

City of Burlingame
San Francisco Bay Region

**MUNICIPAL REGIONAL
STORMWATER
NPDES PERMIT**



FY 2015-16 Annual Report
September 30, 2016





The City of Burlingame

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September 30, 2016

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 Burlingame FY 2014-15 Annual Report**

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the City of Burlingame pursuant to Permit Provision C.17.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015-0049, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2015/16 and related accomplishments.

Please contact Pam Boyle Rodriguez at (650) 558-7381 regarding any questions or concerns.

Very truly yours,

Duly Authorized Representative
Syed Murtuza, P.E.
Public Works Director



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FY 2015-16 MRP 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:

Name and Title

9-26-2016

Date

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Section 1 – Permittee Information

Background Information					
Permittee Name:	City of Burlingame				
Population:	28,806 (2010 Census)				
NPDES Permit No.:	CAS612008				
Order Number:	R2-2015-0049				
Reporting Time Period (month/year):	July 2015 through June 2016				
Name of the Responsible Authority:	Syed Murtuza	Title:	Public Works Director		
Mailing Address:	501 Primrose Road				
City:	Burlingame	Zip Code:	94010	County:	San Mateo
Telephone Number:	(650) 558-7230	Fax Number:	(650) 685-9310		
E-mail Address:	smurtuza@burlingame.org				
Name of the Designated Stormwater Management Program Contact (if different from above):	Pamela Boyle Rodriguez	Title:	Environmental Regulatory Compliance Coordinator		
Department:	Public Works				
Mailing Address:	1361 N. Carolan Ave.				
City:	Burlingame	Zip Code:	94010	County:	San Mateo
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E-mail Address:	pboylorodriguez@burlingame.org				

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

The City of Burlingame (City) Public Works Department staff is involved in training, outreach and Countywide coordination activities. First, Environmental Compliance and Public Works Operations and Maintenance (O&M) staff continue to attend and participate in the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) Municipal Operations Subcommittee. Second, two City staff attended the Trash Full Capture Device (GSRD) site tour in the City of Millbrae on June 3, 2016. As a result, staff is investigating installation of a GSRD at one or more locations throughout the City, potentially in partnership with Millbrae. Third, the City participated and provided a presentation of a stormwater compliance technology project at the trash full capture device O&M inspection and municipal maintenance data management roundtable discussion that took place on June 16, 2016. Finally, Public Works O&M staff carries out 'tailgate' trainings throughout the year regarding stormwater pollution prevention, storm drain conveyance system and trash capture maintenance needs, corporation yard management practices and hazardous waste management.

In addition, the City developed a paper-based trash full capture device operations and maintenance (O&M) inspection/maintenance data management program. The SMCWPPP field form template was used to inform a City-based format, which was used to inspect all trash capture devices before they were cleaned. To ensure documentation of inspections, data was entered into Cartegraph, the City's Computerized maintenance management system (CMMS). Environmental compliance, geographic information systems and operations & maintenance (O&M) staff is currently piloting a CMMS inspection form, which can be accessed electronically by iPad in the field by O&M staff. The CMMS will also be used to prepare preventative maintenance schedules based on inspection results (per MRP requirements) or to trigger immediate maintenance.

Public Works staff is implementing the Stormwater Pollution Prevention Plan at both Public Works' and Parks and Recreation Department's Corporation Yards as well as Public Works' two storage areas. Staff focused on assessing how to improve upon current practices at each of its annual inspections on the following dates: 1) 9/7/16 – Public Works Corporation Yard; 2) 9/16/16 – Parks and Recreation Corporation Yard; and 3) 9/20/16 – Public Works storage areas. In addition, the City continued inspecting and maintaining its stormwater pump stations as well as its stormwater conveyance system, including inlets, pipes, creeks, and culverts. Finally, the City continued with its Citywide effort to improve its stormwater conveyance system through a bond-funded comprehensive plan that involves various types of capital improvement program projects.

Refer to the C.2 Municipal Operations section of the SMCWPPP FY 15-16 Annual Report for a description of activities implemented at the countywide and/or regional level.

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

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

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

Comments:
 The City follows the California Stormwater Quality Association (CASQA) Best Management Practices (BMPs) for all City-managed projects.

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

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

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

Comments:
 Management and staff that supervise and maintain our City parking lots and commercial areas have been certified through the Bay Area Stormwater Management Agencies Association’s Surface Cleaner Program. Staff implements BMPs from this Program and uses the CASQA BMP Municipal Handbook and Standard Operational Procedures as a resource.

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.
N/A	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.

Comments:

The City does not contract maintenance services outlined in C.2.c. In general, graffiti is not a major problem in the City. Maintenance staff does not use chemicals to remove it, rather it is painted over, or signs or other public assets are replaced, if necessary.

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

Does your municipality own/maintain rural¹ roads: Yes No

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

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

<input type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts
<input type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
<input type="checkbox"/>	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:
 N/A. There are no rural roads in the City of Burlingame.

¹Rural 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 Stormwater Pollution Prevention Plan (SWPPP) for the <u>Public Works</u> Corporation Yard		
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		
<u>Comments:</u> N/A			
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	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Public Works Corporation Yard	June 8, 2015	1) Employee Parking lot; Vehicle storage areas <ul style="list-style-type: none"> • Oil/grease leakage from vehicles • Oil stains on asphalt 2) Material Storage & Vehicle Washing <ul style="list-style-type: none"> • Raw materials are not adequately cleaned up after use • Issues identified with maintenance (cleaning) of oil 	1) Employee Parking lot <ul style="list-style-type: none"> • Staff will hire contractor to clean the parking lot and other storage areas in FY 16-17 2) Material Storage & Vehicle Washing <ul style="list-style-type: none"> • Supervisors communicated to staff need to regularly clean up materials; methods to move

		<p>separator</p> <p>3) Fueling area</p> <ul style="list-style-type: none"> • Fuel (gas) dispensers – no roof or canopy exists for area • No berm at fuel site to contain spills from going out into street/gutter <p>4) Building entrances</p> <ul style="list-style-type: none"> • Inlets and oil/grease at entrance not marked <p>5) Hazardous materials storage</p> <ul style="list-style-type: none"> • Storage of fuel needs to be addressed/improved • Oil drip pans found on top of secondary containment <p>6) Waste management</p> <ul style="list-style-type: none"> • Debris containers (refuse and recycle) do not have lids • Area under containers needs to be cleaned up (paint spills) 	<p>materials were adjusted</p> <ul style="list-style-type: none"> • Schedule for cleaning vehicle washing area was established and followed by different Divisions that use the area <p>3) Fueling area</p> <ul style="list-style-type: none"> • Funding to install a type of canopy was secured for FY 16-17; an update will be provided in next Annual Report • Site will continue to be assessed to install improved BMPs <p>4) Building entrances</p> <ul style="list-style-type: none"> • Inlets were cleaned, and a preventative maintenance schedule established • Staff will explore improved BMPs for the inlets in FY 16-17 <p>5) Hazardous materials storage</p> <ul style="list-style-type: none"> • Contractor was hired to improve storage and containment • Haz. Mat. Plan will be updated as needed in FY 17-18 <p>6) Waste management</p> <ul style="list-style-type: none"> • New debris containers with lids were purchased and replaced existing ones • Area under containers was cleaned
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Section 3 - Provision C.3 Reporting New Development and Redevelopment

**C.3.a. ► New Development and Redevelopment Performance
Standard Implementation Summary Report**

(For FY 15-16 Annual Report only) Provide a brief summary of the methods of implementation of Provisions C.3.a.i.(1)-(8).

Summary:

The following describes how the City of Burlingame (City) is implementing the various subprovisions of C.3.a.i.

(1) Municipality's legal authority to implement C.3

The City has the legal authority to implement the Provision C.3 per the City's, stormwater ordinance, Chapter 15.14, Storm Water Management and Discharge Control, which was adopted based on the 1991 stormwater model ordinance. During fiscal year (FY) 16-17, staff will work with a consultant to make improvements to the current ordinance, enhancing conditions of approval, and ensuring integration with the current permit (Order # R2-2015-0049). An update will be provided in the FY 16-17 Annual Report.

(2) Municipality's development review and permitting procedures, including use of conditions of approval or other enforceable mechanisms

The City has development review and permitting procedures in place to ensure Provision C.3 requirements for public and private projects are met in addition to other MRP requirements. First, copies of all private project submittals are routed to various City departments, including the Public Works Engineering Division and a full-time City contractor from a private firm, who assists the City in project review and construction inspections. After plans are reviewed, they provide comments in regards to stormwater requirements (with conditions of approval as needed) to the Community Development Department, Planning Division. In addition, necessary forms (e.g., C.3/C.6 Development Review Checklist and the Small Projects Checklist), guidance and outreach materials are provided to assist proponents in understanding and meeting the requirements. Planning staff collate all Departmental comments and provide them (with outreach materials) to project proponents, who must then respond to them and submit another round of plans. This process continues as needed, until plans are approved by all staff, leading to project proponents receiving a building permit. For public projects, various City Engineering staff review projects to ensure compliance with stormwater regulatory requirements. Moreover, public project meetings are held with necessary staff at the pre-design stage and continue to be held regularly until project completion, which assists in meeting C.3 requirements

Second, staff from Community Development's Planning and Building Permit Divisions, Public Works Engineering and Environmental Compliance as well as the Veolia contractor meet on a weekly basis to discuss new and on-going development projects. This generally serves as an initial brief review that occurs at the beginning plan review period (described above). In addition, proponents of larger commercial and residential projects (generally those considered 'C.3 regulated') meet with staff mentioned above and other pertinent City departments to discuss various requirements, including those related to stormwater treatment, source control, site design and best management practices. This provides an opportunity for both parties (City and project proponent) to discuss project details openly to ensure the City's needs are met. Recently, Environmental Compliance decided to start holding separate meetings for large projects to ensure adequate time to focus on environmental and stormwater-related items.

Third, stormwater erosion control plans are required for projects larger than one acre as well as smaller projects that have significant potential of impacting stormwater quality and the City's stormwater conveyance system. The project review team must be satisfied with the project design and erosion control plans before a building permit is issued. Building permits are issued with conditions of approval attached, and a copy is given to the applicant directly. Moreover, stormwater inspectors ensure the plans are implemented correctly during regular construction inspections and work together with the building inspectors to coordinate appropriate enforcement when needed.

Furthermore, staff documents all activity from project review (including associated comments) to project completion using a combination of spreadsheets and Community Development's project tracking software, used both by the Planning and Building Divisions. Environmental Compliance staff is currently working with a consultant to create a City-specific stormwater compliance software that can be used to comply with Provisions C.3, C.6 and other provisions. An update will be provided in the FY 16-17 Annual Report.

(3) How water quality effects and mitigation measures are addressed in environmental reviews (e.g., CEQA)

Certain projects proposed within the City of Burlingame require environmental review under the provision of the California Environmental Quality Act. As part of the project, the applicant is required to complete an Environmental Information form, which includes questions related to water quality called out in Provision C.3 of the NPDES permit. The environmental review process identifies any potential impacts of the project on the environment and identifies methods to reduce the impacts. Specifically, impacts on water quality from proposed projects are reviewed in the Initial Study under the Hydrology and Water Quality Issues section.

When significant environmental effects are identified, the City of Burlingame will propose feasible mitigation measures to address each adverse effect. These mitigation measures are incorporated as conditions of approval for the project. Conditions of approval are regularly placed on projects for stormwater treatment, source controls, erosion and sediment control and site design. In addition, during the public hearings there may be requested changes to the landscaping configuration to aid in better runoff design on-site and changes to species that are better suited to resist drought and pests. Project review comments, which include site specific NPDES requirements, are also included as conditions on planning projects. During construction of the project, the Building and Planning Divisions inspect the site or require the applicant to document that all mitigation measures have been implemented. Conditions of approval are recorded on the property at the San Mateo County assessor's office.

San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) has provided a template fact sheet for project proponents with guidance to address stormwater quality concerns during CEQA Review. Minor adjustments are being made to the sheet, after which it will be provided to proponents. In addition, SMCWPPP also provided guidance to City staff regarding how to review CEQA documents to ensure stormwater quality concerns are met. This fact sheet has been shared with Planning staff.

(4) C.3 training for appropriate departments (Program will report on training at the countywide level)

The San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) provides annual County-wide training opportunities for member jurisdictions. Staff from Public Works, Community Development, Environmental Compliance and contract inspectors participate as often as possible. On June 14, 2016, SMCWPPP held a training regarding new requirements in the 2015 Municipal Regional Stormwater Permit (MRP), low impact development, and identification of green infrastructure opportunities in capital improvement projects. The City's contract stormwater inspector (Qualified SWPPP Practitioner-certified) and Environmental Compliance staff attended the training. Associated materials were shared with Community Development Planning staff, and as guidance for C.3.j. compliance. In addition, on September 23, 2015, Environmental Compliance staff attended a stormwater workshop titled "Integrating Reasonable Assurance Analysis and Stormwater/Green Infrastructure Plans" that was sponsored by the Regional Water Quality Control Board and Environmental Protection Agency Region 9 Water Division. This training

provided an introduction to a required process for green infrastructure planning in the current MRP and also provided examples from other locations in California where this process has been conducted as part of watershed planning activities.

Environmental Compliance staff is planning a training for Public Works Engineering and Community Development regarding C.3 and C.6 requirements as well as new internal processes to improve MPR compliance. This training will take place in Fall 2016, and an update will be provided in the FY 16-17 Annual Report.

(5) Outreach/education efforts to staff, developers, contractors, construction site operators and owner/builders

Environmental Compliance staff continues to actively participate in SMCWPPP New Development and Redevelopment Subcommittee meetings. In fact, Pam Boyle Rodriguez, Environmental Compliance Regulatory Coordinator, became the Subcommittee Chair in February 2016. As Chair, Pam works closely with SMCWPPP Program staff to plan meetings, provide feedback and review agendas and meeting summaries. Moreover, in August 2015, Community Development's Planning Manager began attending the meetings, which provides more information and education to his team, who interact with project proponents on a daily basis as well as improves interdepartmental coordination.

In addition, this past fiscal year Environmental Compliance staff has been working to improve C.3 compliance, coordination between departments, and outreach to project proponents. Staff has been working on amending the internal project review and documentation process. In addition, staff is planning to create outreach packets for project proponents that can be provided by Planning staff. Planning forms are being edited to provide more information on C.3 requirements earlier in the plan review process. Also, a C.3 Workgroup has been formed that will be meeting regularly to address improvements in the C.3 compliance process.

SMCWPPP staff support member jurisdictions by providing various types of outreach materials for project proponents that cities can amend for their own need. As such, the City provides numerous types of outreach fact sheets and materials to developers, contractors, and owner/builders regarding new MRP requirements, including (but not limited to) the following: 1) fact sheet entitled "Changes to Stormwater Quality Control Requirements – Information for Developers, Builders and Project Applicants", revised July 2016; 2) fact sheet entitled "Hydromodification Management Requirements: What Developers, Builders and Project Applicants Need to Know", revised July 2016; and 3) fact sheet entitled "Notice to Project Applicants: Update on Stormwater Treatment Requirements for New Development and Redevelopment Projects", revised July 2016. Project proponents are also notified of an active outreach website maintained by SMCWPPP, flowstobay.org, which includes various materials related to MRP compliance and stormwater best management practices and pollution prevention.

In addition, the City uses SMCWPPP materials created for staff in inter-departmental training and outreach, such as the fact sheet entitled "Requirements for Road Projects in the Municipal Regional Permit," revised July 2016. As mentioned in (4), Environmental Compliance staff is planning a training for Public Works Engineering and Community Development regarding C.3 and C.6 requirements as well as new internal processes to improve MPR compliance. This training will take place in Fall 2016, and an update will be provided in the FY 16-17 Annual Report.

(6) How your municipality encourages site design measures at unregulated projects subject to Planning/Building Department review

The City has increased its focus on requiring site design and source control measures. During the process described in (2), the full-time contracted inspector and plan checker reviews all projects that are not 'C.3-regulated' and directs project proponents to include site design measures, source control measures and construction best management practices (BMPs) as required. Comments are provided as needed as every plan review phase, as well as necessary forms (e.g., C.3/C.6 Development Review Checklist and the Small Projects Checklist) and outreach materials.

If proponent does not respond to requirements appropriately, a building permit is not issued. Project proponents are also provided a SMCWPPP resource, flowstobay.org, which includes additional resources. Both email and phone contact information are made available if proponents have questions regarding plan comments or C.3 requirements.

During construction, the same inspector/plan reviewer ensures the plan designs are being followed and requirements are being met. If not, the project manager/contractor is contacted to ensure site design measures, other measures and BMPs are implemented as directed. This project is closely followed until completion to ensure requirements are met. If necessary, Environmental Compliance staff will enforce requirements, but it is not generally needed.

(7) How your municipality encourages source control measures at unregulated projects subject to Planning/Building Department review

The City has increased its focus on requiring site design and source control measures. During the process described in (2), the full-time contracted inspector and plan checker reviews all projects that are not 'C.3-regulated' and directs project proponents to include site design measures, source control measures and construction best management practices (BMPs) as required. Comments are provided as needed as every plan review phase, as well as necessary forms (e.g., C.3/C.6 Development Review Checklist and the Small Projects Checklist) and outreach materials. If proponent does not respond to requirements appropriately, a building permit is not issued. Project proponents are also provided a SMCWPPP resource, flowstobay.org, which includes additional resources. Both email and phone contact information are made available if proponents have questions regarding plan comments or C.3 requirements.

During construction, the same inspector/plan reviewer ensures the plan designs are being followed and requirements are being met. If not, the project manager/contractor is contacted to ensure site design measures, other measures and BMPs are implemented as directed. This project is closely followed until completion to ensure requirements are met. If necessary, Environmental Compliance staff will enforce requirements, but it is not generally needed.

(8) General Plan revisions (if needed) to integrate water quality/watershed protection with water supply, flood protection, habitat protection, groundwater recharge, and other sustainable development principles and policies. Include dates of General Plan revisions.

The City of Burlingame's General Plan (Plan) is currently being updated. Envisionburlingame.org provides information and regular updates of this 30-month process. Environmental Compliance is working closely with Community Development to ensure C.3 requirements, including C.3.j., is considered throughout the Plan. In conjunction with the Plan update, planning codes and ordinances are being updated to reflect updated Plan. Environmental Compliance will ensure this is done in coordination with the Stormwater Code update, and that all are sufficiently integrated. In addition, the City's Climate Action Plan is also being updated, which will also reference C.3 and other stormwater management practices. This entire process will be an adoption of an improved approach for water quality/watershed protection, flood protection, groundwater recharge and protection/conservation of other environmental resources throughout the City by its various departments. A draft Plan should be completed by end of calendar year 2016, and update of codes and ordinances will follow.

C.3.b.iv.(2) ► Regulated Projects Reporting

See attached Table C.3.b.iv.(2).

C.3.c.ii ► Design Specifications for Pervious Pavement Systems

(For FY 2015-16 Annual Report only). Submit design specifications for pervious pavement systems that have been developed and adopted on a regional or countywide basis. If design specifications have been adopted and are contained in a Countywide stormwater handbook, include a reference to the handbook.

Summary:

The City of Burlingame is following the design specifications included in the SMCWPPP C.3 Stormwater Technical Guidance, revised draft June 2016.

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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C.3.e.v ► Special Projects Reporting

1. In FY 2015-16, 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
2. In FY 2015-16, 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 checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

See Table C.3.e.v. and 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.

City of Burlingame information will be submitted separately in a San Mateo Countywide Pollution Prevention Program submittal directly to local vector control agency.

Name of Facility	Address of Facility	Party Responsible ² For Maintenance	Type of Treatment/HM Control(s)
The Trousdale 25-unit residential condominiums	1800 Trousdale Drive	Property Owner	Flow-through planters, porous asphalt pervious paving
Sunrise Assisted Living (Pre-MRP 1.0) <u>Note:</u> This facility was actually installed in the previous FY 14-15; however, it was inadvertently not reported in the Annual Report for that year. Therefore, it is included here in order to ensure that it is reported to the Regional Water Board and the Vector Control District.	1818 Trousdale Drive	Property Owner	Vortex hydrodynamic separator

²State the responsible operator for installed stormwater treatment systems and HM controls.

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

Option 1 – Reporting Site Inspections	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 (FY14-15)	6
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 15-16)	8
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 15-16)	5
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 15-16)	83% ³
Option 2 – Reporting Stormwater Treatment System Inspections	Not used

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><u>Summary:</u> Veolia on behalf of the City inspected five stormwater treatment systems during the reporting period. No problems were encountered with the systems. The systems included:</p> <ol style="list-style-type: none"> 1. Bioretention areas at a tennis facility 2. A vegetated swale, flow-through planter, and pervious paving (interlocking concrete pavers) at a Parochial High School 3. A bioretention facility at a kennel/adoption center 4. A bioretention facility at a warehouse storage and retail marble property

³ Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year (FY 14-15), per MRP Provision C.3.h.ii.(6)(b).

5. A flow-through planter and pervious paving (porous asphalt) at a 25-unit condominium complex

For the previous fiscal year, 2014-2015, six facilities were inspected, three of them newly installed. This reporting year, only one facility was newly installed (1800 Trousdale Drive). An additional facility (1818 Trousdale Drive) was actually installed in the previous FY 14-15; however, it was inadvertently not reported in the Annual Report for that year. Therefore, it is included here in order to ensure that it is reported to the Regional Water Board and the Vector Control District.

Newly-installed facilities are the highest priority for inspection. The types of treatment controls inspected each year were similar, and no problems were encountered with the systems. No vaults were inspected by Veolia on behalf of the City for FY 15-16; however, one of two privately-owned vaults was inspected by a third party.

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

Summary:

The City's program is currently deemed effective, as a relatively few number of systems allows staff to inspect them annually. However, we may consider additional inspections during and/or after large storms to increase our understanding of the treatment systems. Inspection procedures and associated forms will be reviewed in FY 16-17 to assess what type of improvements need to be made. Staff will also assess its outreach materials and make needed changes. Furthermore, this upcoming fiscal year, the City will begin using an internal stormwater compliance program, which will allow inspectors to enter all inspection data in the field as well as take photos of the systems. This will improve our documentation system as well as provide a pictorial history of the systems and may assist Environmental Compliance staff to identify additional gaps that need to be addressed in the program. An update will be provided in the FY 16-17 Annual Report.

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:

As described in C.3.a.(2), the City has development review and permitting procedures in place to ensure Provision C.3 requirements for public and private projects are met, including C.3.i. When the City's full-time City contractor (from Veolia North America, private firm) reviews submitted project plans, she examines project details, including whether it is a project regulated under C.3.i. If so, comments are provided (with conditions of approval as needed) to the Community Development Department, Planning Division. In addition, necessary forms (e.g., C.3/C.6 Development Review Checklist and the Small Projects Checklist), guidance and outreach materials are provided to assist proponents in understanding and meeting the requirements. Planning staff provides comments (with outreach materials) to project proponents, who must then respond to them and submit another round of plans as needed. The contractor must be satisfied with the project design before a building permit is issued. Subsequently, during construction, the contractor ensures the plans are implemented correctly during regular inspections and works together with the building inspectors to coordinate appropriate enforcement if needed.

Furthermore, staff documents all activity from project review (including associated comments) to project completion using a combination of spreadsheets and Community Development's project tracking software, used both by the Planning and Building Divisions. Environmental Compliance staff is currently working with a consultant to create a City-specific stormwater compliance software that can be used to comply with Provisions C.3, C.6 and other provisions. An update will be provided in the FY 16-17 Annual Report.

In addition, BASMAA prepared standard specifications in four fact sheets regarding the site design measures listed in Provision C.3.i, as a resource for Permittees. Burlingame has modified 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. In addition, during fiscal year (FY) 16-17, staff will work with a consultant to make improvements to the current ordinance, enhancing conditions of approval, and ensuring integration with the current permit (Order # R2-2015-0049). Finally, Environmental Compliance staff is working to improve the plan review and approval process as well as educational materials for project proponents and will make needed improvements in FY 16-17. An update will be provided in the FY 16-17 Annual Report.

C.3.j.i.v.(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:

Environmental Compliance staff continues to actively participate in San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) New and Redevelopment Subcommittee meetings, at which C.3 requirements (including C.3.j.) are discussed at length. In fact, Pam Boyle Rodriguez, Environmental Compliance Regulatory Coordinator, became the Subcommittee Chair in February 2016. Moreover, in August 2015, Community Development's Planning Manager began attending the meetings, which provides more information and education to his team, who interact with project proponents on a daily basis as well as improves interdepartmental coordination. In addition, SMCWPPP began holding County-wide Green Infrastructure Technical Advisory Committee (TAC) meetings made up of staff from member jurisdictions. Both Pam and the Planning Manager serve as City of Burlingame representatives. Components of the green infrastructure MRP provision are discussed and thoroughly coordinated through these meetings. Finally, TAC members provide guidance and feedback to SMCWPPP and its consultant to assist the drafting of a County-wide framework and plan template.

SMCWPPP provides annual County-wide training opportunities for member jurisdictions. Staff from Environmental Compliance and contract inspectors participated in the most recent inspection held on June 14, 2016. The training agenda included educational presentations on low impact development, pervious pavement and identification of green infrastructure opportunities in capital improvement projects. Associated materials were shared with Community Development Planning staff, and as guidance for C.3.j. compliance. In addition, on September 23, 2015, Environmental Compliance staff attended a stormwater workshop titled "Integrating Reasonable Assurance Analysis and Stormwater/Green Infrastructure Plans" that was sponsored by the Regional Water Quality Control Board and Environmental Protection Agency Region 9 Water Division. This training provided an introduction to a required process for green infrastructure planning in the current MRP and also provided examples from other locations in California where this process has been conducted as part of watershed planning activities.

In addition, this past fiscal year Environmental Compliance staff has been working with the City's Community Development Department to improve C.3 compliance, meet new requirements (especially C.3.j.), and increase outreach and training to staff. This improved partnership allows information learned through the Green Infrastructure TAC and the SMCWPPP Committee, as well as outreach materials, to be shared regularly with the Planning and Building Permitting staff. Environmental Compliance staff is also building a working relationship with the City's Green Building Specialist to ensure that staff person is aware of C.3.j. requirements and to identify overlapping responsibilities in which staff can coordinate outreach materials and compliance activities. In addition, Environmental Compliance staff has been working with staff from the Public Works and Parks and Recreation Departments regarding the update of the CA Department of Water Resources' Water Efficient Landscape Ordinance (WELO), which is aimed at reducing commercial and residential water use. Because WELO requires landscape-friendly practices and encourages green infrastructure features, Environmental Compliance is considering how processes and procedures need to be adjusted at the City-level to ensure streamlined but comprehensive compliance. Finally, like the County-wide Green Infrastructure (GI) TAC, a City GI workgroup has been formed made up of the following staff: 1) Public Works Engineering; 2) Public Works Operations & Maintenance; 3) Community Development Planning; 4) Community Development Green Building Specialist; 5) Sustainability Coordinator; 6) Parks & Recreation; 7) Economic Development; 8) Police; and 9) Fire. Experience and guidance from all workgroup members will help inform a comprehensive, successfully-implemented green infrastructure framework and plan.

Please refer to the SMCWPPP FY 15-16 Annual Report for additional information regarding outreach efforts implemented by the Program.

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:

Environmental Compliance (EC) staff received information from the Public Works Engineering Division, the primary unit that manages public, or Capital Improvement, projects as well as the Parks and Recreation Department. Environmental Compliance then applied the BASMAA "Guidance for Identifying Green Infrastructure Potential in Municipal Capital Improvement Program Projects" (May 6, 2016) and the information obtained from the June 14, 2016 SMCWPPP C.3 Green Infrastructure training to identify potential green infrastructure opportunities. During this time, EC staff also formed a Citywide Green Infrastructure Workgroup and intends to involve members in this process in FY 16-17 and in the future. In addition to providing adequate training regarding C.3.j. and obtaining buy-in and support, EC staff intends to create an improved process for not only

tracking potential projects, but encouraging the consideration of these features in all project types throughout City Divisions.

Summary of Planning or Implementation Status of Identified Projects:

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

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

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

Please refer to the SMCWPPP FY 15-16 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 15-16 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 ¹⁰ , Street Address	Name of Developer	Project Phase No. ¹¹	Project Type & Description ¹²	Project Watershed ¹³	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹⁴	Total Replaced Impervious Surface Area (ft ²) ¹⁵	Total Pre-Project Impervious Surface Area ¹⁶ (ft ²)	Total Post-Project Impervious Surface Area ¹⁷ (ft ²)
Private Projects											
Public Storage	1811 Adrian Road	Public Storage, Inc.	N/A	Remodel to existing building & parking lot improvements	El-Portal/Trousdale	3.197	1.13	9,797	13,642	116,901	112,389
225 California	225 California Drive	Jewell Partners	N/A	Redevelopment – construction of a new 4-story building for mixed-use (office/retail)	Burlingame/Ralston	0.402	0.402	0	17,226	17,493	17,226
988 Howard Avenue	988 Howard Avenue	Robert Lugliani	N/A	Redevelopment – construction of a new 3-story commercial building for mixed-use (office/retail)	Burlingame/Ralston	0.352	0.35	0	10,571	15,236	10,571
Public Projects											
N/A											
<u>Comments:</u> No comment.											

¹⁰Include cross streets

¹¹If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

¹²Project 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.

¹³State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

¹⁴All impervious surfaces added to any area of the site that was previously existing pervious surface.

¹⁵All impervious surfaces added to any area of the site that was previously existing impervious surface.

¹⁶For redevelopment projects, state the pre-project impervious surface area.

¹⁷For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Application Deemed Complete Date ¹⁸	Application Final Approval Date ¹⁹	Source Control Measures ²⁰	Site Design Measures ²¹	Treatment Systems Approved ²²	Type of Operation & Maintenance Responsibility Mechanism ²³	Hydraulic Sizing Criteria ²⁴	Alternative Compliance Measures ^{25/26}	Alternative Certification ²⁷	HM Controls ^{28/29}
Private Projects										
Public Storage	1/13/2015	6/8/2015	Interior floor drains plumbed to sanitary sewer; use of efficient irrigations system, design to minimize runoff, plant drought-tolerant plants; minimize runoff/run-on from loading area;	Direct runoff from sidewalks, walkways, and/or patios, driveway, and/or uncovered parking lot onto vegetated areas; Self-treating area; Self-retaining areas; Plant or preserve interceptor trees.	Bioretention area	O&M with property owner	2.c.	N/A	N/A	HM Controls not required – less than 1 acre of impervious surface created/replaced and area is located outside of HM Control Map.

¹⁸For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁹For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

²⁰List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

²¹List 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.

²²List 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.).

²³List 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.

²⁴See 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).

²⁵For 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.

²⁶For 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.

²⁷Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁸If HM control is not required, state why not.

²⁹If 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).S:\Corp Yard\MRP\Reporting\Annual Reports\2015-16\BURLINGAME MRP Annual Report FY 15-16 FINAL SUBMITTAL_093016.docx

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 ¹⁸	Application Final Approval Date ¹⁹	Source Control Measures ²⁰	Site Design Measures ²¹	Treatment Systems Approved ²²	Type of Operation & Maintenance Responsibility Mechanism ²³	Hydraulic Sizing Criteria ²⁴	Alternative Compliance Measures ^{25/26}	Alternative Certification ²⁷	HM Controls ^{28/29}
225 California	8/23/15	4/11/2016	Interior drains plumbed to the sanitary sewer; plumbed interior parking garage floor drains to sanitary sewer; select plant/tree species appropriate to site; efficient irrigation system; covered/roofed refuse area.	Limit disturbances of drainage system, minimize compaction of highly permeable soils, protect slopes and channels, and minimize impacts from stormwater and urban runoff on the biological integrity of natural drainage systems and water bodies.	Media filter	O&M with property owner	2.c.	N/A	N/A	HM Controls not required – less than 1 acre of impervious surface created/replaced and area located outside of HM Control Map
988 Howard Avenue	6/16/15	3/14/16	Stencil on-site inlets with “No Dumping! Flows to Bay”; interior floor drains plumbed to sanitary sewer; use efficient irrigation system; select appropriate plants, drought tolerant.	Direct roof runoff onto vegetated areas; construct sidewalks, walkways, and/or patios with pervious or permeable surfaces; minimize impervious surfaces.	Flow-through planters	O&M with property owner	2.c.	N/A	N/A	HM Controls not required – less than 1 acre of impervious surface created/replaced and area located outside of HM Control Map

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 ³⁰	Date Construction Scheduled to Begin	Source Control Measures ³¹	Site Design Measures ³²	Treatment Systems Approved ³³	Operation & Maintenance Responsibility Mechanism ³⁴	Hydraulic Sizing Criteria ³⁵	Alternative Compliance Measures ^{36/37}	Alternative Certification ³⁸	HM Controls ^{39/40}
Public Projects										
N/A										
<p><u>Comments:</u> There were no public regulated projects in the City of Burlingame in FY 15-16.</p>										

³⁰For public projects, enter the plans and specifications approval date.

³¹List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

³²List 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.

³³List 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.).

³⁴List 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.

³⁵See 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).

³⁶For 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.

³⁷For 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.

³⁸Note whether a third party was used to certify the project design complies with Provision C.3.d.

³⁹If HM control is not required, state why not.

⁴⁰If 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). S:\Corp Yard\MRP\Reporting\Annual Reports\2015-16\BURLINGAME MRP Annual Report FY 15-16 FINAL SUBMITTAL_093016.docx

C.3.e.v.Special Projects Reporting Table												
Reporting Period – July 1 2015 - June 30, 2016												
Project Name & No.	Permittee	Address	Application Submittal Date ³⁵	Status ³⁶	Description ³⁷	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category ³⁸	LID Treatment Reduction Credit Available ³⁹	List of LID Stormwater Treatment Systems ⁴⁰	List of Non-LID Stormwater Treatment Systems ⁴¹
225 California	City of Burlingame	225 California Drive	8/23/15	Final Discretionary Approval on 4/11/16 Plan Set June 23, 2016 (Building Permit)	Redevelopment, 5-story, commercial mix used (office/retail) building	0.402	N/A	N/A	Category A: <u>Location</u> In downtown core zoning district <u>Project Size</u> Creates/replaces ≤0.5 acres of impervious surface <u>Parking</u> Includes no surface parking <u>Lot Coverage</u> Has at least 85% coverage of the entire site by permanent structures	100%	None	Media filter
1128 & 1132 Douglas Avenue	City of Burlingame	1128 & 1132 Douglas Avenue	6/13/14	Final Discretionary Approval Pending	Redevelopment – 5-story, 29-unit residential building	0.35	98	N/A	Category C: <u>Location</u> Within ¼ mile of a transit hub <u>Density</u> FAR ≥ 60 DU/ac <u>Parking</u> < 10% at-grade surface parking	50% 20% 10%	Flow-through planter	None proposed

Special Projects Narrative

225 California Drive

“The building footprint takes up 100% of the site area, leaving no area available for planting areas that could be used for stormwater treatment. Additionally, there is no podium courtyard to locate treatment planters. As such, it is impossible to treat 100% of the site with LID treatment system.” – Project proponent. As such, they are eligible to use a non-LID treatment measure. The project is replacing an existing catch basin with an acceptable non-LID media filter, which will be sized according to C3 specifications/design standards.

1128 - 1132 Douglas Avenue

This project qualifies as a Special Project Category C, although it has not received final discretionary approval. Project proponents are proposing to treat 100% of the stormwater on site with flow-through stormwater treatment.

³⁵Date that a planning application for the Special Project was submitted.

³⁶Indicate 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.

³⁷Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

³⁸For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

³⁹For 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.

⁴⁰List 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.

⁴¹List 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.

C.3.j.ii.(2) ► Table A - Public Projects Reviewed for Green Infrastructure				
Project Name and Location⁴²	Project Description	Status⁴³	GI Included?⁴⁴	Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement⁴⁵
Broadway Grade Separation Study	The project's purpose is to develop and evaluate alternatives for a grade separation at the Broadway railroad crossing in the City of Burlingame.	The Project Study Report has been completed. Seeking funding for design, environmental review and construction.	TBD	At this point, it is too early to confirm that GI measures will be used, but potential exists.
Neighborhood Storm Drain Improvements #9 (of several Storm Drain Capital Improvement Program projects)	Projects intended to address localized flooding and drainage issues.	Projects in early design stage.	TBD	Project is part of the Storm Drain Capital Improvement Program. Feasibility to incorporate GI features will be evaluated during design.
Rollins Road PS and Storm Drain Improvements	The Rollins Road area has a ground surface that is very near the high tide elevation. As a result, stormwater runoff that occurs during high tides is more likely to cause flooding, because the high tide prevents the stormwater from flowing freely to the Bay. Improvements include a new storm drain collection system and pump station in the area.	Project is at 35% design phase.	TBD	Project is part of the Storm Drain Capital Improvement Program, which only allows expenditures on the stormwater conveyance infrastructure. Feasibility to incorporate GI features will be evaluated during design.

C.3.j.ii.(2) ► Table B - Planned Green Infrastructure Projects			
Project Name and Location⁴⁶	Project Description	Planning or Implementation Status	Green Infrastructure Measures Included
Carolan Avenue Complete Streets Project	The project will convert a four-lane roadway (two lanes per direction) into a two-lane or three-lane roadway with a left-turn lane. New Class II dedicated bike lanes in each direction will be included.	As of end of August 2016, project is now at the 100% design phase. Plans and specs will be sent to Caltrans for review to receive authorization of construction funds (E-76) in October of 2016.	Where feasible according to roadway geometry, construction of bulb-out curbs with incorporated stormwater treatment measures
California Drive Roundabout	This project consists of the realignment of California Drive at Bellevue Avenue and Lorton Avenue for the construction of a traffic roundabout circle at this three-way, extended intersection. It will include construction of bicycle and pedestrian facilities to facilitate safe access and flow of all three transportation modes (walking, bicycling, and driving).	The project is at the 60% design stage with the 95% & 100% still forth coming.	Median islands with 'Green Streets' sustainable landscaping and storm drainage management system.
Public Parking Lot H, located near El Camino Real and Ralston Ave.	29,750 sq. ft. City-owned parking lot in major commercial area and next to single-family neighborhood. Drainage issues.	The project is at the 95% design stage.	Bioretention areas will be added to fix minor drainage issues.

⁴² List each public project that is going through your agency's process for identifying projects with green infrastructure potential.

⁴³ Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.

⁴⁴ 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.

⁴⁵ 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.

⁴⁶ 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:

City of Burlingame (City) Environmental Compliance staff, in addition to a full-time contracted staff person, regularly attend and participate in San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) Commercial, Industrial and Illicit (CII) Discharge Subcommittee meetings. In addition, Environmental Compliance staff and the City's contract inspector attended the SMCWPPP Annual CII training on June 1, 2016 to improve upon current skills and learn from other member jurisdictions. Refer to the C.4. Industrial and Commercial Site Controls section of the SMCWPPP FY 15-16 Annual Report for a description of the CII meetings and June training in addition to other Program activities.

To continue to meet MRP requirements, the City continues its agreement with San Mateo County Environmental Health Services (CEH) to provide inspection assistance at food-related facilities, businesses covered under the State's General Industrial Stormwater Permit, and facilities that store hazardous materials/waste (e.g., vehicle fueling or repair facilities). As CEH staff must inspect these facilities to ensure County regulatory requirements are met, they have agreed to also conduct stormwater inspections (and provide related educational materials as needed) during the same visit. The inspection results are provided by CEH staff on a regular basis to Environmental Compliance staff, and if a business does not sufficiently cooperate with CEH staff or if a potential non-stormwater violation is observed at the business, the City's staff is notified. CEH's inspection frequency is determined by MRP C.4 Provision requirements and the County Business Inspection Plan (BIP). However, if City staff is aware of a potential issue at a business for which CEH is responsible, the City staff contacts CEH for a more immediate inspection. In addition, the City's full-time contract inspector performs stormwater inspections at commercial and industrial businesses not generally targeted by CEH (e.g., marble manufacturers and vehicle dealerships). The inspection frequency of these 'non-targeted' facilities is determined by the City's Business Inspection Plan, and corresponding enforcement activities are carried out per the City's Enforcement Response Plan, both of which were updated by September 2016. CEH generally adheres to the City's ERP; however, CEH inspectors are also assumed to use 'Best Professional Judgement' as needed.

An Environmental Compliance staff and the City's contract inspector recreated the list of City businesses (for C.4 inspections) in FY 15-16 to ensure its completeness and established a system to update the list on a regular basis. A list of licensed businesses was acquired from the City's Business Licensing Division, which was then compared to the CEH list to ensure integration with County inspections. In addition, the Central County Fire Department was consulted regarding businesses that potentially needed to be added to the list. The list was reviewed, filtered and prioritized in phases: 1) The list was separated into 'targeted' (inspected by CEH) and 'non-targeted' (inspected by the City) businesses. New businesses to be added to the CEH list were shared with a County contact; 2) The list for which the City is responsible was reviewed using historic inspection data, Google Earth and SIC codes, and those determined to not impact stormwater were removed from the list; 3) 'Drive-by' inspections were conducted of the remaining businesses on the list to gain additional information; and 4) the list of businesses was prioritized based on available information for inspection priority and associated frequency. This list was then integrated into the updated Business Inspection Plan, which has been updated to reflect an improved prioritization and inspection process.

In FY 15-16, Environmental Compliance staff (whose position was created in November 2014) assessed Provision C.4 compliance and determined that various aspects of the inspection program needed improvements. In response, as mentioned above, 1) The BIP list and document were updated; 2) The prioritization process was revamped; 3) A process to regularly update the list was established; and 4) A new database was established to document all inspections and associated enforcement. Staff will continue to make improvements in FY 16-17 that include: 1) Inspecting all businesses on the new prioritized list to obtain a baseline assessment of each; 2) Subsequently re-prioritizing the list per the inspections; 3) Adjusting the prioritization process as needed; 4) Updating the BIP accordingly; 5) Creating standard procedures for business

inspections that will be followed by the City and County; 6) Updating the agreement between the City and CEH will be updated; and 7) Continued updating of the ERP. Finally, Environmental Compliance staff is currently working with a consultant to create a City-specific stormwater compliance software that can be used to comply with Provisions C.4-C.6 as well as other provisions. This software will allow electronic field inspections and will both simplify and amplify the documentation and compliance process. An update will be provided in the FY 16-17 Annual Report.

C.4.b.iii ► Potential Facilities List

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

The updated Potential Facilities List is comprised of 400 businesses to be inspected by both CEH and the City. See Appendices: 1) Appendix A - Table C.4.b.iii Potential Facilities List Potential Facilities List for City of Burlingame Inspections (72 Businesses); and 2) Appendix B - Table C.4.b.iii Potential Facilities List for CEH (328 Businesses).

C.4.d.iii.(1)(a) ► Facility Inspections

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

<input checked="" type="checkbox"/>	Permittee reports multiple discrete violations on a site as one violation.
<input type="checkbox"/>	Permittee reports the total number of discrete violations on each site.

	Number	Percent
Number of businesses inspected	151	
Total number of inspections conducted	152	
Number of violations (excluding verbal warnings)	6	
Sites inspected in violation	6	14
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	1	

Comments:

The number of violations at one particular site is reported as one violation. If, during an inspection, more than one violation is observed, *all* violations are reported on *one* inspection form (i.e., one site). Therefore, "sites inspected in violation" represents a minimum of one violation per site, even though more than one violation may have been observed at one of those sites.

There is a decrease in the number of facilities that CEH inspected for violations resolved in 10 business days for FY 2015-2016. This is largely attributed to San Mateo County CEH's transition from paper-based to electronic inspection field data input. This is the first Annual Report completed using the new system, and CEH is continuing to work with the database contractor to refine reporting tools.

C.4.d.iii.(1)(b) ► Frequency and Types/Categories of Violations Observed

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

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	4
Potential discharge and other	3

Comments:

Discharge streams are counted as one discharge per source of discharge per each site inspection. Actual and potential discharge numbers exclude verbal warnings.

C.4.d.iii.(1)(b) ► Frequency and Type of Enforcement Conducted

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

	Enforcement Action (as listed in ERP) ⁴⁷		Number of Enforcement Actions Taken		% of Enforcement Actions Taken ⁴⁸	
	County	City	County	City	County	City
Level 1	Verbal Warning	Verbal Warning	1	1	14	100
Level 2	Warning Notice or Administrative Action	Warning Notice/Notice of Violation	6	0	86	0
Level 3	Administrative Action with Penalty and/or Cost Recovery	Notice to Comply	0	0	0	0
Level 4	Legal Action	Legal Action	0	0	0	0
Total			7	1	100	100

⁴⁷Agencies to list specific enforcement actions as defined in their ERPs.

⁴⁸Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

C.4.d.iii.(1)(c) ▶ Types of Violations Noted by Business Category

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

Business Category ⁴⁹	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Auto-related	4	4
Food-related	0	2

C.4.d.iii.(1)(d) ▶ Non-Filers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:
 There were no industries identified as non-filers during scheduled inspections in FY 2015-2016.

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
Industrial and Commercial Inspector Stormwater Training	June 1, 2016	1) Reissued MRP – Differences & Similarities 2) Facilities CEH Inspects and Common BMPs 3) Illicit Discharge Detection and Elimination Inspections 4) Case Study: Material Storage Potential Pollution 5) Case Study: Food Establishment	2	100	2	100

Comments:
 The City's Contract Inspector inspects 'non-targeted' businesses and IDDEs. The City's Environmental Compliance staff person serves as a back-up IDDE inspector and also assists with business inspections if needed. The latter also supervises the Contract Inspector and leads MRP compliance process.
 Information on the SMCWPPP CII Training Workshop held June 1, 2016 including topics covered and an attendance list is available on the SMCWPPP Program website by going to Presentations under the "About Our Program" heading (<http://www.flowstobay.org/trainings>).

⁴⁹List your Program's standard business categories.

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:

City of Burlingame (City) Environmental Compliance staff, in addition to a full-time contracted staff person, regularly attend and participate in San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) Commercial, Industrial and Illicit (CII) Discharge Subcommittee meetings. In addition, Environmental Compliance staff and the City’s contract inspector attended the SMCWPPP Annual CII training on June 1, 2016 to improve upon current skills and learn from other member jurisdictions. Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 15-16 Annual Report for a description and/or agendas of the CII meetings and June training in addition to other Program activities.

In FY 15-16, Environmental Compliance staff (whose position was created in November 2014) assessed the Illicit Discharge Detection and Elimination program and determined that various aspects of the inspection program needed improvements. In response, Environmental Compliance strengthened a working relationship with the Code Enforcement Officer and the City Attorney to ensure that MRP requirements were understood and establish a clear response procedure. Responsibilities were clarified, and a flow chart was created to display internal response procedures. This chart was shared with the contract inspector, Public Works, the Police and Fire Departments and other pertinent staff. In regards to public outreach, contact information and instructions for the public regarding IDDEs were posted on a newly-constructed stormwater website (Burlingame.org/stormwater). In addition, a new City civic engagement application, Access Burlingame (by SeeClickFix) was established. A link called ‘Illegal Dumping’ was added that includes contact information for the Environmental Compliance staff. Due to space constraints, the term ‘IDDE’ could not be used. Finally, a new database was established to document all inspections and associated enforcement, which is linked to the newly-created C.4 and C.6 databases.

The following improvements will be made in FY 16-17: 1) The Enforcement Response Plan will be updated; 2) A process to regularly update the plan will be established; 3) Standard inspection and enforcement process to respond to and eliminate illicit discharges will be adjusted as needed; 4) Environmental Compliance staff will continue to outreach internally to ensure all City staff are aware of the response procedures; and 5) Staff will continue outreach to the public regarding IDDEs. Finally, Environmental Compliance staff is currently working with a consultant to create a City-specific stormwater compliance software that can be used to comply with Provisions C.4-C.6 as well as other provisions. This software will allow electronic field inspections and will both simplify and amplify the documentation and compliance process. An update will be provided in the FY 16-17 Annual Report.

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

List below or attach your complaint and spill response phone number

Screen shots of the contact information from Burlingame.org/stormwater in Appendix C.

Provide your complaint and spill response web address, if used

Complaints or issues may be reported to the City at <https://www.burlingame.org/index.aspx?page=3523/>. This same website provides instructions to download a mobile application, if one prefers that option. In addition, contact information is listed both on the newly-constructed City website, Burlingame.org/stormwater (Appendix C) and on the SMCWPPP website, flowstobay.org/reportpollution (Appendix D).

Is a screen shot of your website showing the central contact point attached? Yes No

If No, explain:
 N/A

Provide a discussion of how the central contact point (complaint and spill response phone number and, if used, web address) is being publicized to your staff and the public.

Environmental Compliance strengthened a working relationship with the Code Enforcement Officer and the City Attorney to ensure that MRP requirements were understood and establish a clear response procedure. After clarifying response procedures with the Code Enforcement Officer and the City Attorney, Environmental Compliance staff created a flow chart of responsibilities about which all parties agreed. This flow chart was shared with the contract inspector, Public Works, the Police and Fire Departments and other pertinent staff. Staff will continue to ensure City staff is aware of this updated procedure.

In regards to public outreach, contact information and instructions for the public regarding IDDEs were posted on a newly-constructed stormwater website (Burlingame.org/stormwater). In addition, contact information continued to be posted on the SMCWPPP website (flowstobay.org/reportpollution). In addition, a new City civic engagement application, Access Burlingame (by SeeClickFix) was established. A link called 'Illegal Dumping' was added that includes contact information for the Environmental Compliance staff. Due to space constraints, the term 'IDDE' could not be used.

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

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

	Number	Percentage
Discharges reported (C.5.d.iii.(1))	14	
Discharges reaching storm drains and/or receiving waters (C.5.d.iii.(2))	5	36
Discharges resolved in a timely manner (C.5.d.iii.(3))	13	93

Comments:

The data above shows that one discharge was not resolved in a timely manner. It is the City's priority to respond to and enforce discharges rapidly and appropriately. However, at times extenuating circumstances may be present that prevent discharges from being corrected in a timely manner. For FY 15-16, one site had such extenuating circumstances. This site, a food import/export warehouse, discharged oily water to the street on more than one occasion and was observed to reach the downstream storm drain on at least one occasion. The business received a Notice of Violation from the City and was slow to act. Ultimately, the problem was resolved adequately, but not in what is generally considered a timely manner (within 10 days), due to owner/manager being out of the country when the Notice was issued. A temporary corrective action (diverting flows to landscaped area) was implemented by employees until the permanent solution was installed. The process for responding to

spill and discharge complaints is detailed below.

All spill and discharge complaints are investigated in a timely manner. Per the response flow chart, Environmental Compliance (EC) staff serves as the main point of contact during weekday office hours, with the Police Department dispatch receiving calls during off-hours. The Police Department then notifies the 24-hour on-call Public Works staff person, who will respond to the incident within 30 minutes. On weekdays, EC staff contacts the contract inspector to respond to the complaint. If the inspector is not available, EC staff responds or requests assistance from a Public Works maintenance staff person who may be more readily available.

During an IDDE investigation, the first priority for the responding person is to locate the discharge, and if substantiated, contain it (to the extent possible) to prevent it from entering the storm drain. If it has already entered the storm drain, Public Works staff is immediately contacted, so that they can contain it downstream as quickly as possible. If the alleged discharge/complaint is unsubstantiated in the field, the Inspector calls the party/person who submitted the complaint to report the inconclusive findings and to verify the information again. If necessary, another attempt to locate the discharge is carried out. The second priority is to determine the source of the discharge, and if it has not reached a storm drain, contain it in its present location. Subsequently, the responding person attempts to locate a property owner or manager or any responsible party, communicates findings and documents any pertinent information. If needed, the responsible party is provided with appropriate guidance and available BMP outreach materials. In most cases, the incidents are accidental, and the responsible party complies within the required time period. The ERP is followed on a case-by-case basis, with the EC staff making the ultimate determination and communicating with the City Attorney in egregious cases. Follow-up visits are performed (as needed) to ensure the corrective action is implemented.

Staff uses the Spill and Discharge Complaint Tracking form in the field and documents incidents in the newly-created database. If an incident occurs during off-hours, the responding staff is contacted for necessary information and follow-up. In the latter part of FY 16-17, this information will be collected electronically in the field using a City-specific newly-created stormwater compliance software that will be used to comply with Provisions C.4-C.6 as well as other provisions. The information can then be searched and downloaded using the desktop version of the software.

C.5.f.iii ► MS4 Map Availability

Discuss how you make your MS4 map available to the public and how you publicize the availability of the MS4 map.

Members of the public can access GIS-based maps of the City's creeks and stormwater conveyance system in the following ways: 1) Visiting the Public Works counter and requesting a hard copy and 2) Visiting the City's newly-created stormwater website (Burlingame.org/stormwater). Historic creek maps can be accessed at the Oakland Museum Creek Mapping Project website (explore.museumca.org/creeks/crkmap.html).

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.(1) ► Hillside Development Criteria		
What criteria is your agency using to determine hillside development areas?	<input type="checkbox"/>	Local criteria such as maps of hillside development areas or other written criteria
	<input checked="" type="checkbox"/>	The permit definition of projects on sites with ≥ 15% slope
Attach a copy of hillside development area maps or provide your written criteria below, if applicable.		
<p><u>Description:</u> The City has defaulted to the MRP 15% slope criteria. City Geographic Information Systems (GIS) staff is currently in contact with San Mateo County GIS staff to obtain data to create a City map displaying areas with 15% or more slope. Currently, Environmental Compliance staff may access internal GIS data to estimate areas that have 15% or more slope. Until we obtain an accurate map, the City will consider all hillside projects as priority areas.</p>		

C.6.e.iii.2.a, b, c ► Site/Inspection Totals		
Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (include only High Priority Site and sites disturbing 1 acre or more) (C.6.e.iii.1.c)
2	1	10
<p><u>Comments:</u> In FY 15-16, the City conducted inspections at one site disturbing more than one acre and two high priority sites. Although the MRP requires monthly inspections at each of these sites, a unique situation occurred at two of the sites that affected the number of required inspections that were conducted. The large site did not start construction until April 2016; therefore, there was only one inspection that occurred during the rainy season and FY 15-16. Regarding the high priority sites, one was a steep hillside site where upon the first inspection, the City contract stormwater inspector observed stormwater violations at the private residence being constructed. At the same time, non-stormwater violations were observed by the City Arborist and other inspectors. As a result, a "Stop Work Order" was immediately placed on the project by one of the City's Building Inspectors, and work never resumed. The other high priority site was less than one acre disturbed and not on a hillside; however, due to the scope of the project involving mass excavation, groundwater infiltration, and subsequent treatment, it was deemed necessary to conduct regular stormwater inspections to ensure stormwater quality protection. The contract stormwater inspector also performed stormwater inspections outside of the defined wet season at additional sites.</p>		

C.6.e.iii.2.d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations ⁵⁰ excluding Verbal Warnings	% of Total Violations ⁵¹
Erosion Control	0	0
Run-on and Run-off Control	0	0
Sediment Control	0	0
Active Treatment Systems	0	0
Good Site Management	1	100
Non Stormwater Management	0	0
Total⁵²	1	100%

C.6.e.iii.2.e ▶ Construction Related Storm Water Enforcement Actions			
	Enforcement Action (as listed in ERP) ⁵³	Number Enforcement Actions Issued	% Enforcement Actions Issued ⁵⁴
Level 1 ⁵⁵	Verbal Warning	2	67
Level 2	Written Warning/ Notice of Violation	0	0
Level 3	Notice to Comply	1	33
Level 4	Legal Action	0	0
Total		3	100%

⁵⁰Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category. For example, if during one inspection at a site, there are 2 erosion control violations, only 1 violation would be counted for this table.

⁵¹Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁵²The total number of violations may count more than one violation per inspection, since some inspections may result in violations in more than one category. For example, during one inspection of a site, there may have been both an erosion control violation and a sediment control violation. For this reason, the total number of violations in this table may not match the total number of enforcement actions reported in Table C6.e.iii.1.e.

⁵³Agencies should list the specific enforcement actions as defined in their ERPs.

⁵⁴Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁵For example, Enforcement Level 1 may be Verbal Warning.

C.6.e.iii.2.f, g ► Illicit Discharges	
	Number
Number of illicit discharges, actual and those inferred through evidence at high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii.1.f)	0
Number of sites with discharges, actual and those inferred through evidence at high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii.1.g)	0

C.6.e.iii.2.h, i ► Violation Correction Times		
	Number	Percent
Violations (excluding verbal warnings) fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	0	0% ⁵⁶
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	1	100% ⁵⁷
Total number of violations (excluding verbal warnings) for the reporting year⁵⁸	1	100%
<p><u>Comments:</u> The one violation that was also not fully corrected within 30 days after the violation was discovered was placed under a 'Stop Work Order' (SWO). After compliance, the SWO was lifted; however, work has not resumed on the site as of this report date. Once work resumes, another inspection will take place to ascertain if all site conditions are compliant with MRP.</p>		

⁵⁶Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

⁵⁷Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

⁵⁸The total number of violations reported in the table of Violation Correction Times equals the number of initial enforcement actions, i.e., this assumes one violation is issued for several problems during an inspection at a site. The total number of violations in the table of Violation Correction Times may not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

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:
A comparison of data from previous years shows that, proportionately, a similar number of inspections were conducted; however, few to no enforcement actions taken. The increase of enforcement in FY 16-17 is likely due to a variety of factors: 1) an increased understanding of stormwater requirements by City staff, and therefore, increased outreach to project proponents; 2) Environmental Compliance staff taking steps to enhance communication between the City's building inspectors and the contracted stormwater inspector, leading to more coordinated inspections and sharing of field information; 3) a new staff taking the place of the contract stormwater inspector, who is a Certified Erosion, Sediment, and Storm Water Inspector (CESSWI) and Qualified SWPPP Practitioner (QSP), which results in a more thorough inspection process and an increase in enforcement actions and follow-up; 4) a newly-created database to track C.6 inspections (as well as C.3, C.4, and C.5 elements), leading to enhanced project documentation and ability to perform statistical analysis; and 5) an overall effort to improve the City's compliance of the C.6 provision.
Improvements will continue in FY 16-17 to better integrate the building/engineering/stormwater inspector roles and responsibilities and to establish standards for inspections and compliance. In the latter part of FY 16-17, C.6 inspection information will be collected electronically in the field using a City-specific newly-created stormwater compliance software that will be used to comply with MRP Provisions C.4-C.6ns. The information can then be searched and downloaded using the desktop version of the software.

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:
City Environmental Compliance staff, in addition to a full-time contract staff person, regularly attend and participate in San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) Commercial, Industrial and Illicit (CII) Discharge Detection and New Development and Redevelopment Subcommittee meetings, at which various aspects of Provision C.6 are discussed. In fact, Pam Boyle Rodriguez, Environmental Compliance Regulatory Coordinator, became the New Development and Redevelopment Subcommittee Chair in February 2016. As Chair, Pam works closely with SMCWPPP Program staff to plan meetings, provide feedback and review agendas and meeting summaries. Moreover, in August 2015, Community Development's Planning Manager began attending the meetings, which provides more information and education to his team, who interact with project proponents on a daily basis as well as improves interdepartmental coordination.
The City has development review and permitting procedures in place to ensure Provision C.6 and C.3 requirements for public and private projects are met in addition to other MRP requirements. First, copies of all private project submittals are routed to a full-time City contractor (Qualified SWPPP Practitioner (QSP)) from a private firm, who ensures plans meet C.3 and C.6 requirements. After plans are reviewed, the contractor provides comments in regards to stormwater requirements (with conditions of approval as needed) to the Community Development Department, Planning Division. In addition to comments, the following is provided to project proponents to assist them in meeting C.6 requirements: 1) C.3/C.6 Development Review Checklist; 2) a resource for the required construction Best Management Practices (BMP) plan sheet; 3) other pertinent

outreach materials and 4) the contractor's contact information. Planning staff collates comments and materials to provide them to project proponents, who must then respond to them and submit another round of plans. This process continues as needed, until plans are approved by all staff, leading to project proponents receiving a building permit. For public projects, various City Engineering staff, including the Senior Engineer responsible for stormwater capital improvement projects, review projects to ensure C.6 compliance with stormwater regulatory requirements as well as other regulatory requirements. In addition, Engineering staff meet internally and with the project design consultants to ensure requirements are met.

Stormwater erosion control plans are required for projects larger than one acre as well as smaller projects that have significant potential of impacting stormwater quality and the City's stormwater conveyance system. The City contractor (QSP) approves the erosion control plans before a building permit is issued, and ensures the appropriate construction BMPs are noted in the plans. During construction, the City contractor ensures the plans are implemented correctly during regular construction inspections and works together with the building inspectors to coordinate appropriate enforcement when needed. Furthermore, all activity, including project review (including associated comments), construction inspections are documented using a combination of spreadsheets and Community Development's project tracking software, used both by the Planning and Building Divisions. Environmental Compliance staff is currently working with a consultant to create a City-specific stormwater compliance software that can be used to comply with all MPR requirements, including C.6. Using a table, the inspector will be able to document inspections in the field and take photos as needed. The inspector will be able to immediately email a copy of the inspection form to the site manager (with a signature), if requested.

The following improvements will be made in FY 16-17: 1) The Enforcement Response Plan will be updated; 2) A process to regularly update the plan will be established; 3) Standard operating procedures for inspections and enforcement will be established; 4) Environmental Compliance staff will continue to outreach internally to ensure all City staff are aware of the requirements and standard procedures; 5) Staff will assess educational materials and make identified improvements as needed; 6) Staff will create a formal outreach packet that can be handed out during construction inspections; and 7) The City website (Burlingame.org/stormwater) will be updated to include C.6 educational materials and guidance. Finally, Environmental Compliance staff is currently working with a consultant to create a City-specific stormwater compliance software that can be used to comply with Provisions C.4-C.6 as well as other provisions. This software will allow electronic field inspections and will both simplify and amplify the documentation and compliance process. An update will be provided in the FY 16-17 Annual Report.

C.6.f ▶ Staff Training Summary			
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance
1) Construction Site Stormwater Compliance Training for Municipal Inspectors (SMCWPPP)	May 3, 2016	Water Board Perspective on Construction General Permit Reissued MRP Differences/Similarities BMP Vendor Presentation on Compost for Erosion Control Caltrans Experience with Compost BMPs Group Exercise: Stabilized Construction Entrance/Exit Group Exercise: Stockpiles Group Exercise: Small Sites – Perimeter Controls Group Exercise: Housekeeping	4
2) Certified Stormwater Inspector – Municipal (National Stormwater Center)	March 10-11, 2016	Stormwater regulatory requirements – Federal, State Construction inspections and BMPs	2 (plus manager)
<p><u>Comments:</u></p> <p>Regarding #1: The City's Contract Inspector serves as the primary construction inspector. However, two Public Works inspectors also conduct construction inspections, mostly in the City's public right-of-way. The City's Environmental Compliance staff person serves as a back-up inspector to respond to urgent situations, though the primary responsibility in regards to C.6 is to supervise the Contract Inspector and lead the MRP compliance process.</p> <p>Regarding #2: One of the two Public Works inspectors, who serves as the main support to the contract inspector attended this training. In addition, Environmental Compliance staff and supervisor, Public Works Superintendent, attended this training to inform the City's program and for the purpose of professional development.</p>			

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.

Environmental Compliance staff regularly attends the San Mateo Countywide Pollution Prevention Program (SMCWPPP) Public Information & Participation Subcommittee, through which activities to comply with Provision C.7 are coordinated. Staff distributes SMCWPPP-created outreach materials at City-sponsored/supported festivals and community activities. In addition, the City created a continually-evolving stormwater pollution prevention website (Burlingame.org/stormwater) to provide information to the public about MRP requirements, the City's stormwater conveyance system and tips regarding what residents and business owners can do to minimize/prevent discharges to the San Francisco Bay. Furthermore, three messages were posted in the City's electronic newsletter and Facebook page regarding Earth Day, Pollution Prevention Week and the new website resource. See Section 7 and Section 9 of the SMCWPPP FY 15-16 Annual Report for a description of Countywide activities.

As a participant in the Bay Area Water Supply & Conservation Agency, the City sponsored and coordinated two classes in FY 15-16 that focused on Bay-friendly and Drought Tolerant Landscape Practices and Integrated Pest Management. The following are brief descriptions of the classes: 1) September 15, 2015 – a class was held for private landscaping businesses as well as the City's Parks and Recreation Department landscaping staff. Approximately 30 City staff attended, and three private businesses, despite having invited over 240. However, this was the first class of this type, and staff anticipates an improvement as the City improves its relationship to landscape businesses. 2) April 28, 2016 – a class co-sponsored with a local group called the Citizen's Environmental Council was attended by approximately 44 members of the public. The City distributed outreach materials related to stormwater pollution prevention and water conservation.

C.7.c. Stormwater Pollution Prevention Education

In FY 15-16, the City created a continually-evolving stormwater pollution prevention website (Burlingame.org/stormwater) to provide information to the public about MRP requirements, the City's stormwater conveyance system and tips regarding what residents and business owners can do to minimize/prevent discharges to the San Francisco Bay. The website also lists the City's stormwater point of contact and instructions for the public regarding IDDEs. An announcement of the new website was posted to the City's electronic newsletter and Facebook page. See Appendix C for an example of the stormwater website.

Contact information is also posted on the SMCWPPP website (flowstobay.org/reportpollution). In addition, a new City civic engagement application, Access Burlingame (by SeeClickFix), was established. A link called 'Illegal Dumping' was added that includes contact information for the Environmental/Stormwater Compliance staff. Due to space constraints, the term 'IDDE' could not be used. Refer to the C.7 Public Information and Outreach section of SMCWPPP 15-16 Annual Report for additional information regarding Countywide activities.

<p><u>Local stormwater phone number(s):</u></p> <p>Public Works Corporation Yard, (650) 558-7370 - this phone number is used as the point of contact for reporting illicit discharges/dumping or for general stormwater requests. This general number is used, because someone is always available to answer it during regular work hours.</p> <p>Environmental Compliance staff, (650) 558-7381 - this is the direct phone number for this staff person. Calls to the Corporation Yard (above) are routed primarily to this person.</p>
<p><u>Local/Regional stormwater website(s):</u></p> <p>City website - Burlingame.org/stormwater</p> <p>County website - flowstobay.org</p>

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

As a member jurisdiction of SMCWPPP, most of the City's C.7 requirements are met on a Countywide level. The Program manager and Public Information & Participation Subcommittee (PIP) lead request feedback from the PIP members regarding goals and compliance activities. The Subcommittee generally provides staffing at the event but does request for assistance when needed. In addition, the same lead is responsible for creating outreach materials, for which the members provide feedback and guidance. Materials and giveaways can be ordered by member jurisdictions for events, activities and City facilities. Refer to the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 15-16 Annual Report for a summary of Countywide activities and outreach materials.

As the City does not have a staff person who can focus on this Provision, City and contract staff are limited to a few events a year. Staff attends and 'tables' a local popular event (Burlingame on the Avenue) on an annual basis and coordinates a large, local cleanup event as part of the statewide (international) Coastal Cleanup Day. This past fiscal year (15-16), the City also sponsored a class for the public regarding drought-tolerant landscaping. Outreach materials and giveaways were distributed at three events. See the table below for more information about each event.

Event Details	Description (messages, audience)	Evaluation of Effectiveness
<p>Burlingame on the Avenue (local): Aug. 15 – 16, 2015</p>	<ul style="list-style-type: none"> • Audience was diverse, including families from Burlingame and surrounding area. • Staffed local outreach tabling event to promote and provide stormwater pollution prevention information to the general public. • Provided and distributed program materials, including integrated pest management outreach materials (e.g., "Got Ants? "). • Tabling event was shared with City's Drinking Water Division staff tasked with providing water conservation information to the 	<ul style="list-style-type: none"> • This event remained effective at reaching out to homeowners, renters, and gardeners. • Approximately 200+ contacts were made, comparable to last year's event. • Similar observations were made regarding the impact of drought to the public's inquiries on landscape-maintenance activities associated with pest control with exception to those

	<p>public.</p> <ul style="list-style-type: none"> Staff communicated the overlap between the drought and pollution prevention in order to change car/power washing behavior. 	<p>related to ants, yellow jackets, and fruit flies.</p> <ul style="list-style-type: none"> SMCWPPP promotional items such as the car wash coupons were made available but demand from the public was noticeably low.
<p>17th Annual Burlingame Bayfront Cleanup (local, part of statewide Coastal Cleanup Day effort): Sept. 19, 2015</p>	<ul style="list-style-type: none"> Promoted, organized and staffed local cleanup event along the shoreline. This shoreline includes a County trail and several hotels and restaurants, resulting in heavy use throughout the week and weekends. Staff has a healthy, active partnership with various local businesses to carry out this successful, yearly event. Businesses donated breakfast items and refreshments as well as raffle items for participants. Distributed program materials on stormwater pollution. 	<ul style="list-style-type: none"> Close to 360 volunteers participated in the 2015 cleanup, a positive increase from last year's total of 300. Volunteers removed 700 pounds of refuse and 300 pounds of recyclables. Although Countywide Program coordinated the regional event, City staff performed additional promotional activities, event planning/organizing, staffing of the event and assisting with post-cleanup activities. The City has had a shoreline cleanup since 1998 and considers this annual event as a worthy educational tool to teach the community about the importance of keeping trash out of SF Bay. Many of the attendees are repeat participants and are excited to assist in keeping litter to a minimum in the SF Bay.
<p>Bay Area Water Supply & Conservation Agency class, Water-wise Irrigation & Landscaping: April 28, 2016</p>	<ul style="list-style-type: none"> Drought-tolerant landscaping class for the public, co-sponsored with a local group called the Citizen's Environmental Council. Audience was mostly made up of community members and gardeners. Distributed outreach materials related to stormwater pollution prevention and water conservation. 	<ul style="list-style-type: none"> Approximately 44 members of the public attended. The local group, who provides classes and seminars on a regular basis, received positive feedback from the attendees. Attendees were very interested in the materials and giveaways.

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.

Summary:

Refer to the C.7 Watershed Stewardship Collaborative Efforts section of SMCWPPP FY 15-16 Annual Report for a summary of activities and collaborative efforts.

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.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Contract staff usually visits a local high school to provide information about sanitary sewer treatment as well as stormwater pollution prevention. Unfortunately, it did not occur in FY 15-16 due to scheduling conflicts.	N/A	N/A	N/A

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a. ► Implement IPM Policy or Ordinance								
Is your municipality implementing its IPM Policy/Ordinance and Standard Operating Procedures?					X	Yes		No
If no, explain: N/A								
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, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.								
Trends in Quantities and Types of Pesticides Used⁵⁹								
Pesticide Category and Specific Pesticide Used	Amount ⁶⁰							
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21		
Organophosphates	N/A							
Pyrethroids	N/A							
Carbamates	N/A							
Fipronil	N/A							
Indoxacarb	Reporting not required in FY 15-16							
Diuron	Reporting not required in FY 15-16							
Diamides	Reporting not required in FY 15-16							

⁵⁹Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁶⁰Weight or volume of the product or preferably its 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.

The following describes examples of integrated pest management (IPM) practices implemented in the City.

The City Parks Division landscaping staff follows the integrated pest management (IPM) policy at all times and are appropriately trained in various types of IPM tactics:

- 1) Drought-tolerant plants are used as often as possible, with native species planted in areas with probable low mortality.
- 2) Little pesticides (if at all) are used to manage weeds, with most removed manually.
- 3) During FY 15-16, special care was taken to conserve water, and mulch was regularly added around plants and trees at City parks.

In addition, the Public Works Department hires on an annual basis contractors to manage invasive species in easement areas. The following is an example of an IMP practice employed by our contractors, who are IPM-certified:

- 4) A limited amount of an allowed herbicide is used to manage weeds in the cracks of asphalt and concrete (enclosed areas, within six feet of pump stations) for the purpose of a firebreak and access for mechanical equipment. However, most weeds are removed mechanically with appropriate timing, due to most targeted plants being annuals or bi-annuals.

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.	8
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	19
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

NOTE: All 19 employees of the Parks Division are regularly trained IPM; however, in FY 15-16, only eight employees applied pesticides.

The following trainings were attended by various City Parks Division staff:

- SMCWPPP Landscape IPM Training held on March 9, 2016
- Pesticide Applicators Professional Association pesticide/IPM seminars
- California Association of Pest Control Advisers pesticide/IPM seminars
- In-house pesticide/IPM training
- Target Specialty Products IPM seminars
- Western Chapter International Society of Arboriculture seminars

In addition, on an annual basis, an IPM consultant provides training to Public Works Maintenance staff regarding new IPM approaches.

C.9.c ▶ Require Contractors to Implement IPM			
Did your municipality contract with any pesticide service provider in the reporting year?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
<p>If yes, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored.</p> <p>The Public Works Department hires on an annual basis contractors to manage invasive plant species in easement areas. Contractors must be certified in Integrated Pest Management and knowledgeable of the Provision C.9 requirements. In addition, the contract states that the hired party should consult with a City supervisor regarding non-herbicide opportunities. The Assistant Superintendent of the Streets & Sewer Division manages this contract and communicates regularly before and while the work is conducted to ensure the work is conducted appropriately and that IPM techniques are being used.</p>			

C.9.d ▶ Interface with County Agricultural Commissioners			
Did your municipality communicate with the County Agricultural Commissioner to: (a) get input and assistance on urban pest management practices and use of pesticides or (b) inform them of water quality issues related to pesticides,	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
<p>If yes, summarize the communication. If no, explain.</p> <p>The City Parks Division reports monthly pesticide usage to County and County conducts annual pesticide inspection. During annual inspection, the County Department of Agriculture Weights and Measures, which reports to the State's Department of Pesticide Regulations, notifies staff of new requirements and or regulations. Dan Collins, the PCA /IPM consultant hired by the City, works with the County Agriculture Department on the City's' behalf at least once a year to be updated of recent regulations and strategies that would reduce chemicals used. In addition, refer to Section 9 of the SMCWPPP FY 15-16 Annual Report for a summary of the Program's communication with the San Mateo County Agricultural Commissioner.</p>			
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
<p>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.</p> <p>N/A</p>			

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

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

Summary:

Refer to the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 15-16 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

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

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

Summary:

The City's Parks Division notifies schools as part of the Healthy Schools Act when pesticide spraying is necessary on City facilities adjacent to school property. In addition, refer to the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 15-16 Annual Report for a summary of our participation in and contributions towards countywide and regional public outreach to pest control operators and landscapers to reduce pesticide use.

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:

Refer to the C.9 Pesticides Toxicity Control section of SMCWPPP FY 15-16 Annual Report for a summary of outreach to pest control operators and landscapers to reduce pesticide use.

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

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

Summary:

During FY 15-16, the City participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ► Trash Load Reduction Summary	
For population-based Permittees, provide the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the reduction percentage on the information presented in C.10.b.i-iv and C.10.e.i-ii. Provide a discussion of the calculation used to produce the reduction percentage, including whether the 60% trash reduction performance guideline was attained. If not attained, include a discussion of next steps (e.g., development of a detailed plan or report of non-compliance).	
Trash Load Reductions	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to Trash Full Capture Systems (as reported C.10.b.i)	22.0%
Percent Trash Reduction in all TMAs due to Control Measures Other than Trash Full Capture Systems (as reported in C.10.b.ii) ⁶¹	12.0%
Percent Trash Reduction due to Jurisdictional-wide Source Control Actions (as reported in C.10.b.iv) ¹	10.0%
Subtotal for Above Actions	44.0%
Trash Offsets (Optional)	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	NA
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	NA
Total (Jurisdictional-wide) % Trash Load Reduction in FY 15-16	44.1%
Discussion of Trash Load Reduction Calculation:	
<p>The City attained and reported a 61% trash load reduction in its FY 14-15 Annual Report, exceeding the trash load reduction target of 40% by 2014. The reissued MRP contains a revised calculation methodology that eliminates or caps past trash load reduction offsets or credits. Based on the new calculation methodology, as of July 1, 2016, the City has attained a 44.1% trash load reduction (including trash offsets). The reissued MRP also added a non-mandatory performance guideline of attaining 60% trash reduction by July 1, 2016. Based on the new calculation methodology and the information provided in this Annual Report, the City has not achieved the 60% performance guideline.</p> <p>The City did not have sufficient time to adjust the existing trash control implementation plan to achieve the new non-mandatory target, but expects to exceed the mandatory 70% trash load reduction requirement by June 30, 2017. The City has prepared a Trash Action Plan (Appendix E) to document the description and schedule of additional trash load reduction control actions that will be implemented to attain and exceed the required 70% percent reduction by July 1, 2017. Refer to Appendix E for Trash Action Plan details.</p>	

⁶¹ See Appendix G for changes between 2009 and FY 15-16 in trash generation by TMA as a result of Full Capture Systems and Other Measures.

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

Provide the following:

- 1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY 15-16, during FY 15-16, and to-date, including inlet-based and large flow-through or end-of-pipe systems, and qualifying low impact development (LID) required by permit provision C.3.
- 2) Total land area (acres) treated by full capture systems for population-based Permittees and total number of systems for non-population based Permittees compared to the total required by the permit.

Type of System	# of Systems	Areas Treated (Acres)
Installed Prior to FY 15-16		
Connector Pipe Screens	40	114
Installed in FY 15-16		
NA	NA	NA
Total for all Systems Installed To-date	40	114
Treatment Acreage Required by Permit (Population-based Permittees)		37
Total # of Systems Required by Permit (Non-population-based Permittees)		NA

*Areas treated includes jurisdictional and non-jurisdictional lands (e.g., public K-12 schools and colleges, and freeways)

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

Provide the following:

- 1) Jurisdictional-wide trash reduction in FY 15-16 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) Since the effective date of MRP 2.0 (January 1, 2016), the percentage of systems 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	Summary of Maintenance Issues and Corrective Actions
1	13.8	40	7.5% (3 systems)	<p>All three full capture systems identified to be more than 50% full are located next to high-trash generating parcels. Two of them are located on streets in two highly-visited commercial areas, and the third is located next to a large car dealership.</p> <p>Inspections of trash capture systems have recently been added to Public Works' computerized asset management system (Cartegraph), which allows staff to establish and adapt preventative maintenance schedules. Generally, the full capture systems are inspected and maintained before and after the rainy season, with drive-by inspections conducted after large storms. The inspection frequency has been increased for all 40 systems. For FY16-17, the systems will be inspected on a monthly basis during the rainy season (October through March) and once during the dry season (July). Based on data collected during FY 16-17, inspection frequencies will be adjusted as needed and on an on-going basis. All future inspections and maintenance will be scheduled, assigned and documented using Cartegraph.</p>
2	5.1			
3	3.1			
4	0.0			
5	0.0			
6	0.0			
Total*	22.0			

Certification Statement:
 The City of Burlingame 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."

*Note: The % reduction from full capture includes 0.02% 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
1-6	<p>The following describes trash control actions undertaken throughout the six TMAs.</p> <p>1) <u>Street Sweeping Program</u>: In FY 15-16, the City initiated a pilot project to improve to its street sweeping practices. The project involved 1) Identifying obstacles that affect the street sweeping effectiveness; 2) Mapping these obstacles using Geographic Information Systems (GIS) software; 3) Field checking sweeping routes and updating them using GIS and a global positioning system (GPS) installed on the two City-owned sweepers to assist in the tracking and improvement of curb mile routes; 4) Determining areas of focus based on various feasibility criteria; 5) Choosing obstacles on which to focus; 6) Planning two pilot phases focusing on two obstacles to effectiveness: a. parked cars (locations overloaded with cars during associated sweeping schedules) and b. trash/debris (locations with high trash amounts that need additional focus). The pilot planning team chose to focus on each of the issues in two phases due to limited resources and various responsibilities. Phase 1, which focused on parked cars, took place in 2016 after the rainy season. Although Phase 2 (trash and debris) was planned immediately after the completion of Phase 1, the City was not able to move forward with it due to significant staffing issues. The City currently plans to conduct the Phase 2 in FY 16-17. An additional tool for Phase 2 is the City’s Cartegraph asset system, which is now being used to track all street sweeping activities, including daily routes and volume collected. This data will be valuable during the effectiveness analysis process.</p> <p>Once Phase 2 is completed, City staff anticipates analyzing obtained anecdotal information and quantifiable data to determine next steps. Staff will present results to City Council and potentially request ‘no parking’ signs in those areas in the City where they are deemed necessary for street sweepers to reach the curb and effectively collect trash and other debris. An update will be provided in the subsequent Annual Report.</p> <p>2) <u>Storm Drain Inlet Assessment & Cleaning</u>: In FY 15-16, Public Works staff conducted an intensive data collection project of all of its storm drain inlets to increase its knowledge and understanding of the City’s MS4. With the help of two interns, a Geographic Information Systems (GIS)-based application and an iPad, staff created a complete inventory of the location, type, and condition of all City-owned storm drain inlets. While inventorying these inlets, data was also collected on the amount of trash and debris in the inlets. Data analysis will occur in FY 16-17 to categorize inlets by priority based on the amount of trash and organic debris collected among other criteria. Cartegraph, Public Works’ computerized asset-management system, will be used to schedule maintenance activities per the priority category. Staff intends to continue to collect data on an annual or bi-annual basis to refine results, and will consequently adjust priorities and maintenance frequencies as needed.</p> <p>The City continues to maintain all of its approximately 1,018 inlets that are spread across all TMAs a minimum of once a year. Based on anecdotal information and years of experience, staff regularly checks those inlets known to cause flooding issues during the rainy season. As mentioned, maintenance frequencies will be adjusted in FY 15-16 per the assessment results, creating a more systematic approach to MS4 maintenance.</p>

	<p>3) <u>Uncovered Loads</u>: In January 2014, the City adopted revisions to its municipal ordinance, which addresses all solid waste and recyclable materials hauled by any person on all City streets. Loads must be properly covered to prevent spillage, leaks and pollution in the public right of way and waterways.</p> <p>4) <u>Anti-littering and Illegal Dumping Enforcement Activities</u>: In FY14/15, the City approved a full-time Code Compliance Officer position. The position was filled for less than a year, and subsequently the City confronted numerous challenges while trying to refill the position. The City now contracts a part-time Code Compliance Officer, who enforces illegal dumping and littering among other code violations. The position works in conjunction with Environmental Compliance staff, and when appropriate, also City's Economic Development Specialist, who assists with related anti-littering issues activities as well as commercial trash bin maintenance in the City's two main commercial areas (TMAs 1&2).</p> <p>When an illegal dumping/littering issue is encountered by City staff or reported by a community member, the Code Compliance Officer addresses the issue directly. If the Office can identify the responsible party, she will communicate with that person and provide information regarding the City's municipal code. Generally, the party is compliant, and the Officer does not open a case regarding the issue. However, for on-going issues or a non-compliant party, the Officer opens a case and follows through with necessary action. Once closed, the information is shared with the City Clerk. Public Works O&M staff provides support by responding quickly (within 24-48 hours) to clean up the area.</p> <p>Between 2009 and 2013, illegal dumping issues were documented by Public Works using Lucity, the Department's computerized asset management system. Since 2014, the Code Compliance Officer has been documenting cases using the City's CRW database. During FY 15-16, the Code Compliance Officer investigated and closed 17 illegal dumping/littering cases. Public Works O&M staff provided support when needed.</p> <p>5) <u>Waste Management</u>: Environmental Compliance staff participates in SMCWPPP's Litter Workgroup, which, in FY 15-16, focused on improving Countywide waste management activities by contract haulers. Common issues, such as improper bin handling during emptying and inconsistent data documentation were identified by members of the workgroup, which included member jurisdictions and the three waste management companies with whom the jurisdictions contract. In addition, SMCWPPP staff studied the jurisdictions' contracts and assessed commonalities and areas on which City staff may want to focus, such as for Burlingame's upcoming contract negotiations. See the Workgroup's work plan as well as other information in Section 10 (Trash Control) of SMCWPPP's FY 15-16 Annual Report.</p>
<p>1</p>	<p>1. <u>Street Sweeping</u>: In FY 2010-11, sweeping frequency and sweeping area coverage in the retail/downtown areas were increased. Currently, the commercial area of this TMA is swept six days a week, with the residential area swept on a weekly basis during the wet season and on a bi-weekly basis during the dry season. In addition, a mini street sweeper was purchased to enable staff to sweep commercial sidewalks and surrounding parking lot areas that are not accessible by the City's sweeper.</p> <p>2. <u>On-land Cleanups</u>: A dedicated downtown maintenance worker currently provides trash monitoring and removal at a frequency of five days a week and an additional three labor hours of clean-up activities on Sunday mornings. Areas visited include City parking lots that total approximately 11 acres and a highly-visited, centralized commercial area.</p> <p>3. <u>Partial Capture Devices</u>: Out of the 48 total full and partial trash capture devices in the City, eight auto-retractable screen (ARS) devices are located in TMA 1. In addition, 19 inlets have both connector pipe screen (CPS) and ARS devices. These devices are maintained before and after the rainy season and inspected regularly during storms. Documentation of inspection</p>

	<p>and maintenance will be carried out from this point forward using Cartegraph, which will allow us to conduct analysis of all work done and collected data over time. Therefore, MRP requirements can be met, while also improving asset management.</p> <ol style="list-style-type: none"> 4. <u>Anti-littering and Illegal Dumping Enforcement Activities:</u> As described above, the City contracts a part-time Code Compliance Officer, who enforces illegal dumping and littering violations. The position works in conjunction with Environmental Compliance staff, and when appropriate, also City's Economic Development Specialist, who assists with related anti-littering issues activities as well as commercial trash bin maintenance in the City's two main commercial areas (TMA 1). 5. <u>Trash Bin/Container Management:</u> In FY 10-11, the City began to require specialized bins/containers at major public events In Burlingame, including those held in commercial districts (such as TMA 1), to properly manage cardboard, paper, recyclables and organic materials generated during the event. The City also required event sponsors to provide staffing to oversee and ensure appropriate management of trash/recycling bins and enforcement of clean-up activities. In FY 11-12, the City identified high trash generating areas in commercial, public right-of-ways and installed trash bins along with selected specialty bins (e.g. for cigarette butts, recycling) in specific locations. The bins are serviced weekly through the City's franchise agreement with Recology. Monitoring is provided by the downtown City maintenance staff to ensure proper trash removal. <p>In FY 15-16, the City's contract, part-time Code Compliance Officer focused in this TMA 1 on many restaurants and retail stores with bin/container management issues. The Officer was involved in outreach efforts and sent out written warnings when necessary, and documented her work in a City database.</p>
2	<ol style="list-style-type: none"> 1. <u>Street Sweeping:</u> In FY 2010-11, sweeping frequency and sweeping area coverage in the retail/downtown areas were increased. Currently, the commercial area of this TMA is swept six days a week, with the residential area swept on a weekly basis during the wet season and on a bi-weekly basis during the dry season. In addition, a mini street sweeper was purchased to enable staff to sweep commercial sidewalks and surrounding parking lot areas that are not accessible by the City's sweeper. 2. <u>On-land Cleanups:</u> A dedicated downtown maintenance worker currently provides trash monitoring and removal at a frequency of five days a week and an additional three labor hours of clean-up activities on Sunday mornings. 3. <u>Partial Capture Devices:</u> Out of the 48 total full and partial trash capture devices in the City, three auto-retractable screen ARS) devices are located in TMA 2. In addition, 10 inlets have both connector pipe screen (CPS) and ARS devices. These devices are maintained before and after the rainy season and inspected regularly during storms. Documentation of inspection and maintenance will be carried out from this point forward using Cartegraph, which will allow us to conduct analysis of all work done and collected data over time. Therefore, MRP requirements can be met, while also improving asset management. 4. <u>Anti-littering and Illegal Dumping Enforcement Activities:</u> As described above, the City contracts a part-time Code Compliance Officer, who enforces illegal dumping and littering violations. The position works in conjunction with Environmental Compliance staff, and when appropriate, also City's Economic Development Specialist, who assists with related anti-littering issues activities as well as commercial trash bin maintenance in the City's two main commercial areas (TMA 2). 5. <u>Trash Bin/Container Management:</u> In FY 10-11, the City began to require specialized bins/containers at major public events In Burlingame, including those held in commercial districts (such as TMA 2), to properly manage cardboard, paper, recyclables and organic materials generated during the event. The City also required event sponsors to provide staffing to oversee and ensure appropriate management of trash/recycling bins and enforcement of clean-up activities. In FY 11-12, the City identified

	<p>high trash generating areas in commercial, public right-of-ways and installed trash bins along with selected specialty bins (e.g. for cigarette butts, recycling) in specific locations. The bins are serviced weekly through the City's franchise agreement with Recology. Monitoring is provided by the downtown City maintenance staff to ensure proper trash removal.</p>
3	<ol style="list-style-type: none"> 1. <u>Street Sweeping</u>: In FY 2010-11, sweeping frequency and sweeping area coverage in the retail/downtown areas were increased. Currently, the commercial area of this TMA is swept six days a week, with the residential area swept on a weekly basis during the wet season and on a bi-weekly basis during the dry season. In FY 15-16, Public Works Operations & Maintenance staff noted that trucks and other vehicles were parking on a public street next to the shopping plaza, impeding the sweepers' access to the curb. Staff realized that, since the City's Police Department had removed a 'no parking' sign from the frontage road in 2012, the street had become known as an easily-accessible location to park overnight. Staff re-installed the sign in Fall 2015, and the sweepers have since been able to access the curb, leading to significant trash removal. This area will continue to be monitored by staff and with visual trash assessments. 2. <u>Partial Capture Devices</u>: Out of the 48 total full and partial trash capture devices in the City, one auto-retractable screen ARS) device is located in TMA 3. In addition, five inlets have both connector pipe screen (CPS) and ARS devices. These devices are maintained before and after the rainy season and inspected regularly during storms. Documentation of inspection and maintenance will be carried out from this point forward using Cartegraph, which will allow us to conduct analysis of all work done and collected data over time. Therefore, MRP requirements can be met, while also improving asset management. 3. <u>Anti-littering and Illegal Dumping Enforcement Activities</u>: The City's contract, part-time Code Compliance Officer enforces codes to decrease occurrence of these activities as well as commercial trash bin maintenance. 4. <u>Trash Bin/Container Management</u>: In FY 10-11, the City began to require specialized bins/containers at major public events in Burlingame, including those held in commercial districts (such as TMA 3), to properly manage cardboard, paper, recyclables and organic materials generated during the event. The City also required event sponsors to provide staffing to oversee and ensure appropriate management of trash/recycling bins and enforcement of clean-up activities.
4	<ol style="list-style-type: none"> 1. <u>Street Sweeping</u>: Currently, this TMA is swept on a weekly basis during the wet season and on a bi-weekly basis during the dry season. Sweeping frequency may potentially increase after completion of the Street Sweeping Pilot Program. 2. <u>Anti-littering and Illegal Dumping Enforcement Activities</u>: The City's contract, part-time Code Compliance Officer enforces codes to decrease occurrence of these activities as well as commercial trash bin maintenance. 3. <u>Trash Bin/Container Management</u>: In FY 15-16, staff collected data regarding bin/container management throughout this TMA. Once organized, this data will be shared with the City's contract commercial/industrial inspector in order to focus on high priority businesses. In addition, Environmental Compliance staff, with support from Code Compliance, will reach out to priority businesses to provide additional information regarding City codes and MRP requirements. Environmental Compliance and the City's inspector will provide follow up enforcement as needed.
5	<ol style="list-style-type: none"> 1. <u>Street Sweeping</u>: Currently, this TMA is swept on a weekly basis during the wet season and on a bi-weekly basis during the dry season. Sweeping frequency may potentially increase after completion of the Street Sweeping Pilot Program. 2. <u>Anti-littering and Illegal Dumping Enforcement Activities</u>: The City's contract, part-time Code Compliance Officer enforces

	<p>codes to decrease occurrence of these activities as well as commercial trash bin maintenance.</p> <p>3. <u>Trash Bin/Container Management</u>: In FY 15-16, staff collected data regarding bin/container management throughout this TMA. Once organized, this data will be shared with the City's contract commercial/industrial inspector in order to focus on high priority businesses. In addition, Environmental Compliance staff, with support from Code Compliance, will reach out to priority businesses to provide additional information regarding City codes and MRP requirements. Environmental Compliance and the City's inspector will provide follow up enforcement as needed.</p>
<p>6</p>	<p>As this TMA is almost entirely residential, the trash generation category of the entire TMA per the baseline trash generation map (2014) is low. However, the City provides services such as street sweeping on a regular basis and code compliance/enforcement as needed.</p> <p>1. <u>Street Sweeping</u>: Although trash is not considered a major issue in this TMA, organic debris is a consistent issue during leaf fall each year. Street sweeping is increased during this time period, and as a result, trash is also removed on a weekly basis throughout the tree-laden areas.</p> <p>2. <u>Anti-littering and Illegal Dumping Enforcement Activities</u>: The City's contract, part-time Code Compliance Officer enforces codes to decrease occurrence of these activities as needed.</p>

**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 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 15-16 attributable to trash management actions other than full capture systems implemented in each TMA.

TMA ID <i>or (as applicable)</i> Control Measure Area	Total Street Miles Available for Assessment	Summary of On-land Visual Assessments			Jurisdictional-wide Reduction (%)
		Street Miles Assessed	% of Applicable Street Miles Assessed	Avg. # of Assessments Conducted at Each Site	
1	2.55	0.61	24.0	5	9.7
2	1.23	0.39	34.8	5	1.6
3	0.89	0.58	64.8	4	0.7
4	3.26	0.82	25.5	4.75	0.0
5	2.83	0.60	21.2	4	0.0
6	0.03	0	0	0	0.0
Total		3.00	-	-	12.0

*Each on-land visual assessment site is approximately 1,000 feet (on average) in length. Average number of assessments represents those conducted in FYs 14-15 and 15-16.

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

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

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction	Total Reduction Credit (%)
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C.10.b.iv ► Trash Reduction – Source Controls					
Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and provide the associated reduction of trash within your jurisdictional area. Also include the total % reduction credit for all source controls up to the maximum 10% allowed by MRP 2.0.					
<p>Single-Use Bag Ordinance Burlingame Municipal Code - Title 8 Health and Sanitation, Chapter 8.12, adopted 2013; website: http://qcode.us/codes/burlingame/</p>	<p>Main target source: retail, convenience and grocery stores as well as to-go orders from restaurants</p>	<p>In FY 13-14, 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 are assumed to be representative of all SMCWPPP Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the member jurisdictions.</p> <p>The City developed its percent trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 95% of single use plastic bags distributed in the City are affected by the implementation of the ordinance, based on the County of San Mateo's Environmental Impact Report; and 3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County of San Mateo's Department of Environmental Health Services (DEH). This is conservative estimate given that in FY 13-14 DEH only received complaints about 4, of the over 1900 businesses in San Mateo County that are affected by the single-use plastic bag ordinances. 	<p>Through a contract with the City, the San Mateo County Department of Environmental Health (CEH) conducts stormwater inspections at food-related facilities. During these inspections, compliance with the Single-use Bag Ordinance is also assessed. If non-compliant, the County inspector provides information about the Ordinance and follows up within 10 days to ensure compliance. There are no documented violations for FY 15-16.</p> <p>Environmental Compliance plans to evaluate the effectiveness of this ban in FY 16-17. Tentatively, the plan involves 1) conducting a combination email/mail survey of all retail, convenience and grocery stores; 2) enlisting the assistance of the Economic Development Specialist to provide education regarding the ban and encourage survey responses and ordinance compliance; 3) providing educational materials by mail; 4) posting educational materials on the City's website and Facebook account and through the electronic newsletter; 5) reaching out to the City's Chamber of Commerce and Downtown Business Districts; and 6) assessing compliance through additional inspections to businesses not visited by CEH.</p>	<p>7%</p>	<p>10% (Maximum)</p>

C.10.b.iv ► Trash Reduction – Source Controls					
Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and provide the associated reduction of trash within your jurisdictional area. Also include the total % reduction credit for all source controls up to the maximum 10% allowed by MRP 2.0.					
<p>Expanded Polystyrene Food Service Ware Ordinance</p> <p>Burlingame Municipal Code - Title 8 Health and Sanitation, Chapter 8.10, adopted 2011; website: http://qcode.us/codes/burlingame/</p>	<p>Main target source: Delivery and to-go orders from restaurants</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.</p> <p>The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the City's ordinance, because the implementation (including enforcement) of the City's ordinance is similar to the City of Los Altos' and Palo Alto's.</p> <p>The city developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1.) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 80% of EPS food ware distributed by food vendors or sold via stores in the City is affected by the implementation of the ordinance; and 3) There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos. 	<p>Through a contract with the City, the San Mateo County Department of Environmental Health (CEH) conducts stormwater inspections at food-related facilities. During these inspections, compliance with the Single-use Bag Ordinance is also assessed. If non-compliant, the County inspector provides information about the Ordinance and follows up within 10 days to ensure compliance. There are no documented violations for FY 15-16.</p> <p>Environmental Compliance plans to evaluate the effectiveness of this ban in FY 16-17. Tentatively, the plan involves 1) conducting a combination email/mail survey of all retail, convenience and grocery stores; 2) enlisting the assistance of the Economic Development Specialist to provide education regarding the ban and encourage survey responses and ordinance compliance; 3) providing educational materials by mail; 4) posting educational materials on the City's website and Facebook account and through the electronic newsletter; 5) reaching out to the City's Chamber of Commerce and Downtown Business Districts; and 6) assessing compliance through additional inspections to businesses not visited by CEH.</p>	<p>5%</p>	

C.10.c ► Trash Hot Spot Cleanups

Provide the FY 15-16 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 15-16.

Trash Hot Spot	New Site in FY 15-16 (Y/N)	FY 15-16 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
BUR01	N	9/19/2015	0.8	1.5	0.2	0.3	0.5

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), trash generation maps, control measures, or time schedules identified in your plan. Indicate whether your trash generation map was revised and is attached to your Annual Report.

Description of Significant Revision	Associated TMA
<p>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. Revised maps that incorporate these revisions are included in appendices.</p>	<p>All</p>
<p>Updated Baseline Trash Generation Map (Appendix F): In FY 15-16, changes were made to all TMAs of the map included in the Long-Term Plan. Due to additional available data from visual assessments and City-wide storm drain inlet data collection project (described in C.10.b.ii) and an increased understanding of trash generation issues throughout the City, staff decided to make changes to the Trash Generation Map. In order to update the map accurately, staff carefully field checked each parcel category, and with that field knowledge and the available data, reassigned trash generation categories as needed. Several changes were made as can be seen in the attached map. Overall, trash generation rates increased, which more accurately represents the baseline levels. A major change was made to TMA 6, such that a small commercial area’s generation rate was increased to moderate from low. Thus, there is no longer any TMA that is only characterized as low.</p>	<p>All</p>

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 15-16. 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 15-16	Offset (Jurisdiction-wide Reduction %)
Additional Creek and Shoreline Cleanups (Max 10% Offset)	Not Applicable – the City did not carry out cleanups beyond that required in C.10.c.	N/A	N/A
Direct Trash Discharge Controls (Max 15% Offset)	Not Applicable – the City did not submit a Direct Discharge Control Program to the Water Board	N/A	N/A

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**
- C.11.c ▶ Plan and Implement Green Infrastructure to Reduce Mercury Loads**
- C.11.d ▶ Prepare Implementation Plan and Schedule to Achieve TMDL Allocations**
- C.11.e ▶ Implement a Risk Reduction Program**

Summary:

A summary of accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of SMCWPPP's FY 15-16 Annual Report.

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**
- C.12.c ▶ Plan and Implement Green Infrastructure to Reduce PCBs Loads**
- C.12.d ▶ Prepare Implementation Plan and Schedule to Achieve TMDL Allocations**
- C.12.e ▶ Evaluate PCBs Presence in Caulks/Sealants Used in Storm Drain or Roadway Infrastructure in Public Rights-of-Way**
- C.12.f ▶ Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains**
- C.12.g ▶ Fate and Transport Study of PCBs: Urban Runoff Impact on San Francisco Bay Margins**
- C.12.h ▶ Implement a Risk Reduction Program**

Summary:

A summary of accomplishments for these sub-provisions are included within the C.12 PCBs Controls section of SMCWPPP's FY 15-16 Annual Report.

Section 13 - Provision C.13 Copper Controls

C.13.a.iii ► Manage Waste Generated from Cleaning and Treating of Copper Architectural Features			
(For FY 15-16 Annual Report only) Do you have adequate legal authority to prohibit the discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of copper architectural features, including copper roofs?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>
No			
(For FY 15-16 Annual Report only) Provide a summary of how copper architectural features are addressed through the issuance of building permits.			
<p><u>Summary:</u></p> <p>The City has development review and permitting procedures in place to ensure Provision C.13 for public and private projects are met in addition to other MRP requirements. First, staff from Community Development’s Planning and Building Permit Divisions, Public Works Engineering and Environmental Compliance as well as the Veolia contractor meet on a weekly basis to discuss new and on-going development projects. This generally serves as an initial brief review that occurs at the beginning plan review period (described above). This provides an initial opportunity for the City contractor to identify (and flag) projects that include architectural copper features.</p> <p>In addition, copies of all private project submittals are routed to various City departments, including the Public Works Senior Stormwater Engineer and a full-time City contractor from a private firm, who assists the City in project review and construction inspections. After plans are reviewed, they provide comments in regards to stormwater requirements, including C.13, (with conditions of approval as needed) to the Community Development Department, Planning Division. In addition, for those projects involving installation of copper roofing or other architectural features, guidance and outreach materials (e.g., SMCWPPP “Requirements for Architectural Copper” Fact Sheet at flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf) are provided to assist proponents in meeting the requirements. Planning staff collate all Departmental comments and provide them (with outreach materials) to project proponents, who must then respond to them and submit another round of plans. This process continues as needed, until project proponents meet all City requirements, leading to staff approving the plans and issuing a building permit. For public projects, various City Engineering staff review projects to ensure compliance with stormwater regulatory requirements. However, it is not anticipated that a public project would include copper architectural features.</p> <p>Furthermore, the contract stormwater inspector ensures that plans are implemented correctly during regular construction inspections and assesses compliance with copper BMPs. The inspector also works together with the building inspectors to coordinate appropriate enforcement when needed. These various steps in the process ensure that the project proponent is not only aware of C.13 requirements during the plan review process, but that the developer/contractor will also implement best management practices at the project site.</p>			
(FY 15-16 Annual Report and each Annual Report thereafter) 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.			
<p><u>Summary:</u></p> <p>During construction, municipal the City’s contract and Engineering stormwater inspectors are responsible for ensuring that the contractor meets all stormwater management requirements, including identifying copper architectural features and that appropriate BMPs are implemented. Any issues noted are documented on a hard copy C.6 construction inspection form and then entered into a desktop database. Staff can then track those sites and visit them within the 10-day required compliance window. If necessary, the inspector communicates with the Environmental</p>			

Compliance staff, and the latter responds as needed per the Enforcement Response Plan (ERP). Enforcement is also documented in the C.6 database. The City did not encounter compliance per this requirement in FY 15-16.

The City's contract inspector is responsible for responding to, investigating and identifying post-construction illicit discharges, including discharges of wash water from washing copper architectural features. Similar to the prior paragraph, issues are documented on the hard copy C.5 illicit discharge inspection form and then entered into the desktop database. Staff can then track those sites and visit them within the 10-day required compliance window. If necessary, the inspector communicates with the Environmental Compliance staff, and the latter responds as needed per the Enforcement Response Plan (ERP). Enforcement is also documented in the C.5 database. The City did not encounter compliance per this requirement in FY 15-16.

Environmental Compliance staff is currently working with a consultant to create a City-specific stormwater compliance software that can used to comply with Provision C.13, C.6 and other provisions. An update will be provided in the FY 16-17 Annual Report.

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). Inspectors are made aware of the concerns with copper architectural features at SMCWPPP Training Workshops and internal municipal trainings.

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

(For FY 15-16 Annual Report only) Do you have adequate legal authority to prohibit the discharge to storm drains of water containing copper-based chemicals from pools, spas, and fountains?

X	Yes	No
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(For FY 15-16 Annual Report only) Provide a summary of how copper-containing discharges from pools, spas, and fountains are addressed to accomplish the prohibition of the discharge.

Summary:

As described in C.13.a.iii, staff from Community Development's Planning and Building Permit Divisions, Public Works Engineering and Environmental Compliance as well as the Veolia contractor meet on a weekly basis to discuss new and on-going development projects. This generally serves as an initial brief review that occurs at the beginning plan review period (described above). This provides an initial opportunity for the City contractor to identify (and flag) projects that includes a pool, spa or fountain.

In addition, copies of all private project submittals are routed to various City departments, including the Public Works Senior Stormwater Engineer and a full-time City contractor from a private firm, who assists the City in project review and construction inspections. After plans are reviewed, they provide comments in regards to stormwater requirements, including C.13, (with conditions of approval as needed) to the Community Development Department, Planning Division. If a pool or spa is included in the plans, the project proponent is informed of the requirement that they must be plumbed to the sanitary sewer. In addition, guidance and outreach materials (e.g., OWOW "Maintenance Tips for Pools, Spas, and Fountains" Fact Sheet at ourwaterourworld.org/Portals/0/documents/pdf/Maintenance%20Tips%20for%20Pools%20%20Spas%20and%20Fountains.pdf) are provided to assist proponents in meeting the requirements. Planning staff collate all Departmental comments and provide them (with outreach materials) to project proponents, who must then respond to them and submit another round of plans. This process continues as needed, until project proponents meet

all City requirements, leading to staff approving the plans and issuing a building permit.

Furthermore, the contract stormwater inspector ensures that plans are implemented correctly during regular construction inspections and assesses compliance with pool/spa BMPs. The inspector also works together with the building inspectors to coordinate appropriate enforcement when needed. These various steps in the process ensure that the project proponent is not only aware of C.13 requirements during the plan review process, but that the developer/contractor will also implement best management practices at the project site.

(FY 15-16 Annual Report and each Annual Report thereafter) Provide summaries of any enforcement activities related to copper-containing discharges from pools, spas, and fountains.

Summary:

Such as with copper architectural features, the City's contract inspector is responsible for responding to, investigating and identifying post-construction illicit discharges, including discharges from pools, spas or fountains. Issues are documented on the hard copy C.5 illicit discharge inspection form and then entered into the desktop database. Staff can then track those sites and visit them within the 10-day required compliance window. If necessary, the inspector communicates with the Environmental Compliance staff, and the latter responds as needed per the Enforcement Response Plan (ERP). Enforcement is also documented in the C.5 database. The City did not encounter compliance issues per this requirement in FY 15-16.

For FY 2015-2016, Burlingame did not encounter copper-containing discharges from pools, spas, or fountains.

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:

As mentioned in the C.4 section, the City continues its agreement with San Mateo County Environmental Health Services (CEH) to provide inspection assistance at food-related facilities, businesses covered under the State's General Industrial Stormwater Permit, and facilities that store hazardous materials/waste (e.g., vehicle fueling or repair facilities). As CEH staff must inspect these facilities to ensure County regulatory requirements are met, they have agreed to also conduct stormwater inspections (and provide related educational materials as needed) during the same visit. The inspection results are provided by CEH staff on a regular basis to Environmental Compliance staff, and if a business does not sufficiently cooperate with CEH staff or if a potential non-stormwater violation is observed at the business, the City's staff is notified. CEH's inspection frequency is determined by MRP C.4 Provision requirements and the County Business Inspection Plan (BIP). However, if City staff is aware of a potential issue at a business for which CEH is responsible, the City staff contacts CEH for a more immediate inspection. In addition, the City's full-time contract inspector performs stormwater inspections at commercial and industrial businesses not generally targeted by CEH (e.g., marble manufacturers and vehicle dealerships). The inspection frequency of these 'non-targeted' facilities is determined by the City's Business Inspection Plan, and corresponding enforcement activities are carried out per the City's Enforcement Response Plan, both of which were updated by September 2016. CEH generally adheres to the City's ERP; however, CEH inspectors are also assumed to use 'Best Professional Judgement' as needed.

There were no facilities identified as being deficient in copper reduction BMPs.

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:

Governor Edmund G. Brown Jr.'s Executive Order B-29-15 on April 1, 2015, requiring the first-ever statewide mandatory water reductions to reduce urban potable (drinking) water demand by a combined 25% reduction statewide. In response to this requirement, Environmental Compliance staff created a Water Conservation Program at the City. The Program included: 1) creation of a new website (Burlingame.org/drought) that includes information about the City's water use requirements, water conservation tips and various information and resources regarding drought-friendly landscaping and irrigation practices, and City's use of potable water among other items; 2) establishment of a water conservation hotline for the public to respond water conservation questions and overuse complaints; 3) addition of water conservation issues to the City's citizen engagement software application (SeeClickFix); 4) establishment of an enforcement program regarding potential violations of water use requirements, especially overwatering and causing runoff to sidewalks and surrounding areas; 5) improvement of Public Works' Drinking Water Division's program to detect leaks and assist homeowners conserve water; and 6) collaborating with the City's Parks Division to adjust and minimize irrigation schedules and practices throughout City parks. Furthermore, Public Works' asset management software is used to document all complaints and response activities in the enforcement program.

In addition, a significant effort was placed in outreach and education. The following outreach activities were carried out: 1) creating an information card that included water conservation tips, the website and hotline information; 2) providing copies of these cards to all City staff that interact with the public (e.g., Public Works, Parks and Recreation and the Police Department); and 3) sending out letters to all landscaping companies registered in the City regarding water conservation in their day-to-day responsibilities. In addition as a participant in the Bay Area Water Supply & Conservation Agency, the City also sponsored and coordinated two classes in FY 15-16 that focused on Bay-friendly and Drought Tolerant Landscape Practices and Integrated Pest Management. The following are brief descriptions of the classes: 1) September 15, 2015 – a class was held for private landscaping businesses as well as the City's Parks and Recreation Department landscaping staff. Approximately 30 City staff attended, and three private businesses, despite having invited over 240. However, this was the first class of this type, and staff anticipates an improvement as the City improves its relationship to landscape businesses. 2) April 28, 2016 – a class co-sponsored with a local group called the Citizen's Environmental Council was attended by approximately 44 members of the public. The City distributed outreach materials related to stormwater pollution prevention and water conservation.

Finally, C.3-related checklists incorporate requirements as site design or source control measures to promote water conservation, efficient and appropriate landscaping management, including drought-tolerant and pest-resistant native vegetation. Several outreach events during the year

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C.15 – Exempted and Conditionally Exempted Discharges

also provide this information to the public (e.g., Burlingame on the Ave.- refer to Section C.7). See Section C.9.e.ii of SMCWPPP's FY 15-16 Annual Report for a description of SMCWPPP's activities related to point-of-purchase outreach which promotes less toxic pest control and landscape management. Also refer to Section C.7 of SMCWPPP's FY 15-16 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 SMCWPPP's website (lowstobay.org).

**CITY OF BURLINGAME
FY 2015-2016 ANNUAL REPORT**

APPENDICES

APPENDIX A: C.4.b.iii ► Potential Facilities List for City of Burlingame Inspections (72 Businesses)

Name of Business	Address	Inspection Priority/Frequency
123 CREATIONS	844 MAHLER ROAD	LOW/EVERY 5 YEARS
ADVANTAGE RENT A CAR	1288 BAYSHORE HIGHWAY	HIGH/ANNUAL
ALFA ROMEO AND FIAT OF BURLINGAME	2 CALIFORNIA DRIVE	LOW/EVERY 5 YEARS
ALL NATURAL STONE BURLINGAME, INC.	1575 ADRIAN ROAD	HIGH/ANNUAL
ALLEN DRYWALL & ASSOC	380 LANG ROAD	HIGH/ANNUAL
ALLIED LIMOUSINE	1745 ADRIAN ROAD #17	MEDIUM/EVERY 2 YEARS
AM GLOBAL INC	1550 GILBRETH ROAD	HIGH/ANNUAL
AMATO INDUSTRIES DBA GATEWAY LIMOUSINE	1550 GILBRETH ROAD	HIGH/ANNUAL
AMBIUS/WESTERN EXTERMINATOR	1320 MARSTEN ROAD #D	MEDIUM/EVERY 2 YEARS
AMERICAN BUILDERS & CONTR DBA ABC SUPPLY	1336 MARSTEN ROAD	LOW/EVERY 5 YEARS
AMERICAN MODERN TILE	1855 ROLLINS ROAD	HIGH/ANNUAL
ANIMAL CONNECTION	1429 BURLINGAME AVENUE	LOW/EVERY 5 YEARS
AUTOMOBILI COUNTRY CLUB	65 STAR WAY	MEDIUM/EVERY 2 YEARS
AVALON TRANSPORTATION	395 BEACH ROAD	MEDIUM/EVERY 2 YEARS
AVENUE PET SALON	1427 BURLINGAME AVENUE	LOW/EVERY 5 YEARS
BAYVIEW PAINTING	1329 MARSTEN ROAD	LOW/EVERY 5 YEARS
BELLA TILE DESIGN	1550 ROLLINS RD SUITE H	HIGH/ANNUAL
BLUESTREAM PROFESSIONAL SERVICES	1634 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
BRIGHTEN INTERNATIONAL (BRIGHTEN FREIGHT GROUP)	1550 ROLLINS ROAD SUITE M	LOW/EVERY 5 YEARS
BURLINGAME CABINET COMPANY	840 MAHLER ROAD	LOW/EVERY 5 YEARS
BURLINGAME MILLBRAE YELLOW CAB	1745 ADRIAN ROAD #17	MEDIUM/EVERY 2 YEARS
CAMMISA MOTOR CAR CO.	1020 CAROLAN AVENUE	MEDIUM/EVERY 2 YEARS
CLARK'S AUTO AND MARINE	1320 MARSTEN ROAD	MEDIUM/EVERY 2 YEARS
COLE CARRIAGE CO INC. DBA COLE MOTOR CLASSICS	1327 NORTH CAROLAN AVENUE #C	MEDIUM/EVERY 2 YEARS
COLLINS CLASSICS, LLC	1009 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
CONTI AUTO SALES	1512 ROLLINS ROAD	HIGH/ANNUAL
D J CAPPS MIRROR AND GLASS	390 LANG ROAD #A	HIGH/ANNUAL
D&M TOWING, INC.	1704 ROLLINS ROAD	LOW/EVERY 5 YEARS
DEANS AUTO BODY & PAINTING, INC.	136 MYRTLE ROAD	MEDIUM/EVERY 2 YEARS
DENTPRO	MOBILE BUSINESS	LOW/EVERY 5 YEARS
E3 KITCHEN & BATH	40 BRODERICK ROAD	HIGH/ANNUAL
EK CONSTRUCTION	1405 NORTH CAROLAN AVENUE	MEDIUM/EVERY 2 YEARS
ENTERPRISE RENT-A-CAR CO OF S.F.	1008-B CAROLAN AVENUE	MEDIUM/EVERY 2 YEARS
ERICAL, INC.	1299 BAYSHORE HIGHWAY #210	MEDIUM/EVERY 2 YEARS
ETERNAL CONSTRUCTION	1660 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
EUREKA PRODUCTS CO.	1337 NORTH CAROLAN AVENUE	HIGH/ANNUAL
EXARO TECHNOLOGIES CORP.	1831 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
E-Z RENT-A-CAR LLC	1288 BAYSHORE HIGHWAY	HIGH/ANNUAL

APPENDIX A: C.4.b.iii ► Potential Facilities List for City of Burlingame Inspections (72 Businesses)

Name of Business	Address	Inspection Priority/Frequency
FLYING FOOD FARE	50 ADRIAN COURT	MEDIUM/EVERY 2 YEARS
GOLDEN STATE OVERNIGHT (GSO)	870 MAHLER ROAD	MEDIUM/EVERY 2 YEARS
GOODWILL INDUSTRIES WAREHOUSE	1800 ADRIAN ROAD	HIGH/ANNUAL
GREEN METRO, INC.	1299 BAYSHORE HIGHWAY #128	MEDIUM/EVERY 2 YEARS
GREENCITIZEN, INC.	1831 BAYSHORE HIGHWAY	HIGH/ANNUAL
INCA MARBLE AND GRANITE LP	1675 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
INFINITE AUTO GROUP	1327 MARSTEN ROAD	LOW/EVERY 5 YEARS
J&M MOTORS, INC DBA PUTNAM TOYOTA	50 CALIFORNIA DRIVE	LOW/EVERY 5 YEARS
JK MARBLE	1246 ROLLINS ROAD	HIGH/ANNUAL
LUMBER LIQUIDATORS	1501 ADRIAN ROAD	HIGH/ANNUAL
MID PENINSULA ROOFING AND SOLAR	1326 MARSTEN ROAD	HIGH/ANNUAL
MIDDLE EAST / SOLI'S BAKING CO INC.	1380 MARSTEN ROAD	LOW/EVERY 5 YEARS
MV PUBLIC TRANSPORTATION, INC.	1626 ROLLINS ROAD	LOW/EVERY 5 YEARS
MV PUBLIC TRANSPORTATION, INC.	1626 ROLLINS ROAD	LOW/EVERY 5 YEARS
NISSAN OF BURLINGAME	10 CALIFORNIA DRIVE	LOW/EVERY 5 YEARS
NISSAN OR MIKE HARVEY ACURA	1070 CALIFORNIA DRIVE	MEDIUM/EVERY 2 YEARS
OSCARTEK	361 BEACH ROAD	LOW/EVERY 5 YEARS
PORSCHE DEALER	1010 CADILLAC WAY	LOW/EVERY 5 YEARS
R&W CONCRETE CONTRACTORS INC.	360 BEACH ROAD	MEDIUM/EVERY 2 YEARS
ROADRUNNERS RAPID EXPRESS INC.	1461 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
RUSSELL J. PAPE CONSTRUCTION INC.	1675 ROLLINS ROAD #O	HIGH/ANNUAL
SAFELITE AUTO GLASS	778 BURLWAY ROAD	HIGH/ANNUAL
SAFWAY SERVICES	1660 GILBRETH ROAD	MEDIUM/EVERY 2 YEARS
SHRED-IT USA, LLC.	MOBILE BUSINESS	LOW/EVERY 5 YEARS
SPLENDID BY PORVENIR, LLC	1011 CADILLAC WAY	LOW/EVERY 5 YEARS
SPLENDID PRODUCTS	1011 CADILLAC WAY	LOW/EVERY 5 YEARS
SUB-ZERO AND WOLF SHOWROOM N CAL BY RIGGS	1755 ROLLINS ROAD	LOW/EVERY 5 YEARS
SUNLIFT INT'L, INC. DBA B&B MARBLE, INC.	335 BEACH ROAD	HIGH/ANNUAL
TEZ MARBLE INC.	1601 ADRIAN ROAD	HIGH/ANNUAL
UNITECH LAUNDRY SYSTEMS	MOBILE BUSINESS	LOW/EVERY 5 YEARS
VOLVO OF BURLINGAME	900 PENINSULA AVENUE	MEDIUM/EVERY 2 YEARS
WESTCOAST NOODLE	1550 ROLLINS ROAD SUITE F	LOW/EVERY 5 YEARS
YELLOW ALLIED CAB CO.	1745 ADRIAN ROAD #17	MEDIUM/EVERY 2 YEARS
YELLOW CAB CAR CO.	1750 ADRIAN ROAD	MEDIUM/EVERY 2 YEARS

APPENDIX B: C.4.b.iii ► Potential Facilities List for CEH (328 Businesses)

Name of Business	Address (Burlingame)	Inspection Priority/Frequency
AMERICA PRINTING	1321 NORTH CAROLAN AVENUE	HIGH/ANNUAL
A&A GAS & MART	1100 BROADWAY	MEDIUM/EVERY 2 YEARS
ADELINE MARKET	1508 ADELINE	LOW/EVERY 5 YEARS
AIDA OPERA CANDIES	1117 BURLINGAME	MEDIUM/EVERY 2 YEARS
AIRLINE COACH SVC	863 MALCOLM	MEDIUM/EVERY 2 YEARS
AJI- YOSHIYA	1190 BROADWAY	MEDIUM/EVERY 2 YEARS
ALANAS	1408 BURLINGAME	MEDIUM/EVERY 2 YEARS
ALDRAN CHEMICALS	1313 CAROLAN	MEDIUM/EVERY 2 YEARS
AMBER MOON REST & BAR	1425 BURLINGAME	MEDIUM/EVERY 2 YEARS
AMERICAN BULL BAR & GRILL INC.	1819 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
AMERICAN MEDICAL RESPONSE	1510 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
ANCHOR BODY & DETAILING	1008 CAROLAN	MEDIUM/EVERY 2 YEARS
ANY CAR SERVICE	1 PARK ROAD	MEDIUM/EVERY 2 YEARS
ANZA PARKING CORPORATION	615 AIRPORT BLVD.	HIGH/ANNUAL
ARS RESCUE ROOTER	825 MAHLER	MEDIUM/EVERY 2 YEARS
ARTISAN MOTORS	1309 CAROLAN	MEDIUM/EVERY 2 YEARS
AT&T CALIFORNIA - P3006	1480 BURLINGAME	MEDIUM/EVERY 2 YEARS
AT&T MOBILITY - HWY 101 - BROADWAY (13292)	1070 BROADWAY	MEDIUM/EVERY 2 YEARS
ATRIA SENIOR LIVING GROUP INC.	250 MYRTLE	MEDIUM/EVERY 2 YEARS
AUTO PRIDE CAR WASH	1095 CAROLAN	MEDIUM/EVERY 2 YEARS
AUTO TECH CTR	1315 MARSTEN	MEDIUM/EVERY 2 YEARS
AUTOHAUS BURLINGAME	1309 ROLLINS	MEDIUM/EVERY 2 YEARS
AUTOHAUS EXEC	909 CALIFORNIA	MEDIUM/EVERY 2 YEARS
AUTOHAUS SCHMID	1213 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
BAGGYS LIQUORS	1535 PLAZA	MEDIUM/EVERY 2 YEARS
BARRACUDA	347 PRIMROSE	MEDIUM/EVERY 2 YEARS
BARRELHOUSE/JNJL, LLC	305 CALIFORNIA	MEDIUM/EVERY 2 YEARS
BASKIN-ROBBINS STORE #171	1409 BURLINGAME	MEDIUM/EVERY 2 YEARS
BAY LANDING HOTEL	1550 BAYSHORE HWY	MEDIUM/EVERY 2 YEARS
BAY WATCH RESTAURANT	1841 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
BAYSHORE SHELL #132	1390 BAYSHORE HWY	MEDIUM/EVERY 2 YEARS
BEHANS AN IRISH PUB	1327 BROADWAY	MEDIUM/EVERY 2 YEARS
BENIHANA OF TOKYO RESTAURANT	1496 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
BENJAMIN FRANKLIN ELEMENTARY SCHOOL	2385 TROUSDALE	MEDIUM/EVERY 2 YEARS
BIG JOE CAFE	1251 BROADWAY	MEDIUM/EVERY 2 YEARS
BLUE RIBBON CLEANERS	741 CALIFORNIA	NA
BLUSH ORGANIC FROZEN YOGURT	1212 DONNELLY	NA
BONNE SANTE	1184 BROADWAY	MEDIUM/EVERY 2 YEARS
BRIANZ AUTO BODY	1333 MARSTEN	MEDIUM/EVERY 2 YEARS
BRIDGES TIRES & WHEEL SERVICE	1099 CALIFORNIA	MEDIUM/EVERY 2 YEARS
BRIXTON AUTO BODY	1379 CAROLAN	MEDIUM/EVERY 2 YEARS
BROADWAY AUTO BODY	1305 CAROLAN	MEDIUM/EVERY 2 YEARS
BROADWAY CLEANERS	1234 BROADWAY	MEDIUM/EVERY 2 YEARS

APPENDIX B: C.4.b.iii ► Potential Facilities List for CEH (328 Businesses)

Name of Business	Address (Burlingame)	Inspection Priority/Frequency
BROADWAY DELI	1431 BROADWAY	MEDIUM/EVERY 2 YEARS
BROADWAY FASHION CLEANER	1175 CHULA VISTA	MEDIUM/EVERY 2 YEARS
BROADWAY PRIME	1316 BROADWAY	MEDIUM/EVERY 2 YEARS
BUA THONG KITCHEN	1320 BROADWAY	MEDIUM/EVERY 2 YEARS
BULLSHEAD EXPRESS	819 MITTEN	NA
BURLINGAME 76	1876 EL CAMINO REAL	HIGH/ANNUAL
BURLINGAME AUTO CENTER/CAL BAY	1009 ROLLINS	MEDIUM/EVERY 2 YEARS
BURLINGAME AUTO CLINIC	132 MYRTLE	MEDIUM/EVERY 2 YEARS
BURLINGAME BOBBY SOCKS	BALBOA & DEVEREAUX	MEDIUM/EVERY 2 YEARS
BURLINGAME CAR WASH & GAS STATION	1000 BROADWAY	MEDIUM/EVERY 2 YEARS
BURLINGAME COLLISON REPAIR	123 CALIFORNIA	MEDIUM/EVERY 2 YEARS
BURLINGAME CORPORATION YARD	1380 NORTH CAROLAN AVENUE	HIGH/ANNUAL
BURLINGAME HIGH SCHOOL	1 MANGINI	MEDIUM/EVERY 2 YEARS
BURLINGAME INTERMEDIATE SCHOOL	1715 QUESADA	MEDIUM/EVERY 2 YEARS
BURLINGAME LIQUOR	1408 BROADWAY	MEDIUM/EVERY 2 YEARS
BURLINGAME MOTORS INC.	1295 ROLLINS	NA
BURLINGAME ONE HOUR CLEANERS	507 CALIFORNIA	MEDIUM/EVERY 2 YEARS
BURLINGAME POLICE DEPT.	1111 TROUSDALE	HIGH/ANNUAL
BURLINGAME PRIME MOTORZ	621 CALIFORNIA	MEDIUM/EVERY 2 YEARS
BURLINGAME RECREATION DEPT.	850 BURLINGAME	MEDIUM/EVERY 2 YEARS
BURLINGAME VALERO	601 CALIFORNIA	HIGH/ANNUAL
BURLINGAME WASTEWATER TREATMENT PLANT	1103 AIRPORT BLVD.	MEDIUM/EVERY 2 YEARS
BYBA SNACK SHACK	BAYSIDE PARK	MEDIUM/EVERY 2 YEARS
C&D AUTOMOTIVE AND MARINE INC.	120 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
C.J.'S DELI	290 PRIMROSE	HIGH/ANNUAL
CAFE CAPUCHINO	1158 CAPUCHINO	MEDIUM/EVERY 2 YEARS
CAFE FIGARO	1318 BROADWAY	MEDIUM/EVERY 2 YEARS
CAFE ON PRIMROSE	321 PRIMROSE	MEDIUM/EVERY 2 YEARS
CAFE ROYALE	1818 GILBRETH	MEDIUM/EVERY 2 YEARS
CALIFORNIA AUTO CENTER	751 CALIFORNIA	HIGH/ANNUAL
CALIFORNIA CLASSICS	1291 WHITEHORN	MEDIUM/EVERY 2 YEARS
CALIFORNIA IMAGE BODY & PAINT	50 STAR	MEDIUM/EVERY 2 YEARS
CARIBBEAN GARDENS SUPPER CLUB	1306 OLD BAYSHORE HWY	NA
CHEAT A LITTLE CATERING	733 CALIFORNIA	MEDIUM/EVERY 2 YEARS
CHERIMOYA	283 LORTON	MEDIUM/EVERY 2 YEARS
CHEVRON STATION	1101 BROADWAY	HIGH/ANNUAL
CHILTON AUTO BODY (BURLINGAME SOUTH)	925 BAYSWATER	MEDIUM/EVERY 2 YEARS
CHINA PRESS	839 COWAN	MEDIUM/EVERY 2 YEARS
CHRISTIES	245 CALIFORNIA	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME ADRIAN ROAD GENERATOR	1501 ADRIAN	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME CALIFORNIA 2 GENERATOR	799 CALIFORNIA	MEDIUM/EVERY 2 YEARS

APPENDIX B: C.4.b.iii ► Potential Facilities List for CEH (328 Businesses)

Name of Business	Address (Burlingame)	Inspection Priority/Frequency
CITY OF BURLINGAME CALIFORNIA GENERATOR 1	1420 CALIFORNIA	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME CORP YARD	1361 CAROLAN	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME COWAN RD GENERATOR	842 COWAN	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME GILBRETH GENERATOR	1616 GILBRETH	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME HILLSIDE DRIVE GENERATOR	2830 HILLSIDE	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME MARSTEN ROAD GENERATOR	1392 MARSTEN	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME OLD BAYSHORE GENERATOR	1301 OLD BAYSHORE HWY	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME PRIMROSE GENERATOR	501 PRIMROSE	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME RIVERA DR GENERATOR	2817 RIVERA DRIVE	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME ROLLINS GENERATOR 1	1740 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME ROLLINS GENERATOR 2	399 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
CITY OF BURLINGAME TROUSDALE GENERATOR	2501 TROUSDALE	MEDIUM/EVERY 2 YEARS
CLARKS	1320 MARSTEN	MEDIUM/EVERY 2 YEARS
CLEAVE BIOSCIENCES INC.	866 MALCOLM	MEDIUM/EVERY 2 YEARS
COCONUT BAY THAI RESTAURANT & BAR	1107 HOWARD	MEDIUM/EVERY 2 YEARS
COIT DRAPERY & CARPET CLEANERS	897 HINCKLEY	MEDIUM/EVERY 2 YEARS
COLORPRINT	1570 GILBRETH	MEDIUM/EVERY 2 YEARS
COPENHAGEN BAKERY	1216 BURLINGAME	LOW/EVERY 5 YEARS
CORVUS PHARMACEUTICALS, INC.	863 MITTEN	NA
CREPEVINE RESTAURANT	1310 BURLINGAME	MEDIUM/EVERY 2 YEARS
CRESCO EQUIPMENT RENTALS	1336 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
CROWNE PLAZA SAN FRANCISCO AIRPORT-BG	1177 AIRPORT BLVD.	MEDIUM/EVERY 2 YEARS
CRYO CREAM	240 PARK	MEDIUM/EVERY 2 YEARS
CRYSTAL SPRINGS GOLF PARTNERS	6650 GOLF COURSE	MEDIUM/EVERY 2 YEARS
CVS PHARMACY # 9811	1871 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
D AND N ALL AMERICAN GRILL AND CATERING	1310 BAYSHORE HIGHWAY	NA
DÉJÀ VU	1109 BURLINGAME	MEDIUM/EVERY 2 YEARS
DEL OLIVA	1440 BURLINGAME	MEDIUM/EVERY 2 YEARS
DEVINCENZI ARCHITECTURAL PRODU	1717 ADRIAN	MEDIUM/EVERY 2 YEARS
DEVINCENZI METAL PRODUCTS	1655 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
DIABLOS J J	1302 OLD BAYSHORE HWY	NA
DINNER-LICIOUS	216 CALIFORNIA	MEDIUM/EVERY 2 YEARS
DOLLAR RENT A CAR	1815 BAYSHORE HIGHWAY	HIGH/ANNUAL
DOUBLETREE HOTEL	835 AIRPORT	MEDIUM/EVERY 2 YEARS
EAGLE CAR WASH & FILL	177 CALIFORNIA	HIGH/ANNUAL
EARTHBEAM	1399 BROADWAY	MEDIUM/EVERY 2 YEARS

APPENDIX B: C.4.b.iii ► Potential Facilities List for CEH (328 Businesses)

Name of Business	Address (Burlingame)	Inspection Priority/Frequency
ECCO RESTAURANT	322 LORTON	MEDIUM/EVERY 2 YEARS
EL TORITO RESTAURANT #7152	1590 OLD BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
ELEPHANT BAR RESTAURANT #208	1600 OLD BAYSHORE HWY	NA
ELITE PERFORMANCE	1362 CAROLAN	MEDIUM/EVERY 2 YEARS
EMBASSY SUITES	150 ANZA	MEDIUM/EVERY 2 YEARS
EMBASSY SUITES AIRPORT	150 ANZA	MEDIUM/EVERY 2 YEARS
ENTERPRISE/ALAMO/NATIONAL BAYSHORE SERVICE CENTER	1650 BAYSHORE HIGHWAY	HIGH/ANNUAL
EPITOMICS INC.	863 MITTEN	MEDIUM/EVERY 2 YEARS
EUROPEAN MOTORSPORTS/TIRES IMPORT	1335 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
FIVE GUYS BURGERS & FRIES	203 PRIMROSE	MEDIUM/EVERY 2 YEARS
FLYING FOOD GROUP	810 MALCOLM	MEDIUM/EVERY 2 YEARS
FOUR CAR GARAGE INC.	1007 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
FRANCESCOS DELI & CAFE	840 STANTON	MEDIUM/EVERY 2 YEARS
FULL HOUSE	1851 EL CAMINO REAL	NA
GABRIEL & DANIELS MEXICAN GRILL	250 ANZA	MEDIUM/EVERY 2 YEARS
GARRATT-CALLAHAN COMPANY	50 INGOLD	HIGH/ANNUAL
GERMAN CAR CARE	251 CALIFORNIA	MEDIUM/EVERY 2 YEARS
GLINT PHOTONICS INC.	1520 GILBRETH	MEDIUM/EVERY 2 YEARS
GNC	249 PRIMROSE	MEDIUM/EVERY 2 YEARS
GOKART RACER	1541 ADRIAN	MEDIUM/EVERY 2 YEARS
GRAYS PAINT	783 CALIFORNIA	MEDIUM/EVERY 2 YEARS
GUITTARD CHOCOLATE	10 GUITTARD	MEDIUM/EVERY 2 YEARS
GUS UNOCAL	1147 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
H29 WINE AND COFFEE	1300 HOWARD	MEDIUM/EVERY 2 YEARS
HAMPTON INN & SUITES	1755 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
HANABI	723 CALIFORNIA	MEDIUM/EVERY 2 YEARS
HANSONS AUTO BODY REPAIR INC.	1222 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
HAPPY CHEF GARDEN INC.	1520 TROUSDALE	MEDIUM/EVERY 2 YEARS
HAPPY DONUT	1807 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
HILLS POOL SERVICE INC.	23 EDWARDS	MEDIUM/EVERY 2 YEARS
HILTON GARDEN INN	765 AIRPORT BLVD.	MEDIUM/EVERY 2 YEARS
HILTON SAN FRANCISCO AIRPORT	600 AIRPORT BLVD.	MEDIUM/EVERY 2 YEARS
HOLIDAY CLEANERS	1883 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
HOLIDAY INN EXPRESS SFO SOUTH	1250 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
HOLLAND SERVICE	1025 CALIFORNIA	MEDIUM/EVERY 2 YEARS
HOUSE OF BAGELS	260 LORTON	MEDIUM/EVERY 2 YEARS
HOWER AUTO REPAIR	920 BAYSWATER	MEDIUM/EVERY 2 YEARS
HUDSON BAY PARK PLAZA	555/577 AIRPORT BLVD.	MEDIUM/EVERY 2 YEARS
HUDSON ONE BAY PLAZA	1350 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
HYATT HOTELS & RESORTS	1333 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
HYUNDAI BURLINGAME	1025 ROLLINS ROAD	HIGH/ANNUAL
I PRIVE	1125 BURLINGAME	NA
IGENICA BIOTHERAPEUTICS, INC.	863a MITTEN	LOW/EVERY 5 YEARS

APPENDIX B: C.4.b.iii ► Potential Facilities List for CEH (328 Businesses)

Name of Business	Address (Burlingame)	Inspection Priority/Frequency
IL FORNAIO	327 LORTON	MEDIUM/EVERY 2 YEARS
IL PICCOLO CAFFE	1219 BROADWAY	MEDIUM/EVERY 2 YEARS
INDEPENDENT MERCEDES BENZ/MUFFLER	1261 CALIFORNIA	MEDIUM/EVERY 2 YEARS
INTERSTATE BATTERY SYSTEM OF SAN FRANCISCO	1680 GILBRETH	MEDIUM/EVERY 2 YEARS
ISO BUNE BURLINGAME	1451 BURLINGAME	MEDIUM/EVERY 2 YEARS
ITS IT ICE CREAM	865 BURLWAY	MEDIUM/EVERY 2 YEARS
JOES CAFE BY THE BAY	1669 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
JOUGERT BAR	1115 BURLINGAME	NA
KARAS CUPCAKES	1309 BURLINGAME	HIGH/ANNUAL
KINCAIDS BAYHOUSE	60 BAYVIEW	MEDIUM/EVERY 2 YEARS
KINDRED BIOSCIENCES, INC.	863 MITTEN	MEDIUM/EVERY 2 YEARS
KWIK & CONVENIENT	505 CALIFORNIA	MEDIUM/EVERY 2 YEARS
LA BADY COLLISION	55 STAR	MEDIUM/EVERY 2 YEARS
LA CORNETA TAQUERIA	1123 BURLINGAME	MEDIUM/EVERY 2 YEARS
LAHLOUH	1649 ADRIAN	MEDIUM/EVERY 2 YEARS
LE BOULANGE DE BURLINGAME	1152 BURLINGAME	MEDIUM/EVERY 2 YEARS
LE CROISSANT CAFE	1151 BROADWAY	MEDIUM/EVERY 2 YEARS
LEANNES	777 AIRPORT BLVD.	MEDIUM/EVERY 2 YEARS
LINCOLN SCHOOL	1801 DEVERENT	MEDIUM/EVERY 2 YEARS
LIONS CLUB OF BURLINGAME	990 BURLINGAME	MEDIUM/EVERY 2 YEARS
LITTLE LUCCA	1809 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
LUNARDIS FOODS MARKET #8	1825 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
LUNAS CAFE	1720 EL CAMINO REAL	NA
MAGDALUNA MEXICAN CAFE	1199 BROADWAY	HIGH/ANNUAL
MARRIOTT HOTEL SF AIRPORT	1800 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
MASTER MOTORS	1339 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
MAXS OPERA CAFE OF BURLINGAME	1250 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
MCKINLEY ELEMENTARY SCHOOL	701 PALOMA	MEDIUM/EVERY 2 YEARS
MECHANICALLY SPEAKING	1330 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
MEDITERRANEAN KEBAB	1318 BURLINGAME	MEDIUM/EVERY 2 YEARS
MERRILLS PACKAGING INC.	1529 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
MIKE HARVEY ACURA AUTO REPAIR	212 EAST	MEDIUM/EVERY 2 YEARS
MIKE HARVEY HONDA	200 CALIFORNIA	MEDIUM/EVERY 2 YEARS
MIKES & KENS GROCERY & DELI	980 DAVID	MEDIUM/EVERY 2 YEARS
MILLS PENINSULA HEALTH SVCS	1501 TROUSDALE	MEDIUM/EVERY 2 YEARS
MILLS PENINSULA MEDICAL CTR-KITCHEN	1501 TROUSDALE	MEDIUM/EVERY 2 YEARS
MINGALABA, INC.	1213 BURLINGAME	MEDIUM/EVERY 2 YEARS
MIVAN RESTAURANT	1232 BROADWAY	MEDIUM/EVERY 2 YEARS
MOKUTANYA	1155 CALIFORNIA	MEDIUM/EVERY 2 YEARS
MOLLIE STONES MARKET	1477 CHAPIN	MEDIUM/EVERY 2 YEARS
MR TERIYAKI	801 MAHLER	NA
MULTI CRAFT AUTO BODY	917 CALIFORNIA	MEDIUM/EVERY 2 YEARS
NARIM THAI CUISINE	231 PARK	MEDIUM/EVERY 2 YEARS

APPENDIX B: C.4.b.iii ► Potential Facilities List for CEH (328 Businesses)

Name of Business	Address (Burlingame)	Inspection Priority/Frequency
NEALS COFFEE SHOP	1845 EL CAMINO REAL	HIGH/ANNUAL
NEW DATSONVILLE	927 HOWARD	MEDIUM/EVERY 2 YEARS
NEW ENGLAND LOBSTER	824 COWAN	MEDIUM/EVERY 2 YEARS
NEW WORLD CAFE	833 MAHLER	MEDIUM/EVERY 2 YEARS
NICKS	775 CALIFORNIA	MEDIUM/EVERY 2 YEARS
NOEL L MILLER INC	129 CALIFORNIA	MEDIUM/EVERY 2 YEARS
NUTS FOR CANDY	1241 BROADWAY	MEDIUM/EVERY 2 YEARS
OAK GROVE MARKET	1000 OAK GROVE	MEDIUM/EVERY 2 YEARS
OLDE ENGLISH GARAGE	988 HOWARD	MEDIUM/EVERY 2 YEARS
OLEA	1219 BURLINGAME	MEDIUM/EVERY 2 YEARS
ON TRACK AUTOMOTIVE INC.	1129 CALIFORNIA	MEDIUM/EVERY 2 YEARS
OPKO LAB, LLC	875 COWAN	MEDIUM/EVERY 2 YEARS
PACIFIC AUTO REPAIR	124 HIGHLAND	MEDIUM/EVERY 2 YEARS
PADDY FLYNNS	246 LORTON	MEDIUM/EVERY 2 YEARS
PANDA EXPRESS #907	1453 BURLINGAME	MEDIUM/EVERY 2 YEARS
PAYLESS CAR RENTAL	1409 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
PEET COFFEE & TEA	1241 BURLINGAME	MEDIUM/EVERY 2 YEARS
PENINSULA HUMANE SOCIETY & SPCA	1450 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
PENINSULA POST ACUTE	1609 TROUSDALE	NA
PENINSULA TENNIS CLUB	433 CHATHAM	MEDIUM/EVERY 2 YEARS
PETER PAN BMW	1625 ADRIAN	MEDIUM/EVERY 2 YEARS
PETER SCHMID TRANSMISSIONS	1331 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
PETITS PAINS	1730 GILBRETH	MEDIUM/EVERY 2 YEARS
PG&E: BURLINGAME SUBSTATION	1260/70 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
PHILLYS CHEESE STEAK SHOP	729 CALIFORNIA	MEDIUM/EVERY 2 YEARS
PHOENIX PHARMACEUTICALS INC.	330 BEACH	MEDIUM/EVERY 2 YEARS
PIZZA MY HEART	235 PRIMROSE	MEDIUM/EVERY 2 YEARS
PIZZERIA DELFINA	1444 BURLINGAME	MEDIUM/EVERY 2 YEARS
PLANT CAFE	1395 BURLINGAME	MEDIUM/EVERY 2 YEARS
PRANCING HORSE OF CALIFORNIA	1390 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
PRESTIGE LIQUORS	1300 BURLINGAME	MEDIUM/EVERY 2 YEARS
PRESTON CANDY & ICE CREAM	1170 BROADWAY	MEDIUM/EVERY 2 YEARS
PRIME TIME ATHLETIC CLUB	1730 ROLLINS	HIGH/ANNUAL
PRIME TIME ATHLETIC CLUB	1730 ROLLINS ROAD	NA
PRIMROSE CLEANERS	339 PRIMROSE	MEDIUM/EVERY 2 YEARS
PUTNAM AUTOMOTIVE CHRYSLER, MAZDA & SUBARU	3-85 CALIFORNIA	MEDIUM/EVERY 2 YEARS
PUTNAM AUTOMOTIVE FIAT & TOYOTA	2-50 CALIFORNIA	MEDIUM/EVERY 2 YEARS
PUTNAM AUTOMOTIVE GROUP, NISSAN	101 CALIFORNIA	MEDIUM/EVERY 2 YEARS
PUTNAM CHEVROLET CADILLAC	198 CALIFORNIA	MEDIUM/EVERY 2 YEARS
PUTNAM VOLVO	900 PENINSULA	MEDIUM/EVERY 2 YEARS
QUE SERAW SERAW INC.	1160 CAPUCHINO	MEDIUM/EVERY 2 YEARS
R & M BROADWAY 76 #837123	1480 BROADWAY	HIGH/ANNUAL
RACHELS CAKES	737 CALIFORNIA	MEDIUM/EVERY 2 YEARS

APPENDIX B: C.4.b.iii ► Potential Facilities List for CEH (328 Businesses)

Name of Business	Address (Burlingame)	Inspection Priority/Frequency
RASA	209 PARK	MEDIUM/EVERY 2 YEARS
RASOI	1425 BURLINGAME	NA
RECOLOGY SAN BRUNO	1356-60 MARSTEN	MEDIUM/EVERY 2 YEARS
RECTOR MOTOR CAR CO.	1010 CADILLAC	MEDIUM/EVERY 2 YEARS
REDWOOD DEBRIS BOX	350 LANG	HIGH/ANNUAL
RESTAURANTE ROCCA	1205 BROADWAY	MEDIUM/EVERY 2 YEARS
ROOSEVELT SCHOOL	1151 VANCOUVER	MEDIUM/EVERY 2 YEARS
ROYAL ATHLETIC CLUB	1718 ROLLINS	HIGH/ANNUAL
ROYAL DONUTS	1090 BURLINGAME	HIGH/ANNUAL
ROYAL DONUTS	1165 BROADWAY	MEDIUM/EVERY 2 YEARS
RUPPELS AUTO FIXATION	260 EAST	MEDIUM/EVERY 2 YEARS
SAFEWAY STORE #1547	1450 HOWARD	MEDIUM/EVERY 2 YEARS
SAHAARA MEDITERRANEAN	1130 BROADWAY	MEDIUM/EVERY 2 YEARS
SAKAE	243 CALIFORNIA	MEDIUM/EVERY 2 YEARS
SAN FRANCISCO AIRPORT MARRIOTT	1800 OLD BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
SAPORE ITALIANO	1447 BURLINGAME	MEDIUM/EVERY 2 YEARS
SATAYSFIED CATERING	1464 FOX PLAZA	MEDIUM/EVERY 2 YEARS
SDI INSULATION INC.	370 LANG	MEDIUM/EVERY 2 YEARS
SEA BREEZE CAFÉ	111 ANZA	MEDIUM/EVERY 2 YEARS
SEES CANDIES #22	1843 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
SEES CANDIES INC.	1760 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
SESAME	1355 BROADWAY	MEDIUM/EVERY 2 YEARS
SEVEN ELEVEN STORE #14316	975 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
SF SOUP CO	270 LORTON	MEDIUM/EVERY 2 YEARS
SHABU HOUSE RESTAURANT	1150 PALOMA	MEDIUM/EVERY 2 YEARS
SHAFFERS AUTO & TIRE	1204 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
SHERWIN-WILLIAMS #8077	1525 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
SIXTOS CANTINA	1448 BURLINGAME	NA
SKY HIGH SPORTS	1524 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
SM MED CENTER/LONGTERM CARE	1100 TROUSDALE	MEDIUM/EVERY 2 YEARS
SMC MOSQUITO ABATEMENT DIST	1351 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
SOGO BAKERY, INC.	1849 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
SPRINT BURLINGAME LAB (1 AND 45 ADRIAN)	45 ADRIAN	MEDIUM/EVERY 2 YEARS
STACKS RESTAURANT	361 CALIFORNIA	MEDIUM/EVERY 2 YEARS
STARBUCKS COFFEE	1865 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
STARBUCKS COFFEE CO #523	1160 BURLINGAME	MEDIUM/EVERY 2 YEARS
STEELHEAD BREWING CO.	333 CALIFORNIA	MEDIUM/EVERY 2 YEARS
STELLA ALPINA OSTERIA	401 PRIMROSE	MEDIUM/EVERY 2 YEARS
STORE 1131	1501 ADRIAN	NA
STRAITS BURLINGAME LLC	1100 BURLINGAME	MEDIUM/EVERY 2 YEARS
SUBWAY SANDWICH	1308 BROADWAY	MEDIUM/EVERY 2 YEARS
SUBWAY SANDWICHES & SALADS	1857 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
SUNNY AUTO BODY	903 CALIFORNIA	MEDIUM/EVERY 2 YEARS

APPENDIX B: C.4.b.iii ► Potential Facilities List for CEH (328 Businesses)

Name of Business	Address (Burlingame)	Inspection Priority/Frequency
SUNRISE CAFE DELI MARKET	948 HOWARD	MEDIUM/EVERY 2 YEARS
SUR LA TABLE	1208 DONNELLY	LOW/EVERY 5 YEARS
SUSHI SADA	1861 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
SYNERGENICS	863 MITTEN	HIGH/ANNUAL
TEA PLUS NOODLE	1100 HOWARD	MEDIUM/EVERY 2 YEARS
TESLA SERVICE CENTER – BURLINGAME2	50 EDWARDS	MEDIUM/EVERY 2 YEARS
THE ALIBI	220 LORTON	MEDIUM/EVERY 2 YEARS
THE CAKERY	1308 BURLINGAME	MEDIUM/EVERY 2 YEARS
TOMOKAZU JAPANESE RESTAURANT	1101 HOWARD	MEDIUM/EVERY 2 YEARS
TONG LEE & THOMAS AUTO BODY REPAIR	1019 CALIFORNIA	MEDIUM/EVERY 2 YEARS
TOPLINE AUTOMOBILE INC.	1028 CAROLAN	MEDIUM/EVERY 2 YEARS
TPUMPS	1118 BURLINGAME	NA
TRAPEZE RESTAURANT	266 LORTON	MEDIUM/EVERY 2 YEARS
UNITED AUTO COLLISION CTR. COR	1369 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
UNITED TRANSMISSION INC.	1131 CALIFORNIA	MEDIUM/EVERY 2 YEARS
VAGABOND INN SF AIRPORT	1640 BAYSHORE HIGHWAY	MEDIUM/EVERY 2 YEARS
VECTOR LABORATORIES INC.	30 INGOLD	MEDIUM/EVERY 2 YEARS
VIBRANT SCIENCES LLC	849 MITTEN	MEDIUM/EVERY 2 YEARS
VILLAGE HOST	1201 BROADWAY	MEDIUM/EVERY 2 YEARS
VINYL ROOM	221 PARK	MEDIUM/EVERY 2 YEARS
VIP COFFEE	1828 EL CAMINO REAL	NA
VIRGIN AMERICA INC.	555 AIRPORT BLVD.	MEDIUM/EVERY 2 YEARS
W W GRAINGER	1360 ROLLINS ROAD	MEDIUM/EVERY 2 YEARS
WALGREENS #12257	260 EL CAMINO REAL	MEDIUM/EVERY 2 YEARS
Walgreens #6655	1160 BROADWAY	MEDIUM/EVERY 2 YEARS
WASHINGTON SCHOOL	801 HOWARD	MEDIUM/EVERY 2 YEARS
WEDGEWOOD BANQUET CENTER	6650 GOLF COURSE	MEDIUM/EVERY 2 YEARS
WEIMAX CORP	1178 BROADWAY	MEDIUM/EVERY 2 YEARS
WEST COAST CORVETTE	70 STAR	MEDIUM/EVERY 2 YEARS
WORLD AUTO BODY SHOP	1394 ROLLINS	MEDIUM/EVERY 2 YEARS
YAKINIKU HOUSE JAPAN	1204 BROADWAY	MEDIUM/EVERY 2 YEARS
YANGON	1136 BROADWAY	MEDIUM/EVERY 2 YEARS
YOGURTLAND STORE	225 PRIMROSE	MEDIUM/EVERY 2 YEARS
YOUNG CAN WOK CHINESE BISTRO	1200 BROADWAY	NA
ZAMBRA	248 LORTON	MEDIUM/EVERY 2 YEARS

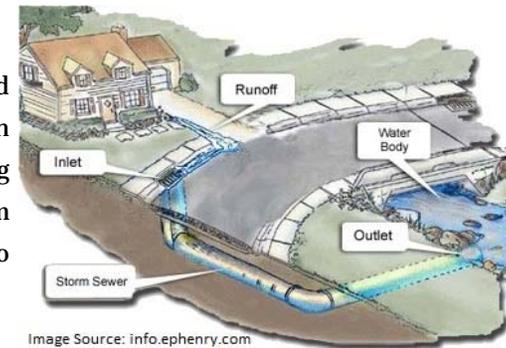
[1] NA = Date not available or not set

Appendix C. (C.5.c.iii) Complaint and Spill Response Phone Number - Burlingame.org/stormwater screen shots

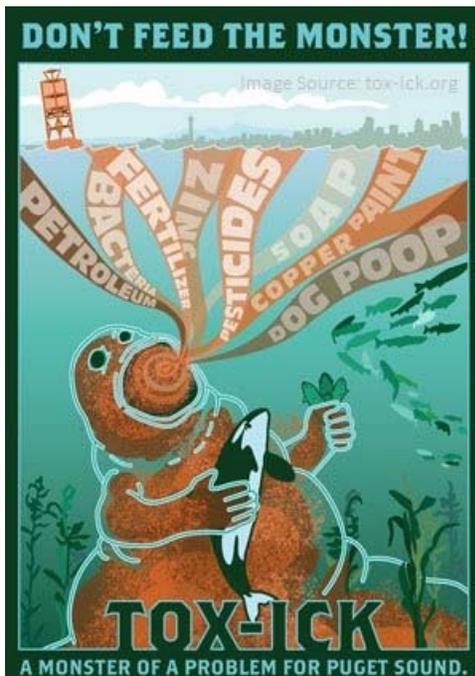
STORMWATER MANAGEMENT

What is stormwater runoff?

Stormwater runoff is created when rain falls on paved areas (e.g., roads, driveways, rooftops, and parking lots) in urban or developed areas and does not infiltrate (or percolate) into the ground. Rain that does not infiltrate runs along the ground into gutters and ditches into a storm drain inlet, entering a stormwater conveyance system, otherwise known as a Municipal Separate Storm Sewer System (MS4). The MS4 then moves the untreated flows to a creek or waterbody, such as the San Francisco Bay (Bay).



What are the impacts of stormwater runoff?



Stormwater runoff degrades the water quality of creeks, lakes, oceans and other waterbodies; increases erosive creek flows; degrades aquatic habitat; and affects recreational uses of beaches and other areas. When rain flows along the ground, it collects various pollutants before it enters a stormwater conveyance system, which carries them to the local creeks and the Bay. Examples of pollutants that originate from various residential, commercial and industrial sources include trash, fertilizers, automotive fluids, pesticides, sediment, hazardous materials, cleaning supplies, and wash waters. Visit this page to learn more about what residents and businesses can do to prevent pollutants from entering the City's MS4.

In forested areas, most rain infiltrates into the soil, replenishes groundwater aquifers, and is slowly discharged to downstream creeks. Rain falling on paved surfaces acts in an opposite manner, generating a significant amount of runoff as compared to a forested area. These large volumes of water are rapidly carried to creeks and other waterbodies by MS4s, causing flooding and erosion and washing away important aquatic habitat.

Stormwater runoff also affects water supplies, because much of the water that hits paved surfaces does

Appendix C. (C.5.c.iii) Complaint and Spill Response Phone Number - [Burlingame.org/stormwater](https://www.burlingame.org/stormwater) screen shots

not infiltrate into the ground. Retaining rain or stormwater on land is important for maintaining abundant groundwater supplies. The continued California drought makes groundwater even more important as water becomes scarcer.

Does the City of Burlingame have a stormwater conveyance system (MS4)?

The City is continuously working to update and maintain its MS4, the system of storm drain inlets, gutters, pipes and outfalls (outlets) to creeks and the Bay. In January 2009, the City Council authorized a storm drain fee ballot measure to provide \$39 million dollars' worth of infrastructure improvements to the City's aging system. The Public Works Department (Public Works) has been focusing funding on areas throughout the City that experienced flooding and public safety issues in the past. Visit this page to read more about the Storm Drain Capital Improvement Program.

Public Works has also been working to increase its knowledge and understanding of the City's MS4. With the help of an AmeriCorps intern, staff has been creating a complete inventory of all the storm drain inlets throughout the City. While inventorying these inlets, data was also collected on the amount of trash and debris in the inlets. This data will help the City to identify inlets that collect the most organic debris and trash, identify high priority inlets for cleaning and more frequent maintenance as well as help the City to identify possible sources of trash and debris. Initial results will be posted by end of summer 2016.

**How does the City of Burlingame manage its stormwater?**

The MS4 drains stormwater runoff to receiving waters rapidly to minimize flooding; however, rainwater first picks up various pollutants from the streets, rooftops, driveways and other paved areas throughout the City, which also travel rapidly to our local creeks and the Bay without any treatment. To prevent and minimize stormwater pollution, the City follows the Municipal Regional Stormwater National Pollutant Discharge Elimination System (NPDES) Permit (MRP), a Bay area-wide permit that regulates stormwater activities throughout the region. The San Francisco Bay Regional Water Quality Control Board (Regional Board), one of nine Regional Boards that make up the State Water Resources Control Board to protect water quality across the State, issued and oversees compliance of the Permit. The MRP must be followed by 76 co-permittees throughout San Mateo, Alameda, Santa Clara and Contra Costa Counties, as well as the Fairfield-Suisun and Vallejo areas. The MRP requires that each permittee submit an Annual Report each September to summarize its compliance activities for the previous fiscal year (FY). The City of Burlingame's FY 2014-15 can be viewed here.

Appendix C. (C.5.c.iii) Complaint and Spill Response Phone Number - Burlingame.org/stormwater screen shots

The MRP focuses on reducing the pollutants that are discharged into creeks, the Bay and other waterbodies in the Bay Area region. The City of Burlingame manages and enforces activities as outlined in the MRP that include: 1) private/public development and construction; 2) municipal infrastructure maintenance; 3) industrial and commercial businesses; 4) illegal (illicit) dumping or discharges into the MS4; 5) creek/watershed monitoring; and 6) pesticide application. In addition, specific requirements are listed regarding the following pollutants: 1) trash; 2) polychlorinated biphenyls (PCBs); 3) mercury; 4) copper and 5) bacteria (limited to certain beach communities). The City carries out an independent stormwater management program to comply with the MRP. However, it does coordinate activities and share resources when possible with San Mateo County permittees through the San Mateo Countywide Clean Water Pollution Prevention Program (SMCWPPP) and regional activities with the other 75 co-permittees through the Bay Area Stormwater Management Agencies Association.

The City is continuously improving its stormwater management program to not only comply with the MRP, but to improve the quality of its creeks and neighboring Bay. For example, Public Works recently finished the first phase of a pilot study to improve its street sweeping program. The City modified street sweeping schedules in particular areas to test whether street sweepers could reach the curb more to collect more organic debris and trash. Over the next few months, the pilot will continue by identifying potential issues in industrial/commercial areas and outreaching to specific businesses to improve their trash management practices. An update will be posted by winter 2016.

Report Stormwater Issues!

Because pollutants that enter our stormwater conveyance system flow into creeks and the Bay without being treated, it is important to immediately report any suspected spills or discharges as well as illegal (illicit) dumping of trash and debris. In addition, in order to ensure our system is working smoothly, please report clogged inlets or blocked channels. Note any information such as an address or intersection and the potential source of the issue. Please call Public Works at (650) 558-7670 between the hours of 7:00am and 3:30pm, Monday through Friday. During any other time, call the Burlingame Police Department at (650) 777-4100.

**Questions?**

For information regarding the City's stormwater program, please contact the City's Environmental Regulatory Compliance Coordinator, Pam Boyle Rodriguez. She can be reached at pboylerodriguez@burlingame.org or (650) 558-7381.

Appendix D. (C.5.c.iii) Complaint and Spill Response Phone Number - Flowstobay.org/reportpollution screen shot

Search:

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More Events

[Report illegal dumping](#) in your area.

Illicit Discharge Coordinators

Report Stormwater Pollution

Nothing besides water is allowed to be dumped or allowed to flow into a storm drain. This includes washwaters, sewage, automotive fluids, construction materials, paint, sediment and/or silt, and food wastes. Reporting incidents of water pollution problems such as illegal dumping or discharges helps keep our local creeks, San Francisco Bay, and the Pacific Ocean clean.

When to make a report?

- When you notice unusual odors in or near the storm drain.
- When you find dumped waste in or near the storm drain.
- When the drainage system has unusually large flows during dry periods.
- When you see someone illegally dumping anything into the storm drain.

Note: If you are reporting an emergency situation that could result in imminent or substantial danger to the health and safety of persons, **call 911.**

Stormwater Illicit Discharge Contacts*

Appendix D. (C.5.c.iii) Complaint and Spill Response Phone Number - Flowstobay.org/reportpollution screen shot

waste.



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FlowstoBay
4 hrs

#WatershedWednesday shout out! Head to the Serramonte Library in Daly City and check out how they used green infrastructure to create a stormwater friendly parking lot.



Serramonte Library Green...

The resulting Stormwater Treatment Gar...
FLOWSTOBAY.ORG

Search:

Municipality	Illicit Discharge Coordinators	Email	Phone
Town of Atherton	Steve Tyler	styler@ci.atherton.ca.us	(650) 752-0541
City of Belmont	Bozhena Palatnik	Bpalatnik@belmont.gov	(650) 595-7425
City of Brisbane	Keegan Black Diane Cannon After hours	kblack@ci.brisbane.ca.us dcannon@ci.brisbane.ca.us Department of Public Works	(415) 728-7986 (415) 508-2130 (415) 286-0164
City of Burlingame	Pamela Boyle Rodriguez After hours	pboylorodriguez@burlingame.org Police non-emergency dispatch	(650) 558-7670 (650) 777-4100

APPENDIX E (RE: C.10.a.i.): CITY OF BURLINGAME TRASH ACTION PLAN

The City of Burlingame attained and reported a 61% trash load reduction in its FY 14-15 Annual Report, exceeding the trash load reduction target of 40% by 2014. The reissued MRP contains a revised calculation methodology that eliminates or caps past trash load reduction offsets or credits. Based on the new calculation methodology, as of July 1, 2016, the City has attained a 44.1% trash load reduction (including trash offsets). The reissued MRP also added a non-mandatory performance guideline of attaining 60% trash reduction by July 1, 2016. Based on the new calculation methodology and the information provided in the fiscal year (FY) 15-16 Annual Report, the City has not achieved the 60% performance guideline.

The City did not have sufficient time to adjust the existing trash control implementation plan to achieve the new non-mandatory target, but expects to exceed the mandatory 70% trash load reduction requirement by June 30, 2017. The City has developed the following Trash Action Plan, which describes actions that will meet (and potentially exceed) the 70 % trash load reduction requirement.

I. Full Trash Capture Systems

The City has started to investigate the feasibility of installing large full trash capture systems and additional small trash capture systems in areas that cannot be treated by larger systems. City staff is currently conducting field assessments to determine appropriate locations for large full trash capture systems within high trash generating areas to maximize trash reduction with minimal maintenance. Staff is in communication with a company that manufactures gross solids removal devices (GSRD) recognized to meet full trash capture requirements by the San Francisco Bay Regional Water Quality Control Board and is currently determining feasible installation locations. Two main factors under consideration are limiting influence from tidal flows so as not to affect the effectiveness of the large system and providing favorable access to maintenance crews. Based upon current information, potential locations would allow a range of trash reduction amounts from 6.6 to 13.3%.

Tentatively, the City plans to install a GSRD in TMA 1 near the intersection of California Drive and Oak Grove Avenue. This installation would allow an additional trash reduction of 6.6%, increasing the City's trash load reduction to 50.7%. In addition, the City tentatively plans to install a GSRD device in partnership with the City of Millbrae within a TMA that borders both cities (TMA #4 or 5). This second GSRD device could increase the City's trash reduction between 6.6% and 13.1%, increasing the reduction from 50.7% to a range of 57.3 to 63.8%. In addition, the City plans to investigate the possibility of installing a large full trash capture system at one of its pump stations. While it is not possible at this time to report the type of full capture system that could be installed at Marsten Pump Station, it would provide approximately 6% trash reduction. It could potentially increase the trash reduction amount to a range of 63.3 to 69.8%.

Furthermore, based on assessments thus far, it appears that large trash capture systems will not be able to be located in areas close to the shoreline that are significantly affected by tidal flows. Thus, it is likely that small full capture systems will be placed in storm drain inlets in some areas of TMA 5 (east of US Hwy 101). It is not yet known how much additional trash reduction will be attained with these systems.

Finally, another potential location for a large trash capture system is a planned pump station and stormwater conveyance system improvement project that will be located in a City park and the Rollins Road neighborhood. The City has begun to investigate hydrodynamic separator devices that could be incorporated into this project, which is at the 35% design phase. Because staff is still at an exploratory stage with regards to feasibility of large trash capture system integration, it is not possible to provide a potential trash reduction amount.

II. Trash Management Actions not Associated with Full Capture Systems

A. Visual Assessments

The consulting firm EOA, Inc. has conducted visual on-land assessments for San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) member jurisdictions, including the City of Burlingame, for FYs 14-15 and 15-16. This has resulted in a total of 71 visual assessments in the City over the two fiscal years, with 33 conducted in FY 14-15 and 38 in FY 15-16. With the assessments conducted over five TMAs, this averages between 7 and 8 per TMA per fiscal year. The City will increase the number of TMAs conducted in FY 16-17 in order to better assess the effectiveness of the various trash management actions conducted by the City. Tentatively, the City plans to increase the number of visual assessments to approximately 8-12 per TMA, with 2-3 conducted at each of four locations within the TMA. A combination of staff and consulting support will conduct a range of 40-60 visual assessments over the five TMAs during FY 16-17. This data will be collated with data from FYs 14-15 and 15-16 in order to portray the effectiveness of the City's current and future trash management actions.

B. Trash Management Actions

- 1) Improvement of Municipal Practices: As described in detail in Section C.10.b.ii. of the Annual Report, the City is assessing how to increase the effectiveness of its Street Sweeping Program, which builds upon the improvements made in FY 2010-11, when sweeping frequency and sweeping area coverage in the retail/downtown areas were increased. In FY 16-17, the City will complete its Street Sweeping Program pilot project and subsequently analyze collected anecdotal information and quantifiable data to determine next steps. Staff anticipates that 'no parking' signs will be needed in various TMAs where they are deemed necessary for street sweepers to reach the curb and effectively collect trash and other debris. However, the City Council approval and community support will be necessary for this to occur, and it may prove difficult to obtain. Staff hopes to provide data that will provide adequate incentive to move forward with this policy change.

In addition, the City will identify public right-of-ways that need increased maintenance and work with appropriate City Departments/Divisions to ensure successful execution. One such location is Rollins Road, which runs parallel to US Hwy 101 and a tall sound wall. Due to wind patterns, this area is surrounded by a high amount of trash from a local convenience store, several multi-family housing units and pedestrians. Staff will reach out to the business and housing unit managers and will also work with the responsible Division to provide needed support in order to minimize the amount of trash in this high trash generating area.

- 2) Volunteer On-land Cleanups: The City is considering the establishment of a volunteer (on-land) cleanup program in its two downtown commercial areas, the Burlingame Ave. commercial area (TMA 1) and Broadway commercial area (TMA 2). Environmental Compliance staff and the Economic Development Specialist are collaborating to implement this effort and obtain buy-in from the local businesses. The Specialist regularly fosters relationships with business owners with both of these areas and will be invaluable in making this effort successful. Moreover, active Downtown Business Improvement District Associations and the Chamber of Commerce will serve as key partners. Cleanup activities in both commercial areas will begin in FY 16-17.
- 3) Improved Trash management at Businesses: The City will provide a greater focus on trash management through MRP C.4 requirements to inspect industrial and commercial businesses 'which may be reasonably considered to cause or contribute to pollution of stormwater runoff.' Environmental Compliance will craft standard operating procedures (SOP) for inspectors to better address trash management at private properties. The SOP will include a process to identify trash sources in and around businesses; provide guidance to business owners regarding trash management (e.g., bins/containers and parking lots), housekeeping practices and permit requirements; and conduct enforcement as necessary. The City will communicate the urgency of trash management with the San Mateo County Department of Environmental Health (CEH), which conducts inspections at industrial facilities and restaurants on behalf of the City, and request CEH inspectors follow up with City staff if additional support and enforcement is needed. In addition, outreach materials regarding trash control and stormwater pollution prevention will be created and sent out to all businesses.

III. Additional Creek/Shoreline Cleanups

In previous fiscal years, the City has not conducted additional creek/shoreline cleanups other than a yearly Bayfront (shoreline) Cleanup event that coincides with the Statewide Coastal Cleanup Day. The City will conduct additional cleanups at a frequency of a minimum of twice per year for each new creek or shoreline location and a frequency of a minimum of three per year at the City's hot spot location. Tentatively, there will be six new cleanup locations on which the City will focus in FY 16-17. Additional creek/shoreline cleanups at the planned cleanup frequency will likely raise the City's trash reduction percentage, potentially resulting in the City exceeding the 70% trash load reduction requirement.

Recently, a group of volunteers showed interest in cleaning Mills Creek, which runs along the back of their business. On the September 17, 2016 Coastal Cleanup Day, the volunteer group removed approximately five cubic yards of trash from the creek. The City provided support by providing trash grabbers, debris removal, stormwater pollution prevention materials and SMCWPPP 'flowstobay.org' sunglasses. This same group has already communicated interest in helping to clean another nearby channel, a tributary to Sanchez Creek. Moreover, Environmental Compliance is in the process of forming a formal partnership with three groups from the local high school, one of which will conduct bi-weekly cleanups.

IV. Tentative Schedule

The tentative schedule for implementation of the Trash Action Plan is provided in Table 1 below. Since City budgeting decisions are approved by the City Council, timing may have to be adjusted in the future.

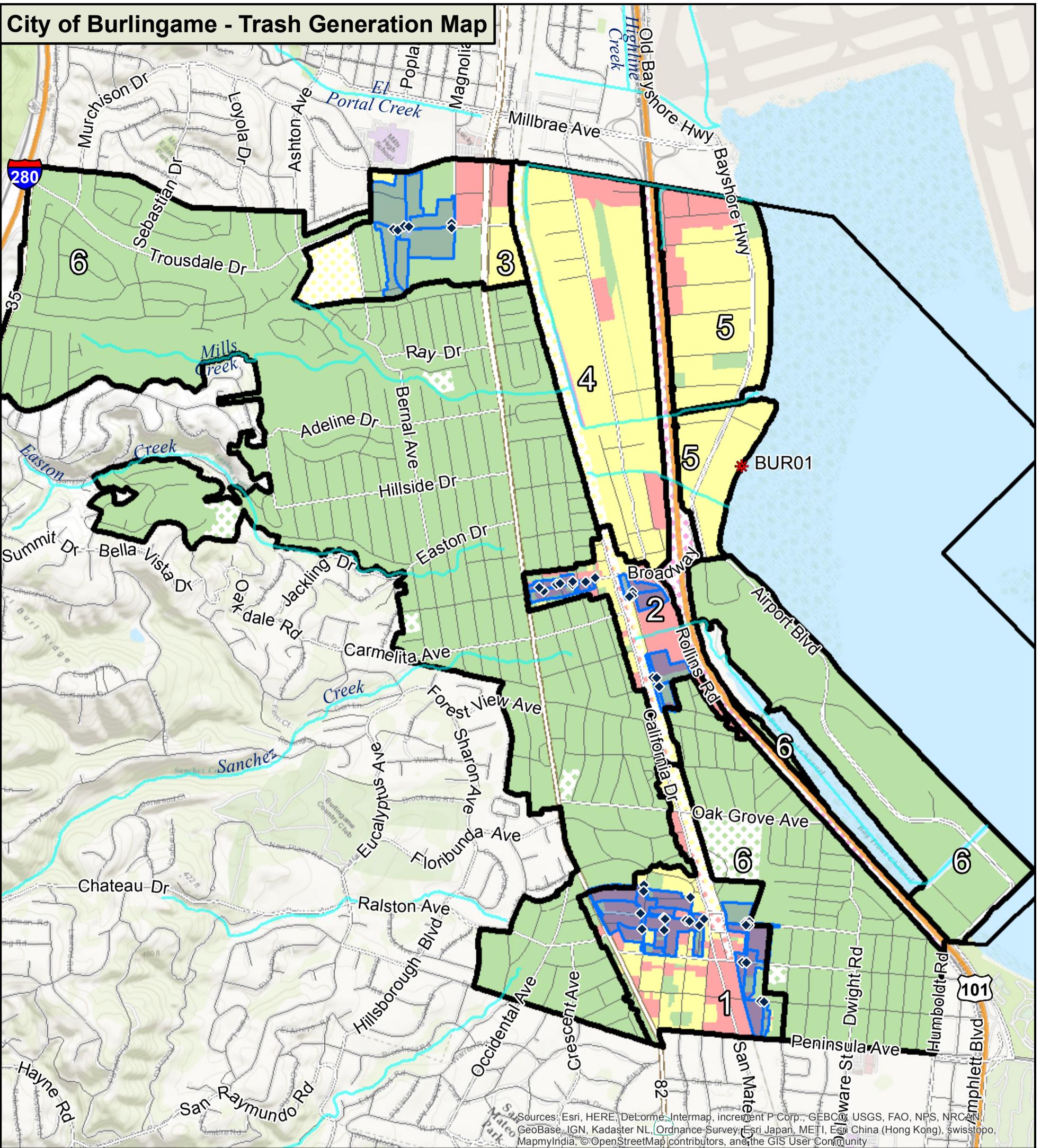
Table 1. Tentative Schedule for Trash Action Plan

Action	Plan	Implementation	Budget
Large trash capture system – GSRD	<ul style="list-style-type: none"> Sept.-Jan.: determine location for one or two GRSDs; preliminary design May-June: system build 	June: installation; maintenance training/schedule	May-June: seek City Council approval
Large trash capture system - HDS	<ul style="list-style-type: none"> Oct.-Jan.: investigate feasibility of installment of HDS July-August: system build 	Sept.-Oct.: installation; maintenance training/schedule	May-June: seek City Council approval
Inlet capture systems	<ul style="list-style-type: none"> Sept.-Jan.: determine installment locations and specifications May-June: system build 	June: installation; maintenance training/schedule	May-June: seek City Council approval
Visual assessments	Nov.-Jan.: contractor and sites plan	Feb.-June: assessments	Oct.-Nov.: Approval
Streep Sweeping Program improvements	<ul style="list-style-type: none"> Nov.-Jan.: Phase II pilots Feb.: Data analysis March: Report of results April: City Council mtg. 	<ul style="list-style-type: none"> May-June: sweeping signs installation June-July: new program 	April: Tentative City Council and community approval of signs; second full-time sweeper already approved.
ROW improvements	<ul style="list-style-type: none"> Oct.-Nov: identification of areas; plan of action for Rollins Rd./meet with pertinent parties/ conduct outreach Dec.-Jan.: ROW plan 	<ul style="list-style-type: none"> Dec.: Rollins Rd. maintenance schedule increased Feb.-April: actions on other ROWs commence as needed 	2 nd full-time sweeper already approved – will provide assistance
Community cleanups	<ul style="list-style-type: none"> Oct.: plan presented to City Committee and management Nov.-Dec.: outreach to businesses; materials/equipment purchase; planning with City Staff as needed 	Jan./Feb.: 1 st monthly/bimonthly cleanup (frequency to be determined with team)	Nov. – approval for equipment and materials
Trash management at businesses	<ul style="list-style-type: none"> Oct.-Nov.: SOP crafted/approved Nov.: outreach to CEH Nov.: outreach materials 	Dec.: SOP into action through inspections; mailings to businesses	Oct.: approval for printing of outreach materials
Creek/Bayfront cleanups	<ul style="list-style-type: none"> Oct.: cleanup plan/SOP Nov.-Dec.: plan/waivers approval (City Mgr./Attorney); collaboration with volunteer groups 	Jan.: cleanups commence	Oct.: approval for equipment/materials

APPENDIX F (RE: C.10.d)

UPDATED BASELINE TRASH GENERATION MAP

City of Burlingame - Trash Generation Map



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Legend

Trash Generation Category

- Low
- Moderate
- High
- Very High

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

- Streets
- Freeway
- Creeks



Appendix G (re: C.10.a.i). Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 15-16.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 15-16 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 15-16 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	29	54	76	0	159	80	45	35	0	159	13.8%	101	56	1	0	159	9.7%	23.5%
2	7	20	41	0	67	27	14	26	0	67	5.1%	27	14	26	0	67	1.6%	6.7%
3	43	58	20	0	121	82	19	20	0	121	3.1%	82	19	20	0	121	0.7%	3.8%
4	12	189	23	3	227	12	189	23	3	227	0.0%	12	189	23	3	227	0.0%	0.0%
5	12	151	28	0	191	12	151	28	0	191	0.0%	12	151	28	0	191	0.0%	0.0%
6	1826	1	0	0	1827	1826	1	0	0	1827	0.0%	1826	1	0	0	1827	0.0%	0.0%
Totals	1929	472	189	3	2593	2039	417	133	3	2593	22.1%*	2061	429	100	3	2593	12.0%	34.1%

*Note: The % reduction from full capture includes 0.02% for 0.3 acres of full capture covering non-jurisdictional public K-12, college and university school areas