely,

  
Justin Murphy  
Public Works Director

**CITY OF MENLO PARK  
FY 2017/18 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

**October 1, 2018**

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Attachment 4-1: C.4.b.iii Potential Facilities Inspection List	
Section 10 – Trash Load Reduction	
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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 2017 through June 2018				
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:	<a href="mailto:jicmurphy@menlopark.org">jicmurphy@menlopark.org</a>				
Name of the Designated Stormwater Management Program Contact (if different from above):	Pam Lowe	Title:	Senior Civil Engineer		
Department:	Public Works				
Mailing Address:	701 Laurel Street				
City:	Menlo Park	Zip Code:	94025	County:	San Mateo County
Telephone Number:	(650) 330-6745	Fax Number:	(650) 327-5497		
E-mail Address:	<a href="mailto:phlowe@menlopark.org">phlowe@menlopark.org</a>				

Section 2 - Provision C.2 Reporting Municipal Operations

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary:

City staff attended San Mateo County wide water pollution prevention program SMCWPPP Subcommittee meetings which included Corp. Yard BMP'S, trash capture device inspection, cleaning and maintenance, street sweeping, graffiti removal, and storm drain cleaning. Followed agency specific documentation for full trash capture device cleaning in electronic database.

**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.

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

Comments:

**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.

<b>Y</b>	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
<b>Y</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments:

**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:

<b>C.2.e. ► Rural Public Works Construction and Maintenance</b>	
Does your municipality own/maintain rural <sup>1</sup> roads:	
<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>	
Place a <b>Y</b> in the boxes next to activities where applicable BMPs were implemented. If not applicable, type <b>NA</b> in the box and provide an explanation in the comments section below. Place an <b>N</b> 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.	
<b>N/A</b>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
<b>N/A</b>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
<b>N/A</b>	No impact to creek functions including migratory fish passage during construction of roads and culverts
<b>N/A</b>	Inspection of rural roads for structural integrity and prevention of impact on water quality
<b>N/A</b>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
<b>N/A</b>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
<b>N/A</b>	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:	

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

**C.2.f. ► Corporation Yard BMP Implementation**

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

<input type="checkbox"/>	We do not have a corporation yard
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input checked="" type="checkbox"/>	We have a <b>Stormwater Pollution Prevention Plan (SWPPP)</b> 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:

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

Comments:

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 <sup>2</sup>	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	Sept 11, 2017	No issues were found.	No follow up actions were required.

<sup>2</sup> Minimum inspection frequency is once a year during September.



	dispensing, outdoor materials storage, outdoor waste/recycling storage, municipal vehicle/heavy equipment parking, and employee parking.			
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Section 3 - Provision C.3 Reporting New Development and Redevelopment

**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.  
 Refer to the updated table as stipulated per the section description.

**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.?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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Comments (optional):

**C.3.e.v ► Special Projects Reporting**

1. In FY 2017-18, has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii.(2) for any of the three categories of Special Projects (Categories A, B or C)?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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2. In FY 2017-18, 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.	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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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 C.3.h.v.(2) for list of newly installed Stormwater Treatment System / 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 (FY16-17)	67
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 17-18)	74
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 17-18)	14
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 17-18)	20.8% <sup>3</sup>

**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.
<p>Summary:</p> <p><b>All site visits were conducted by a person trained in stormwater treatment inspection guidelines and techniques. With the exception of a few compliancy issues which have since been rectified, all systems were in good condition and functional. These results are nearly identical to inspection results from previous fiscal year FY2016-2017 with only minor deviations in the status and number of penalties.</b></p>
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).
<p>Summary:</p> <p><b>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. For C.3 regulated projects, the Owner is mandated to conduct annual self-inspections and</b></p>

<sup>3</sup> Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year, per MRP Provision C.3.h.ii.(6)(b).

report all results to the City prior to the wet season.

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

Does your agency have an Enforcement Response Plan for all O&M inspections of stormwater treatment measures?  Yes  No

If No, explain:

**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 the City's Engineering Division is comprised of professionals dedicated to BMP implementation and ensuring that all proper protocols are followed during the review process and into construction. Consequently, the City is using the following Program and BASMAA products for C.3.i implementation:

- BASMAA's site design fact sheets
- Ensuring that small projects (2,500 sf – 10,000 sf) abide by the site design measures per BASMAA (direct runoff to landscape, vegetation, etc.)
- C.3.i guidance provided by the countywide program (Worksheet C of the C.3/C.6 Checklist)

**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:  
 On May 23, 2017, the City Council passed Resolution 6399 adopting the Green Infrastructure Workplan. Since that timeframe, the City has been an active participant in the SMCWPPP and C/CAG subcommittee to streamline key milestones outlined in the MRP's C.3.J, C.11, and C.12. Additionally, the City has tasked a consultant to develop the GI Plan encompassing these goals with input (and outreach) from various Departments, the public, and City Council alike.

This past year, staff participated in the City's annual block party and Facebook festivals where green infrastructure information was shared with the public. Please refer to the SMCWPPP FY 17-18 Annual Report for a summary of outreach efforts implemented at the countywide level.

**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 steps:

1. Step 1: Initial Screening  
Projects are evaluated for GI potential based on scope and timeline before proceeding. For example, tenant improvements, minor grading, signal replacement, etc. may not be applicable for green infrastructure. Furthermore, the City must account for the project timeline and whether the development stage is too early or too late for GI implementation.
2. Step 2: Assessment of GI Potential  
After the initial screening, projects are evaluated based on the potential to incorporate GI measures. Specifically, projects are assessed as follows:
  - Project is a C.3-regulated project and will include LID treatment
  - Project already includes GI and is funded
  - Project may have GI potential
  - Project does not have GI potential
3. Step 3: Barriers and Conflicts  
Subject to the findings of Step 2, projects are evaluated for GI feasibility with respect to the following:
  - Conflicts with subsurface utilities
  - Land rights (easements, ROW acquisitions, etc.)
  - Grading, drainage, and other site constraints such as space and transportation constraints
4. Step 4: Project Budget and Schedule  
Subsequent to satisfactory review outlined in Step 3, projects are evaluated in conjunction with available funding.
5. Step 5: Assessment – Does the Project Have GI Potential?

Determine if the project is applicable for GI based on factors outlined in Steps 1 through 4. This is the final determination in the City's criteria.
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.
City has staff review and implement LID devices on all regulated projects. Additionally, staff works with Developers to incorporate GI design in the project scope (including future CIP and Land Development projects for sidewalks, planters, etc.).
Please refer to the SMCWPPP FY 17-18 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 17-18 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 <sup>4</sup> , Street Address	Name of Developer	Project Phase No. <sup>5</sup>	Project Type & Description <sup>6</sup>	Project Watershed <sup>7</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>8</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>9</sup>	Total Pre- Project Impervious Surface Area <sup>10</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>11</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
MPK22 – Expansion Campus	1 Facebook Way (Chilco & Constitution)	Facebook	N/A	Construction of a new garage, expansion campus and parkspace. This project is being developed on a 77.84 total parcel area that also encompasses the previously constructed MPK20 and MPK21	San Francisco Bay	77.84	22.61	22,177	855,077	2,048,323	1,722,746
MPK#12, 14	1 Hacker Way	Facebook	N/A	Bus canopy with added BTAs from existing regulated site.	San Francisquito Creek	59.00	0.29	1,633	8,095	8,777	10,410
MPK# 17	1 Hacker Way	Facebook	N/A	Bus canopy improvements	San Francisquito Creek	59.00	0.28	4,056	7,490	7,814	11,870
500 ECR	500 El Camino Real (200, 300, 400, and 500 ECR, Middle Ave & Cambridge Ave)	Stanford University	N/A	3 residential buildings and one retail/office building with a shared underground garage, on commercial with an underground garage and an at-grade parking structure with an office	San Francisquito Creek	8.43	8.43	0	309,352	312,143	309,352

<sup>4</sup>Include cross streets

<sup>5</sup>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".

<sup>6</sup>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.

<sup>7</sup>State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

<sup>8</sup>All impervious surfaces added to any area of the site that was previously existing pervious surface.

<sup>9</sup>All impervious surfaces added to any area of the site that was previously existing impervious surface.

<sup>10</sup>For redevelopment projects, state the pre-project impervious surface area.

<sup>11</sup>For redevelopment projects, state the post-project impervious surface area.

**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 <sup>4</sup> , Street Address	Name of Developer	Project Phase No. <sup>5</sup>	Project Type & Description <sup>6</sup>	Project Watershed <sup>7</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>8</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>9</sup>	Total Pre- Project Impervious Surface Area <sup>10</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>11</sup> (ft <sup>2</sup> )
1540 ECR	1540 ECR, between Encinal Ave and Glenwood Ave	Hunter Properties	N/A	Demolish existing building and construct two new buildings (on commercial and one residential) with an underground parking garage	Atherton creek	1.73	1.73	2,197	63,562	72,227	66,504
506 + 566 Santa Cruz	506 + 566 Santa Cruz Ave	Merill Street Investors, LLC	N/A	506: four story mixed use building with a tow level underground garage 566: three story mixed use building with parking	Atherton channel	0.61	0.61	0	24,350	26,508	24,350
1430 O'Brien	1430 O'Brien Drive	Ron Krietemeyer Tarlton Properties	N/A	Remodel existing one story building	San Francisco Bay	2.51	0.40	5,932	8,462	98,774	99,973
<b>Public Projects</b>											
Comments: There were no current approved projects of this nature in Public ROW.											



**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.	Application Deemed Complete Date <sup>12</sup>	Application Final Approval Date <sup>13</sup>	Source Control Measures <sup>14</sup>	Site Design Measures <sup>15</sup>	Treatment Systems Approved <sup>16</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>17</sup>	Hydraulic Sizing Criteria <sup>18</sup>	Alternative Compliance Measures <sup>19/20</sup>	Alternative Certification <sup>21</sup>	HM Controls <sup>22/23</sup>
<b>Private Projects</b>										
MPK 22	February 7, 2017	November 14, 2017	On-site inlets marked “No Dumping! Flows to Bay”; plumb interior floor and parking garage drains to sanitary sewer; Retain existing vegetation, minimize pesticide use, efficient irrigation system; discharge of fire sprinkler water to landscape or sanitary sewer; drain air conditioning condensate to landscape; architectural copper rinse water drains to landscape, discharge to sanitary sewer	Direct roof runoff and roof runoff from sidewalks, walkways, patios, driveways, uncovered parking lots onto vegetated lands; limit disturbance of natural water bodies and drainage systems; minimize impervious surfaces	Bioretention area	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
MPK#12, 14	July 26, 2017	November 27, 2017	<b>Storm drain:</b> Mark on-site inlets with “No Dumping! Flows to Bay”; <b>Loading docks:</b> cover and/or grade to minimize run-on to and	Direct runoff from sidewalks, walkways, patios, driveways, and/or uncovered parking lots onto	Bioretention areas; Flow through planter	O&M Agreement with property owner is required prior to building permit final	C.3.d.i. 2(c)	N/A	N/A	N/A

<sup>12</sup>For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.  
<sup>13</sup>For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.  
<sup>14</sup>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.  
<sup>15</sup>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.  
<sup>16</sup>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.).  
<sup>17</sup>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.  
<sup>18</sup>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).  
<sup>19</sup>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.  
<sup>20</sup>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.  
<sup>21</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.  
<sup>22</sup>If HM control is not required, state why not.  
<sup>23</sup>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), bioretention 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.	Application Deemed Complete Date <sup>12</sup>	Application Final Approval Date <sup>13</sup>	Source Control Measures <sup>14</sup>	Site Design Measures <sup>15</sup>	Treatment Systems Approved <sup>16</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>17</sup>	Hydraulic Sizing Criteria <sup>18</sup>	Alternative Compliance Measures <sup>19/20</sup>	Alternative Certification <sup>21</sup>	HM Controls <sup>22/23</sup>
			runoff from the loading area; position downspouts to direct stormwater away from the loading area; drain water from loading dock areas to the sanitary sewer; install door skirts between the trailers and the building	vegetated areas; construct sidewalks, walkways, patios, bike lanes, driveways, uncovered parking lots with permeable surfaces; minimize land disturbance and impervious surface; maximize permeability; use micro-detention; protect sensitive areas; self-treating area		occupancy				
MPK# 17	July 26, 2017	March 29, 2018	<b>Storm drain:</b> Mark on-site inlets with "No Dumping! Flows to Bay"; <b>Loading docks:</b> cover and/or grade to minimize run-on to and runoff from the loading area; position downspouts to direct stormwater away from the loading area; drain water from loading dock areas to the sanitary sewer; install door skirts between the trailers and the building	Direct runoff from sidewalks, walkways, patios, driveways, and/or uncovered parking lots onto vegetated areas; construct sidewalks, walkways, patios, bike lanes, driveways, uncovered parking lots with permeable surfaces; minimize land disturbance and impervious surface; maximize permeability by clustering development and preserving open space; use micro-detention, including	Bioretention areas; flow through planters	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

**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.	Application Deemed Complete Date <sup>12</sup>	Application Final Approval Date <sup>13</sup>	Source Control Measures <sup>14</sup>	Site Design Measures <sup>15</sup>	Treatment Systems Approved <sup>16</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>17</sup>	Hydraulic Sizing Criteria <sup>18</sup>	Alternative Compliance Measures <sup>19/20</sup>	Alternative Certification <sup>21</sup>	HM Controls <sup>22/23</sup>
				disturbed landscape-based detention						
500 ECR	November 12, 2012	October 10, 2017	On-site inlets marked "No Dumping Drains to Bay"; floor drains to sanitary sewer; minimize use of pesticides for vegetation; efficient irrigation system; pool/spa/fountains drain to sanitary sewer; sinks are provided for cleaning food service equipment; dumpsters & recycling containers are in a roofed and enclosed area that drains to sanitary sewer; process activities are performed either indoors or in roofed outdoor area; covered area for outdoor equipment storage; commercial car wash facilities drain to sanitary sewer; vehicle/equipment repair and maintenance areas located indoors or outdoor areas designed to prevent stormwater run-on/runoff; fuel dispensing areas have impermeable surface; loading docks drain to sanitary sewer; fire sprinklers discharge to landscape or sanitary sewer	Direct roof runoff, sidewalks, walkways, and/or patio, driveways and/or uncovered parking lots onto vegetated areas; bike lanes, driveways, and/or uncovered parking lots with pervious surfaces; conserve natural areas; minimize impervious surfaces	Self-retaining area; bioretention areas	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
1540 ECR	June 12, 2017	February	Floor drains, parking garage,	Direct roof onto	Flow	O&M Agreement	C.3.d.i	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.	Application Deemed Complete Date <sup>12</sup>	Application Final Approval Date <sup>13</sup>	Source Control Measures <sup>14</sup>	Site Design Measures <sup>15</sup>	Treatment Systems Approved <sup>16</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>17</sup>	Hydraulic Sizing Criteria <sup>18</sup>	Alternative Compliance Measures <sup>19/20</sup>	Alternative Certification <sup>21</sup>	HM Controls <sup>22/23</sup>
		26, 2018	landscaping, refuse areas, fire sprinklers, misc drain or wash water	vegetated areas, direct runoff from sidewalks, walkways, and/or patios onto vegetated areas, direct runoff from driveways and/or patios onto vegetated areas, minimize impervious surfaces, plant/preserve interceptor trees,	through planter	with property owner is required prior to building permit final occupancy	2(c)			
506 + 566 Santa Cruz	September 18, 2017	May 14, 2018	On-site storm drain inlets marked "No dumping! Flows to Bay), Refuse: disposed of in designated collection areas, adequate number of receptacles which will be covered, inspected, and repaired, signs posted Landscape: preserve native trees, use minimal pesticides, design to minimize irrigation and runoff and promote surface infiltration Paved sidewalks/ parking lots: swept regularly, debris from pressure washing collected	Bio retention area (566), flow through planter (506)	Bioretention areas/ flow through planters	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
1430 O'Brien	February 8, 2017	October 26, 2017	Storm drain: mark on site inlets with "No dumping! Flows to the Bay" Floor drains: plumb interior floor	Direct roof runoff onto vegetated areas, direct runoff from sidewalks etc. to	Flow through planter	O&M Agreement with property owner is required prior to building	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.	Application Deemed Complete Date <sup>12</sup>	Application Final Approval Date <sup>13</sup>	Source Control Measures <sup>14</sup>	Site Design Measures <sup>15</sup>	Treatment Systems Approved <sup>16</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>17</sup>	Hydraulic Sizing Criteria <sup>18</sup>	Alternative Compliance Measures <sup>19/20</sup>	Alternative Certification <sup>21</sup>	HM Controls <sup>22/23</sup>
			drains to sanitary sewer Parking garage: plumb interior parking garage floor drains to sanitary sewer Landscaping: retain existing vegetation, select diverse species, minimize use of pesticides, use efficient irrigation system Pool/spa/fountain: provide connection to sanitary sewer Food service equipment: provide sink for equipment cleaning Refuse area: provide roofed area for dumpsters, connect drains in or beneath dumpsters Outdoor process activities: perform process activities either indoors or in a roofed outdoor area Outdoor equipment: cover area to avoid pollutant contact, locate area only on paved and contained areas Vehicle/equipment cleaning: roofed, pave, and berm wash area to prevent storm water run-on and runoff	vegetated areas, limit disturbance of natural water bodies and drainage systems, conserve natural areas. Fire sprinklers: design for discharge of fire sprinkler test water to landscape or sanitary sewer Misc. drain or wash water: drain condensate of air conditioning units to landscaping, roof drains from equipment drain to landscaped area, drain boiler drain lines, rooftop equipment		permit final occupancy				

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

Project Name Project No.	Approval Date <sup>24</sup>	Date Construction Scheduled to Begin	Source Control Measures <sup>25</sup>	Site Design Measures <sup>26</sup>	Treatment Systems Approved <sup>27</sup>	Operation & Maintenance Responsibility Mechanism <sup>28</sup>	Hydraulic Sizing Criteria <sup>29</sup>	Alternative Compliance Measures <sup>30/31</sup>	Alternative Certification <sup>32</sup>	HM Controls <sup>33/34</sup>
<b>Public Projects</b>										
Comments: There were no current approved projects of this nature in Public ROW.										

<sup>24</sup>For public projects, enter the plans and specifications approval date.  
<sup>25</sup>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.  
<sup>26</sup>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.  
<sup>27</sup>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.).  
<sup>28</sup>List the legal mechanism(s) (e.g., maintenance plan for 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.  
<sup>29</sup>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).  
<sup>30</sup>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.  
<sup>31</sup>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.  
<sup>32</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.  
<sup>33</sup>If HM control is not required, state why not.  
<sup>34</sup>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), bioretention unit(s), regional detention basin, or in-stream control).

**C.3.h.v.(2). ► Table of Newly Installed<sup>35</sup> Stormwater Treatment Systems and Hydromodification Management (HM) Controls (Optional)**

Fill in table below or attach your own table including the same information.  
**All recently installed LID measures per this Fiscal Year are reported below. The City did not document any stormwater mitigations requiring HM Controls.**

Name of Facility	Address of Facility	Party Responsible <sup>36</sup> For Maintenance	Type of Treatment/HM Control(s)
MPK21 Campus Expansion	1 Facebook Way, Menlo Park, CA	Facebook	15 Bio-retention
Menlo Gateway Ph. 1	100 – 150 Independence Dr, Menlo Park, CA 190 Independence Dr, Menlo Park, CA	Bohannon MG, LLC Independence Menlo Hotel Owner, LLC	<u>100-150 Ind.</u> 4 Bio-retention, 4 Media Vaults, 3 Self-retaining  <u>190 Ind.</u> 4 Bio-retention, 4 Media Vaults, 3 Self-retaining
1315 O'Brien	1315 O'Brien Dr, Menlo Park, CA	Tarlton Properties	1 Bio-retention , 1 Flow-thru Planter 9 Self-retaining area
3639 Haven Ave	3639 Haven Ave, Menlo Park, CA	St. Anton Partners	2 Flow-thru planter
777 Hamilton	777 Hamilton, Menlo Park, CA	Bayfront Investments, LLC	19 Bio-retention

<sup>35</sup> "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.  
<sup>36</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

C.3.e.v.Special Projects Reporting Table												
Reporting Period – July 1 2017 - June 30, 2018												
Project Name & No.	Permittee	Address	Application Submittal Date <sup>37</sup>	Status <sup>38</sup>	Description <sup>39</sup>	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category <sup>40</sup>	LID Treatment Reduction Credit Available <sup>41</sup>	List of LID Stormwater Treatment Systems <sup>42</sup>	List of Non-LID Stormwater Treatment Systems <sup>43</sup>
None												

<sup>37</sup> Date that a planning application for the Special Project was submitted.

<sup>38</sup> Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

<sup>39</sup> Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

<sup>40</sup> For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

<sup>41</sup> For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

<sup>42</sup> List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area.

<sup>43</sup> List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency, or received certification issued by a government agency, and reference the applicable criteria or certification.



**Special Projects Narrative**

Our agency did not grant final discretionary approval to any Special Projects in FY 2017-18.

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

Project Name and Location <sup>44</sup>	Project Description	Status <sup>45</sup>	GI Included? <sup>46</sup>	Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement <sup>47</sup>
Chilco Street Frontage and Landscaping	Installation of new sidewalk, trees, and potential bio-retention along the West side of Chilco Street (opposing Facebook Campus Exp)	Beginning planning and design phase	TBD	Bio-retention / Detention structure and swale will be considered upon forthcoming review phase.
Oak Grove Street Improvements	Installation of sidewalk and landscaping (including BTA) along Oak Grove between Laurel and Marcussen Street	Beginning planning and design phase	Yes	Bio-retention / flow through planters are being incorporated in the design.

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

Project Name and Location <sup>48</sup>	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.

<sup>44</sup> List each public project that is going through your agency’s process for identifying projects with green infrastructure potential.

<sup>45</sup> Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.

<sup>46</sup> 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.

<sup>47</sup> 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.

<sup>48</sup> 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:

San Mateo County Environmental Health (CEH) notified us in an April 3, 2017 letter of its intent to terminate stormwater inspection agreements with 17 Cities on December 31, 2017 due to staffing and cost concerns. CEH conducted business inspection services for us through December 31, 2017. Refer to the C.4. Industrial and Commercial Site Controls section of the SMCWPPP FY 17-18 Annual Report for a description of countywide activities.

On January 1, 2018, the City became responsible for conducting all stormwater business facility inspections. In February 2018, the City hired EOA, Inc. to conduct inspections and EOA staff have attended multiple inspector trainings. To reflect the City's current stormwater inspection program we are in the process of updating our Business Inspection Plan (BIP), Enforcement Response Plan (ERP), facility lists, and inspection frequencies and priorities. The City participates in the SMCWPPP CII Subcommittee.

**C.4.b.iii ► Potential Facilities List (i.e., List of All Facilities Requiring Stormwater Inspections)**

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 Attachment 4-1.

**C.4.d.iii.(2)(a) & (c) ► Facility Inspections (Conducted by CEH)**

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

<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.
	<b>Number</b>
Total number of inspections conducted (C.4.d.iii.(2)(a))	<b>61</b>
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))	<b>4</b>
Comments:	

**C.4.d.iii.(2)(b) ▶ Frequency and Type of Enforcement Conducted (Conducted by CEH)**

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

	Enforcement Action (as listed in ERP) <sup>49</sup>	Number of Enforcement Actions Taken
Level 1	Verbal Warning	0
Level 1	Warning Notice	4
Level 2	Notice of Violation	0
Level 3	Administrative Order	0
Level 4	Administrative Penalty/ Legal Action	0
<b>Total</b>		<b>4</b>

**C.4.d.iii.(2)(d) ▶ Frequency of Potential and Actual Non-stormwater Discharges by Business Category (for CEH Inspections)**

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

Business Category <sup>50</sup>	Number of Actual Discharges	Number of Potential Discharges
Automotive Services	0	0
Commercial Services	0	0
General Retail	0	1
Industrial	0	1
Offices	0	0
Other Food Service Establishments	0	0
Restaurant	0	2
Miscellaneous	0	0

<sup>49</sup>Agencies to list specific enforcement actions as defined in their ERPs.

<sup>50</sup>List your Program's standard business categories.

**C.4.d.iii.(2)(a) & (c) ► Facility Inspections (Conducted by the City)**

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

<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.

	Number
Total number of inspections conducted (C.4.d.iii.(2)(a))	89
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))	18

Comments:  
 Jeffrey’s Hamburgers violations (leaky tallow bin and open dumpsters) corrected within 14 working days. Delay due to staff miscommunication, resulting in a second verbal warning. Business requested a time extension and resolved the issues within the new deadline.  
 UPS Menlo Park violations (litter issues in the loading dock) corrected within 14 days. Delay due to staff oversight, resulting in a second verbal warning and distribution of educational outreach. Business resolved issues within 10 days of the second verbal warning.

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

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

	Enforcement Action (as listed in ERP) <sup>51</sup>	Number of Enforcement Actions Taken
Level 1	Verbal Warning	20
Level 1	Warning Notice	0
Level 2	Notice of Violation	0
Level 3	Administrative Order	0
Level 4	Administrative Penalty/ Legal Action	0
<b>Total</b>		<b>20</b>

<sup>51</sup>Agencies to list specific enforcement actions as defined in their ERPs.

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

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

Business Category <sup>52</sup>	Number of Actual Discharges	Number of Potential Discharges
Automotive Services	0	1
Commercial Services	0	3
General Retail	0	3
Industrial	0	3
Offices	0	1
Other Food Service Establishments	1	4
Restaurant	0	3
Miscellaneous	0	1

**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:

Wolf's Precision Works, Inc. 3549 Haven Ave., Menlo Park  
 SRI Cogeneration 333 Ravenswood Ave., Menlo Park

**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
Cal/EPA Basic Inspector Training Online Fundamental Inspector Course	January & February 2018	Overview of CalEPA Boards, Departments and local agencies, environmental law, environmental science, the role of the environmental inspector and basic field health and safety.	3	100%	3	60%
Inspector	January	Inspectors conducted joint inspections in the field	3	100%	3	60%

<sup>52</sup>List your Program's standard business categories.

Calibration	2018	and discussed results documented in Inspection Forms				
SMCWPPP CII Inspector Workshop	February 2018	Inspectors conducted joint inspections in the field and discussed results documented in Inspection Forms	3	100%	3	60%
SCVURPPP IND/IDDE Inspector Workshop	May 29, 2018	Santa Clara County District Attorney's Office Environmental Protection Unit trainer covered inspection and investigation basics and municipal staff presented inspection case studies related to a recycling facility, illicit connection, illicit discharge from commercial motor vehicle, and illicit discharge from auto repair facility.	1	33%	1	33%
Comments: EOA inspectors attended the training listed above. City staff will plan to attend in the future.						

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 implemented a collection system screening program even though it is no longer required by MRP and participated in the Municipal Maintenance Subcommittee. Engineering staff participated in the Countywide Program's CII Subcommittee and plans to update the Enforcement Response Plan (ERP) by the end of the calendar year. Refer to the C.5 Illicit Discharge Detection and Elimination section of SMCWPPP FY 17-18 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 17-18:

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

Comments:



Section 6 – Provision C.6 Construction Site Controls

<b>C.6.e.iii.(3)(a), (b), (c), (d) ▶ Site/Inspection Totals</b>			
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)
12	18	12	210
Comments: All data was gathered from Public Works Inspection logs catalogued during the rainy season (October 2017 – April 2018). The information above is documented based on this format with respect to the criteria outlined in the table header.			

<b>C.6.e.iii.(3)(e) ▶ Construction Related Storm Water Enforcement Actions</b>		
	Enforcement Action (as listed in ERP) <sup>53</sup>	Number Enforcement Actions Issued
Level 1 <sup>54</sup>	Verbal Warning / Warning Notice	1
Level 2	Notice of Violation	3
Level 3	Administrative Order	0
Level 4	Legal Action	0
<b>Total</b>		<b>4</b>

<b>C.6.e.iii.(3)(f), ▶ Illicit Discharges</b>	
	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)	0

<sup>53</sup>Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>54</sup>For example, Enforcement Level 1 may be Verbal Warning.

**C.6.e.iii.(3)(g) ► Corrective Actions**

Indicate your reporting methodology below.

<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.
	<b>Number</b>
<b>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)</b>	<b>4</b>
<b>Comments:</b>	

**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:  
**Construction BMPs accounted for a majority of the issues documented. The most repeated violation was the absence of wattles, fiber rolls over existing and proposed drains. The second most common offense was lack of street sweeping and erosion control on sloped areas. Note that all problem areas have since been resolved.**

**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 has continued participating in the SMCWPPP New Development Subcommittee and have been successful on several fronts in improving communication between office and field personnel by way of meetings and scheduled follow ups.**

**WEAKNESSES:**  
**Certain violations were not addressed in a timely manner and Public Works is formulating a plan to rectify this issue. Specifically both office and field staff must work cooperatively to advocate for a streamlined schedule from the contractor.**

**NEEDED IMPROVEMENTS:**

- 1. Continue working on maintaining consistent project communication between City staff, Contractor, and Inspector.**
- 2. Ensure relevant City Staff are attending regular training, and ensure that all parties are informed of latest regulations.**

Refer to the C.6 Construction Site Control section of the SMCWPPP FY 17-18 Annual Report for a description of activities at the countywide or regional level.

**C.6.f.iii ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance
None			

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 outreach campaigns:

- The City’s Sustainability Division continued to use Facebook and Twitter pages to promote water pollution prevention best practices
- Staff and City representatives distributed stormwater educational materials at Menlo Park’s Annual Block Party, the 2017 Coastal Clean Up, Facebook Festival, and Earth Day events.
- Staff advertised the annual San Francisquito Creek Coastal Clean Up event through the City’s website events calendar and announcing the event on the City’s Facebook and Twitter sites
- Staff sent 4,157 billing inserts to water customers each quarter including information about stormwater pollution prevention.

See Section 7 and Section 9 of the SMCWPPP FY 17-18 Annual Report for a description of outreach campaign activities conducted at the countywide level.

**C.7.c. Stormwater Pollution Prevention Education**

No change.

**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 Section 7 of the SMCWPPP FY 17-18 Annual Report for a description of public outreach and citizen involvement events activities conducted at the countywide level.

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Coastal Cleanup Day, San Francisquito Creek (between Menlo Park and Palo Alto) September 16, 2017	The City partnered with Grassroots Ecology to recruit volunteers from the community. Provided educational materials about stormwater pollution prevention.	168 volunteers cleaned up two miles of San Francisquito Creek from San Mateo Drive to Middlefield Road. They collected 6,728 pounds of trash and 50 pounds of recycling.
Facebook Festival event May 12, 2018	The City set up a table providing information on local sustainability programs,	Sustainability Division staff members spoke with and distributed materials to hundreds of

	including stormwater pollution prevention. This event drew thousands of regional community members to the Facebook campus.	attendees during the event. Staff distributed program and service information, informational brochures, pens, and pencils.
San Francisquito Watershed Project – various activities through FY 17-18 (contract with Grassroots Ecology) Various dates	On behalf of the City, Grassroots Ecology completed the following activities throughout the reporting year: <ul style="list-style-type: none"> <li>• Coordinated volunteer workdays to restore and clean San Francisquito Creek.</li> <li>• Provided community service opportunities for Menlo Park youth.</li> <li>• Encouraged residents to become stewards of the creek through regular volunteer workdays.</li> <li>• Conducted citizen science-based water quality monitoring.</li> <li>• 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.</li> <li>• Coordinated the final “Hike and Hack” event to cut back ivy growing in trees along Woodland Avenue.</li> </ul>	Grassroots Ecology hosted 12 volunteer workdays in the City of Menlo Park with 353 local volunteers this year; 233 youth and 120 adult volunteers.

**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 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 17-18, 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 volunteer workdays 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 17-18 winter season.
- Shared stormwater pollution education program with the environmental science class at Hillview Middle School.

See Section 7 of the SMCWPPP FY 17-18 Annual Report for a description of watershed stewardship collaborative efforts conducted at the countywide level.

**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 Section 7 of the SMCWPPP FY 17-18 Annual Report for a description of school-age children outreach efforts conducted at the countywide level.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Hillview Middle School: Grassroots Ecology Watershed and Pollution Prevention in-class presentations November 2017 March 2017 May 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. Each educational event was followed by a field trip to the Creek drive site to remove invasive species.	26 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.
Hillview Middle School: Grassroots Ecology Watershed and Pollution Prevention hands on restoration work on San Francisquito Creek November 16, 2017 March 7, 2018	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	26 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.

May 23, 2017	and distributing mulch.		
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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?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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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<sup>55</sup>**

Pesticide Category and Specific Pesticide Active Ingredient Used	Amount <sup>56</sup>					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
<b>Organophosphates</b>	0	0	0			
Active Ingredient Chlorpyrifos						
Active Ingredient Diazinon						
Active Ingredient Malathion						
<b>Pyrethroids (see footnote #57 for list of active ingredients)</b>	0	0	0			
Active Ingredient Type X						
Active Ingredient Type Y						
<b>Carbamates</b>	0	0	0			
Active Ingredient Carbaryl						
Active Ingredient Aldicarb						
<b>Fipronil</b>	0	0	0			
<b>Indoxacarb</b>	Reporting not required	0	0			

<sup>55</sup>Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>56</sup>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	0			
Diamides	Reporting not required in FY 15-16	0	0			
Active Ingredient Chlorantraniliprole						
Active Ingredient Cyantraniliprole						

IPM Tactics and Strategies Used:

Between January 2017 – April 2017:

- 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

In April 2017, the City's parks began a herbicide-free program where weeds at City parks are now hand-pulled and areas are mulched to inhibit weed germination in line with IPM practices.

**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.	6
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	6
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: <b>Countywide IPM Training, PAPA Seminar, CAPCA Seminar, In-house tailgate training.</b>	

<b>C.9.c ▶ Require Contractors to Implement IPM</b>				
Did your municipality contract with any pesticide service provider in the reporting year, for either landscaping or structural pest control?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, did your municipality evaluate the contractor's list of pesticides and amounts of active ingredients used?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No,
If your municipality contracted with any pesticide service provider, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored <b>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. City staff correspond via email and meetings as needed. Landscape contractors submit letters of intent prior to any pesticide application at non-park locations for verification that it meets City of Menlo Park IPM Policy guidelines.</b>				

<b>C.9.d ▶ Interface with County Agricultural Commissioners</b>				
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,	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, summarize the communication. If no, explain. <b>Met with field biologist from the County Agricultural Commissioner's office to conduct annual onsite field inspection of pesticide storage areas for locations that are outside the herbicide-free park policy requirements, training records, and previous years use reports.</b>				
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.	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	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.				

<b>C.9.e.ii (1) ▶ Public Outreach: Point of Purchase</b>
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); <b>OR</b> reference a report of a regional effort for public outreach in which your agency participates.
Summary: <b>See Section 9 of the SMCWPPP FY 17-18 Annual Report for a description of point of purchase public outreach efforts conducted at the countywide level and regionally.</b>

**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 Section 9 of the SMCWPPP FY 17-18 Annual Report for a summary of 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 Section 9 of the SMCWPPP FY 17-18 Annual Report for a summary of 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 17-18, we participated in regulatory processes related to pesticides through contributions to the Countywide 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

<b>Trash Load Reductions</b>	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to <b>Trash Full Capture Systems</b> (as reported C.10.b.i)	<b>25.2%</b>
Percent Trash Reduction in all TMAs due to <b>Control Measures Other than Trash Full Capture Systems</b> (as reported in C.10.b.ii) <sup>57</sup>	<b>49.0%</b>
Percent Trash Reduction due to <b>Jurisdictional-wide Source Control Actions</b> (as reported in C.10.b.iv)	<b>10.0%</b>
<b>SubTotal for Above Actions</b>	<b>84.2%</b>
<b>Trash Offsets (Optional)</b>	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	<b>0%</b>
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	<b>NA</b>
<b>Total (Jurisdictional-wide) % Trash Load Reduction through FY 2017-18</b>	<b>84.2%</b>

**Discussion of Trash Load Reduction Calculation:**  
 The City attained and reported 73.9% trash load reduction (including trash offsets) in its FY 16-17 Annual Report. During FY 17-18, the City continued to implement a robust trash control measure program. This helped the City maintain and increase its trash load reduction above the mandatory 70% trash load reduction requirement included in the MRP. The total (jurisdiction-wide) percent trash load reduction in FY 17-18 is 84.2% (including trash offsets). The most recent version of the City's Baseline Trash Generation Map can be downloaded at URL <http://www.flowstobay.org/content/municipal-trash-generation-maps>.

<sup>57</sup> See Appendix 10-1 for changes between 2009 and FY 17-18 in trash generation by TMA as a result of Full Capture Systems and Other Measures.

**C.10.a.ii.b ► Trash Generation Area Management - Identification of Private Drainages >10,000 ft<sup>2</sup>**

State (Y/N) if your agency completed Permit Provision C.10.a.ii.b. If Yes, attach a map (or other record) or provide a website link to a map (or other record) of the location of lands >10,000 ft<sup>2</sup> (in Very High, High, and Moderate trash generation areas) that are plumbed directly to the Permittee’s storm drain systems, including trash control status of these areas. If No, provide explanation of why the provision was not completed and the estimated date when the provision will be completed.

Did your agency complete Permit Provision C.10.a.ii.b?	X	Yes		No		NA
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If No, provide explanation and estimated completion date:  
 N/A

**Description of the process used to identify applicable areas and their trash control status:**

The City worked through SMCWPPP to identify the location of land areas >10,000 ft<sup>2</sup> in very high, high, and moderate trash generation areas (as depicted on the City’s baseline trash generation map) that are plumbed directly to the City’s MS4. In summary, applicable land areas were identified using existing data/information and a combination of desktop analyses and field visits. Land areas <10,000 ft<sup>2</sup>, or areas identified as low trash generating on the City’s baseline trash generation maps, or are currently treated by full capture systems were excluded from the analysis. The preliminary trash control status of these land areas were identified by conducting virtual (desktop) on-land visual trash assessments (OVTAs). For a complete description of the methods and process used to identify applicable land areas and their trash control status, please see the SMCWPPP FY 17-18 Annual Report.

**URL link to Map:**

<http://www.flowstobay.org/content/municipal-trash-generation-maps>

**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 FY 17-18, during FY 17-18, 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)
<b>Installed Prior to FY 17-18</b>		
Connector Pipe Screens (Public)	40	274.0
Hydrodynamic Separators (Private)	6	27.1
<b>Installed in FY 17-18</b>		
None		
<b>Total for all Systems Installed To-date</b>	<b>46</b>	<b>301.1</b>
<b>Treatment Acreage Required by Permit (Population-based Permittees)</b>		<b>25</b>
<b>Total # of Systems Required by Permit (Non-population-based Permittees)</b>		<b>N/A</b>

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

Provide the following:

- 1) Jurisdictional-wide trash reduction in FY 17-18 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 17-18 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 17-18	Summary of Maintenance Issues and Corrective Actions
1	6.3%	46	All 40 trash capture devices were inspected in 2/17 and again in 10/17. In 2/17 0% exhibited plugged/blinded screens greater than 50%. In 10/17 10% exhibited plugged/blinded screens greater than 50%.	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 <a href="http://www.bayareatrashtracker.org">www.bayareatrashtracker.org</a> website. To date there have been no maintenance or performance issues.
2	14.1%			
3	0.0%			
4	4.6%			
<b>Total</b>	<b>25.2%*</b>			

**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.

\*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.

**Summary of Trash Control Measures Other than Full Capture Devices: (Do not delete this section)**

- **Street Sweeping:** Include a description of any enhancements or new actions implemented after the MRP 1.0 effective date (i.e., December 2009). Identify portions of the TMA where enhanced street sweeping (i.e., increased sweeping frequency) and parking enforcement above 2009 levels was implemented.
- **On-land Cleanup:** Include a description of on-land cleanup activities that began after the MRP 1.0 effective date (i.e., December 2009) and continued into FY 17-18, including any enhancements or new actions implemented in FY 17-18. Describe if these actions are Permittee or volunteer-led.
- **Partial Capture Devices:** Provide a description of devices installed after the MRP 1.0 effective date (i.e., December 2009). Describe the level of maintenance conducted per device types.
- **Storm Drain Inlet Cleaning:** Describe storm drain inlet maintenance activities implemented after the MRP 1.0 effective date (i.e., December 2009) and continued in FY 17-18, including any enhancements or new maintenance activities implemented in FY 17-18. For new/enhanced actions, include the number of inlets where enhanced maintenance occurred, and the increased frequency of maintenance.
- **Uncovered Loads:** Describe activities designed to reduce trash from uncovered loads that began after the MRP 1.0 effective date (i.e., December 2009) and continued in FY 17-18, including any enhancements or new actions implemented in FY 17-18. Describe the types of actions implemented including new or redirected enforcement efforts to increase the focus towards new or enhanced actions.



- **Anti-littering and illegal dumping enforcement activities:** Describe anti-littering and illegal dumping enforcement activities began after to the MRP 1.0 effective date (i.e., December 2009) and continued in FY 17-18, and any enhancements or new actions implemented in FY 17-18. Include any new or redirected enforcement efforts to increase the focus towards new or enhanced actions. Describe the number of citations or other correction actions accomplished this year, and compare with previous years. Indicate how anti-littering and illegal dumping enforcement records are kept, and how they may be retrieved for audit.
- **Improved Trash Bin/Container Management:** Describe activities designed to improve trash bin/container management that began after the MRP1.0 effective date (i.e., December 2009) and continued in FY 17-18, and any enhancements or new actions implemented in FY 17-18. Include any new or redirected efforts to increase the focus towards these new or enhanced actions.
- **Other Types of Actions:** Describe activities designed after the MRP effective date (i.e., December 2009) and continued in FY 17-18, and any enhancements or new (post December 2009 effective date) actions implemented in FY 17-18.

**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 17-18 attributable to trash management actions other than full capture systems implemented in each TMA; OR
- 3) Indicate that no on-land visual assessments were performed.

If no on-land visual assessments were performed, check here  and state why:

Explanation:

TMA ID <i>or (as applicable) Control Measure Area</i>	Total Street Miles <sup>58</sup> or Acres Available for Assessment	Summary of On-land Visual Assessments <sup>59</sup>			Jurisdictional-wide Reduction (%)
		Street Miles or Acres Assessed	% of Available Street Miles or Acres Assessed	Avg. # of Assessments Conducted at Each Site <sup>60, 61</sup>	
1	0.83	0.59	70.4%	5.3	16.7%

<sup>58</sup> Street miles are defined as the street lengths and do not include curbs associated with medians.

<sup>59</sup> Assessments conducted between July 2016 and July 2018 are assumed to be representative of trash levels in FY 17-18 and were therefore used to calculate the jurisdictional-wide reductions reported in this section.

<sup>60</sup> Each assessment site is roughly 1,000 feet in length.

<sup>61</sup> Based on analyses conducted as part of the BASMAA *Tracking California's Trash* project (BASMAA 2017) funded by the State Water Resources Control Board, the optimal number of assessment events to detect an improvement from baseline trash levels at a site is between 4 and 6 per site.

2	0.83	0.38	45.7%	3.5	0.0%
3	0.52	0.52	100.0%	5.7	4.8%
4	1.47	0.56	38.3%	6.3	27.4%
<b>Total</b>		2.05	-	-	49.0%

**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 estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction
Single-use Plastic Bag Ordinance	<p><u>About the ordinance:</u> 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: <a href="http://www.menlopark.org/DocumentCenter/View/1447">http://www.menlopark.org/DocumentCenter/View/1447</a></p> <p><u>Enforcement:</u> Retailers must keep complete and accurate records of the purchase and scale of recycled paper bags for a minimum of three years from the date of 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.</p> <p><u>Outreach Efforts:</u> Outreach in 2013 and again in 2015 included letters to retailers informing them about the</p>	<p>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</p>	<p>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 dischargers, the City</p>	7%

	<p>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.</p>	<p>Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities.</p> <p>The City of Menlo Park developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> <li>1) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA;</li> <li>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</li> <li>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</li> </ol>	<p>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.</p>	
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		businesses in San Mateo County that are affected by the single-use plastic bag ordinances.		
Expanded Polystyrene Food Service Ware Ordinance	<p><u>About the Ordinance:</u> 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: <a href="http://www.menlopark.org/DocumentCenter/View/1414">http://www.menlopark.org/DocumentCenter/View/1414</a></p> <p><u>Enforcement:</u> Enforcement is managed by the San Mateo County Health Department and food vendors not in compliance are subject to fines.</p> <p><u>Outreach Efforts:</u> 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.</p>	<p>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</p>	<p>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 foodware 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.</p>	5%

		<p>implementation (including enforcement) of the City's ordinance is similar to the City of Los Alto's and Palo Alto's.</p> <p>The City of Menlo Park developed its % trash reduced estimate using the following assumptions:</p> <p>1) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA;</p> <p>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</p> <p>There is now 95% less EPS foodware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and Los Altos.</p>		
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**C.10.b.v ► Trash Reduction – Receiving Water Monitoring**

Report on the progress of developing and testing your agency's trash receiving water monitoring program.

**Guidance:**

In FY 17-18, the City began implementing the BASMAA regional Trash Monitoring Program Plan that was approved by the Water Board's Executive Officer. Implementation included preparing for and conducting qualitative assessments and quantitative monitoring in receiving water locations in San Mateo County. Implementation occurred through the City's participation in the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP). Additional information on accomplishments in FY 17-18 can be found in the Trash Receiving Water Monitoring Progress Report included in the SMCWPPP FY 17-18 Annual Report.

**C.10.c ▶ Trash Hot Spot Cleanups**

Provide the FY 17-18 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 17-18.

Trash Hot Spot	New Site in FY 17-18 (Y/N)	FY 17-18 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
MPK01	N	9/19/17	1.1	9.9	21.2	2.1	16.7

**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.	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 17-18. 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 Appendix 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 17-18	Offset (% Jurisdiction-wide Reduction)
Additional Creek and Shoreline Cleanups (Max 10% Offset)	N/A	N/A	N/A
Direct Trash Discharge Controls (Max 15% Offset)	N/A	N/A	N/A



Appendix 10-1. Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 17-18. <sup>62</sup>

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 17-18 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 17-18 After Accounting for Full Capture Systems <u>and</u> Other Control Measures					Jurisdiction-wide Reduction via Other Control Measures (%)	Jurisdiction-wide Reduction via Full Capture <u>AND</u> Other Control Measures (%)
	L	M	H	VH	Total	L	M	H	VH	Total		L	M	H	VH	Total		
1	685	61	0	0	746	702	44	0	0	746	6.3%	745	1	0	0	746	16.7%	23.0%
2	1,399	67	0	0	1,466	1,435	31	0	0	1,466	14.1%	1,449	4	13	0	1,466	0.0%	14.1%
3	468	18	2	0	488	468	18	2	0	488	0.0%	479	7	2	0	488	4.8%	4.8%
4	2,247	101	1	0	2,349	2,259	89	1	0	2,349	4.6%	2,327	22	0	0	2,349	27.4%	32.1%
Totals	4,799	247	3	0	5,049	4,864	182	3	0	5,049	25.2%*	5,000	34	15	0	5,049	49.0%	74.2%*

\*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.

<sup>62</sup> Due to rounding, total acres and percentages presented in this table may be slightly different than the sum of the acres/percentages in the corresponding rows/columns (e.g., differ by 1 acre or 0.1%).

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 SMCWPPP FY 2017-18 Annual Report for updated information on:

- 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<sup>63</sup> 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);
- Supporting data and information necessary to substantiate the load reduction estimates; and
- For Executive Officer approval, any refinements, if necessary, to the measurement and estimation methodologies to assess mercury load reductions in the subsequent permit.

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

See the SMCWPPP FY 2017-18 Annual Report for information on the quantitative relationship between green infrastructure implementation and mercury load reductions, including all data used and a full description of models and model inputs relied on to establish this relationship.

**C.11.e ► Implement a Risk Reduction Program**

A summary of countywide and regional accomplishments for this sub-provision are included in the SMCWPPP FY 2017-18 Annual Report.

<sup>63</sup>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 SMCWPPP FY 2017-18 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<sup>64</sup> 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);
- Supporting data and information necessary to substantiate the load reduction estimates; and
- For Executive Officer approval, any refinements, if necessary, to the measurement and estimation methodologies to assess PCBs load reductions in the subsequent permit.

**C.12.c ► Plan and Implement Green Infrastructure to Reduce PCBs Loads**

See the SMCWPPP FY 2017-18 Annual Report for information on the quantitative relationship between green infrastructure implementation and PCBs load reductions, including all data used and a full description of models and model inputs relied on to establish this relationship.

**C.12.e ► Evaluate PCBs Presence in Caulks/Sealants Used in Storm Drain or Roadway Infrastructure in Public Rights-of-Way**

A summary of countywide and regional accomplishments for this sub-provision is included in the SMCWPPP FY 2017-18 Annual Report.

<sup>64</sup>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.f ► Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains**

A summary of countywide and regional accomplishments for this sub-provision is included in the C.12 PCBs Controls section of the SMCWPPP FY 2017-18 Annual Report.

Does your agency plan to seek exemption from this requirement?

Yes

No

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

A summary of countywide and regional accomplishments for this sub-provision are included in the SMCWPPP FY 2017-18 Annual Report.

**C.12.h ► Implement a Risk Reduction Program**

A summary of countywide and regional accomplishments for this sub-provision are included in the SMCWPPP FY 2017-18 Annual Report.

Section 13 - Provision C.13 Copper Controls

**C.13.a.iii.(3) ► 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 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 "Requirements for Architectural Copper" Fact Sheet is made available to the public, construction inspectors and illicit discharge inspectors on the SMCWPPP website ([www.flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf](http://www.flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf)). Inspectors are made aware of the concerns with copper architectural features at SMCWPPP Training Workshops and internal meetings.

**C.13.b.iii.(3) ► 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 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 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 provided 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](http://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 has a water waste hotline.

ATTACHMENT 4-1

**Potential Facility List (List of All Facilities Requiring Stormwater Inspections)**

<b>Name</b>	<b>Street Number</b>	<b>Street Name</b>
3-V Biosciences Inc.	1050	HAMILTON CT
A & S 76	710	Willow
Acclarent Inc	1525	Obrien
ACCURAGEN INC	1505	OBRIEN
ADICET BIO	200	CONSTITUTION
Advansta Inc	1505	ADAMS DR
ADVERUM BIOTECHNOLGIES INC	1035	OBRIEN
Altair Technologies Inc	980	HAMILTON AVE
AM PARTY RENTALS	3575	HAVEN
AMERICAN PRINTING & COPY	1100	OBRIEN
ANGELO MIO RESTAURANT	820	SANTA CRUZ
ANNS COFFEE SHOP	772	SANTA CRUZ
APPLEWOOD INN	1001	EL CAMINO REAL
Applewood To Go	989	EL CAMINO REAL
AT&T California - P3071	2950	SANDHILL
AT&T Mobility - BAY FRONT (USID14589)	300	Constitution
AT&T Mobility - Dumbarton Bridge (USID13251)	2005	Willow
Atheromed Inc	1455	ADAMS CT
AVELLINO LAB USA INC	1505	ADAMS
BACK A YARD GRILL	1189	WILLOW
BAGEL STREET CAFE	746	SANTA CRUZ
BARN WOOD SHOP	75	ARBOR
BASKIN ROBBINS #192	863	SANTA CRUZ
Bay Area Seafood	3551	Haven Ave
Bay Associates Wireless Technologies Corp	150	JEFFERSON DR
BAYFRONT FITNESS	161	CONSTITUTION
BELLE HAVEN CHEVRON	1399	WILLOW
BELLE HAVEN POOL	100	TERMINAL
BELLE HAVEN SCHOOL	415	IVY
BEST WESTERN RIVIERA	15	EL CAMINO REAL
BEVERAGES & MORE INC	700	EL CAMINO REAL
BFD - BRADLEYS FINE DINER	1165	MERRILL
BISTRO AT THE COMMON	2882	SAND HILL
Boston Scientific Structural Heart	185	Constitution
BRITISH BANKERS CLUB	555	SANTA CRUZ
Burgess Swimming Pool	501	Laurel
Butler Building	1700	MARSH RD
C S BIO	1140	OBRIEN
C S BIO	20	KELLY
CAFE BORRONE	1010	EL CAMINO REAL
CAFE DEL SOL RESTAURANT	1010	DOYLE
CAFE MENLO PARK	149	COMMONWEALTH
CAFE ZOE	1929	MENALTO
Caltrain Construction Support Facility	4000	Campbell
Calysta, Inc.	1140	OBRIEN
Capacitor Sciences, Inc.	1455	ADAMS DR
Caprion Proteomics US LLC	1455	ADAMS DR
Cardiokinetix Inc	1360	OBRIEN DR
CARPACCIO	1120	CRANE
CCRM SAN FRANCISCO	1060	MARSH
CELIA MEXICAN RESTAURANT # 14	1850	EL CAMINO REAL
Ceterix Orthopedics, Inc	933	HAMILTON AVE
Chavez Markets Distribution	1240	HAMILTON CT
CHEF KWANS	630	MENLO
CIRCUIT THERAPEUTICS INC	1505	OBRIEN



## ATTACHMENT 4-1

Name	Street Number	Street Name
CITY OF MP /CHRYSLER DR PUMP STA	1221	CHRYSLER
COLD STONE CREAMERY	611	SANTA CRUZ
COOKS SEAFOOD INC	751	EL CAMINO REAL
COOL CAFE @MBP	1525	OBRIEN
CORIUM INTERNATIONAL INC	235	CONSTITUTION
Cosmopolitan Catering LLC	275	MIDDLEFIELD RD
CVS Pharmacy #10240	700	EL CAMINO REAL
CVS/PHARMACY #9330	325	SHARON PARK
CYCLE FINISH	3535	HAVEN
DASHI JAPANESE RESTAURANT	873	HAMILTON
DESIGNCO	3641	HAVEN
DM FIGLEY CO., INC.	10	KELLY
DONUT DELITE	732	WILLOW
Draeger's Market (Menlo Park, CA)	1010	University
DUCKYS CAR WASH LLC	1436	EL CAMINO REAL
DURA FOAM	1185	OBRIEN
EAST PALO ALTO ACADEMY	475	POPE
EL CERRITO	325	SHARON PARK
EL RANCHO MARKET	812	WILLOW
ELECTRO MOTION, INC.	1001	OBRIEN
ENCINAL INVESTORS, LLC	1600	EL CAMINO REAL
Ensor Inc	3475	EDISON WAY
Epinomics	1430	OBRIEN DR
ERIC'S GOURMET	325	SHARON HEIGHTS
eSionic Corp	1455	ADAMS CT
ETAGEN INC	186	CONSTITUTION
EVALVE INC., DBA ABBOTT VASCULAR	3885	BOHANNON
FACEBOOK	1	HACKER
FACEBOOK	1601	WILLOW
FACEBOOK	1601	WILLOW
FACEBOOK MPK58 MICRO-KITCHENS	1360	WILLOW
FACEBOOK, INC	180	JEFFERSON
FEDERAL EXPRESS-PAOA	3750	HAVEN
FEY RESTAURANT	1352	EL CAMINO REAL
FIRE STATION #1	300	MIDDLEFIELD
FIRE STATION #77	1467	CHILCO
FIVE STAR PIZZA	877	HAMILTON
ForSight Labs, LLC	171	JEFFERSON DR
FORSIGHT VISION 4 INC	175/177	JEFFERSON
Forsight Vision6	173	JEFFERSON DR
Forty Seven Inc	1490	OBRIEN
Furcifer Inc.	1455	ADAMS DR
GACHINA LANDSCAPE MANAGEMENT	1130	OBRIEN
GALATA BISTRO	827	SANTA CRUZ
Genendesign	1455	ADAMS DR
GEORGE & BOBS SERVICE	1380	EL CAMINO REAL
GERRYYS CAKE	1141	CHESTNUT
GOMBEI RESTAURANT	1438	EL CAMINO REAL
Gray's Paint, Menlo Park	717	OAK GROVE AVE
GUALDULAHARA TAQUERIA	1211	WILLOW
GUILD THEATRE	949	EL CAMINO REAL
HAMILTON HENDERSON PUMP STATION	595	HAMILTON
HILLVIEW SCHOOL	1100	ELDER
HOME PHARMACY-LUCILE PACKARD CHILDRENS HOSPITA	4600	BOHANNON
HOOT N TOOT CLEANERS	875	SANTA CRUZ
HORIZON	4060	CAMPBELL
HUDSON AUTO CARE	495	EL CAMINO REAL

## ATTACHMENT 4-1

Name	Street Number	Street Name
INFO IMAGE	141	JEFFERSON
Integrated Surface Technologies	1455	ADAMS CT
INTERSECT ENT	1555	ADAMS
INTERTEK TESTING SVCS	1365	ADAMS
Invisage Technologies, Inc	990	HAMILTON AVE
J J HAWAIIAN BBQ	1170	ALMA
Jack in the Box #3477	1401	Willow
JAROCHITOS	3360	MIDDLEFIELD
JASON CAFE	1246	EL CAMINO REAL
JEFFREY HAMBURGERS	888	EL CAMINO REAL
JENNY CRAIG	811	EL CAMINO REAL
JOB TRAIN	1200	OBRIEN
JOMAR MACHINING INC	180	CONSTITUTION
JONATHANS WILLOW FISH & CHIPS	840	WILLOW
KOHLBERG, KRAVIS & ROBERTS	2800	SAND HILL
KOMA SUSHI JAPANESE RESTAURANT	211	EL CAMINO REAL
KYOSHO JAPANESE CUISINE	605	SANTA CRUZ
L-3 RANDTRON ANTENNA SYSTEMS	1150	CHRYSLER PLANT
L-3 RANDTRON ANTENNA SYSTEMS	130	CONSTITUTION
LA ENTRADA SCHOOL	2200	SHARON
LA HACIENDA MARKET	1933	MENALTO
LAGUNITA LLC	1490	OBRIEN
Landec Corporation	3603	HAVEN AVE
LB STEAK	898	SANTA CRUZ
LE BOULANGER	720	SANTA CRUZ
LEES DELI	4200	BOHANNON
LEFT BANK RESTAURANT	635	SANTA CRUZ
LENSCRAFTERS	700	EL CAMINO REAL
LITTLEHOUSE BY PENINSULA VOLUNTEERS	800	MIDDLE
LOS MOLCUJETES REDWOOD CITY	3305	MIDDLEFIELD
LUCENT HOTEL	727	EL CAMINO REAL
M & R AUTOMOTIVE INC	1281	EL CAMINO REAL
MADEMOISELLE COLETTE	816	SANTA CRUZ
MAMA COCO	1081	EL CAMINO REAL
MARDINI RESTAURANT	408	WILLOW
MARSH ROAD CHEVRON	1110	MARSH
McDonalds	1100	EL CAMINO REAL
Medina Medical Inc	3503	HAVEN AVE
Medina Medical Inc.	937	HAMILTON AVE
MEMRY CORP	4065	CAMPBELL
MENLO ART CLEANERS	824	SANTA CRUZ
MENLO ATHERTON AUTO REPAIR	1279	EL CAMINO REAL
MENLO BBQ	555	WILLOW
MENLO CAFE	620	SANTA CRUZ
MENLO CHEVRON	1200	EL CAMINO REAL
MENLO INDUSTRIAL PUMP STATION	1002	HAMILTON
MENLO PARK CITY HALL	701	LAUREL
MENLO PARK FIRE DIST TASK FORCE 3	1376	WILLOW
MENLO PARK FIRE PROTECTION DIST-ADMIN BLDG	170	MIDDLEFIELD
MENLO PARK GAS & DIESEL	275	EL CAMINO REAL
MENLO PARK INN	1315	EL CAMINO REAL
Menlo Park Petline Inc	654	SANTA CRUZ AVE
MENLO PARK PORTFOLIO	1455	ADAMS
MENLO PARK PUBLIC WORKS	333	BURGESS
MENLO PARK SENIOR CENTER	110	TERMINAL
MENLO PARK SURGICAL HOSPITAL	570	WILLOW

## ATTACHMENT 4-1

Name	Street Number	Street Name
Menlo Press	651	OAK GROVE AVE
MENLO REDWOOD AUTO SERVICE	3549	HAVEN
MENLO SMOG	1110	MARSH
Menloville Country Store	1902	Valparaiso
MI TAQUERIA	875	HAMILTON
Middle Ave Shell #137	495	EL CAMINO REAL
MIYO YOGURT	842	SANTA CRUZ
MONSTER ROUTE	3559	HAVEN
MORGAN STANLEY CAFETERIA	2725	SAND HILL
MP MONGOLIAN BBQ	700	EL CAMINO REAL
MPK 20	1	FACEBOOK
MPK 23	300	CONSTITUTION
MPK 40	1080	HAMILTON
NAMESAKE AND MORE	425	EL CAMINO REAL
NAOMI SUSHI	1328	EL CAMINO REAL
NATIVITY GRAMMAR SCHOOL	1250	LAUREL
OAK KNOLL SCHOOL	1895	OAK KNOLL
Ocular Dynamics	173	JEFFERSON DR
Oil Changer #611	944	WILLOW
OLD PORT LOBSTER SHACK	3130	ALPINE
Optivia Biotechnology, Inc.	115	CONSTITUTION DR
Oracle America Inc.	260	CONSTITUTION DR
ORRICK	1100	MARSH
Pacific Biosciences Inc	1350	WILLOW RD
PACIFIC BIOSCIENCES OF CA INC	960	HAMILTON
PACIFIC BIOSCIENCES OF CA INC	1305	OBRIEN
Pacific Biosciences of CA Inc	1380	WILLOW
Pacific Biosciences Of California, Inc 1	1003	HAMILTON CT
Pacific Biosciences Of California, Inc 2	1010	HAMILTON CT
Pacific Biosciences Of California, Inc 4	940	HAMILTON AVE
Pan American Collision Center	104	CONSTITUTION DR
PEETS COFFEE & TEA	515	EL CAMINO REAL
PEETS COFFEE TEA & SPICES CO	899	SANTA CRUZ
Pentair Thermal Management LLC	307	CONSTITUTION DR
PG&E: BELLE HAVEN SUBSTATION		BEHIND 1101 DEL NORTE
PG&E: GLENWOOD SUBSTATION		GLENWOOD
PG&E: RAVENSWOOD SUBSTATION		WILLOW
PG&E: SRI SUBSTATION		RAVENSWOOD/LAUREL IN SRI
PHARMACA INTEGRATIVE PHARMACY	871	SANTA CRUZ
PHIL TREASURE POT RESTAURANT	625	OAK GROVE
PHILIPS VOLCANO ATHEROMED	1530	OBRIEN
PICCOLO	651	OAK
PLANET AUTO INC	301	EL CAMINO REAL
POLYTEC PRODUCTS CORP	1190	OBRIEN
POSH BAGEL	869	SANTA CRUZ
Qool Therapeutics, Inc	1455	ADAMS DR
QUADRUS CAFE	2400	SAND HILL
QUALITY MARKET	1209	WILLOW
Quantapore Inc	1455	ADAMS CT
Quantum Biosystems USA, Inc.	1455	ADAMS DR
R&DE Susb Café	2575	SAND HILL RD
Ravenswood Pump Station		Between Willow Rd & Unive
REFUGE BIOTECHNOLOGIES INC	1505	ADAMS
RESTAURANT 3000	3000	SAND HILL
Riley Plastic Manufacturing Inc	3551	HAVEN AVE
ROUND TABLE PIZZA INC	1225	EL CAMINO REAL
RUBIO COASTAL GRILL	515	EL CAMINO REAL

## ATTACHMENT 4-1

Name	Street Number	Street Name
Safeway 2719	525	EL CAMINO REAL
SAFEWAY STORE #1709	325	SHARON PARK
SAJJ	879	HAMILTON
SAJJ	883	HAMILTON
SAND HILL OAK PARTNERS	2800	SAND HILL
SANFORD METAL PROCESSING CO	990	OBRIEN
SEVEN ELEVEN STORE #14331 D	1170	ALMA
SFPUC Ravenswood Control Building	5000	University
SHARON HEIGHTS CLEANERS	325	SHARON PARK
SHARON HEIGHTS GOLF & COUNTRY	2900	SAND HILL
SHARON HEIGHTS PUMP STATION	920	SHARON PARK
SHARON HEIGHTS SHELL	125	SHARON PARK
SHARON HEIGHTS WINES/LIQUORS	325	SHARON PARK
SHIOK	1137	CHESTNUT
Silicium Energy, Inc.	1455	ADAMS CT
SKYLINE POOL & SPA	426	WILLOW
SLAC National Accelerator Laboratory	2575	SAND HILL
SMCO THHW	333	BURGESS
SOLESKA MARKET	1305	WILLOW
SPINAL MODULATION INC	1135	OBRIEN
SRI COGENERATION	333	RAVENSWOOD
SRI INTERNATIONAL	333	RAVENSWOOD
ST PATRICKS SEMINARY	320	MIDDLEFIELD
STACK PLASTICS, INC.	3525	HAVEN
STACKS RESTAURANT	600	SANTA CRUZ
STANFORD PARK HOTEL	100	EL CAMINO REAL
Staples the Office Superstore #0137	700	EL CAMINO REAL
STARBUCKS COFFEE	863	EL CAMINO REAL
STARBUCKS COFFEE #646	693	SANTA CRUZ
STARBUCKS COFFEE CO	325	SHARON PARK
STUDIO CAKE	104	GILBERT
STUDIO RED	115	INDEPENDENCE
SUBWAY	809	SANTA CRUZ
Subway#52127	850	WILLOW RD
SULTANA RESTAURANT	1149	EL CAMINO REAL
SUSIECAKES BAKESHOP	642	SANTA CRUZ
Synthomics Inc	3477	EDISON WAY
TANGIBLE SCIENCE	173	JEFFERSON
Tap Medicals Inc.	1455	ADAMS DR
TE CONNECTIVITY	305	CONSTITUTION
TELOMERE DIAGNOSTICS	3603	HAVEN
TENEOBIO INC	1490	OBRIEN
THE FOUNDRY LLC	199	JEFFERSON
THE PHILLIPS BROOKS SCHOOL	2245	AVY
THE REFUGE	1143	CRANE
THE WILLOWS MARKET	60	MIDDLEFIELD
Togo's Menlo Park	885	HAMILTON AVE
TONYS PIZZA	820	WILLOW
TOPAZ RESTAURANT	1029	EL CAMINO REAL
Trader Joe's Store #069	720	Menlo
TRANSCEND MEDICAL INC	127	INDEPENDENCE
Transcriptic	3565	HAVEN AVE
TRELLIS	1077	EL CAMINO REAL
TRI EZ FOODS & LIQUOR	1820	EL CAMINO REAL
TRINITY SCHOOL	2650	SAND HILL
TUSKER MEDICAL	155	JEFFERSON
Tyco Electronics Corporation	300	CONSTITUTION DR
Tyson Kennels Inc	3735	HAVEN AVE

## ATTACHMENT 4-1

<b>Name</b>	<b>Street Number</b>	<b>Street Name</b>
UNAMAS	683	SANTA CRUZ
UNIVERSITY AVE LIFT STATION	1595	OBRIEN
UPS - Menlo Park	1355	Adams
US GEOLOGICAL SURVEY	345	MIDDLEFIELD
VALLOMBROSA CENTER	250	OAK GROVE
VETERANS ADMINISTRATION MED CT	795	Willow
VIDA BISTRO	641	SANTA CRUZ
VINTAGE OAKS PUMP STATION I	100	SEMINARY
VINTAGE OAKS PUMP STATION II	190	SEMINARY
Vortex Biosciences, Inc.	1455	ADAMS DR
WALGREENS #07087	643	SANTA CRUZ
WEST BAY SANITARY DISTRICT	500	LAUREL
WESTERN ALLIED MECHANICAL	1180	OBRIEN
WESTERN ALLIED MECHANICAL INC	1	CASEY
WILDBERRY YOGURT	325	SHARON PARK
WILLOW COVE GAS	500	WILLOW
WILLOW RD PUMPING STATION	1298	WILLOW
WILLOW SCHOOL	620	WILLOW
WINE BANK	1320	WILLOW
WOLFS PRECISION WORKS INC	3549	HAVEN
WOODSIDE BAKERY AND CAFE	325	SHARON PARK
YAKINIKU HOUSE JUBAN	712	SANTA CRUZ
YOGURT STOP	401	EL CAMINO REAL
YUM CHA PALACE	1039	EL CAMINO REAL
Zeptor Corporation	1430	OBRIEN DR
ZOOX INC	2595	SAND HILL

ATTACHMENT 10-1

**FY 2017-2018 Annual Report  
Permittee Name: City of Menlo Park**

**C.10 – Trash Load Reduction**

**Appendix 10-1.** Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 17-18.

TMA	2009 Baseline Trash Generation (Acres) <sup>2</sup>					Trash Generation (Acres) in FY 17-18 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 17-18 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	702	44	0	0	746	6.3%	745	1	0	746	16.7%	23.0%	
2	1,399	67	0	0	1,466	1,435	31	0	0	1,466	14.1%	1,449	4	13	1,466	0.0%	14.1%	
3	468	18	2	0	488	468	18	2	0	488	0.0%	479	7	2	488	4.8%	4.8%	
4	2,247	101	1	0	2,349	2,259	89	1	0	2,349	4.6%	2,327	22	0	2,349	27.4%	32.1%	
<b>Totals</b>	<b>4,799</b>	<b>247</b>	<b>3</b>	<b>0</b>	<b>5,049</b>	<b>4,864</b>	<b>182</b>	<b>3</b>	<b>0</b>	<b>5,049</b>	<b>25.2%</b> <sup>1</sup>	<b>5,000</b>	<b>34</b>	<b>15</b>	<b>5,049</b>	<b>49.0%</b> <sup>1</sup>	<b>74.2%</b> <sup>1</sup>	

<sup>1</sup> 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.

<sup>2</sup> Acres and percentages in rows and columns of the table may not exactly add up to the totals presented due to rounding to the nearest acre or tenth percentage (i.e., 0.1%).