

City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

CORPORATION YARD
100 LINCOLN CENTRE DRIVE
FOSTER CITY, CA 94404-1149
(650) 285-8140 • FAX (650) 349-7204

September 13, 2011

Ms. Sue Ma
Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Stormwater Pollution Prevention Program – Annual Deliverables for
FY 2010-11

Dear Ms. Ma:

As requested, attached is the City of Foster City's Annual Deliverables for FY 2010-11.

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 assure 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.

Sincerely,

A handwritten signature in cursive script that reads "Norman Dorais".

Norman Dorais, P.E.
Public Works Maintenance Manager

Attachment

cc: Subject
Chron



City of Foster City

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100 LINCOLN CENTRE DRIVE
FOSTER CITY, CA 94404-1149
(650) 285-8140 • FAX (650) 348-7204

*Subject
cc: Jim Hardy,
Norm Donais,
Chrom*

September 9, 2010

Mr. Bruce Wolfe
Executive Officer
San Francisco Bay Regional Water Quality Control Board
1410 Clay Street Suite 1400
Oakland, CA 94612

Subject: Notification of Duly Authorized Representative for City of Foster City

Dear Mr. Wolfe:

This is to document the person or position and alternate(s) that I am authorizing to represent the city for signing and certifying municipal regional stormwater NPDES-permit required reports for submittal to the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) and signing and certifying responses to other information requests from the Regional Water Board.

The following person or position (any person who occupies this named position) is duly authorized by me to sign and certify stormwater required reports for submittal to the Regional Water Board or authorize the City/County Association of Governments (C/CAG) of San Mateo County to sign and certify countywide/regional reports and studies prepared on behalf of the city.

Maintenance Manager (Primary)
Maintenance Superintendent (Alternate)
Senior/Associate Civil Engineer (Alternate)
Assistant/Junior Engineer (Alternate)

As describe above, the person or position and alternate(s) listed above are also authorized to direct C/CAG's Executive Director or San Mateo Countywide Water Pollution Prevention Program's Stormwater Coordinator to sign and certify reports prepared by the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) or Bay Area Stormwater Management Agencies Association (BASMAA) on behalf of the city. This authorization for the submittal of countywide and BASMAA reports will typically occur by an affirmative vote of my duly authorized representative or alternate at the Countywide Program's Stormwater Technical Advisory Committee meetings, but the authorization may also be obtained through email, telephone, face to face contact, or other method of communication.

This notification will remain in effect until it is changed by me or my successor.

Very truly yours,

A handwritten signature in cursive script that reads "James C. Hardy".

James C. Hardy
City Manager

ATTACHMENT B

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FY 2010-2011 Annual Report

Permittee Information

Permittee Name: City of Foster City

Section 1 – Permittee Information

Background Information			
Permittee Name:	City of Foster City		
Population:	30,000		
NPDES Permit No.:	CAS612008		
Order Number:	R2-2009-0074		
Reporting Time Period (month/year):	July 2010 through June 2011		
Name of the Responsible Authority:	Norm Dorais	Title:	PW Maintenance Manager
Mailing Address:	610 Foster City Blvd.		
City:	Foster City	Zip Code:	94404
Telephone Number:	(650) 286-8140	County:	San Mateo
E-mail Address:	ndorais@fostercity.org	Fax Number:	(650) 349-7204
Name of the Designated Stormwater Management Program Contact (if different from above):	Mike McElligott	Title:	PW Maintenance Superintendent
Department:	Public Works		
Mailing Address:	610 Foster City Blvd.		
City:	Foster City	Zip Code:	94404
Telephone Number:	(650) 286-8140	County:	San Mateo
E-mail Address:	Mmcelligott@fostercity.org	Fax Number:	(650) 349-7204

Permittee Name: City of Foster City

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year.

Summary:

Participated in the countywide program's Municipal Operations Committee/Work Group. Refer to the C.2 Municipal Operations section of the countywide Program's FY 10-11 Annual Report for a description of activities implemented at the countywide and/or regional level.

Describe support for Municipal Maintenance Subcommittee's development during FY 10-11 of:

- a municipal corporation yard inspection form (see link under C.2.f below);
- a Stormwater Pump Station Dry Season DO Monitoring & Inspection Form (see link under C.2.d below);
- and a table summarizing "Sources of Stormwater BMP Information for Maintenance Activities Listed in MRP's Provision C.2. (link in Support Document column).

Also, follow guidance in the Annual Report form.

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

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

X	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
X	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.
X	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 primarily engages contractors for road and parking maintenance, repaving, or repairs. Stormwater pollution prevention requirements are included in the contract specifications for projects put out to bid. For projects not put out to bid, direction is provided to the contractor in the field. Catch Basins are screened with filter fabric during construction operations. Contractor is required to maintain dust and debris control throughout the entire construction project. The site and surrounding area are inspected and prior to and following all construction work. Concrete and asphalt sawing slurry is vacuumed with wet/dry vacuum and spoils and slurry are prevented from reaching the storm drain.

Permittee Name: City of Foster City

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

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

N/A	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
X	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs
Comments: Sidewalk/plaza maintenance and washing uses appropriate BMP's as described in Mobile Surface Cleaner Program brochure.	

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

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

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

Comments: If graffiti is discovered or reported to staff, graffiti is removed with 24 hours. Generally, if the graffiti is on signage, approved cleaners are used and properly disposed. If the graffiti is on or under bridge structures, the surface is repainted with standard paint. All workers are trained in proper safety and disposal of chemicals and/or paint.

FY 2010-2011 Annual Report

C.2 – Municipal Operations

Permittee Name: City of Foster City

C.2.d. Stormwater Pump Stations

Does your municipality own stormwater pump stations: Yes No

If your answer is No then skip to C.2.e.

Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations):

Pump Station Name and Location	First Inspection		Second Inspection	
	Dry Weather DO Data Date	mg/L	Dry Weather DO Data Date	mg/L
Foster City Lagoon Drainage Plant	8/4/2010	5.89	6/27/2011	6.39

Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:

Summary: NA

Attachments: NA

Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations):

Pump Station Name and Location	Date (2x/year required)	Presence of Trash (Cubic Yards)	Presence of Odor (Yes or No)	Presence of Color (Yes or No)	Presence of Turbidity (Yes or No)	Presence of Floating Hydrocarbons (Yes or No)
Foster City Lagoon Drainage Plant	2/15/2011	0	No	No	No	No
	3/30/2011	0	No	No	No	No

¹ Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

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

Does your municipality own/maintain rural² roads: Yes No

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

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. 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 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 including listing increased maintenance in priority areas:

² Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

FY 2010-2011 Annual Report

Permittee Name: City of Foster City

C.2 – Municipal Operations

C.2.1 ► 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 checked="" type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input type="checkbox"/>	We have a current Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:	
<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 type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants

Comments:

Although the inspection was required prior to "rainy season" (October 1), the inspection form was not ready until October 6, 2010. The inspection occurred the following week and is included in the attachments. Note: the average temperature for the week of Oct. 11, 2010 was 80° with no precipitation.

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
Foster City Municipal CY	Oct. 12, 2010	See inspection	None.

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

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

(For FY 10-11 Annual Report only) Provide a brief summary of the methods of implementation of Provisions C.3.a.i.(1)-(8).

Summary:

Provide a brief summary for each of the following:

- (1) Municipality's legal authority to implement C.3; City codes give adequate authority to implement any requirement necessary for enforcement.
- (2) Municipality's development review and permitting procedures, including use of conditions of approval or other enforceable mechanisms;
Every project that is undertaken in the City is subjected to any number of "conditions of approval". For example, attached is a handout for residential and commercial developments. It is entitled "Property Improvements in Residential and Commercial Developments"; (a practical guide to assist property managers in understanding Foster City's review processes for property improvements in residential and commercial planned developments) Prepared by: CITY OF FOSTER CITY – COMMUNITY DEVELOPMENT DEPARTMENT - December 2009
- (3) How water quality effects and mitigation measures are addressed in environmental reviews (e.g., CEQA);
Each project is reviewed in detail for effect on stormwater. The projects designer is required to incorporate any appropriate C.3 performance standards.
- (4) C.3 training for appropriate departments (Program will report on training at the countywide level);
- (5) Outreach/education efforts to staff, developers, contractors, construction site operators and owner/builders;
Workshops are promoted to applicants and staff as they are presented.
- (6) How your municipality encourages site design measures at unregulated projects subject to Planning/Building Department review;
All projects from new windows to complete landscape remodels are reviewed by the City's planning department. Any appropriate performance standards are incorporated into the permit. As part of the final permit sign-off, the performance standards are inspected.
- (7) How your municipality encourages source control measures at unregulated projects subject to Planning/Building Department review;
All projects from new windows to complete landscape remodels are reviewed by the City's planning department. Any appropriate performance standards are incorporated into the permit. As part of the final permit sign-off, the performance standards are inspected.
- (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 last complete General Plan update occurred in 1993. However, various elements of the General Plan have been updated. The Land Use, Housing and the Parks and Open Space Elements were updated in 2009, the Land Use Element was updated in 2010, the Conservation Element adopted in 2003. The entire General Plan is currently being reviewed and scheduled to be updated by 2012. The City is very proactive in sustainable development with an active Ad Hoc Environmental Sustainability Task Force. They will have input into the pending General Plan update.

FY 2010-2011 Annual Report

Permittee Name: City of Foster City

C.3 – New Development and Redevelopment

C.3.b. ▶ Green Streets Status Report

(All projects to be completed by December 1, 2014)

On an annual basis (if applicable), report on the status of any pilot green street projects within your jurisdiction. For each completed project, report the capital costs, operation and maintenance costs, legal and procedural arrangements in place to address operation and maintenance and its associated costs, and the sustainable landscape measures incorporated in the project including, if relevant, the score from the Bay-Friendly Landscape Scorecard.

Summary:

Refer to the C.3 New Development and Redevelopment section of the countywide program's FY 10-11 Annual Report for a description of any activities conducted at the countywide or regional level.

C.3.b.v.(1) ▶ Regulated Projects Reporting Table

Fill in attached table C.3.b.v.(1) or attach your own table including the same information. See table C.3.b.v

C.3.c. Low Impact Development Reporting

There are no specific permittee reporting requirements for this section. Countywide program annual reports and/or a BASMAA summary report will describe the submittals made during FY 10-11 (i.e., Biotreatment Soil Specifications, Special Projects Proposal, Feasibility/Infeasibility Criteria Report, and Green Roof Specifications).

C.3.h.iv. ▶ Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

(1) Fill in attached table C.3.h.iv.(1) or attach your own table including the same information.

(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary:

The only device in the City belongs to Foster City. It was inspected on 12/6/2010 by City Staff. Based on the accumulation of in the device, the treatment device will be inspected again prior to October 15, 2011. See attached pictures.

FY 2010-2011 Annual Report

C.3 – New Development and Redevelopment

Permittee Name: City of Foster City

<p>(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).</p>
<p>Summary:</p>
<p>No changes to program.</p>

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

Project Name Project No.	Project Location ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ff ²)	Total Replaced Impervious Surface Area (ff ²)	Total Pre- Project Impervious Surface Area ⁷ (ff ²)	Total Post- Project Impervious Surface Area ⁸ (ff ²)
Private Projects											
Pilgrim - Triton	1151, 1153, 1155 , 1157 Triton Dr. at Pilgrim Dr.	Sares Regis	Phase 1 - The Plaza at Triton Park	Redevelopment - This phase includes demolition of four existing industrial office buildings at 1151, 1153, 1155 and 1157 Triton Drive for a total of 92,000 square feet. Phase A proposes construction of 300 multi-family residential units, 17,000 square feet of commercial space, a centrally located open space/plaza as well as a parking garage and surface parking spaces.	Foster City Lagoon	6.14 Acres	6.14 Acres	NA	NA	~234,000	~180,000

³ include cross streets

⁴ If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

⁵ Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

⁶ State the watershed(s) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s).

⁷ For redevelopment projects, state the pre-project impervious surface area.

⁸ For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Project Location ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²)	Total Replaced Impervious Surface Area (ft ²)	Total Pre- Project Impervious Surface Area ⁷ (ft ²)	Total Post- Project Impervious Surface Area ⁸ (ft ²)
Public Projects											
None											
Comments: The Pilgrim-Triton Phase I is an on-going active project governed by the Conditions of Use Permit – UP-08-010. (Attached)											

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

Project Name Project No.	Application Deemed Complete Date ⁹	Application Final Approval Date ⁹	Source Control Measures ¹⁰	Site Design Measures ¹¹	Treatment Systems Approved ¹²	Operation & Maintenance Responsibility Mechanism ¹³	Hydraulic Sizing Criteria ¹⁴	Alternative Compliance Measures ^{15/16}	Alternative Certification ¹⁷	HM Controls ^{18/19}
Private Projects										
Pilgrim - Triton	2/5/2008	10/5/2009	designed trash storage areas; storm drain stenciling ; efficient landscape irrigation systems; permeable pavers	minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces	Parking garage runoff will be treated with dual chamber treatment device that will collect all parking garage area.	Required maintenance agreement prior to building occupancy.	Square footage of parking area.	NA	NA	NA – Project is not in an HM project area.

⁹ For private projects, state project application deemed complete date and final discretionary approval date.

¹⁰ List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

¹¹ List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

¹² List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

¹³ List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

¹⁴ See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

¹⁵ For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

¹⁶ For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

¹⁷ Note whether a third party was used to certify the project design complies with Provision C.3.d.

¹⁸ If HM control is not required, state why not.

¹⁹ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

Project Name Project No.	Application Deemed Complete Date ⁹	Application Final Approval Date ⁹	Source Control Measures ¹⁰	Site Design Measures ¹¹	Treatment Systems Approved ¹²	Operation & Maintenance Responsibility Mechanism ¹³	Hydraulic Sizing Criteria ¹⁴	Alternative Compliance Measures ^{15/16}	Alternative Certification ¹⁷	HM Controls ^{18/19}
<i>None</i>										

Comments:

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

Project Name Project No.	Is Funding Committed? ²⁰	Date Construction Scheduled to Begin ²⁰	Source Control Measures ²¹	Site Design Measures ²²	Treatment Systems Approved ²³	Operation & Maintenance Responsibility Mechanism ²⁴	Hydraulic Sizing Criteria ²⁵	Alternative Compliance Measures ^{26/27}	Alternative Certification ²⁸	HM Controls ^{29/30}
Public Projects										
None										
Comments:										

²⁰ For public projects, enter "Yes" or "No" under "Is Funding Committed?" and enter a date under "Date Construction Scheduled to Begin".
²¹ List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.
²² List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.
²³ List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).
²⁴ List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.
²⁵ See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).
²⁶ For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.
²⁷ For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.
²⁸ Note whether a third party was used to certify the project design complies with Provision C.3.d.
²⁹ If HM control is not required, state why not.
³⁰ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) ³¹	Party Responsible ³² For Maintenance	Date of Inspection	Type of Inspection ³³	Type of Treatment/HM Control(s) Inspected ³⁴	Inspection Findings or Results ³⁵	Enforcement Action Taken ³⁶	Comments
City Hall	610 Foster City Bl.	No	Foster City	12/6/2010	Complete	Flow-through planter treatment device	As expected, the treatment device contained primarily leaves with minimal trash. The City parking lot is swept bi-monthly with a street sweeper and trash is pick-up as it is observed on a daily basis.	None	Cleaned and put back into service. See attached before and after pictures taken 12/6/2010.

³¹ Indicate "YES" if the facility was installed within the reporting period, or "NO" if installed during a previous fiscal year.

³² State the responsible operator for installed stormwater treatment systems and HM controls.

³³ State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

³⁴ State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.

³⁵ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

³⁶ State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality's Enforcement Response Plan.

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

Program Highlights
 Provide background information, highlights, trends, etc.
 The City of San Mateo provides inspection for Foster City. It has (1) updated the business inspection plan, facility inventory and inspection priorities; 2) conducted inspections; 3) attended training sponsored by the Countywide Program; and 4) participated in the Countywide Program's CII Subcommittee. The City entered into an agreement with the County to conduct stormwater inspections, effective 8/2/11. Inspection plans may be revised accordingly. Also see the C.4. Industrial and Commercial Site Controls section of the Program's FY 10-11 Annual Report for a description of activities of the Countywide Program and/or the BASMAA Municipal Operations Committee.

C.4.b.i. ▶ Business Inspection Plan

Do you have a Business Inspection Plan? Yes No

If No, explain:

C.4.b.iii.(1) ▶ Potential Facilities List
 List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

- See attached Enforcement Response Plan dated 4/1/2010. Inspection is provided by the City of San Mateo through the joint wastewater treatment plant.

C.4.b.iii.(2) ▶ Facilities Scheduled for Inspection
 List below or attach your list of facilities scheduled for inspection during the current fiscal year.

- The attached facilities list indicates facilities scheduled for inspection during the current fiscal year.

C.4.c.iii.(2) ▶ 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) ³⁷	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ³⁸
Level 1	Verbal – Warning – Leave behind BMP brochures	3	75%
Level 2	NOV – Follow-up to assure violation corrected.	1	25%
Level 3	None	0	0%
Level 4	None	0	0%
Total			100%

C.4.c.iii.(3) ▶ Types of Violations Noted by Business Category

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

Business Category ³⁹	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Hotel	0	1

C.4.c.iii.(4) ▶ 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 during this fiscal year.

³⁷ Agencies to list specific enforcement actions as defined in their ERPs.

³⁸ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

³⁹ List your Program's standard business categories.

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C.4 – Industrial and Commercial Site Controls

C.4.d.iii ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
POC Training Module	08/17/10	Inspection techniques for ID of Hg, PCBs, and Cu	2	100%
Stormwater Inspections of Businesses (video)	06/24/11	Conducting inspections; field screening / source identification; enforcement; field exercises.	1	50%

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

Program Highlights

Provide background information, highlights, trends, etc.

Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 10-11 Annual Report for description of activities at the countywide or regional level.

C.5.c.iii ▶ Complaint and Spill Response Phone Number and Spill Contact List

List below or attach your complaint and spill response phone number and spill contact list.

Contact	Description	Phone Number
Complaint – Regular Business Hours	PW Department	(650) 286-8140
Emergency – After Hours	Police Dispatch	(650) 286-3345

C.5.d.iii ▶ Evaluation of Mobile Business Program

Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities.

Description:

The City does not currently hire any mobile dischargers. Refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 10-11 Annual Report for a description of efforts by countywide committees/work group and the BASMAA Municipal Operations Committee to address mobile businesses.

C.5.e.iii ▶ Evaluation of Collection System Screening Program

Provide a summary or attach a summary of your collection screening program, a summary of problems found during collection system screening and any changes to the screening program this FY.

Description:

NA

C.5 – Illicit Discharge Detection and Elimination

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C.5.f.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.f.iii.(1))	13	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	0%
Discharges resolved in a timely manner (C.5.f.iii.(3))	13	100%

Comments:

There were no reported discharges of material other than floating debris. The kind of debris includes damaged paddle boats, dead animals, and floating tarps. Complete list is attached. Items are either retrieved by staff from the shore or by using the maintenance boat. See attached list for details.

C.5.f.iii.(4) ▶ Summary of major types of discharges and complaints

Provide a narrative or attach a table and/or graph.

The majority of reported discharges are due to floating debris. Any debris spotted by residents is called into the City and the debris removed prior to release into the Bay. There was no clearly predominate debris last FY. The items ranged from floating tarps to tree branches to a dead animal. Entire list is attached.

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1 a, b, c ▶ Site/Inspection Totals		
Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (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 (C.6.e.iii.1.c)
# 0	# 1	# 1

Comments:
 1) Provide explanatory details about the data reported above if necessary.

C.6.e.iii.1 d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations ⁴⁰	% of Total Violations ⁴¹
Erosion Control	0	NA
Run-on and Run-off Control	0	NA
Sediment Control	0	NA
Active Treatment Systems	0	NA
Good Site Management	0	NA
Non Stormwater Management	0	NA
Total		100%

⁴⁰ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

⁴¹ Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

C.6.e.iii.1.e ▶ Construction Related Storm Water Enforcement Actions

Enforcement Action (as listed in ERP) ⁴²	Number Enforcement Actions Taken	% Enforcement Actions Taken ⁴³
Level 1 None	0	NA
Level 2 None	0	NA
Level 3 None	0	NA
Level 4 None	0	NA
Total		100%

C.6.e.iii.1.f, g ▶ Illicit Discharges

	Number
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	0
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	0

C.6.e.iii.1.h, i ▶ Violation Correction Times

	Number	Percent
Violations 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	NA ⁴⁴
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	NA ⁴⁵
Total number of violations for the reporting year⁴⁶	0	100%

Comments:
 NA

⁴² Agencies should list the specific enforcement actions as defined in their ERPs.
⁴³ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.
⁴⁴ Calculated 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.
⁴⁵ Calculated 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.
⁴⁶ Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does 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.

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C.6 – Construction Site Controls

C.6.e.iii.(2) ▶ 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:
Complaints are tracked using a GIS database. Each incident is verified and the resolution of the complaint is entered into the system. This year, the 13 complaints represent a 27% reduction from the five year average.

C.6.e.iii.(2) ▶ 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:
With only one development project currently active, staff attends weekly job progress with the General Contractor and all subcontractors. A standing meeting agenda item is the jobsite SWPPP. Since City staff attends the weekly meeting, SWPPP issues are generally resolved prior to the meeting.

Staff will be meeting with Community Development staff to improve coordination as additional projects become active. Participated in the countywide program's committees/work groups; and 5) participated in the BASMAA Development Committee. Refer to the C.6 Construction Site Control section of countywide program's FY 10-11 Annual Report for a description of activities at the countywide or regional level.

C.6.f ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
NA – There has been no turnover of staff. All current staff involved in inspection have attended prior workshops.				

C.7 – Public Information and Outreach

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

C.7.b.ii.1 ▶ Advertising Campaign
 Summarize advertising efforts. Include details such as messages, creative developed, and outreach media used. The detailed advertising report may be included as an attachment. If advertising is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary:
 Participation through the countywide program. Refer to the separate countywide Annual Report.

C.7.b.iii.1 ▶ Pre-Campaign Survey
 (For the Annual Report following the pre-campaign survey) Summarize survey information such as sample size, type of survey (telephone survey, interviews etc.). Attach a survey report that includes the following information. If survey was done regionally, refer to a regional submittal that contains the following information:
Not required for this Annual Report

- Summary of how the survey was implemented.
- Analysis of the survey results.
- Discussion of the outreach strategies based on the survey results.
- Discussion of planned or future advertising campaigns to influence awareness and behavior changes regarding trash/litter and pesticides.

Place an **X** in the appropriate box below:

<input type="checkbox"/>	Survey report attached
<input checked="" type="checkbox"/>	Reference to regional submittal:

C.7.c ▶ Media Relations
 Summarize the media relations effort. Include the following details for each media pitch in the space below. AND/OR refer to a regional report that includes these details:

- Topic and content of pitch
- Medium (TV, radio, print, online)
- Date of publication/broadcast

Summary:
The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 10-11:

- **BASMAA Media Relations Final Report FY 10-11**

This report and any other media relations efforts conducted countywide is included within the C.7 Public Information and Outreach section of Program's FY 10-11 Annual Report.

C.7 – Public Information and Outreach

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C.7.d Stormwater Point of Contact

Summary of any changes made during FY 10-11:
No Change

C.7.e Public Outreach Events

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

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscap presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> • Estimated overall attendance at the event. • Number of people that visited the booth, comparison with previous years • Number of brochures and giveaways distributed • Results of any spot surveys conducted
July 4th Festival and Fireworks (July 4, 2010)	With the only fireworks show in the area, tens of thousands of people attended the festivities culminating with the fireworks show. Although there were many local residents and businesses, the predominate audience were from the surrounding cities. Attendance: est. 20,000-30,000	No structured feedback. The City booth was staffed for the entire day from 8 AM to 6 PM. Numerous brochures representing all areas of stormwater in addition to other city services were distributed at the booth.
Earth Day Fair (April 16, 2011)	City residents, local gardeners, local businesses. Message for the Earth Day fair is protecting the environment. This includes	No structured feedback. A summary report was prepared by the ESTF committee and submitted to the City Council.

C.7 – Public Information and Outreach

FY 2010-2011 Annual Report
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	keeping lagoon and bay free from litter, minimizing water waste, reducing trash composting, etc. Attendance: ~2,500	
Public Works Week (May 15-21, 2011)	Display in City Recreation Center and 4 th grade classes can take tour of Corporation Yard. Attendance: ~500	Informal survey of participants is requested following the event.
Citywide Art & Wine Festival (June 3-5, 2011)	City staff booth in display area. Attendance: est. 2,000-3,000	No structured feedback.
City Booth (Weekly April – November)	City has an open booth at the weekly seasonal farmers market. Present handouts on various City functions including stormwater.	No structured feedback.

C.7.f. Watershed Stewardship Collaborative Efforts

<p>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.</p> <p>Evaluate effectiveness by describing the following:</p> <ul style="list-style-type: none"> • Efforts undertaken • Major accomplishments <p>Summary:</p>	<p>Countywide program staff will provide a summary of efforts conducted at the countywide and regional level.</p>
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C.7 – Public Information and Outreach

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C.7.g. ▶ Citizen Involvement Events

List the types of events conducted (e.g., creek clean up, storm drain inlet marking, native gardening etc.). Use the following table for reporting and evaluating citizen involvement events.

Event Details	Description	Evaluation of effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Describe activity (e.g., creek clean-up, storm drain marking etc.)	Provide general staff feedback on the event. Provide other evaluation details such as: <ul style="list-style-type: none"> • Number of participants. Any change in participation from previous years. • Distance of creek or water body cleaned • Quantity of trash/recyclables collected (weight or volume). • Number of inlets marked. • Data trends
Annual Earth Day Event is hosted by the ESTE committee chaired by a resident. The City provides support to the committee in the form of funded intern for the committee.	Complete program implementation from start to finish. Focus on one specific environmental issues during each event.	For the last two years, several thousand participants attended each event.

C.7.h. ▶ 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
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.

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C.7 – Public Information and Outreach

Permittee Name: City of Foster City

<p>Refer to the C.7 Section of the countywide program's FY 10-11 Annual Report for a description of School-age Children Outreach efforts conducted at the countywide level.</p>			
<p>Banana Slug School Assembly Program</p>	<p>"We all live Downstream"</p>	<p>1340 Kids with 4 performances</p>	<p>Comments – refer to Countywide program report.</p>

Section 8 - Provision C.8 Water Quality Monitoring

<p>C.8 ► Water Quality Monitoring</p> <p>State below if information is reported in a separate regional report. Municipalities can also describe below any Water Quality Monitoring activities in which they participate directly, e.g. participation in RMP workgroups, fieldwork within their jurisdictions, etc.</p> <p>Summary</p> <p>During FY 10-11, we contributed through the countywide Program to the BASMAA Regional Monitoring Coalition (RMC). In addition, we contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and were represented at RMP committees and work groups. For additional information on monitoring activities conducted by the Program, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Program's FY 10-11 Annual Report.</p>

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a ▶ Adopt an Integrated Pest Management (IPM) Policy or Ordinance

Attach a copy of your individual IPM ordinance or policy. (Water Board staff requested resubmittal for FY 10-11.)	X	Attached	Not attached, explain below
If Not attached, explain: Staff is in the process of updating its IPM policy. The City will adopt the model IPM policy being developed within the Parks Maintenance and IPM Work Group, the San Mateo County Agriculture Commissioner, and the Water Board staff. The model policy will be enacted prior to December 31, 2011.			
Describe mechanism for adopting/formalizing your agency's IPM ordinance or policy (e.g., department head approval, integration into SOPs, staff training: Staff is anticipating the model policy will be sent to the City Manager for approval. Once approved, in-house training will be conducted along with the IPM Work Group trainings that will be developed along with the model policy. The model policy will become the Standard Operating Procedure within the City.			

C.9.b ▶ Implement IPM Policy or Ordinance

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. **List only quantities of organophosphates, pyrethroids, carbaryl and fipronil that are used in a manner that threatens water quality (i.e., are used outdoors and may come in contact with stormwater.)**

Trends in Quantities and Types of Pesticides Used⁴⁷

Pesticide Category and Specific Pesticide Used	Amount ⁴⁸				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates					
Product or Pesticide Type A – None used in Parks	None	None			
Product or Pesticide Type B – None used in Parks	None	None			
Pyrethroids					
Product or Pesticide Type X– None used in Parks	None	None			

⁴⁷ Includes all municipal structural and landscape pesticide usage by employees and contractors.
⁴⁸ Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

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C.9 – Pesticides Toxicity Controls

Product or Pesticide Type Y			
Carbaryl – None used in Parks	None		
Fipronil – None used in Parks	None		

C.9.c ▶ Train Municipal Employees

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year. **Parks Division**

Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years. Parks Division	10
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	100%

C.9.d ▶ Require Contractors to Implement IPM

Did your municipality contract with any pesticide service provider in the reporting year?

If yes, attach one of the following:

<input checked="" type="checkbox"/> Contract specifications that require adherence to your IPM policy and standard operating procedures. OR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy(ies) of the contractors' IPM certification(s) or equivalent, OR			
Equivalent documentation.			

If **Not attached**, explain:

Parks Division has in the past managed contractual services with regular meetings/ verbal communications/ and in the field guidance to the contractor in relation to City's IPM protocols and/or contractor has provided QAL certification # for applicator (which suggests applicator has received sufficient general IPM training). i.e.: Mechanical methods and/or mulching for weed prevention have been (and still is) preferred method of weed control.

City is currently including IPM in contract specifications. (see attachment: "Parks Maintenance Contractual Services Overview" under "Weed Maintenance").

Contract language will be updated and SOP integrated along with the updated model IPM policy adoption for any new such contracts.

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C.9 – Pesticides Toxicity Controls

Permittee Name: City of Foster City

C.9.e ▶ Track and Participate in Relevant Regulatory Processes

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

Summary:

During FY 10-11, we participated in regulatory processes related to pesticides through contributions to the countywide Program, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees.

C.9.f ▶ Interface with County Agricultural Commissioners

Did your municipal staff observe any improper pesticide usage or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?

	Yes	No
	X	

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.
None observed.

C.9.h.ii ▶ Public Outreach: Point of Purchase

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

Summary:

See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

A Foster City merchant, Orchard Supply Hardware, was part of the San Mateo County "Our Water, Our World" Partnership.

C.9.h.vi ▶ 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); **OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary:

See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 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.

FY 2010-2011 Annual Report

C.10 – Trash Load Reduction

Permittee Name: City of Foster City

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ▶ Short-Term Trash Loading Reduction Plan

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description:

See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

C.10.a.ii ▶ Baseline Trash Load and Trash Load Reduction Tracking Method

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed to gather trash loading data and in developing a Baseline Trash Load and Trash Load Reduction Tracking Method (due February 1, 2012).

Description:

See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees." In addition, any municipalities that conducted activities locally should report those here.

C.10.a.iii ▶ Minimum Full Trash Capture

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide description of actions/tasks initiated/conducted/completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014) within individual jurisdictions. Include information on Full Trash Capture Devices installed under Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership.

Description:

See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees." In addition, municipalities should report on their efforts to obtain and install full trash capture devices.

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C.10 – Trash Load Reduction

C.10.b.iii ▶ Trash Hot Spot Assessment

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible.

Fill out the following table or attach a summary of the following information. **Guidance: Provide requested information below. If assessments were conducted during FY 09-10 and not conducted in FY 10-11, indicate "Conducted during FY 09-10" in the first row of the table.**

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
San Miguel Beach	Monthly and as needed See attached table.	Avg. ~1-2 cf per month	Tennis balls, beverage containers, organic debris (leaves & branches)	Edgewater Plaza Shopping Center with restaurants, and Numerous tennis courts on the lagoon.

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C.10.d Summary of Trash Load Reduction Actions

Provide summary of new trash load reduction actions or increased levels of implementation of existing actions that were implemented after adoption of the MRP (control measures and best management practices) including the types of actions and levels of implementation, and the total trash loads and dominant types of trash removed from each type of action.

Suggested trash load reduction actions to track and report may include:

- Anti-litter Campaigns
- Anti-litter/Dumping Enforcement Activities
- Curbside Recycling Programs
- Education and Outreach Efforts
- Free Trash Pickup/Dropoff Days
- County HHW Program Activities
- Improved Trash Bin Management
- Inspection/Maintenance of Storm Drain Outfalls
- Litter Pickup and Control
- Solid Waste Recycling Efforts
- Source Controls/Bans/Prohibitions
- Storm Drain Operation and Maintenance
- Storm Drain Signage/Marking
- Street Sweeping Activities
- Trash Removal from Receptacles

Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
<ul style="list-style-type: none"> • Curbside Recycling Programs • Curbside Hazardous Waste • Education and Outreach Efforts • Free Trash Pickup/Dropoff Days 	1/1/2011	Initiated with new franchise agreement on 1/1/2011	NA	Motor Oil and CFL's

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Permittee Name: City of Foster City

C.11 – Mercury Controls

Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

List below or attach lists of efforts to promote, facilitate, and/or participate in collection and recycling of mercury containing devices and equipment at the consumer level (e.g., thermometers, thermostats, switches, bulbs).

Refer to FY 10-11 Program Annual Report for a list of mercury collection and recycling efforts conducted countywide and regionally.

C.11.a.ii ► Mercury Collection

Provide an estimate of the mass of mercury collected through these efforts, or provide a reference to a report containing this estimate.

Amount Collected:

A draft technical memorandum describing initial load reduction quantification methods for PCBs and mercury was submitted to the Water Board in the BASMAA FY 2009-10 Regional POCs and Monitoring Annual Report supplement. Written comments from Water Board and Permittee staff were received on the technical memorandum. In FY 2011-12, BASMAA member agencies plan to revise methods presented in the draft memorandum in response to the comments. Once the methods are completed, they will be used to estimate loads removed via the collection/recycling of mercury-containing products. See the FY 10-11 Countywide Program Annual Report and BASMAA Regional POCs and Monitoring Annual Report supplement for more information.

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C.11 – Mercury Controls

Permittee Name: City of Foster City

- C.11.b ▶ Monitor Methylmercury**
- C.11.c ▶ Pilot Projects to Investigate and Abate Mercury Sources in Drainages**
- C.11.d ▶ Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**
- C.11.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**
- C.11.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**
- C.11.g ▶ Monitor Stormwater Mercury Pollutant Loads and Loads Reduced**
- C.11.h ▶ Fate and Transport Study of Mercury In Urban Runoff**
- C.11.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**
- C.11.j ▶ Develop Allocation Sharing Scheme with Caltrans**

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary

A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

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C.12 – PCB Controls

Permittee Name: City of Foster City

Section 12 - Provision C.12 PCBs Controls

C.12.a.i.iii ▶ Municipal Inspectors Training

(For FY 09-10 Annual Report only) List below or attach description of results of training municipal industrial inspectors to identify, in the course of their existing inspections, PCBs or PCB-containing equipment.

Description:

In FY 09-10, inspector training materials were developed by BASMAA and provided in the FY 09-10 BASMAA Regional POC Report. A description of efforts to train municipal industrial inspectors was provided in FY 09-10 permittee and/or Program Annual Reports.

C.12.a.ii.iii ▶ Ongoing Training

(For FY 10-11 Annual Report and Each Annual Report Thereafter) List below or attach description of ongoing training development and inspections for PCB identification, including documentation and referral to appropriate regulatory agencies (e.g. county health departments, Department of Toxic Substances Control, California Department of Public Health, and the Water Board) as necessary.

Description:

See the FY 10-11 Program Annual Report for a description of training provided countywide and/or regionally, and report on any local training efforts, if applicable.

FY 2010-2011 Annual Report

C.12 – PCB Controls

Permittee Name: City of Foster City

- C.12.b ▶ Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities**
- C.12.c ▶ Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations**
- C.12.d ▶ Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**
- C.12.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**
- C.12.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**
- C.12.g ▶ Monitor Stormwater PCB Pollutant Loads and Loads Reduced**
- C.12.h ▶ Fate and Transport Study of PCBs In Urban Runoff**
- C.12.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary

A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

FY 2010-2011 Annual Report

Permittee Name: City of Foster City

C.13 – Copper Controls

Section 13 - Provision C.13 Copper Controls

C.13.a.i and iii ▶ Legal Authority: Architectural Copper			
(For FY 10-11 Annual Report only) Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?			
X	Yes		No
if No, explain and provide schedule for obtaining authority within 1 year:			

C.13.b.i and iii ▶ Legal Authority: Pools, Spas, and Fountains			
(For FY10-11 Annual Report only) Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?			
X	Yes		No
if No, explain and provide schedule for obtaining authority within 1 year:			

C.13.c ▶ Vehicle Brake Pads			
Reported in a separate regional report.			
A summary of the countywide Program's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.			

C.13.d.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			
NA			

FY 2010-2011 Annual Report

C.13 – Copper Controls

Permittee Name: City of Foster City

C.13.e ► Studies to Reduce Copper Pollutant Impact Uncertainties

Report on progress of studies being conducted countywide or regionally to reduce copper pollutant impact uncertainties. State below if information is reported in a separate regional report.

Summary

A summary of the countywide Program and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

FY 2010-2011 Annual Report

Permittee Name: City of Foster City

C.14 PBDE, Legacy Pesticides and Selenium Controls

Section 14 - Provision C.14 PBDE, Legacy Pesticides and Selenium Controls

C.14.a ► Control Programs for PBDEs, Legacy Pesticides and Selenium Controls

Report on progress of studies being conducted countywide or regionally to characterize the distribution and pathways of PBDEs, legacy pesticides, and selenium. State below if information is reported in a separate regional report.

Summary

A summary of the countywide Program and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

FY 2010-2011 Annual Report

C.15 – Exempted and Conditionally Exempted Discharges

Permittee Name: City of Foster City

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

C.15.b.iii.(1), C.15.b.iii.(2) ▶ Planned and Unplanned Discharges of Potable Water

Is your agency a water purveyor?	X	Yes		No
----------------------------------	---	-----	--	----

If No, skip to C.15.b.vi.(2);
 If Yes, Complete the attached reporting tables or attach your own table with the same information. Provide any clarifying comments below.

Comments:
 The Water District in Foster City performed a bi-annual Unidirectional flushing in FY 10-11 of its water distribution system during April 2011. All water flushed from the system was de-chloraminated and diverted to the most distant catch basin in order to allow for increased DO. The potable water that reaches the storm drain system connects to the 212 acre lagoon system. The lagoon system is not discharged during any of the flushing operation; therefore, potable water does not enter the San Francisco Bay.

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:

- Adopted Outdoor Landscape Efficiency Ordinance in January 2010.
- Promote conservation programs -- through water bill inserts.
- Promote outreach for less toxic pest control and landscape management -- through landscape education classes sponsored by BAWSCA. In addition, sustainable gardening is promoted with nature pest control and native vegetation.
- Promote outreach messages to encourage appropriate watering/irrigation practices -- Customer requested landscape water audits and/or recommended "grasscycling" which reduces fertilizer use and reduces overall turf watering leading to less runoff to curb and gutter.
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff. - Large water customers that overwater are contacted by staff to correct the situation.

Summary:
 The Water District in Foster City implemented tier water rates during FY 10-11. For residential customers, any water used over 20 units (1 unit = 748 gallons) is charged double. This rate increase minimizes water waste by customers. A similarly tiered structure is used for multifamily and HOA's which also results in similar water use reductions. The District also sponsors various water conservation programs administered by BAWSCA.

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ⁴⁹ (NTU)	Implemented BMPs & Corrective Actions
Every Fire Hydrant in Foster City and a portion of San Mateo ~1,400	Bi-annual Flushing of water distribution system.	Foster City Lagoon	Months of March/April 2011	Avg. Discharge = 10 min.	~10,000 gal./hydrant	Ave. 60 hydrants/day = ~600,000 gal/day	Exit hydrant 2.0 ppm, enter catch basin 0 ppm	Avg. pH at exit of hydrant ~8.7 standard units pH range of receiving water 7-8 standard units.	Avg. Turbidity at exit of hydrant ~10 NTU. Turbidity Range of receiving water 6 – 12 NTU	

⁴⁹ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.



Municipal Corporation Yard Inspection Form

Municipality: City of Foster City

Location of Corporation Yard Inspected: 100 Lincoln Centre Dr., Foster City CA 94404

Date and Time of Inspection: 10/12/10

Name of Person and Position Conducting Inspection: MIKE McOLIGOTT / PLW SUPERVISOR

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

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

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

- Vehicle and/or equipment washing occurs at the corporation yard, if not skip to next section**
- Washing activities are located under a roof or in a building equipped with a municipal sewer connection
- Vehicle washing area is adequately sized for vehicles being washed and to minimize drag-out from washed vehicles so there is no flow to storm drain inlets
- All vehicle washing systems are maintained and cleaned out on a regular schedule
- Outdoor equipment washing occurs and the following BMPs are used:
 - Wash area is paved and surrounded by berms or graded to prevent washwater from flowing off and stormwater from adjoining areas from flowing onto the wash area
 - Wash area is sloped to collect washwater
 - Washwaters drain to a dead-end sump or an oil-water separator connected to sanitary sewer
- Describe any improvements needed: _____

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

- Vehicle and/or equipment maintenance occurs at corporation yard, if not skip to next section**
- Vehicle and/or equipment maintenance are conducted indoors whenever feasible
- Drain and drip pans or open containers of fluids are not left lying around
- Vehicle and/or equipment maintenance and repair area is swept at least weekly

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

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

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

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

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

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

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

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

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

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

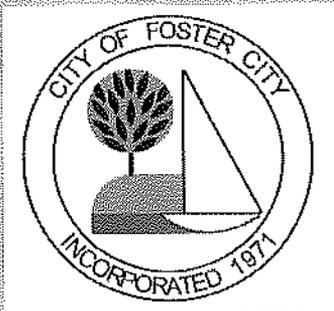
- To the extent feasible materials that must be stored outside are stored in a roofed area that is bermed to prevent contact with stormwater
- Stockpiles of raw materials that cannot be stored under a roof are kept covered when the material is not being used
- If stockpiles are so large that they cannot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

Additional Comments: _____

Property Improvements

in residential and commercial developments

*a practical guide to assist property managers in
understanding Foster City's review processes for
property improvements
in residential and commercial planned developments*



Prepared by

**CITY OF FOSTER CITY
COMMUNITY DEVELOPMENT DEPARTMENT
610 Foster City Boulevard**

December 2009

www.fostercity.org

Introduction

In Foster City almost every type of property improvement requires a permit issued by the City.

This includes common projects like changes to common-area landscaping, installation of lighting, installation of new windows, doors and skylights, repainting with new colors, and many more. Before starting any construction project or property improvement, it must be reviewed and approved by the City.

Foster City has very high standards for property maintenance and architectural design, as these standards are what help keep the City's private and public properties looking well-maintained. As improvements are made to various developments, it is staff's duty to ensure that those improvements continue to maintain the City's existing high-quality appearance. In residential planned developments for example, property improvements are evaluated to ensure that they uphold the specific architectural character of each development, thereby preserving its high-quality appearance and maintaining its overall value.

To help property managers better understand how the City administers the review and approval of various property improvements, the Community Development Department has prepared this general information guide. It addresses the "who, what, where, when, why, and how" of property improvements to both residential and commercial developments. Property managers often indicate that they are unaware of the City's requirements for property improvements. This guide is intended to answer common questions regarding the City's regulations and review processes.

Applicable City Ordinances, Regulations, and Guidelines.

There are several sections of the Foster City Municipal Code, as well as specific Policies adopted by the City Council and Planning Commission, that guide the City's review of property improvements in residential and commercial developments. Some of these are highlighted below.

- *Chapter 17.36 (Planned Development Combining District)* of the Foster City Municipal Code – This chapter establishes the development standards for properties in a Planned Development zoning district, including the establishment of General Development and Specific Development Plans.
- *Chapter 17.58 (Architectural Control and Supervision)* of the Foster City Municipal Code – This chapter establishes the procedures and criteria for property improvements to ensure that the high standards of architectural design that distinguish the City are maintained.
- *Chapter 2.28 (Planning)* of the Foster City Municipal Code – This chapter establishes the City's ability to regulate land development through planning and includes the purposes and principles of architectural and site plan review.
- *Planning Commission Policy P-1-94 (Prototype Designs in Residential Planned Developments)* – This Policy establishes the process for review and approval of prototypical designs for property improvements in residential planned developments. (Ordinance No. 433 approved by the City Council on August 19, 1996, and Ordinance No. 551 approved on October 19, 2009 supersede some of the information contained in the policy).

If the City's Ordinances and policies are not followed, there are several actions the City can take. The City can require property improvements to be removed or modified to conform to City standards, or penalty fees can be assessed to property owners for beginning construction without the approved permits, making the cost of a permit up to twice its normal cost. **It is important to always contact the City before starting work on any kind of property improvement.**

Projects that Require City Review

Because virtually all types of property improvements require City review, it is important to contact the Community Development Department *prior* to beginning a project. Although staff might determine that a proposed improvement does not require formal review and is "exempt," it is always safe to check first. Most improvements do require City review and are not exempt because they result in changes from existing conditions that affect the overall appearance or design of a site or building. The table below highlights some of the projects that require City review:

Type of Improvement	Reviewing Authority
Accessory structures (sheds, patio covers, trellises, arbors)	Community Development Director
Antennas (some types and sizes are exempt)	Community Development Director or Planning Commission (if antennas are not completely screened from off-site view)
Emergency Generators	Community Development Director
Exterior Lighting	Community Development Director
Fences	Community Development Director
Landscape modifications (any change in plant materials)	Community Development Director
Parking lot re-striping	Community Development Director or Planning Commission (if changing design of parking lot)
Painting/repainting exterior of building	Community Development Director or Planning Commission (if a shopping center)
Play structures/playgrounds/tot lots	Community Development Director
Prototype designs for residential developments ✓ awnings ✓ exterior siding ✓ garage doors ✓ roof materials and colors ✓ solariums ✓ windows	Community Development Director or Planning Commission, per Planning Commission Policy P-1-94
Rooftop Equipment (air conditioning, solar panels, skylights)	Community Development Director or Planning Commission (if resulting in substantial change to exterior appearance of building)
Signage	Community Development Director or Planning Commission (if Sign Use Permit)
Special events (block parties, parking lot events, multi-property garage sales)	Community Development Director
Temporary Uses	Community Development Director
Trash enclosures	Community Development Director
Tree or plant removal/replacement	Community Development Director
Windows and Doors	Community Development Director

It is important to note that the list above is not exhaustive and that there are other property improvements that require City review. Before beginning any property improvement, it is important to contact the City to verify whether or not a permit is needed.

Types of City Review

Depending on the type of property improvement, there can be various "stages" of the City's review. Because most improvements require review by the Community Development Director (as noted in the table above), approval of a "zoning" permit is usually the first step. After approval of the planning permit, a building permit is typically required.

Zoning Permits – Typically referred to as "Architectural Review permits" or "Use Permits," these permits allow the City's planning staff to review the placement, impacts, appearance and/or architecture of a project, including its consistency with any of the City's applicable zoning laws. Although most zoning permits only require review and approval by the Community Development Director, sometimes improvements must be evaluated by other review bodies:

- *Interdepartmental Evaluation Committee (IDEC) review.* IDEC is a committee with a representative from every City department that meets weekly to review general business in the City. When a proposed Improvement concerns matters not directly regulated by the Community Development Director, IDEC review is necessary to allow professionals in other City departments (such as Police, Fire, Parks, or Public Works) to evaluate the proposal and assess any public health, safety, or other issues.
- *Planning Commission review.* The Planning Commission is a committee of residents appointed by the City Council to review general planning matters in the City. Some property improvements cannot be approved by the Community Development Director and must be reviewed by the Planning Commission, pursuant to the City's Municipal Code.

Building Permits – These permits approve the actual *construction* of a property improvement and are typically the second step in the City's review process. Even if a property improvement is exempt from "Planning" review, it does typically require a building permit.

How to Obtain City Approval

Contacting the Community Development Department is the best way to initiate a property improvement. This should be done before buying any supplies or materials, before entering into a contract with an architect, a landscape architect, a contractor, or before beginning any construction. This will allow staff to determine whether any permits are needed, and if so, the extent of the approval process.

A typical approval process is highlighted below:

- Call the Community Development Department staff to discuss your project (or drop by City Hall)
- Apply for the zoning permit (Architectural Review, Sign Permit, Use Permit, etc.). This includes submitting:
 1. an application, signed by the property owner or homeowners association president/manager.
 2. a fee/deposit for the review.
 3. plans that clearly outline the nature of the project (scaled, dimensioned plans that illustrate existing conditions, what is going to be constructed/modified, it's size, location, design, etc.).
 4. Catalogue brochures/cut sheets to illustrate features (window prototypes, etc.).
- Apply for Building Permit. This includes submitting:
 1. a completed application.
 2. a fee (amount varies, taken as a percentage of the total job cost).
 3. plans/construction documents (4 sets) that clearly illustrate the details of all proposed work.
- After approval of any zoning and building permits, begin construction.

At the beginning of each year from January through March, the City offers a "no cost" review of prototype design applications for residential homeowners associations. Prototype designs are discussed in the next section. This annual review provides homeowners associations an opportunity to develop prototypical designs for residential property improvements, at no cost to the Association.

Prototype Designs in Residential Developments

The City has established a system of encouraging and approving "prototype designs" to ensure that the architectural character of each residential development is maintained in the long term. A prototype design establishes the specific design parameters for a property improvement (window replacements, for example) that can be applied uniformly throughout all the homes in a planned development. Prototypes ensure that as improvements are made to properties within a development, the design and appearance of each home remains consistent with the original design of the development.

The system provides many benefits to homeowners:

- Streamlined review process leads to fast issuance of building permits; sometimes this process may eliminate the need for a homeowner to obtain an Architectural Review permit (a typical requirement of any exterior home improvement) and immediately apply for a building permit.
- Reduces and/or eliminates fees associated with an Architectural Review permit.
- Ensures that design continuity is maintained in a development, thereby maintaining its overall appearance and preserving property values for homeowners.

The table below outlines the types of property improvements that require prototype designs prior to installation on a home in a planned development:

Improvement Requiring Prototype Design		Improvement NOT Requiring Prototype Design*	
(Approved by Planning Commission)	(Approved by Community Development Director)	(Requires Architectural Review approved by Community Development Director)	(Exempt from Architectural Review)
<ul style="list-style-type: none"> • Roof materials and colors • Awnings 	<ul style="list-style-type: none"> • Windows • Garage doors • Solariums • House colors • Exterior siding 	<ul style="list-style-type: none"> • Fences • Skylights • Front doors (new size) • Spas • Decks (not otherwise exempt) • Trellises • Gazebos • Patio covers • Air conditioning condenser units (not otherwise exempt) • All other improvements lower than the fence line 	<ul style="list-style-type: none"> • Front doors (same size) • Decks (non-waterfront, lower than 18", at least 5' from prop. line, and in R-1/PD district) • Air conditioning condenser units (ground-mounted units on non-waterfront properties in R-1/PD district) • Sun tunnels

* When a homeowners' association has previously established a prototype for one of these improvements, applicants shall follow the specific approval process outlined when that prototype was approved by the City.

Information & Suggestions for Residential Property Managers

- Take advantage of the City's annual no cost review of proposed prototype improvement designs. At one of the Association's Fall meetings, discuss property improvements that homeowners want to install or construct the following Spring. Submit the required information for prototype designs (discussed in this Guide) to the City in December. The City will review the proposed improvements and respond so that by early Spring, when most homeowners want to have the work done, the designs have been reviewed.
- Through newsletters and flyers, remind property owners several times each year about the need to have the Association and the City approve review and approve all improvements to their property prior to installation or construction.

Information & Suggestions for Commercial Property Managers

- Obtain a copy of the zoning district regulations that apply to the subject building(s). Also, obtain a copy of the building's Architectural Review permit resolution and Conditions of Approval or Use Permit resolution and Conditions of Approval. These resolutions and conditions of approval also govern the construction, maintenance, permitted uses and general operations of the building(s) and site. If you have any questions, call the Community Development Department.
- Prior to entering into a lease agreement with a potential tenant be certain that the business use and/or density of the use proposed is allowed in the subject building and in the zoning district in which the building is located (The use or the density of a use may be regulated by the building's Architectural Review or Use Permit). If you have any questions, call the Community Development Department prior to entering into a lease.
- Obtain a copy of the City's Sign Control Ordinance (Chapter 15.12, of Title 15, Buildings and Construction, of the Foster City Municipal Code) and any special sign regulations pertaining specifically to the subject building(s). Prior to entering into a lease agreement with a potential tenant, inform them of the City's Sign Control Ordinance and any applicable special sign regulations.
- All newly installed rooftop equipment (EX. HVAC; special vents) requires review by the Community Development Department. Such equipment may require an Architectural Review permit and a Building Permit and must be screened by an existing or new parapet wall or specially designed equipment screen.
- Parking stalls, parking lots, driveways and driving aisles which were approved as a part of the original site permit may not be eliminated, converted to other uses or modified without the prior review and approval of the City.
- Landscaped areas and plant/hardscape materials approved as a part of the original site permit may not be eliminated, substituted, or converted to other uses without the prior review and approval of the City.
- Buildings may not be painted or stained a new color without the prior review and approval of the City. Buildings may be repainted or re-stained without prior City review using the original (or subsequently approved) paint or stain colors.
- Heating or air conditioning units may not be placed in window areas. Ground mounted HVAC equipment or generators require the prior review and approval of the City.

Common Problems and Mistakes

- A new property manager (or a new property management firm) takes over the duties of managing a property in Foster City but does not contact the City to advise it of the change, or to inquire about any special local rules and requirements that apply to the property.
- When a prototype design for an improvement is sought, a property owner, tenant or a contractor, (rather than the property manager who may/should have experience), is given the task of obtaining City approval even though the property owner, tenant, or contractor has little or no experience obtaining approval for a prototype design. This often leads to the submittal of incomplete information to the City and a longer amount of time for the City review the proposal than would be the case if an experienced person worked with the City.
- Homeowners associations and property managers often have incomplete records of their past transactions with the City and therefore do not know what may already be approved or denied by the City.

Best Practices

In order to avoid the common mistake of beginning a project that might require prior City review, the following "best practices" are recommended:

- Anytime you are contemplating any property improvement to any property, prior to expending any money, signing any contracts, or installing any improvements, call the Community Development Department and ask for a meeting to discuss the idea. No plans or professional design assistance is required for the meeting and there is no cost for such a meeting.
- When talking in person with any member of the Community Development Department staff, ask for their business card and write the date on the back of the card. If talking with staff by telephone, ask for and write down their name, position and telephone number or electronic mail address.
- Take advantage of the annual "no cost" City review of proposed prototypical property improvements.
- Whenever seeking approval for (or submitting an application for) a new "prototype" improvement for one of the Planned Developments you manage, bring a manufacturer's brochure and/or pictures of the improvement to discuss with City staff. Also, prepare a letter that outlines all details of the prototype design and answers the basic questions of "Who?, What?, Where?, When?, Why? and How?"
- Do not rely on the experience of contractors or sales people who may tell you that your project does not require a permit in Foster City because it does not require a permit in other nearby cities. Cities often have different laws regarding zoning and what types of projects need a permit and what projects do not.
- Prior to purchasing an improvement or entering into a contract with a contractor, contact the staff in the Community Development Department regarding the feasibility and acceptability of the improvement, required permits, application fees, and approval processes.
- Do not make an improvement first and seek a permit later. This can lead to the imposition of penalty fees by the City (which can more than double the cost of the permit) and worse, if it is not approved, the improvement may be required to be removed (resulting in the money spent being wasted).
- Subscribe to and read the local newspapers serving Foster City. Local news stories will give you a feel for the issues being addressed in the City and their possible impacts to the people who live in or work at the property that you manage. Additionally, press releases, special advertisements and legal advertisements are placed in these newspapers advising the public of important upcoming City Council or Planning Commission meetings which may be of interest to your clients.
- Regularly review the City's website at www.fostercity.org. The site is filled with information about the City that may be of use to you or your clients and is a convenient way to review press releases, public notices and the agendas for City Council and Planning Commission meetings.
- When landscaping changes or changes to the exterior of a building are contemplated, call Planning/Code Enforcement Division staff and request a field meeting at the site or building to discuss ideas. (There is no charge for this service.)
- Notify residents/tenants prior to beginning any major property improvement and inform them of the work being done and when it is expected to be completed.
- The City should be contacted when property managers or homeowners association presidents change to ensure that the City's contact list is kept current and maintained accurately.
- Property managers should keep a file with copies of all prototype designs for each homeowners association they manage. Copies of missing prototype designs may be obtained at City Hall.
- Prior to purchasing or installing a property improvement, or hiring a contractor to perform the work, **call the Community Development Department to verify whether a permit is needed!**

Working with the City

The role of a property manager as viewed by the City is that of the key liaison between the City and homeowners associations/property owners, commercial building owners, or commercial building tenants. Residential associations and commercial property owners expect the City to work with them when they want to improve or repair property. They expect the permit review process to work smoothly, quickly, and with a minimum of uncertainty. The most practical way the City can meet these expectations is to work directly with, and through, property managers. This requires that property managers become and remain knowledgeable about Foster City's ordinances, requirements, and processes.

If you are new to managing a property in Foster City, please call the Community Development Department and arrange an appointment with staff. We will provide copies of all ordinances and special requirements affecting the property that you are managing, and will review the permit review processes affecting the property.

Who to Contact with Questions

The Community Development Department is located at City Hall, 610 Foster City Boulevard, at the corner of East Hillsdale and Foster City Boulevards, in Foster City. Each division may be contacted as noted:

for questions regarding zoning permits:

Planning/Code Enforcement Division
tel: 650/286-3225
email: planning@fostercity.org

for questions regarding building permits:

Building Inspection Division
tel: 650/286-3227
email: building@fostercity.org

Additional information is also available on the web. Visit the City's web site at:
www.fostercity.org
and click on the "City Services" link to find "City Permit Information"

If you would like to be added to the Community Development Departments email list,
send us an email at:
planning@fostercity.org

PILGRIM-TRITON - TRITON PLAZA

**Use Permits - Conditions of Approval for
Mixed Residential -Commercial Development**

EXHIBIT A

(Conditions attached to approval of UP-08-010 by the
Planning Commission on August 20, 2009)

1.0 GENERAL

- 1.1 The following conditions shall be met prior to the issuance of a building permit except as otherwise specified. Any questions pertaining to these conditions should be directed to the City department indicated.
(BD = Building Inspection Division, CBO = Chief Building Official, CC = City Council, CDA = Community Development Agency, CDD = Community Development Director, CE = City Engineer, E/PW = Engineering/Public Works, FIRE = Fire, P/R = Parks and Recreation, PC = Planning Commission and POL = Police). Other abbreviations used are as follows: N/A = not applicable; PBP = prior to building permit issuance; PBO = prior to building occupancy; PI = prior to installation; PCW = prior to commencement of work; PFM = prior to approval of Final Map; PFBI = prior to final building inspection; and PTO = prior to opening.
- 1.2 The project shall be built according to plans approved by the Planning Commission on August 20, 2009 labeled The Plaza at Triton Park, consisting of 22 sheets, prepared by MVE & Partners and The Guzzardo Partnership dated June 26, 2009. Any modification to the project shall require Planning Commission or Community Development Director review and approval. All materials and colors shall be as approved. Once constructed or installed, all improvements shall be maintained in accordance with the approved plans. Any changes which affect the exterior character of the work shall be resubmitted for approval. The construction or placement of unapproved features or unapproved changes to buildings or structures which were a part of approved plans can and will result in the issuance of a "Stop Work Order" by the City, the need to revise plans and obtain City approval for all changes prior to recommending work, and the possibility of penalty fees being assessed for unauthorized work.
(CDD)
- 1.2a The Use Permit approval will not be in effect unless and until the City Council approves the Pilgrim Triton Master Development Agreement and the Phase A Apartment Development Agreement. The project shall be consistent with the Master Development Agreement and the Phase A Development Agreement. To the extent of any direct inconsistency between these Conditions of Approval and the terms of the Master Development Agreement and Phase A Development Agreement, the Master Development Agreement and/or Phase A Development Agreement shall control.
(CDD)

- 1.2b The Project shall be consistent with the Pilgrim Triton Master Plan Construction Phasing Plan prepared by Wilsey Ham dated August 11, 2009 consisting of 36 sheets.
(CDD, E/PW)
- 1.3 This Use Permit may be modified by the implementation of new or revised conditions when, in the judgment of the Planning Commission, imposition of such new or revised conditions is essential in order to protect the public health, safety, morals, or general welfare or to eliminate or minimize unforeseen problems.
(PC)
- 1.4 Specific lighting proposals shall be submitted and reviewed as part of each Final Development Plan for each new building on the project site and approved by the City prior to issuance of a building permit. This review shall ensure that any outdoor night lighting for the project is downward facing and shielded so as not to create additional nighttime glare and shall conform to the performance standards established by Section 17.68.080 of the Zoning Code.
(CDD, POL, PBP) Mitigation Measure
- 1.5  The applicant or any future owner shall provide and conduct regular maintenance of the site in order to eliminate and control the accumulation of trash, excess/waste materials and debris. The applicant or any future owner shall also conduct regular maintenance of the sanitary and stormwater collection systems and provide an annual report of maintenance to the Director of Public Works by June 30 of each year.
(CDD, PW)
- 1.6 Prior to occupancy, all pertinent conditions of approval and all improvements shall be completed to the satisfaction of the City and so reported on the sign-off sheet in the Use Permit file. The project shall be built in substantial compliance with the approved plans on record in the City.
(CDD, PBO)
- 1.7 Prior to issuance of a building permit, all City Departments must submit written verification to the Building Inspection Division that all pertinent Use Permit conditions of approval have been satisfied and have been so reported on the sign-off sheet in the Use Permit file.
(BD, PBP)
- 1.8 All construction shall be completed and maintained in a professional manner and appearance.
(CDD)
- 1.9 All on-site signage must be consistent with the plans approved by the Planning Commission on August 20, 2009 labeled Pilgrim Triton Master Signage Plan, prepared by MVE & Partners and Square Peg Design, dated June 2009 consisting of 22 sheets. Prior to installation, all on-site signage must be approved by the City. Details of address signs shall be provided, prior to final inspection, to the satisfaction of staff. All street addresses shall be clearly visible from the adjacent street.

Numerals shall be of a size satisfactory to the Fire and Police Departments. Buildings not fronting on a roadway shall be required to have their locations identified along the vehicle roadway nearest the building or at other locations as determined by the Fire and Police Departments.
(CDD, FIRE, POL, PI, PFBI)

- 1.10 No rooftop equipment of any kind shall be visible from the ground level on the site or from adjacent public rights-of-way or ground level on adjacent properties. At initial project construction and in the future, cross-sections and details of the proposed rooftop equipment, sight line studies demonstrating the visual impact of equipment, and related screening shall be submitted to the Community Development Director for approval.
(CDD)
- 1.11 The following identifiers shall be in place prior to occupancy. Building identification: All commercial buildings shall display a street number in a prominent location on the street side of the building in such a position that the number is easily visible to approaching emergency vehicles. The numerals shall be no less than 6 in. in height and shall be of a contrasting color to the background surface to which they are attached. Rear building entrance doors shall also be clearly marked with building number identification so that they can be found quickly in emergencies. All building identification numbers shall be provided with a light source during the hours of darkness.
(CDD, PBO)
-  1.12 The applicant/property owners/tenants shall control accumulations of petroleum wastes and other pollutants in the streets and parking areas by frequent sweeping.
(CDD)
- 1.13 Prior to issuance of a building permit, six (6) complete sets of elevations shall be included in the building permit plans indicating colors and materials, listing manufacturers' names and product identification, and shall be approved by the Community Development Director.
(CDD, PBP)
- 1.14 N.A.
- 1.15 Prior to placement of any construction trailers, the applicant shall submit a site plan showing placement of the construction trailers and shall agree to abide by all conditions of approval required by the Community Development Director.
(CDD, PI)
- 1.16 Prior to issuance of a building permit, plans for trash enclosures and recycling facilities, including truck access to these facilities, shall be reviewed by Allied Waste (or their successor), Inc. and a letter provided from Allied Waste (or their successor) indicating their comments, if any.
(CDD, PBP)
- 1.17 N.A.

- 1.18 Prior to issuance of a building permit, the applicant shall prepare improvement plans for the construction of all public and private improvements in accordance with the latest City Standard Drawings and Specifications. Should the applicant propose the use of development and/or construction standards for any improvements and/or land uses which are different than those presently set forth in the City's Codes and Ordinances, Standard Specifications and Standard Plans, such standards must be presented to and approved by the City. The applicant shall cause Standard Specifications and Standard Drawings to be prepared in a format to be approved by the Engineering Division.
(E/PW, PBP)
- 1.19 N/A
- 1.20 Before commencing any work in the City's right-of-way, the applicant shall obtain an encroachment permit, posting the required bonds and insurance.
(E/PW, PCW)
- 1.21 Prior to issuance of a building permit, the applicant shall submit six (6) sets of all site and civil drawings to the Building Inspection Division with all supporting data, including hydraulic calculations. The plan shall be prepared by a registered civil engineer and be approved by the City Engineer.
(BD, E/PW, PBP)
- 1.22 Subsequent to issuance of a grading permit by the Building Inspection Division and prior to commencement of any work pertaining to on-site drainage facilities, grading, or paving, or any work in the City's right-of-way, the applicant shall notify the Engineering Division at least twenty-four (24) hours in advance.
(BD, E/PW, PCW)
- 1.23 All excess fill shall be disposed of in accordance with City requirements. All building debris shall be disposed of outside the City of Foster City.
(E/PW)
- 1.24 Prior to issuance of a building permit, plans and specifications for grease traps or similar runoff control equipment shall be submitted to the City Engineer for approval. The equipment shall be installed by property owners/tenants to the satisfaction of the City Engineer. The property owners/tenants are prohibited from discharging any commercial fertilizers, pesticides or herbicides into the lagoon or water features.
(E/PW, PBP)
- 1.25 Prior to issuance of a building permit, six (6) sets of construction plans shall be submitted to the Building Inspection Division for plan check.
(BD, PBP)
- 1.26 The building shall comply with all building codes in effect at the time of issuance of the building permits.
(BD)



- 2.2 Prior to occupancy, the applicant shall repair and replace to City standards any streets, curbs, gutters, and sidewalks damaged during construction of the project.
(E/PW, PBO)
- 2.3 N.A.
- 2.4 If, in the future, there are security gates installed across access roads/lanes, 'Opticom' emergency release shall be provided.
(FIRE)

3.0 SANITARY SEWER SYSTEM

N.A

4.0 STORM SEWER SYSTEM

- 4.1 Prior to issuance of a building permit, existing storm drain pipe lines on the development site and downstream thereof shall be televised to verify they have not become plugged with sediment and cleaned out if necessary.
(E/PW, PBP)

- 4.2 The applicant shall prepare a Storm Water Pollution Prevention Plan (SWPPP) designed to reduce potential impacts to surface water quality through the construction period of the project. It is not required that the SWPPP be submitted to the Regional Water Quality Control Board (Water Board), but must be maintained on-site and made available to Water Board staff upon request. The SWPPP shall include specific and detailed Best Management Practices (BMPs) designed to mitigate construction-related pollutants. At minimum, BMPs shall include practices to minimize the contact of construction materials, equipment, and maintenance supplies (e.g., fuels, lubricants, paints, solvents, adhesives) with stormwater. The SWPPP shall specify properly-designed centralized storage areas that keep these materials out of the rain.

BMPs designed to reduce erosion of exposed soil may include, but are not limited to: soil stabilization controls, watering for dust control, perimeter silt fences, placement of hay bales, and sediment basins. The potential for erosion is generally increased if grading is performed during the rainy season because disturbed soil can be exposed to rainfall and storm runoff. If grading must be conducted during the rainy season, the primary BMPs selected shall focus on erosion control (i.e. keeping sediment on the site). End-of-pipe sediment control measures (e.g. basins and traps) shall be used only as secondary measures. Ingress and egress from the construction site shall be carefully controlled to minimize off-site tracking of sediment. Vehicle and equipment wash-down facilities shall be designed to be accessible and functional during both dry and wet conditions.

To educate on-site personnel and maintain awareness of the importance of stormwater quality protection, site supervisors shall conduct regular tailgate meetings to discuss pollution prevention. The frequency of the meetings and required personnel attendance list shall be specified in the SWPPP.



The SWPPP shall specify a monitoring program to be implemented by the construction site supervisor, and shall include both dry and wet weather inspections. In addition, in accordance with State Water Resources Control Board Resolution No. 2001-046, monitoring shall be required during the construction period for pollutants that may be present in the runoff that are "not visually detectable in runoff." The developer shall retain an independent monitor to conduct weekly inspections and provide written monthly reports to the City of Foster City Planning and Code Enforcement Division to ensure compliance with the SWPPP. Water Board personnel, who may make unannounced site inspections, are empowered to levy considerable fines if it is determined that the SWPPP has not been properly prepared and implemented.

(E/PW) Mitigation Measure

- 4.3 The applicant shall fully comply with the San Mateo Countywide Water Pollution Prevention Program which maintains compliance with the NPDES Stormwater Discharge Permit. Responsibilities include, but are not limited to, designing Best Management Practices (BMPs) into the project features and operation to reduce potential impacts to surface water quality associated with operation of the project. These features shall be included in the project drainage plan and final development drawings. Specifically, the final design shall include measures designed to mitigate potential water quality degradation of runoff from all portions of the completed development.
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All requirements of the San Mateo Countywide Water Pollution Prevent Program (previously called the San Mateo Water Pollution Prevention Program - Part C: 3, and as outlined in the San Mateo County Stormwater Handbook shall be incorporated into the final design to the maximum extent practicable as approved by the Public Works Department. The final design team for the development project shall also review and incorporate as many concepts as practicable from *Start at the Source, Design Guidance Manual for Stormwater Quality Protection*. Passive, low-maintenance BMPs (e.g., grassy swales, porous pavements) are preferred in all areas. Higher-maintenance BMPs may only be used if the development of at-grade treatment systems is not possible, or would not adequately treat runoff. Funding for long-term maintenance of all BMPs must be specified (as the City will not assume maintenance responsibilities for these features). The applicant shall establish a self-perpetuating drainage system maintenance program (to be managed by a business and/or homeowners association or similar entity) that includes annual inspections of any stormwater detention devices (if any), and drainage inlets. Any accumulation of sediment or other debris would need to be promptly removed. In addition, an annual report documenting the inspection and any remedial action conducted shall be submitted to the City of Foster City Public Works Department and/or Building Inspection Division for review.



The City of Foster City Public Works Department and/or Building Inspection Division shall ensure that the SWPPP and drainage plan are prepared and are adequate prior to approval of the grading plan.

(E/PW, BD, PBP) Mitigation Measure

of plant material other than routine pruning or maintenance shall require approval of the City. The integrity of the original landscape plan shall at all times be kept intact. (CDD)

7.10 At initial planting, all trees shall be a minimum of 15 gallons or larger and shall not be planted until they are inspected for size by the City. At least fifteen percent (15%) of the total number of trees approved as a part of the Landscape Plan shall be 24 inch or larger specimen trees to be planted along public rights-of-way or other locations as determined in the field by the Community Development Director. As and when trees are replaced they will be replaced by trees of the same species which shall be a minimum of 15 gallons or larger and shall not be planted until they are inspected for size by the City. Only specimen size trees shall replace specimen size trees. (CDD)

7.11 Additional plant materials may be required by the Community Development Director and shall be planted prior to final occupancy in order to screen utility connections, valves, backflow devices, and all above ground appurtenances, etc. to the satisfaction of the Community Development Director. This determination shall be made in the field after all screen utility connections, valves, backflow devices, and all above ground appurtenances, etc have been installed and inspected (CDD, Prior to planting)

7.12 The applicant or their assigns shall maintain the landscaping in all of the public rights-of-way abutting the development in accordance with all approved Plans for the development and all applicable City of Foster City/Estero Municipal Improvement District ordinances. (CDD)

7.13 All plant materials including trees, groundcovers and shrubs initially planted shall be certified by a landscape architect licensed by the State of California to be adaptable to the City's climate, the site's soils, to be wind tolerant, and to be low-water use plant materials. Thereafter, prior to planting, all replacement plant materials including trees, groundcovers, and shrubs shall be low-water use plant materials. New plant materials introduced into the overall plant palette shall be certified by a landscape architect licensed by the State of California to be adaptable to the City's climate, the site's soils, to be wind tolerant, and to be low-water use plant materials and shall be approved by City staff prior to planting. (Prior to planting, CDD)



7.14 With the exception of the plaza, no more than 25% of the landscape plant materials included in the landscape shall be grass/turf. (PBP, CDD)



7.15 Landscape irrigation systems should be a combination of sprinkler and drip irrigation systems and shall be approved by the City. Irrigation systems shall be maintained on a regular basis. (PBP, P&R)

11.0 PUBLIC SAFETY

- 11.1 Prior to issuance of a building permit or prior to occupancy, whichever is applicable, the applicant shall submit a letter from the Foster City Police Department to the Community Development Department that the proposed project complies with all applicable requirements of Chapter 15.28, Burglar Security Ordinance, of the Foster City Municipal Code.
(POL, PBP, PBO)
- 11.2 Prior to issuance of a building permit or prior to occupancy, whichever is applicable, the applicant shall submit a letter to the Community Development Department from the Foster City Fire Marshal that the proposed project meets all City fire safety and construction standards and requirements and meets all nationally recognized code standards and all additional safeguards or special systems suitable for the protection from any hazard as determined by the Foster City Fire Department.
(FIRE, PBP, PBO)
- 11.3 Prior to installation, plans for the fire sprinkler system and fire alarm system in accordance with the California Fire Code, Title 15 of the Foster City Municipal Code, and NFPA 13 shall be submitted and approved by the Chief Building Official and Fire Marshal. Installation shall be completed and approved prior to building occupancy.
(CBO, FIRE, PI, PBO)
- 11.4 Prior to such storage or use, individual businesses that intend to store or use hazardous materials must obtain a permit from the Fire Department (in accordance with the adopted California Fire Code).
(FIRE)
- 11.5 State safety regulations regarding the transport, handling and storage of hazardous materials should be strictly adhered to. Periodic inspection by State inspectors and city fire marshals is required.
(FIRE)
- 11.6 N.A.
- 11.6a The contractor(s) shall designate storage areas suitable for material delivery, storage, and waste collection. These locations must be as far away from catch basins, gutters, drainage courses, and water bodies as possible. All hazardous materials and wastes used or generated during project site development activities shall be labeled and stored in accordance with applicable local, state, and federal regulations. In addition, an accurate up-to-date inventory, including Material Safety Data Sheets, shall be maintained on-site to assist emergency response personnel in the event of a hazardous materials incident.



All maintenance and fueling of vehicles and equipment shall be performed in a designated, bermed area, or over a drip pan that will not allow run-off of spills. Vehicles and equipment shall be regularly checked and have leaks repaired promptly at an off-site location. Secondary containment shall be used to catch leaks or spills any time that vehicle or equipment fluids are dispensed, changed, or poured.



to correct the problem. A telephone number for the disturbance coordinator shall be conspicuously posted at the construction site. The construction contractor shall protect all downstream sanitary sewer lines from construction debris while performing sanitary sewer construction. Means to prevent construction debris must be used and shall be inspected by the construction inspector.
(BD) Mitigation Measure

14.2b The construction contractor shall place all stationary construction equipment so that emitted noise is directed away from sensitive receptors nearest the project site.
(BD) Mitigation Measure

14.2c The construction contractor shall locate equipment staging in areas that will create the greatest possible distance between construction-related noise sources and noise-sensitive receptors nearest the project site during all project construction.
(BD) Mitigation Measure

14.2d Construction noise levels shall not exceed the interior noise level of 50 dBA L_{eq} (hourly average) or the maximum noise level of 70 dBA L_{max} within occupied noise sensitive land uses.
(BD, PBP) Mitigation Measure

14.3 N.A.

14.3a The following controls shall be implemented at all construction sites within the project to control dust production and fugitive dust.

- Water all active construction areas at least twice daily and more often during windy periods; active areas adjacent to existing sensitive land uses shall be kept damp at all times, or shall be treated with non-toxic stabilizers to control dust;
- Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least 2 feet of freeboard;
- Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas, and staging areas at construction sites;
- Sweep daily (with water sweepers) all paved access roads, parking areas, and staging areas at construction sites; and
- Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public streets.

(BD) Mitigation Measure

14.4 The developer's registered Engineer shall notify the City Engineer, in writing, at least 72 hours in advance of all differences between the proposed work and the design indicated on the plans. Any proposed changes shall be subject to the approval of the City before altered work is started. Any approved changes shall be incorporated into the final "as-built" drawings.
(BD, CDD, E/PW)

14.5 The General Contractor shall provide qualified supervision on the job site at all times during construction.
(BD)

- 14.6 All work shall conform to the applicable City/District codes. Good housekeeping practices shall be observed at all times during the course of construction. Superintendence of construction shall be diligently performed by a person or persons authorized to do so at all times during working hours. The storing of goods and/or materials on the sidewalk and/or the street will not be allowed unless a special permit is issued by the Engineering Division.
(CDD, E/PW)
- 14.7 Prior to issuance of a building permit, the applicant shall develop an earth movement and management program under the supervision of a licensed soils engineer for review and approval by the Engineering Division.
(E/PW, PBP)
- 14.8 Prior to issuance of a building permit or the commencement of any site work, the general contractor shall:
- a) Along with the project applicant, attend a pre-construction meeting with the Community Development Director, Chief Building Official and other departments the Community Development Director invites to discuss the project conditions of approval, working hours, site maintenance and other construction matters;
 - b) Acknowledge in writing that they have read and understand the project conditions of approval, particularly those pertaining to construction practices and site safety, and will make certain that all project sub-contractors have read and understand them prior to commencing work and that a copy of the project conditions of approval will be posted on site at all times during construction.
(CDD, CBO, PBP)
- 14.9 Prior to commencement of any site work or the introduction of any earth moving equipment or building materials onto the site, the applicant shall insure that a temporary fence constructed of materials and located to the satisfaction of the Chief Building Official has been constructed. This fence shall be in place as approved until the Chief Building Official shall allow it to be removed or changed. The fence may only be expanded or contracted in size upon approval of the Chief Building Official. Failure to adhere to this condition of approval shall result in the permit being brought to the Planning Commission for its review and introduction of stricter site and building construction regulations.
(CBO, CDD, PCW)
- 14.10 The applicant shall require all contractors to obtain any permits required by the City of San Mateo and/or the City of Foster City for hauling on local streets.
- 14.11 N.A.
- 14.12 N.A.
- 14.13 Prior to issuance of a building permit, an erosion control plan, submitted in writing, which indicates the intent and guarantees that silt and run-off will remain on site, shall be prepared to the satisfaction of the Engineering Division

City of San Mateo
Storm Water Management and Discharge Control
Enforcement Response Plan
April 1, 2010

DESCRIPTION AND PURPOSE

This Enforcement Response Plan (ERP) outlines procedures and practices to be followed to identify, document, and respond to violations of the City of San Mateo Stormwater Management and Discharge Control Ordinance in a timely, consistent, fair, and equitable manner.

This ERP is established to satisfy requirements of Municipal Regional Stormwater NPDES Permit (MRP) Provisions that requires development and implementation of ERPs for Industrial and Commercial Site Controls – ERP (Provision C.4.c); Illicit Discharge Detection and Elimination – ERP (Provision C.5.b); and Construction Site Control – ERP (Provision C.6.b).

LEGAL AUTHORITY - PROHIBITIONS

The City has authority to enforce municipal stormwater control requirements under San Mateo Municipal Chapters 7.39, *Stormwater Management and Discharge Control*. Important discharge requirements and prohibitions are highlighted in the following table.

Discharge Requirements – Stormwater Management

Code Section	Violation Description
7.39.090(a)	Unauthorized Non-Stormwater Discharge
7.39.100	Discharge in Violation of NPDES Permit
7.39.110	Illicit Connection/Discharge
7.39.120(a)	Reduction of Pollutants – Littering
7.39.120(b)	Reduction of Pollutants – Standards for Parking Lots and Similar Structures
7.39.120(c)	Reduction of Pollutants – Catch Basin Protection
7.39.120(d)	Reduction of Pollutants – Best Management Practices
7.39.130(a)	Watercourse Protection – Maintenance
7.39.130(b)	Watercourse Protection – Alterations
7.39.170	Obtain Stormwater Pollution Prevention Construction Permit
7.39.230	Stormwater Treatment Facility Maintenance
7.39.240	Alterations to Storm Drainage System
7.39.245	Threatened Discharge
7.39.250	Compliance with Chapter

ROLES AND RESPONSIBILITIES

The Department of Public Works is responsible for the enforcement of the Stormwater Management and Discharge Control Ordinance, and has a supervisory role in the earthmoving phase of Site Developments. The department works in concert with additional authorities delegated to Community Development, Police, and Fire when needed.

SMMC Section 1.04.040 designates that the following Public Works positions may enforce the provisions of the SMMC 7.39 and are authorized to exercise authority provided by Penal code Section 836.5 and to issue administrative citations under SSMC Chapter 1.10: Director of Public

Works, Deputy Director of Public Works, Senior Engineer, Environmental Programs Manager, Source Control Inspector, Construction Inspector, Public Works Supervisor.

The Stormwater Compliance Team implements the ERP. The team and each member's responsibilities are defined as follows:

Enforcement Official. The Deputy Director of Public Works is the Enforcement Official (EO). The EO supervises the enforcement response program.

Enforcement Coordinator. The Environmental Programs Manager acts as Enforcement Coordinator (EC) for Commercial/Industrial inspections and Illicit Discharge investigations. The City Engineer is the EC for New Development and Construction. To achieve compliance, the Enforcement Coordinator performs the following duties:

- Reviews violations when the inspector has had no success in obtaining compliance, makes a final determination on the level of enforcement to take, and ensures that compliance actions taken are consistent and timely.
- Coordinates and moderates compliance meetings and the preparation of compliance schedules.
- Reviews compliance reports and schedules to ensure that appropriate enforcement actions are taken and compliance goals are met.
- Compiles compliance reports for the annual report.
- Communicates and coordinates with State and Federal agencies and the District Attorney's Office.

Inspector(s). The Source Control Inspector conducts routine business inspections and investigates illicit discharge incidents. Construction Inspectors oversee all construction activity, including public and private projects. The primary role of the Inspector is to identify and respond to violations in a timely manner and to assist the Enforcement Coordinator with tracking of compliance issues and schedules. The Inspector conducts the following duties:

- Conducts site inspections and reviews documentation to identify discharge violations.
- Issues Verbal Warnings, Notices of Violation, and Administrative Citations to responsible parties.
- Reviews compliance history reports.
- Enters all inspection reports and enforcement actions into the Enforcement Action Database.
- Assists in the preparation and running of compliance meetings. Reviews compliance meeting schedules and ensures that deadlines are being met.
- Verifies responsible party has responded, in a timely manner, to Verbal and Written Warnings, Compliance Meetings, and other enforcement actions.
- Prepares compliance reports.

Other Municipal Staff. All City employees are encouraged to report possible stormwater violations to Public Works. All reports are investigated by an inspector. The inspector will educate the responsible party of the potential harm of the discharge, appropriate BMPs that may be used to abate the discharge, and penalties for non-compliance.

ENFORCEMENT REMEDIES

The municipal code provides a range of alternatives for responding appropriately to a given violation. Available enforcement options are described as follows:

Informal Enforcement Remedies

An informal enforcement remedy includes a verbal warning, warning letter, and Notice of Violation (NOV). Informal remedies generally do not include monetary penalties and may be conveyed verbally or in writing by the Source Control or Construction Inspectors (Inspectors).

Verbal or Written Warning

A verbal or written warning may be used as an initial enforcement mechanism in response to minor violations. The warning is conveyed in the spirit of a courtesy notification to advise that a violation may occur if action is not taken. A warning may also be appropriate when the violation is minor does not warrant generation of administrative paperwork, and when a timely follow-up inspection is not deemed necessary. A verbal warning may be appropriate for discussion with an owner, manager, or similar authority figure, whereas a written warning is advisable when a supervisor is not available. Warnings are documented in writing by the City official issuing the warning, and placed in the C/I/I or Construction inspections filing system, as applicable.

Notice of Violation (SMMC 7.39.270(a))

A Notice of Violation (NOV) is often the first level of response to receipt of evidence that a violation has occurred. If unable to determine who is responsible, the NOV may be issued to both the business owner and property owner; contractor and property owner, or tenant and property owner. The owner may also be responsible if the owner was aware of the situation and allowed it to occur. The NOV contains the following elements:

- An enumeration of the violations found.
- A directive to cease the non-compliant discharge.
- A directive to comply by a date certain

The NOV should also describe the incident by approximate time the violation was reported, witnessed, and/or investigated, and describe specifically the findings, a general course of corrective action and the purpose of the law (e.g., flows to storm drain without treatment and harmful to aquatic life. The NOV should have a call-back number should the violator have any questions. A NOV may be issued by the Inspectors.

Compliance Meeting

A Compliance Meeting may be arranged to discuss the nature of a violation with the violator prior to initiation of a more formal enforcement action. At these meetings, monitoring and investigation reports are reviewed and the City's enforcement options are discussed. A Compliance Meeting may be requested and arranged by the Inspector. The meeting may be held informally at the user's place of business, city facility, or other mutually agreed location.

Formal Enforcement Remedies

A formal enforcement remedy generally includes a monetary penalty and/or formal directive signed jointly by City and Violator. The execution of a formal enforcement remedy must be based on a body of evidence that is defensible in court. A formal enforcement remedy includes, but is not limited to, the following:

Cost Recovery for Repair, Cleanup, and Abatement (SMMC 7.39.085)

The user may be liable for public costs as a result of repair, loss, or damage abatement associated with an unauthorized waste water discharge or violation of permit. Recoverable costs include

city staff costs, materials and equipment, and contract services. Unit costs are approved and published in the City's comprehensive Fee Schedule annually.

Stop Work Order (SMMC 23.40.040(b)(3))

A Stop Work Order applies to construction sites and is considered a serious enforcement action because it requires cessation of all site work, except what is necessary for public safety or to correct the violation(s), and therefore can impose significant inconvenience and/or cost. The Site Development Code (SMMC 23.40) specifies the following circumstances in which a Stop Work Order may be used:

- Where it is found by inspection that conditions are not substantially as stated or shown in the application for a site development permit, the City Engineer may stop further work until approval is obtained for a revised site development permit, conforming to the existing conditions (SMMC 23.40.040(b)(3)).
- Where it appears that storm damage may result because the grading is not complete, work may be stopped and the permittee required to install temporary planting or otherwise to control erosion, install temporary structures or take such other measures as may be required to protect adjoining property or the public safety (SMMC 23.40.050(k)(2)).

A Stop Work Order should be preceded by lower level enforcement actions, such as a Notice to Comply (similar in format to a NOV), or administrative citation.

The inspector may issue the SWO with prior approval of the supervising EC. The SWO should contain the following information:

- The name and address of the owner/contractor
- The project number or permit number for the site
- The nature, time, and place of the violation(s)
- Citation of the law or rule that the owner/contractor allegedly violated
- Corrective action required to return to compliance
- Clear notification that work at the site is to cease until compliance is achieved

The inspector shall post one copy of the SWO in the most conspicuous location on the site, notifying all concerned (including the public and the police department) that the site has been closed. The SWO should be presented to the site owner/contractor, in person if present, along with a verbal description of the violation(s), the fact that the operation is closed, the steps necessary to correct the violation(s), and the owner/contractor's right to appeal. The site operator is required to confirm receipt of the SWO. The inspector will document the details of the event including, when possible, the names and addresses of the persons present. If the owner/contractor is not present, if the inspector encounters or suspects a hostile interaction, or if there are other reasons the SWO cannot be served personally, the inspector may either deliver the SWO to the last known home or business address of the owner/contractor, leaving it with a person older than age 16 living or working there, and obtaining the signature of the recipient to acknowledge delivery; or mail it to the owner/contractor's last known home or business address.

The SWO is lifted when the inspector or other designated official determines that the documented violations have been corrected, or if the Enforcement Coordinator rescinds the SWO.

Abatement Notice (SMMC 7.39.280)

An Order to Abate a Public Nuisance is appropriate in cases of violations causing harm to the environment where the violation is recurring or lower levels of enforcement have been unsuccessful. For the purposes of enforcing stormwater regulations, it is suggested that use of this remedy be limited to compliance issues in connection with the definitions SMMC 7.16.020(e) and (g): “pollution or contamination of any water supply or water course by sewage, industrial, chemical, oil, junk, debris, or any other waste or product”; or “any other acts, conditions, occupations, and uses of property that are a menace to the public health”.

Implementation and administration of this action will generally follow procedures established in SMMC Chapters 7.16, 7.20, and 1.04.030. The supervising EC will provide the Director of Public Works with a written report concerning the violation(s), which must include all supporting documents or materials. The report will then be referred by the Director of Public Works to the Director of Community Development or designee, who may elect to issue a notice of hearing before the Community Improvement Commission.

Administrative Civil Penalty (SMMC 7.38.290, SMMC 1.11)

The City may impose a civil penalty upon any person or entity, including a property owner, who has violated any provision of the Municipal Code. A civil penalty may be appropriate when efforts to restore compliance through cooperation with the industrial user have failed and/or to recover losses and incurred due to the noncompliance. A Notice of Civil Penalty is initiated and delivered by the City Attorney.

Notice of the hearing to impose a civil penalty shall be given to the person or entity against whom the civil penalty is to be imposed at least 10 days prior to the hearing. The notice shall be mailed or personally served. The notice shall state the time, place, and date for the hearing, and:

- the basis for the civil penalty,
- the sections of the Municipal Code or provisions of the order that have been violated,
- the time period of the violation,
- the civil penalty to be imposed, along with a statement that the proposed penalty may be increased or decreased after the hearing.

The City Attorney or designee shall appoint a hearing officer. The hearing officer shall receive relevant evidence and issue a written decision, including findings of fact. The decision shall be mailed or personally served.

The hearing officer may consider the following factors in setting a civil penalty: (1) the extent of harm that the violation poses to the community and/or to private individuals; (2) the history of the person or entity and the property regarding previous violations of the Municipal Code; (3) the corrective efforts taken and efforts to prevent the violations; (4) whether a loss of housing occurs by the violation; (5) the economic gain that resulted, or the potential economic gain that could have resulted, from the violation; (6) other factors deemed relevant by the hearing officer. If the hearing officer finds a violation, the penalty shall be not less than \$10.00 a day for each day of violation nor more than \$10,000.00 per day for each day of violation, provided that the civil penalty can be greater than \$10,000.00 per day if the hearing officer finds that a greater penalty is necessary to remedy the economic gain that resulted, or could have resulted, from the violation and/or the harm to the community or individuals exceeds \$10,000.00 per day.

The decision of the hearing officer shall constitute a final decision. Judicial review of any decision may be sought pursuant to Code of Civil Procedure Section 1094.5 no later than 90 days following the date on which the decision is final.

Criminal Penalties – Misdemeanor (SMMC 7.39.300, SSMC 1.04.015)

Section 1.04.015 of the Municipal Code states that it is unlawful and is a misdemeanor for any person or entity to willfully and knowingly violate any provision or to willfully and knowingly fail to comply with any of the requirements of the Municipal Code. A willful and knowing violation or failure to comply is one that occurs after the person or entity has been informed that certain conduct is in violation of this Code and continues the unlawful conduct. A misdemeanor is further defined in SMMC 7.39.300 as follows:

“Any person who intentionally or negligently makes any false statements, representations, or certifications in any application, record, report, plan or other document filed or required to be maintained pursuant to this Chapter, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required by City authority, or who willfully or negligently introduces any substance into the storm drain system which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor, punishable by such criminal penalties as may be prescribed by the City. Any penalty shall be in addition to any other cause of action for personal injury or property damage available under State law.”

If an inspector believes that a violation may be a misdemeanor, the inspector should prepare a thorough accounting of the situation, including all supporting documentation, and, with the applicable Enforcement Coordinator, consult with the City Attorney and Police Department.

Injunctive Relief (SMMC 1.040.050)

The City Attorney may petition the Superior Court for the County of San Mateo for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of an Order or other requirement imposed by the City on a violator. The City attorney may also seek such other action as is appropriate for legal and/or equitable relief. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against the violator.

APPLICATION OF ENFORCEMENT

The selection of an appropriate enforcement action and the escalation of enforcement are based on the seriousness of the violation and the violator’s response to the agency’s previous attempts to achieve compliance. This includes time allowed to correct violations. The nature of a specific violation may require tailoring of the timeframes for correction and/or the use of temporary measures to promptly address a violation before a permanent solution may be implemented.

The municipal codes allow for a degree of enforcement flexibility and a range of enforcement options that are needed to most efficiently gain compliance. Factors that may enter into a determination of an enforcement option include magnitude of the violation, the duration and history of non-compliance, the good faith efforts of the violator to achieve compliance, and whether the violation may interfere with the agency’s compliance with the MRP. An enforcement action may be upgraded or escalated depending on the circumstances of the case.

The following table provides an overview of the application of enforcement remedies, provides examples of their use, and lists suggested time schedules for compliance.

Enforcement Actions Overview

Enforcement Actions	Use	Examples	Compliance Time Schedule
Level 1 Verbal or Written Warning	For <u>threatened violations</u> due to inadequate housekeeping, lack of appropriate BMPs to prevent pollution, or threatened non-stormwater discharges disallowed by MRP.	Inadequate outdoor storage of materials, inadequate wash station, deficient erosion control plan.	Before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply
Level 2 Notice of Violation/ Abatement Notice	Issue for <u>minor violations</u> or if the response to a verbal warning is inadequate. The Notice will describe violation(s), required corrective action(s), and schedule for correction.	Inadequate BMPs; non-stormwater discharge that has not been conditionally approved; lack of SWPPP at construction site.	Before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply.
Level 3 Administrative Citation/ Stop Work Order	Issue for <u>major violations</u> or if the response to Notice is inadequate. The Citation or Order will describe violation(s), required corrective action(s), and schedule for correction, and may include monetary penalties or order to cease operations until mitigating measures are implemented.	Inadequate or ineffective BMPs; pollutants in non-stormwater discharge; inadequate BMPs to control sediment runoff from a construction site.	Before the next rainfall event, but not longer than 10 business days, unless more timely compliance is feasible or other exceptions apply. If more time is needed than provided above, consider requiring the immediate cessation of pollutant or illicit discharge generating activities until long-term remedies may be implemented.
Level 4 Legal Action/ Hearing to Revoke Permit	Pursue for the most serious violations including where the response to other enforcement actions is inadequate. These types of violations are referred to City Attorney or County District Attorney for civil and criminal prosecution.	Lack of use of BMPs; discharge of haz waste; other violations that affect the agency's ability to comply with the MRP's requirements.	The time schedule for compliance will need to be determined based on case-specific information.

Interagency Joint Compliance Inspections

In some situations it is appropriate to have joint compliance inspections with other agencies because the nature of the violation or because the violations are ongoing or repeated violations and may benefit from the enforcement options provided by other environmental statutes. Using the results of a joint compliance inspection, the regulatory agencies will be able to decide how to most efficiently achieve compliance.

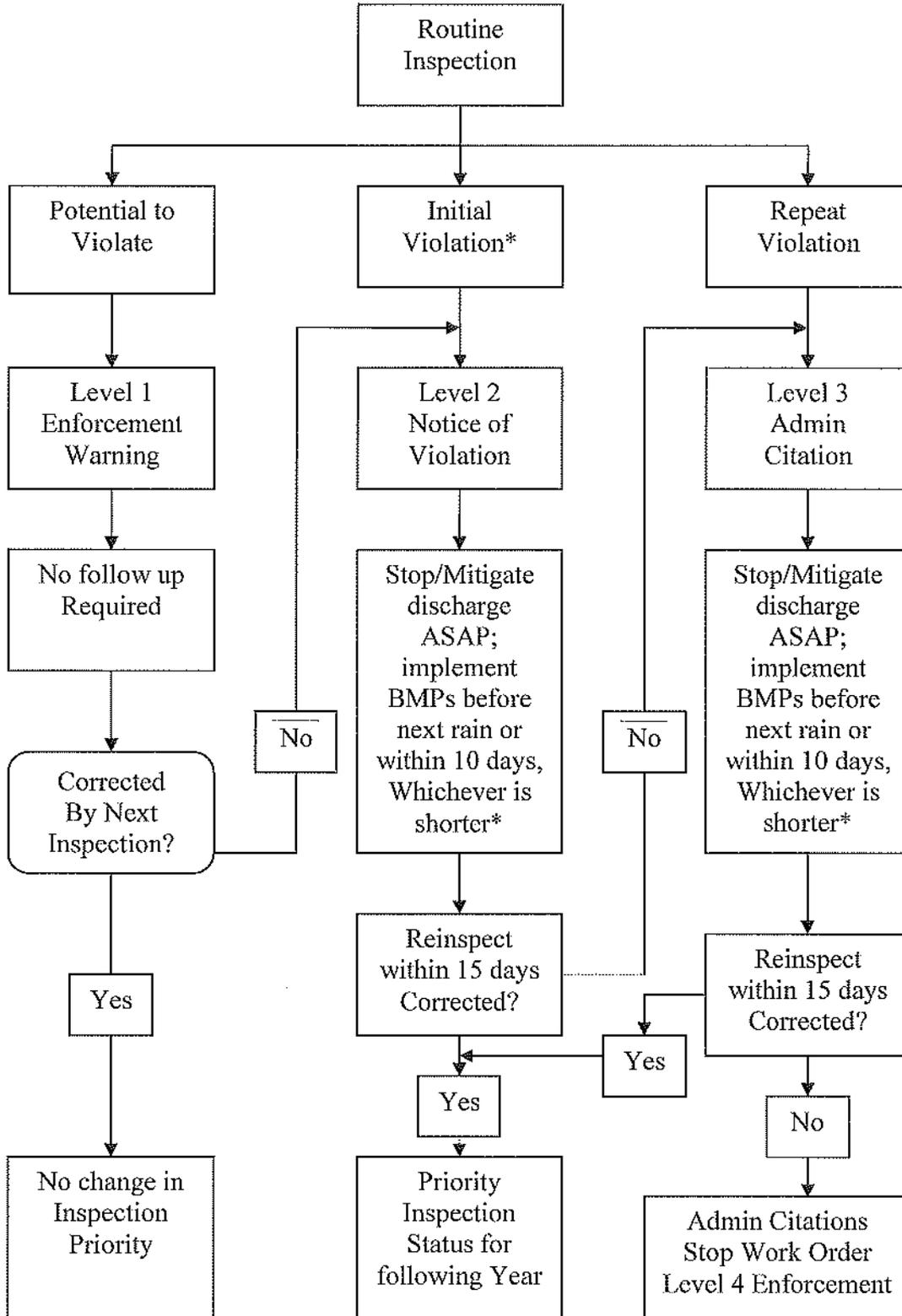
ENFORCEMENT RESPONSE GUIDE

The Enforcement Response Guide is a matrix, which describes violations and indicates minimum enforcement actions. When considering the type of enforcement action to be taken, the Enforcement Response Guide serves as a minimum standard. In some cases, escalated enforcement over the minimum may be necessary. When an enforcement action is increased over the minimum, written documentation will detail the reasons for the increased enforcement action. The six criteria for evaluating the degree of non-compliance are:

ENFORCEMENT RESPONSE GUIDE

VIOLATION		ENFORCEMENT OPTIONS			
		Level 1	Level 2	Level 3	Level 4
1	Poor housekeeping, failure to apply effective BMPs, but no discharge indicated	Verbal			
2	Evidence of discharge (stains, sludge, eroded concrete, etc.)	Verbal			
3	Conditionally exempt discharge requiring additional BMPs	Verbal			
	*** 1 st failure to correct violations 1-3.		NOV		
4	Minor quantity (1-5 gallon) discharge, fully mitigatable by responsible party		NOV		
5	Discharge of washwater containing soap only		NOV		
6	Illicit connection to storm drainage system or watercourse.		NOV		
7	Failure to applicable facility to file a NOI or have SWPPP		NOV		
8	Failure of applicable facility to have an adequate SWPPP or Erosion Control Plan		NOV		
9	Small amounts of pollutants visible in wet weather runoff (such as sheen, somewhat turbid, etc.).		NOV		
10	Actual discharge, City resources required for effective mitigation (slurry, paint, oily waste)		NOV +cost	Atty	
	*** 2 nd failure to correct violation 1-2, 1 st failure to correct violations 3-10, except 8-9*			Atty	
10	Discharge, not mitigatable (entered watercourse)			Atty	
12	Discharge of large quantities of pollutants which have reached the storm drain system or watercourse.			Atty	Atty
13	Industrial wastewaters or sanitary sewage discharged to SD system or watercourse.			Atty	Atty
	Failure to correct violations that result in Level 3 violations				Atty

STORMWATER ENFORCEMENT FLOWCHART



Referral to Other Agencies

The City has the option of referring a violation to the Regional Water Board, district attorney, county Environmental Health or other relevant agencies for additional enforcement. The legal enforcement action may include referral to the San Mateo County District Attorney Environmental Crimes Unit. Referrals may also be made to the California Department of Fish and Game and possibly to the U.S. Environmental Protection Agency, if the Regional Water Board staff is unable to provide effective assistance.

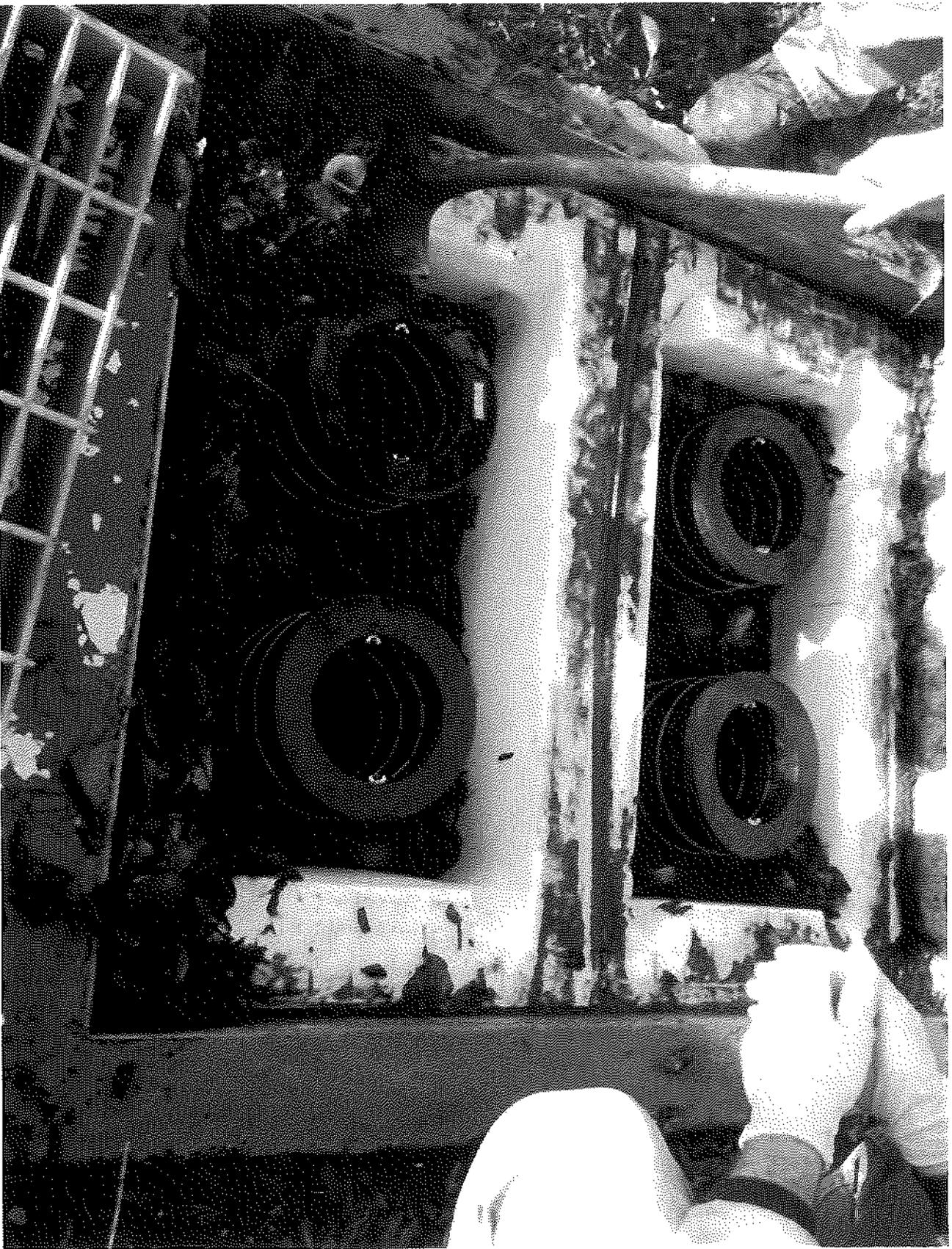
DEFINITIONS

- “Best Management Practices (BMPs)”: Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to "waters of the United States." BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.
- “City storm drain system”: Includes but is not limited to those facilities within the city by which storm water may be conveyed to waters of the United States, including any roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels or storm drains, which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR § 122.2.
- “Discharge” means any addition of any pollutant to the City storm drain system, including creeks, ditches, culverts and gutters, from any point source, or (b) any addition of any pollutant to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft.
- “Illicit discharge” means any discharge to the City storm drain system, including creeks, ditches, culverts and gutters, that is not composed entirely of storm water except discharges pursuant to a NPDES permit and discharges resulting from fire fighting activities.
- “Major Violation”. A non-stormwater discharge that requires vector truck cleanup and/or has likely entered the storm drainage system and is not fully recoverable.
- “Minor Violation”. Poor housekeeping practices, inadequate implementation and/or maintenance of BMPS, or non-stormwater discharge that does not require cleanup
- “Moderate Violation”. A non-stormwater discharge that requires cleanup but is fully recovered and cleaned up thoroughly and results in no perceptible harm to the environment.
- “Non-Stormwater Discharge” means any discharge that is not entirely composed of storm water except those noted within an NPDES Permit and this Chapter.
- “Person” means any individual, partnership, firm, association, or public agency.
- “Pollutant” means dredged soil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharge into water. A pollutant shall also include any increment of increase in the

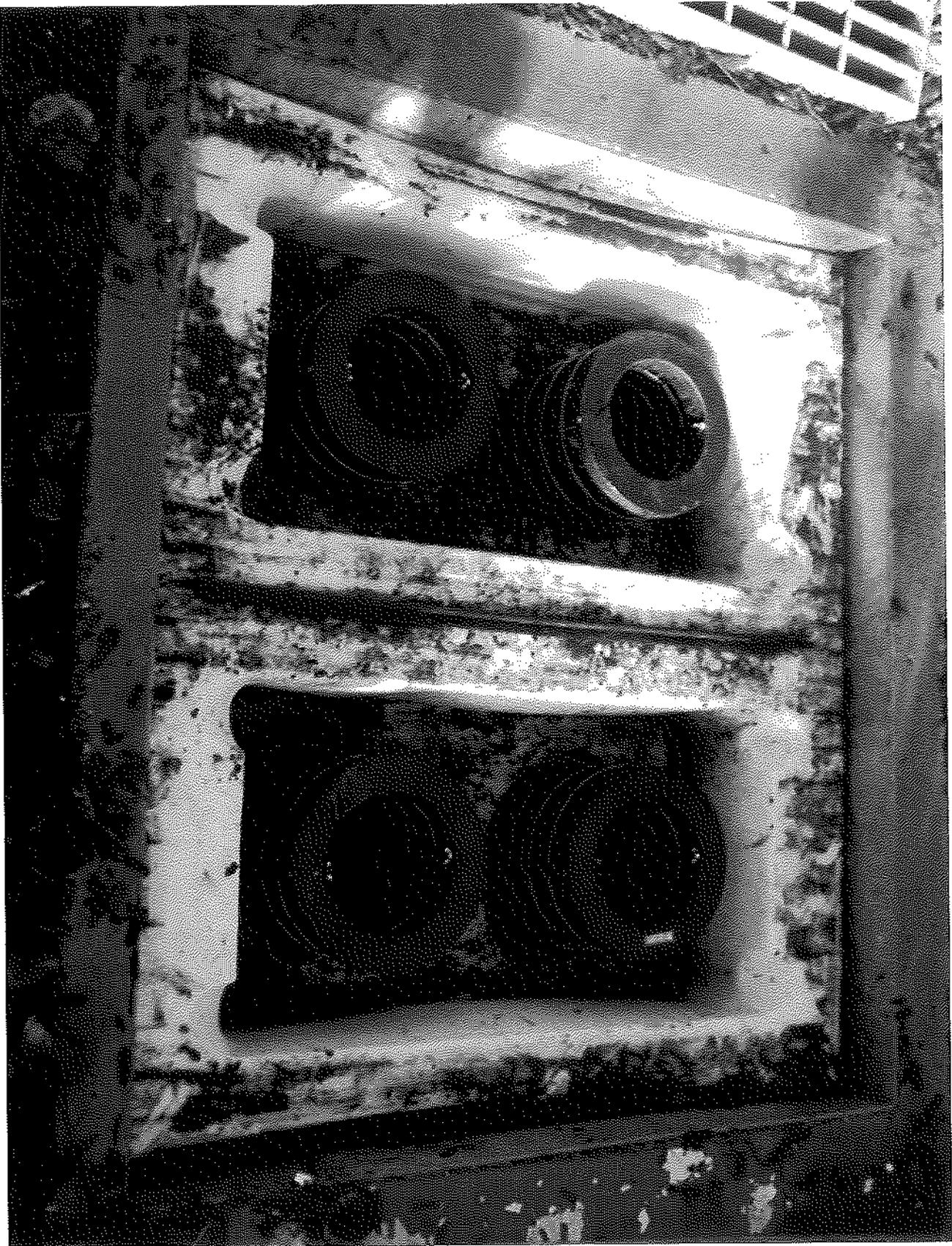
total volume or rate of storm water runoff resulting from any activity or development occurring after the effective date of this ordinance.

- “Premises” means any building, lot parcel, real estate, or land or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.
- “Sediment” means material deposited by water.
- “Storm water” or “stormwater” means storm water runoff, snowmelt runoff, and surface runoff and drainage.
- “Threatened Discharge”. A non-stormwater discharge that is likely to occur if the pollutant source is not controlled, contained and cleaned up in a timely manner.

C. S. H. IV.



Device Inspected 12/6/2010 – Photo taken before cleaning. Located in City Hall Parking lot swale between parking rows.
Based on condition, device will be inspected prior to next rainy season.



Device Inspected 12/6/2010 -- Photo taken following cleaning. Located in City Hall Parking lot swale between parking rows.

SCHMO.

Feb 11-12

SW Inspection Plans

6/30/2011

C.A.B. (2)

SW_PRI	INSR#112	FAC NAME	ST_NO	ST_NAME	CITY	FAC DESCRIPTION
X		RICHY FUSIA PASTA	1495	BEACH PARK BLV	FOSTER CITY	FOOD PREP SERVICES
X		SWEET BASIL THAI HOUSE	1473	BEACH PARK BLV	FOSTER CITY	FOOD PREP SERVICES
		BASIL CHA CHA THAI BISTRO	1457	BEACH PARK BLV	FOSTER CITY	FOOD PREP SERVICES
		JOY RESTAURANT	1489	BEACH PARK BLV	FOSTER CITY	FOOD PREP SERVICES
		HARRYS HOFBRAU/ CARVERY	1297	CHESS DR	FOSTER CITY	FOOD PREP SERVICES
X		BUDGET TRUCK RENTAL	1133	CHESS DR	FOSTER CITY	EQUIPMENT RENTAL
		TOKAI JAPANESE RESTAURANT	1221	CHESS DR	FOSTER CITY	FOOD PREP SERVICES
X		CROWNE PLAZA HOTEL	1221	CHESS DR	FOSTER CITY	FOOD PREP SERVICES
		RICKSHAW CORNER	1221	CHESS DR	FOSTER CITY	HOTELS & MOTELS
		WATERFRONT PIZZA	901	EDGEWATER BLV	FOSTER CITY	FOOD PREP SERVICES
		FOSTER CITY BAKERY	969	EDGEWATER BLV	FOSTER CITY	FOOD PREP SERVICES
		CHEVY'S MEXICAN RESTAURANT	969	EDGEWATER BLV	FOSTER CITY	FOOD PREP SERVICES
H	X	LUCKY STORES #710	979	EDGEWATER BLV	FOSTER CITY	FOOD PREP SERVICES
		SPICES	919	EDGEWATER BLV	FOSTER CITY	GROCERY STORES
		KOBE RESTAURANT	929	EDGEWATER BLV	FOSTER CITY	FOOD PREP SERVICES
		PLAZA GOURMET	929	EDGEWATER BLV	FOSTER CITY	FOOD PREP SERVICES
		IHOP RESTAURANT #3063	929	EDGEWATER BLV	FOSTER CITY	FOOD PREP SERVICES
X		CHIPOTLE RESTAURANT	531	FOSTER CITY BLV	FOSTER CITY	FOOD PREP SERVICES
		ROUND TABLE PIZZA	1062	FOSTER CITY BLV	FOSTER CITY	FOOD PREP SERVICES
		FOSTER CITY TOUCHLESS	1084	FOSTER CITY BLV	FOSTER CITY	FOOD PREP SERVICES
H	X	CALTRANS MAINT YARD	390	FOSTER CITY BLV	FOSTER CITY	AUTOMOTIVE SERVICES
H		99 RANCH MARKET	380	FOSTER CITY BLV	FOSTER CITY	AUTOMOTIVE SERVICES
		TAI WU RESTAURANT	1070	FOSTER CITY BLV	FOSTER CITY	GROCERY STORES
		NEW SAIGON	1080	FOSTER CITY BLV	FOSTER CITY	FOOD PREP SERVICES
		PENINSULA JEWISH COMM CTR	1088	FOSTER CITY BLV	FOSTER CITY	FOOD PREP SERVICES
		BAJA FRESH #209	800	FOSTER CITY BLV	FOSTER CITY	FOOD PREP SERVICES
		FOSTER CITY CHEVRON	1001	HILLSDALE BLVE	FOSTER CITY	FOOD PREP SERVICES
		TURTLE BAY	1101	HILLSDALE BLVE	FOSTER CITY	AUTOMOTIVE SERVICES
			981	HILLSDALE BLVE	FOSTER CITY	FOOD PREP SERVICES

SCHED
For FY 11-12

SW PRI	INSR1112	FAC NAME	ST_NO	ST_NAME	CITY	FAC DESCRIPTION
L		ABC RESTAURANT	973	HILLSDALE BLVE	FOSTER CITY	FOOD PREP SERVICES
L		HILLSDALE ARCO	880	HILLSDALE BLVE	FOSTER CITY	AUTOMOTIVE SERVICES
H		SAFEWAY STORES #999	921	HILLSDALE BLVE	FOSTER CITY	GROCERY STORES
H	X	GILEAD SCIENCES	333	LAKE SIDE DR	FOSTER CITY	BIOTECH R&D
H	X	APPLIED BIOSYSTEMS LLC	850	LINCOLN CENTRE DR	FOSTER CITY	BIOTECH R&D & MFG
H	X	FOSTER CITY CORP YARD	100	LINCOLN CENTRE DR	FOSTER CITY	GOVERNMENT FACILITY
H	X	COSTCO WHOLESALE # 147	1001	METRO CENTER BLV	FOSTER CITY	DEPARTMENT STORES
L	X	BOSTON MARKET	1000	METRO CENTER BLV	FOSTER CITY	FOOD PREP SERVICES
L		VISA USA	900	METRO CENTER BLV	FOSTER CITY	FOOD PREP SERVICES
L		COURTYARD BY MARRIOTT	550	SHELL BLV	FOSTER CITY	HOTELS & MOTELS
L		LOTUS GARDEN RESTAURANT	1058	SHELL BLV	FOSTER CITY	FOOD PREP SERVICES
L		PICCADILLY CATERING	1072	SHELL BLV	FOSTER CITY	FOOD PREP SERVICES
L		CHULA THAI CUISINE	1088	SHELL BLV A	FOSTER CITY	FOOD PREP SERVICES
L		CHALET TICINO	1058	SHELL BLV C	FOSTER CITY	FOOD PREP SERVICES
L		PARADISE BIRYANI HOUSE	1088	SHELL BLV C	FOSTER CITY	FOOD PREP SERVICES
L		TOKIES TERIYAKI HOUSE	1058	SHELL BLV G	FOSTER CITY	FOOD PREP SERVICES
L		CAFE SAVINI	950	TOWER LANE	FOSTER CITY	FOOD PREP SERVICES
L	X	MCDONALDS RESTAURANT	1101	TRITON DR	FOSTER CITY	FOOD PREP SERVICES
L		TACO BELL #3049	1131	TRITON DR	FOSTER CITY	FOOD PREP SERVICES
L		CARL'S JR RESTAURANT	1140	TRITON DR	FOSTER CITY	FOOD PREP SERVICES
L	X	PIZZA HUT OF SAN DIEGO	1141	TRITON DR	FOSTER CITY	FOOD PREP SERVICES
L		EL TORITO #7131	388	VINTAGE PARK DR	FOSTER CITY	FOOD PREP SERVICES

19

C.S.F.I.II.(1-7)

Incident Tracking

13 Lagoon Incidents
Items 1 through 13 displayed

Start Date End Date

Filter: Sort by:

No.	Reported by	Problem	Status
3761 2:06 PM 6/20/11	360 Dolphin Isle Low Norm Gok 573-0265 nforster	Lagoon - Resident says there is garbage in the water behind 344 Dolphin Isle in the corner of the inlet. It has been there a few weeks. 6/20/2011 at 02:20 PM by nforster Nick Leonoudakis was notified. 6/24/2011 at 02:00 PM by jschmeeckle Cleaned 6/24/2011. Cleaned once a week, Thurs. or Fri.	Low Finished 2:00 PM 6/24/11
3757 3:16 PM 6/14/11	115 Flying Mist Isle Low Elaine Hanley 349-0740 nforster	Lagoon - Resident says there is a 12 foot blue tarp floating in the water behind her house at 115 Flying Mist Isle. Jon Schmeeckle was notified. 6/14/2011 at 03:24 PM by nforster Jon does not have a boat. Will take care of this tomorrow or the next day. 6/16/2011 at 04:19 PM by jschmeeckle Picked up. 6/16/11	Low Finished 4:19 PM 6/16/11
3741 1:20 PM 6/8/11	1098 Flying Fish St Low Gabe Moraledu (650) 745-6678 Cell nforster	Lagoon - Resident says there is debri on the water behind his house & it is unsightly. Wants to know what is being done. He has left voicemail with no response. Ray Towne is returning his call. 6/8/2011 at 04:05 PM by nforster Norm says Gabe has been called. The part that belongs to the City will be cleaned Friday. Resident has to clean area behind his house because it is private property.	Low Finished 4:05 PM 6/8/11
3317 12:07 PM 7/26/10	148 Shooting Star Isle Low IVAR ROZENTHALS 341-2679 bchan	Lagoon - Ivar & Beruta Rosenthals - 148 Shooting Star Isle. Received phone complaint about buildup of material at the end of the lagoon finger near the equalizing culvert close to their home. The material is odorous. Please investigate & let the Rozentals know if City Maintenance crews can help. Thanks 5/19/2011 at 02:56 PM by nleonoudakis Item closed out	Low Finished 2:56 PM 5/19/11
3687 9:29 AM 4/26/11	287 Shearwater Isle Low Julie from Dispatch 3345 nforster	Lagoon - Boat is sinking behind 287 Shearwater Isle. Dispatch faxed over report to Mike McElligott. Nick Leonoudakis was notified. 4/28/2011 at 12:56 PM by jschmeeckle Paddle boat found is paddle boat from P.D. report 2011-0745. It will be picked up 04/29. 4/29/2011 at 09:15 AM by jschmeeckle Picked up.	Low Finished 9:15 AM 4/29/11

3646
10:53 AM
4/4/11
1022 Galley Ln
Low
Violet Epstein
571-0204
nforster

Lagoon - Small dead carcus (may be a bird) floating in the lagoon in front of 1022 Galley Ln. Jon Schmeeckle was notified.

Low
Finished
2:01 PM
4/5/11

4/5/2011 at 02:01 PM by jschmeeckle
Removed on 4/4/2011

3647
1:28 PM
4/4/11
940 Cumberland Ct
Low
Majorie Rose
678-7612
nforster

Lagoon - Something floating in the water near the shore in front of 940 Cumberland Ct. May be the size of a pig; however, the resident is not sure. Notified Jon Schmeeckle and he says it is San Mateo. I called the resident back to tell her to call San Mateo.

Low
Finished
1:28 PM
4/4/11

4/4/2011 at 01:28 PM by nforster
Completed.

3469
4:14 PM
11/3/10
1021 Foster City Blvd
Med
Tara Lavasani
650 922-3616
GDERE

Lagoon - Resident complained of foul odor coming (she thinks) from the lagoon nearby her house. Jon Schmeeckle was notified to investigate the resident's concern.

Med
Finished
11:12 AM
2/16/11

2/16/2011 at 11:12 AM by jschmeeckle
No odor detected. Responded 11/4/10

3564
9:22 AM
1/18/11
1022 Galley Ln
Low
Violet Epstien
650-571-0204
jtiffany

Lagoon - Resident reports a christmas tree floating in the Lagoon 15 -20 feet from shore at her residence.

Low
Finished
1:30 PM
2/4/11

1/18/2011 at 09:26 AM by jtiffany
Jon will go out and try to get it from shore. If not possible, when they go out in the boat will get it then.
2/4/2011 at 01:30 PM by jschmeeckle
We could not locate.

3406
11:13 AM
9/23/10
611 Mystic Ln
Low
Peggy Cartright
574-3864
jtiffany

Lagoon - Resident called to request pick up of a board she found floating in the lagoon at her house. Jon will pick up today.

Low
Finished
8:00 AM
9/27/10

9/27/2010 at 08:00 AM by jschmeeckle
Picked up.

3405
4:57 PM
9/22/10
702 San Miguel Ln
Low
Police Dispatch
3345
jtiffany

Lagoon - Police dispatch called to report a found boat at 702 San Miguel. 2 man, blue and white paddle boat. They secured it to a pole. Mike said we need a boat abatement before they can pick it up. He will call dispatch.

Low
Finished
8:00 AM
9/27/10

9/27/2010 at 08:00 AM by jschmeeckle
Picked up.

3288
8:37 AM
7/12/10
346 Sailfish Isle
Low
Dispatch Left
Voicemail
Sunday 7:30p.m.
3348
nforster

Lagoon - Orange & white paddle boat needs to be picked up. Is behind 346 Sailfish Isle. Can access back of house by the parabox area. There is a lane & some steps in the back. RP is Scott at 303-2248. Case number 2010-1419.

Low
Finished
7:46 AM
7/14/10

7/12/2010 at 08:39 AM by nforster
Mike McElligott was notified. I called dispatch & asked her to fax a boat abatement recovery form to the Corp Yard.

7/12/2010 at 08:48 AM by nforster

Dispatch called - There was a shooting in that area so police have to mark it off & investigate. Fax will come as soon as police is finished.

7/12/2010 at 09:35 AM by nforster

Clarrisa from dispatch called. Someone has to go to crime scene to pick up the Abatement Boat Recovery Form. It cannot be faxed in this situation. Norm Dorais was notified because Mike McElligott & his crew were busy with another situation.

7/14/2010 at 07:46 AM by jschmeeckle

Picked up.

3283
9:46 AM
7/8/10

**North of Hwy 92
near the bay**
Low
Steve Franke
678-9157
nforster

Lagoon - A lot of feces in the lagoon near the Corp Yard. North of Hwy 92 close to the bay. Steve launches the canoes. Wants a call back.

Low
Finished
10:03
AM
7/8/10

7/8/2010 at 09:47 AM by nforster

Jon Schmeeckle was notified. He had already checked the area and found nothing. Will email Mike McElligott.

7/8/2010 at 10:03 AM by MMcElligott

I walked the shoreline in this area. It appears to be a case of misidentification of the substance. I found chunks of dead algae floating in the area. The algae probably broke off of larger dying mats along the open concrete channel nearby. I called Mr. Franks and explained the situation to him



ENVIRONMENTAL
1466 66th Street
Emeryville, CA 94608

Instructor: Leigh Ganschow

Pesticide Safety

Wednesday, July 21, 2010

SIGN IN SHEET

PLEASE Print Clearly Name as you want it to appear on certificate.	Student Signature	Company/Division	E-mail Address
Sample JoAnn Copperud	JoAnn Copperud	RGA Environmental	Joann@rgaenv.com
1. Print - MATT READ	Matt Read	CITY OF FOSTER CITY	MATT@FOSTERCITY.ORG
2. Print - Eddie Lopez	Eddie Lopez	Town of Atherton	
3. Print - JAVIER ANDRADE	Javier Andrade	TOWN OF ATHERTON	
4. Print - Jorge J. Banauelos	Jorge J. Banauelos	City of Foster City	
5. Print - Cleora Munoz	Cleora Munoz	CITY OF FOSTER CITY	
6. Print - ZAHED DANISH	Zahed Danish	CITY OF FOSTER CITY	ZDANISH@FOSTERCITY.ORG
7. Print - MATT K. FA	Matt K. Fa	CITY OF FOSTER CITY	
8. Print - Garrett Galloward	Garrett Galloward	City of Foster City	
9. Print - BASIS BELMOND	Basis Belmont	Foster City	
10. Print - DON HANSON	Don Hanson	CITY OF FOSTER CITY	
11. Print - JOHN SCHULZF	John Schulz	CITY OF FOSTER CITY	
12. Print - Greg Boza	Greg Boza	CITY OF FOSTER CITY	
13. Print - Gerald Beniers	Gerald Beniers	CITY OF FOSTER CITY	
14. Print - Tom Steele	Tom Steele	Foster City	
15. Print - Kurt Schaffner	Kurt Schaffner	Foster City	N/A
16. Print - Ron Moreno	Ron Moreno	City of San Carlos	

C.9.c

TCG25260
SAFETY0721RC
7/21/2010

Pesticide Safety
Wednesday, July 21, 2010
SIGN IN SHEET

PLEASE Print Clearly

Name as you want it to appear on certificate.

Sample JoAnn Copperud

Student Signature

JoAnn Copperud

Company/Division

RGA Environmental

E-mail Address

Joann@rgaenv.com

1. Print - JOE SOBODRUD	<i>Joe Sobodrud</i>	CITY OF FOSTER CITY	
2. Print - RICE SYRTEL	<i>Rice Syrtel</i>	CITY OF SAN CARLOS	
3. Print - LAY DURAN	<i>Lay Duran</i>	CITY OF SAN CARLOS	
4. Print - DORTE DRASTRUP	<i>Dorte Drastrup</i>	CITY OF FOSTER CITY	<i>dortestrup@fostercity.org</i>
5. Print - Juan Carlos Ruiz	<i>Juan Carlos Ruiz</i>	CITY OF FOSTER CITY	
6. Print - Mike Zapata	<i>Mike Zapata</i>	CITY OF FOSTER CITY	
7. Print - BRETT PORTER	<i>Brett Porter</i>	" " " "	
8. Print - Matt Cullen	<i>Matt Cullen</i>	" " " "	
9. Print - Frank Schenning	<i>Frank Schenning</i>	" " " "	
10. Print Robin Harmission	<i>Robin Harmission</i>	CITY OF FOSTER CITY	
11. Print Richard Harmission	<i>Richard Harmission</i>	CITY OF FOSTER CITY	
12. Print Richard Harmission	Richard Harmission	CITY OF FOSTER CITY	
13. Print NICK LEONARDI	<i>Nick Leonardi</i>	FOSTER CITY PA	
14. Print Rogelio Guerra	<i>Rogelio Guerra</i>	FOSTER CITY PA	
15. Print LUIS DAE	<i>Luis Dae</i>	FOSTER CITY	
16. Print Khameen Sarno	<i>Khameen Sarno</i>	FOSTER CITY	<i>ksarno@fostercity.org</i>

Integrated Pest Management Workshop

February 24, 2011

Attendance Sheet

Check Indicates Attended	Last name	First name	Municipality	Credits
X	Aizawa	Brian	Redwood City	x
X	Alvarez	Priscilla	County Parks	x
	Arzaga	Andrew	South San Francisco	x
X	Avtonomoff	Brad	Pacifica	x
X	Barros	Dan	San Bruno	x
	Baston	Linda	Brisbane	x
X	Beall	John	Co. Ag	
X	Bergstrom	Paul	Loral Landscaping	x
X	Bond	Frank	Redwood City	x
X	Braas	Kelley	Daly City	x
	Bray	Dennis	Daly City	x
X	Brunelli	Brian	South San Francisco	x
X	Bustos	Dave	Daly City	x
X	Cerini	Larry	San Bruno	x
X	Clark	Aren	Pacifica	x
X	Delacruz	Jesse	Daly City	x
X	Delaney	James	Burlingame	x
	Delasarte	Ernie	Pacifica	x
X	Del Carlo	Matthew	County Parks	x
X	Disco	Bob	Burlingame	x
X	Drastrup	Dorte	Foster City	x
X	Eide	Jeremy	Co. Ag	
X	Elissetche	J.P.	Pacifica	x
X	Espinosa	Alex	Redwood City	x
	Espinosa	Francisco	Redwood City	x
X	Evans	Mark	Burlingame	x
X	Farias	Jose	Redwood City	x
X	Fascenda	Ron	Pacifica	x
X	Fitch	Robert	County Public Works	x
X	Flick	Matt	Pacifica	x
X	Francis	Gary	Hillsborough	
X	Frank	Kevin	Half Moon Bay	x
	Friars	Joe	Brisbane	x
X	Fukudome	Glenn	Redwood City	x
X	Gaither	Billy	PCOC	
X	Gotelli	Louis	Colma	x
X	Gotthardt	Garrett	Foster City	x
X	Grunwald	Kingsley	San Mateo	x
X	Hallett	Ed	County Parks	
X	Hebert	Steven	Swat! Pest Control	
X	Herbert	Dominique	Redwood City	x

FOSTER CITY →



FOSTER CITY →



PARKS MAINTENANCE CONTRACTUAL SERVICES OVERVIEW

Additional Contractual Assistance performed as needed:

Levee from San Mateo border to Montego Lane + East 3rd Avenue Levee side:

Trim/ mechanically edge ice-plant back 6" along the street curb, storm-drains, and light-poles. Also trim ice-plant edged up to top of path on both sides of all intended access-ramps. **Note:** Do not trim ice-plant around un-intended levee access-points.

Weed maintenance:

Contractor must adhere to City of Foster City's IPM Protocols that *"requires that the City departments and City contractors who apply pesticides to City property, eliminate or reduce pesticide applications to the maximum extent feasible"*. I.e.:

- 1) Weeds on bare ground or hard-scape shall be mowed or line-trimmed.
- 2) Noxious weeds, such as Mallow, Fennel, "Wild Garlic", and "Thistle" shall first be pulled or mechanically removed, then controlled with chemical applications as necessary (category III "Caution" only).

- Careful precaution must be exercised to avoid any runoff into storm-drains at all times.
- All chemical applications must be performed by properly trained/ certified applicators only as required by DPR and City policy.
- Superintendent or appointed designee shall be notified in writing minimum 48 hours in advance of any chemical application. Notice shall include name and EPA # of chemical(s) to be applied, date(s) and location(s).
- Posting shall be provided by contractor as required per label, DPR, or as requested by Superintendent.

Loose litter removal: Remove leaves and debris that collects at access-ramps corners.

Irrigation: None present & none needed.

Trash pick up: Parks staff will continue to empty trash- and recycling cans, and refill doggie-dispensers.

Deadline for Proposals: Monday, May 16, 2011 at 2:00 PM

Parks Superintendent Dorte Drastrup, 100 Lincoln Centre Drive, Foster City, CA 94404.

Office Phone: 650.286-3553. Cell: 650.235-5420. Email: ddrastrup@fostercity.org

3. 7 Island bridges with Groundcover and Hard-scape (Map # 2)*:

- **Surfbird Isle** (Widgeon St.) (Gull Park)
- **Shearwater Isle** (Flying Fish) (Gull Park)
- **Dolphin Isle** (Surfperch St.) (across from Shad Ct.)
- **Sailfish Isle** (Bowfin) (Marlin Park/Cod St.)
- **Shooting Star Isle** (Comet Dr.) (Lurline/Constitution Dr.)
- **Flying Mist Isle** (Polynesia Dr.) (Erckenbrack Park/Lurline)
- **Flying Cloud Isle** (Balclutha Dr.) (Erckenbrack Park/Matsonia)

Ice-plant: Trim ice-plant top and bottom as follows: 18" in from bottom edge (bulkhead) for walking. Edge at side-walk and trim 6" in from fence lines on sides. Edge along steps.

Loose litter: Check and remove loose litter bi-weekly and always before major Holidays. On occasion remove litter more often as needed and/or requested by Superintendent.

Weed maintenance: Any visible weeds must be kept at 1" or less above ground. Contractor must adhere to City of Foster City's IPM policy or program. Careful precaution must be exercised to avoid any runoff into storm-drains or water-ways at all times. All chemical applications must be performed by properly trained/ certified applicators only as required by DPR and City policy. Superintendent or appointed designee shall be notified in writing minimum 48 hours in advance of any chemical application. Notice shall include name and EPA # of chemical(s) to be applied, date and location(s). Posting shall be provided by contractor as required per label, DPR, or as requested by Superintendent.

Irrigation: None present except for quick-coupler in certain areas. *

4. Pilgrim and Constitution walkways (Map # 2, 3, and 4):

Blow walkways minimum weekly. More often if needed during heavy leaf-drop/rain to keep the pathways safe and presentable for pedestrians.

Trim ice-plant, Podocarpus, overhanging branches, and other vegetation along pathways, side-walks, and fence-lines to keep the walkways safe and presentable for pedestrians.

Weed maintenance: Any visible weeds must be kept at 1" or less above ground. Contractor must adhere to City of Foster City's IPM policy or program. Careful precaution must be exercised to avoid any runoff into storm-drains at all times. All chemical applications must be performed by properly trained/ certified applicators only as required by DPR and City policy. Superintendent or appointed designee shall be notified in writing minimum 48 hours in advance of any chemical application. Notice shall include name and EPA # of chemical(s) to be applied, date and location(s). Posting shall be provided by contractor as required per label, DPR, or as requested by Superintendent.

Loose litter: Check for and remove loose litter weekly.

San Miguel Beach Inspection Dates (FY 2010/11)

7/8/2010
7/12/2010
7/19/2010
7/29/2010
8/2/2010
8/9/2010
8/16/2010
8/24/2010
8/20/2010
8/30/2010
9/13/2010
9/20/2010
9/27/2010
10/6/2010
10/13/2010
11/15/2010
1/20/2011
1/20/2011
2/23/2011
4/4/2011
4/11/2011
4/18/2011
4/28/2011
5/3/2011
5/12/2011
5/24/2011
6/2/2011
6/13/2011
6/21/2011