



TOWN OF COLMA *Engineering & Public Works*

1188 El Camino Real • Colma, California 94014

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September 15, 2014

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

Subject: **Town of Colma**
FY 2013/14 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Colma pursuant to Permit Provision C.16.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2009-0074, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2013/14 and related accomplishments.

Please contact me at 650-757-8888 regarding any questions or concerns.

Sincerely,

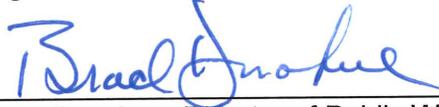
Brad Donohue
Director of Public Works
Duly Authorized Representative

**TOWN OF COLMA
FY 2013/14 ANNUAL REPORT**

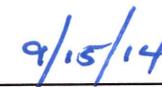
Certification Statement

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

Signature of Duly Authorized Representative:



Brad Donohue, Director of Public Works



Date

Table of Contents

Section	Page
Section 1 – Permittee Information.....	1-1
Section 2 – Provision C.2 Municipal Operations	2-1
Section 3 – Provision C.3 New Development and Redevelopment	3-1
Section 4 – Provision C.4 Industrial and Commercial Site Controls	4-1
Section 5 – Provision C.5 Illicit Discharge Detection and Elimination.....	5-1
Section 6 – Provision C.6 Construction Site Controls.....	6-1
Section 7 – Provision C.7 Public Information and Outreach	7-1
Section 8 – Provision C.8 Water Quality Monitoring.....	8-1
Section 9 – Provision C.9 Pesticides Toxicity Controls.....	9-1
Section 10 – Provision C.10 Trash Load Reduction.....	10-1
Section 11 – Provision C.11 Mercury Controls	11-1
Section 12 – Provision C.12 PCBs Controls.....	12-1
Section 13 – Provision C.13 Copper Controls.....	13-1
Section 14 – Provision C.14 PBDE, Legacy Pesticides and Selenium Controls	14-1
Section 15 – Provision C.15 Exempted and Conditionally Exempted Discharges	15-1

Section 1 – Permittee Information

Background Information			
Permittee Name:	Town of Colma		
Population:	1458		
NPDES Permit No.:	CAS612008		
Order Number:	R2-2009-0074R		
Reporting Time Period (month/year):	July 2013 through June 2014		
Name of the Responsible Authority:	Brad Donohue	Title:	Director of Public Works
Mailing Address:	1188 El Camino Real		
City:	Colma	Zip Code:	94014
		County:	San Mateo
Telephone Number:	650-757-8888	Fax Number:	650-757-8890
E-mail Address:	brad.donohue@colma.ca.gov		
Name of the Designated Stormwater Management Program Contact (if different from above):	Muneer Ahmed	Title:	Associate Engineer
Department:	Engineering		
Mailing Address:	1188 El Camino Real		
City:	Colma	Zip Code:	94014
		County:	San Mateo
Telephone Number:	650-757-8894	Fax Number:	650-757-8890
E-mail Address:	muneer.ahmed@colma.ca.gov		

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

Municipal Operation Activities for the 2013-14 reporting year include: (1) hosting and participation in the SMCWPPP Public Works Municipal Maintenance Subcommittee, (2) Corporation Yard BMP Maintenance and Inspections, (3) Street Sweeping and SD inlet cleaning, (4) Screening of Town's SD System for illicit discharges, (5) Trash Hot Spot Cleanup, (6) Inspection and replacement of storm drain inlet markers (no dumping flows to bay), etc.

Refer to the C.2 Municipal Operations section of the SMCWPPP FY 13-14 Annual Report for a description of activities implemented at the countywide and/or regional level.

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

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

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

Comments:

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

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

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

Comments:

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

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

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

Comments: Graffiti is generally cleaned by painting over and not by power washing. Graffiti abatement is done by municipal staff and not through contractors. BASMAA's Mobile Surface Cleaner Program BMP's are used.

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). If a pump station is exempt from DO monitoring, explain why it is exempt.

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L
- Not Applicable -				

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:

Attachments:

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)
- Not Applicable -						

¹ DO monitoring is exempted where all discharge from a pump station remains in a stormwater collection system or infiltrates into a dry creek immediately downstream.

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

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.

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporations yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We have a Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)		
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments:			
If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Town of Colma Corporation Yard	9/11/2013	Outdoor material storage area vents need maintenance/replacement. All BMP's were found be in compliance with the Corp yard SWPPP.	Vents were re-installed on 9/25/2013
Town of Colma Corporation Yard	6/30/2014	BMP's were found be in compliance with the Corp yard SWPPP. SD Inlet cover needs to be repaired.	Repair completed on 6/30/14

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

C.3.b.v.(2)(a) ► 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:

The C.3 New Development and Redevelopment section of the SMCWPPP FY 13-14 Annual Report includes a description of activities conducted at the countywide or regional level.

The Green Street Pilot Project Summary Report submitted by BASMAA, on behalf of the MRP Permittees, in BASMAA's MRP FY 12-13 Regional Supplement – New Development and Redevelopment includes information on the green street project constructed including capital costs, O&M costs, legal and procedural arrangements to address O&M and its associated costs, and sustainable landscape measures.

C.3.b.v.(1) ► Regulated Projects Reporting

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

Table C.3.b.v.(1) is attached

C.3.e.v. ► Alternative or In-Lieu Compliance with Provision C.3.c.

(For FY 11-12 Annual Report and each Annual Report thereafter)

Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?

X	Yes		No
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Comments (optional): The Town has not received any projects requesting alternative or in-lieu compliance. The Town may decide to allow alternative compliance in the future on a case-by-case basis and after making a determination if alternative compliance is available/feasible.

C.3.e.vi ► Special Projects Reporting

1. Has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii(2) for any of the three categories of Special Projects (Categories A, B or C)?		Yes	X	No
2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2014 report? If yes, include the project in both the C.3.b.v.(1) Table, and the C.3.e.vi. Table.		Yes	X	No
If you answered "Yes" to either question, 1) Complete Table C.3.e.vi . below. 2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project. -N/A-				

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

<p>(1) Fill in attached table C.3.h.iv.(1) or attach your own table including the same information.</p> <p>Table C.3.h.iv.(1) is attached.</p>
<p>(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.</p> <p>Summary: Three out of four sites with installed treatment systems were inspected this reporting year. Maintenance records were also reviewed. Regular annual inspections helped reiterate with the property managers their responsibility to maintain these systems and keep them in good working order.</p>
<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: The Town's O&M program is effective because of regular annual inspections at majority of the sites where these systems are installed. Town staff plans to inspect a majority of the installed treatment systems again in the next reporting period to maintain point of contacts with the maintenance managers at these properties.</p>

(4) During the reporting year, did your agency:					
• Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation?	X	Yes		No	Not applicable. No new facilities were installed.
• Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls? ³	X	Yes		No	Not applicable. No treatment measures
• Inspect at least 20 percent of the total number of installed vault-based systems?	X	Yes		No	Not applicable. No vault systems.
If you answered "No" to any of the questions above, please explain: One regulated project (Cypress Lawn Cemetery Improvements – Phase 4) was approved and is under construction during this reporting period.					

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

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

Summary:

All non-regulated projects are required to submit the "storm water checklist for small projects" form developed by SMCWPPP and comply with provision C.3.i of the MRP requiring site design measures, source controls and construction BMP's. Permit conditions were modified requiring compliance with Provision C.3.i for small/non-regulated projects. Town uses BASMAA prepared standard specifications/fact sheets for design guidelines of site design measures listed in Provision C.3.i.

³ If there is only 1 treatment measure in the jurisdiction, the agency must inspect it every year.

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 ¹⁰ , Street Address	Name of Developer	Project Phase No. ¹¹	Project Type & Description ¹²	Project Watershed ¹³	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹⁴	Total Replaced Impervious Surface Area (ft ²) ¹⁵	Total Pre- Project Impervious Surface Area ¹⁶ (ft ²)	Total Post- Project Impervious Surface Area ¹⁷ (ft ²)
Private Projects											
Cypress Lawn Cemetery Improvements – Phase 4	1701 Hillside Boulevard	Cypress Lawn Cemetery Association	Phase 4	Redevelopment. Expansion of the cemetery. Work includes grading, storm drain improvements, and internal roadway improvements	Colma Creek Watershed	5.17 acres	5.17 acres	18,733 sft	8,768 sft	11,861 sft	27,501 sft
Public Projects											
-None-											

¹⁰ Include cross streets

¹¹ 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".

¹² 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.

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

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

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

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

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

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

Project Name Project No.	Application Deemed Complete Date ¹⁸	Application Final Approval Date ¹⁹	Source Control Measures ²⁰	Site Design Measures ²¹	Treatment Systems Approved ²²	Type of Operation & Maintenance Responsibility Mechanism ²³	Hydraulic Sizing Criteria ²⁴	Alternative Compliance Measures ^{25/26}	Alternative Certification ²⁷	HM Controls ^{28/29}
Private Projects										
Cypress Lawn Cemetery Improvements – Phase 4	05/26/2013	07/11/2013	Storm drain inlet stencils, efficient irrigation system.	Direct run-off from sidewalks and driveways onto vegetated areas	bio-retention areas	O&M Agreement	C.3.d.2.c	None	None	None Required. Project creates/replaces less than 1 acre of impervious surface
Comments: This project (expansion of the cemetery) is currently under construction. Impervious areas are minimal compared to the overall size of the project. Even though this project is exempt from the HM requirements, an on-site detention/infiltration system was constructed for compliance with the Town's flooding policy. Run-off from the sub-drains of the bio-retention areas flow into the detention/infiltration basin before it can discharge into the SD system.										

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

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

²⁰ 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.

²¹ 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.

²² 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.).

²³ 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.

²⁴ 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).

²⁵ 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.

²⁶ 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.

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

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

²⁹ 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 (public projects)

Project Name Project No.	Approval Date ³⁰	Date Construction Scheduled to Begin	Source Control Measures ³¹	Site Design Measures ³²	Treatment Systems Approved ³³	Operation & Maintenance Responsibility Mechanism ³⁴	Hydraulic Sizing Criteria ³⁵	Alternative Compliance Measures ^{36/37}	Alternative Certification ³⁸	HM Controls ^{39/40}
Public Projects										
None										
Comments: No Regulated Public Projects were approved during the reporting year.										

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

³¹ 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.

³² 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.

³³ 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.).

³⁴ List the legal mechanism(s) (e.g., maintenance plan for O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

³⁵ 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).

³⁶ 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.

³⁷ 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.

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

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

⁴⁰ 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. ► Table of 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) ⁴¹	Party Responsible ⁴² For Maintenance	Date of Inspection	Type of Inspection ⁴³	Type of Treatment/HM Control(s) Inspected ⁴⁴	Inspection Findings or Results ⁴⁵	Enforcement Action Taken ⁴⁶	Comments/Follow-up
Lexus of Serramonte	700 Serramonte Blvd.	No	Lexus of Serramonte	6/23/14	Routine	Bio-Retention Facility, Media Filter,	Annual maintenance of the Media Filter was not done. Minor silt built-up and overgrowth observed in curb-cuts of the bio-retention area.	Warning Notice	Met with Property Manager. Media Filter inspection with the maintenance contractor is scheduled for 6/24
Vivana Fair	990 Serramonte Blvd.	No	VicGold Investments, Inc.	6/20/14	Routine	Infiltration Basin, Porous Asphalt	Infiltration basin was clean and dry. Sections of Porous asphalt were sealed because of raveling. Maintenance records were reviewed.	None	Portions of porous asphalt along the tire tracks were sealed to prevent raveling. However, storm water can infiltrate in other sections of the porous asphalt. No net overflow of rain run-off from this area was observed during rain events. Follow-up inspections will be done this coming winter to assess the effectiveness of the porous asphalt area.
Cypress Lawn Cemetery-Ph. 3	1701 Hillside Blvd.	No	Cypress Lawn Cemetery Assn.	6/20/14	Routine	Infiltration Basin, Vegetated Swale	No issues noted. Treatment Systems are well maintained.	None	None
Lexus of Serramonte	700 Serramonte Blvd.	No	Lexus of Serramonte	7/3/14	Follow-Up	Bio-retention facility	Town inspector met with landscape maintenance contractor and resolved items noted in the routine inspection	None	Planting List from C-3 Technical Guidance was given to the landscape contractor.

⁴¹ Indicate "YES" if the facility was installed within the reporting period, or "NO" if installed during a previous fiscal year.

⁴² State the responsible operator for installed stormwater treatment systems and HM controls.

⁴³ State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

⁴⁴ 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.

⁴⁵ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

⁴⁶ State the enforcement action(s) taken, if any.

C.3.h.iv. ► Table of 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) ⁴¹	Party Responsible ⁴² For Maintenance	Date of Inspection	Type of Inspection ⁴³	Type of Treatment/HM Control(s) Inspected ⁴⁴	Inspection Findings or Results ⁴⁵	Enforcement Action Taken ⁴⁶	Comments/Follow-up
Lexus of Serramonte	700 Serramonte Blvd.	No	Lexus of Serramonte	7/22/14	Follow-up	Media Filter	Media System was vacuumed and cleaned. Filters were reported to be in good working condition.	None	Test results from the water sample taken on 6/24 resulted in delays in the cleanup.
Cypress Lawn Cemetery Improvements, Phase 4	1701 Hillside Blvd.	Yes	Cypress Lawn Cemetery Association (Office: 1370 El Camino Real, Colma, CA)	6/18/14	45-Day	Bio-retention facility, detention basin	Bio-retention facility installed per plans.	None	Planting was changed from the approved plans. Design Engineer informed that new planting complies with planting list of the C-3 Technical Guidance. Requested updated plans and maintenance templates for O&M agreement. Agreement will be recorded before project acceptance/final inspection.

C.3.e.vi.Special Projects Reporting Table												
Reporting Period – January 1 – June 30, 2013												
Project Name & No.	Permittee	Address	Application Submittal Date ⁴⁷	Status ⁴⁸	Description ⁴⁹	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category ⁵⁰	LID Treatment Reduction Credit Available ⁵¹	List of LID Stormwater Treatment Systems ⁵²	List of Non-LID Stormwater Treatment Systems ⁵³
None to report									Category A: Category B: Category C: Location: Density: Parking:	Category A: Category B: Category C: Location: Density: Parking:	Indicate each type of LID treatment system and the percentage of total runoff treated	Indicate each type of non-LID treatment system and the percentage of total runoff treated. Indicate whether minimum design criteria met or certification received

⁴⁷ Date that a planning application for the Special Project was submitted.

⁴⁸ Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

⁴⁹ Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

⁵⁰ For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

⁵¹ For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

⁵² List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area.

⁵³ List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification.

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

Program Highlights

Provide background information, highlights, trends, etc.

Activities for the reporting year include 1) updating facilities list; 2) conducting inspections; 3) participating in the Commercial, Industrial and Illicit Discharge (CII) Subcommittee; and 4) participation in the April 17, 2014 Commercial/Industrial Stormwater Inspector Workshop.

The Town has an agreement with the County Environmental Health Department (SMCEH) to perform business storm water inspections. Town staff also performs inspections and follow-up inspections at some of these facilities. Maintenance Staff attended the storm water inspection workshop provided by the countywide program.

Refer to the C.4. Industrial and Commercial Site Controls section of the SMCWPPP FY 13-14 Annual Report for a description of activities of SMCWPPP 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.

Potential Facilities List is attached.

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.

List of Facilities scheduled for inspection in the current fiscal year is attached.

C.4.c.iii.(1) ► Facility Inspections		
Fill out the following table or attach a summary of the following information. Indicate your violation reporting methodology below.		
<input checked="" type="checkbox"/>	Permittee reports multiple discrete violations on a site as one violation.	
<input type="checkbox"/>	Permittee reports the total number of discrete violations on each site.	
	Number	Percent
Number of businesses inspected	41	
Total number of inspections conducted	43	
Number of violations (excluding verbal warnings)	1	
Sites inspected in violation	1	100
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	1	100
<p>Comments:</p> <p>One Violation was recorded at Royal Auto Body (1681 (Mission Road). An administrative action was issued by SMCEH for this site and it was referred back to the Town of Colma because of the historic discharge of soapy water to the stormdrain associated with car washing. Town Inspectors and code enforcement staff conducted follow-up inspections and abated the problem. This site was placed on high priority for frequent inspections.</p> <p>CEH hazmat and food inspectors (Inspectors) and Town inspectors conducted routine stormwater inspections at inventoried sites based on High, Medium, and Low priorities. If a violation or discharge was observed, a description of the violation was noted on the Inspection Report form. If the violation was not corrected at the time of the original inspection, a copy of the Inspection Report form was given to an Inspector or a Stormwater Technician for follow up. Follow up inspections were routinely conducted within 10 days or otherwise deemed resolved in a longer, but still timely manner.</p>		

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed	
Fill out the following table or attach a summary of the following information.	
Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	1
Potential discharge and other	0
<p>Comments:</p> <p>Violations are counted as one per site, regardless on the actual number of discrete violations observed/recorded. One discharge was recorded during the Reporting Period.</p>	

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) ⁴⁸	Number of Enforcement Actions Taken	% of Enforcement Actions Taken⁴⁹
Level 1	Verbal Warning	0	0
Level 2	Warning Notice or Administrative Action	0	0
Level 3	Administrative Action with Penalty &/or Cost Recovery	1	100
Level 4	Legal Action/Referral	0	0
Total		1	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 Category⁵⁰	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
Haz Mat (including Industrial facilities per 40 CFR; vehicle salvage yards; metal and other recycled materials collection facilities; waste transfer facilities; vehicle mechanical repair, maintenance, fueling, or cleaning facilities; building trades central facilities or yards and corporation yards; nurseries and greenhouses; building material retailers and storage; and plastic manufacturers)	1	0

⁴⁸ Agencies to list specific enforcement actions as defined in their ERPs.

⁴⁹ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁰ List your Program's standard business categories.

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:
 No facilities were identified as requiring Industrial General Permit coverage, and have not filed.

C.4.d.iii ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Commercial/Industrial Stormwater Inspector Workshop	April 17, 2014	Regulatory refresher, mobile cleaning of parking garages, what to look for in business stormwater inspections, potential sources, table top exercise for illicit discharge scenarios	1 (Town Inspector)	100%
			SMCEH Staff also attend this workshop	

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

C.4.b.iii(1)
Potential Facilities List
Facilities Inspected by San Mateo County

FACILITY NAME		STREET NAME	CITY
ESTRADAS KITCHEN	7440	EL CAMINO REAL	COLMA
BABIES R US	775	SERRAMONTE	COLMA
ROUND TABLE PIZZA	4935	JUNIPERO SERRA	COLMA
NIPA HUT TRADING	19	SAN PEDRO	COLMA
DALY CITY AUTO	136	REINER	COLMA
ROYAL DONUTS	7438	MISSION	COLMA
WONGS CAFE	1111	HILLSIDE	COLMA
TROYS AUTO BODY	1901	HILLSIDE	COLMA
HONEY BAKED HAM	11	COLMA	COLMA
SUILYS CAFE	1	SAN PEDRO	COLMA
AW COLLISION OF SERRAMONTE	435	SERRAMONTE	COLMA
SERRAMONTE HONDA	485	SERRAMONTE	COLMA
HILLSIDE LANDFILL	1	SAND HILL	COLMA
MARSHALLS	65	COLMA	COLMA
TASSI INC	55	REINER	COLMA
GENUINE AUTO CARE	1733	OLD MISSION	COLMA
SHAUGHNESSY ROOFING INC	1280	HILLSIDE	COLMA
HOME OF PEACE CEMETERY	1299	EL CAMINO REAL	COLMA
WOODLAWN MEMORIAL PARK	1000	EL CAMINO REAL	COLMA
CYPRESS LAWN CEMETERY	1370	EL CAMINO REAL	COLMA
SWEET DREAMS	7743	EL CAMINO REAL	COLMA
ETERNAL HOME CEMETERY	1051	EL CAMINO REAL	COLMA
COLMA FIRE PROTECTION DIST	50	REINER	COLMA
CYPRESS LAWN CEMETERY	1770	OLD MISSION	COLMA
BROADMOOR TOW LLC	280	A	COLMA
CAL AUTO BODY	1132	HILLSIDE	COLMA
JO ANN FABRICS AND CRAFTS #695	75	COLMA	COLMA
GENERAL NUTRITION CENTERS	17	COLMA	COLMA
BACAS MACHINE SHOP	1690	OLD MISSION	COLMA
CYPRESS GOLF COURSE	2001	HILLSIDE	COLMA
HOLY CROSS CEMETERY	1500	MISSION	COLMA
FIVE STAR GAS & DIESEL	1216	HILLSIDE	COLMA
MEMORIAL PARK, GREEK ORTHODOX	1148	EL CAMINO REAL	COLMA
IMAGE AUTO BODY	1687	OLD MISSION	COLMA
THE HOME DEPOT STORE #639	2	Colma	COLMA
LUCKY CHANCES CASINO	1700	HILLSIDE	COLMA
BEVERAGES & MORE	4915	JUNIPERO SERRA	COLMA
GARDEN VILLAGE ELEMENTARY SCHOOL	208	GARDEN	COLMA
BENJAMIN FRANKLIN MIDDLE SCHOOL	700	STEWART	COLMA
THE HOME DEPOT STORE #6655	91	Colma	COLMA
BED BATH & BEYOND #315	19	COLMA	COLMA
A-1 RHINO LININGS	480	COLLINS	COLMA
LENSCRAFTERS	53	COLMA	COLMA
CYPRESS GOLF COURSE	2001	HILLSIDE	COLMA
TOWN OF COLMA CORP YARD	601	F	COLMA
ALL AUTO CENTER	7480	MISSION	COLMA
GREENLAWN MEMORIAL PARK	1100	EL CAMINO REAL	COLMA
MANILA EATERY	45	COLMA	COLMA
QUIZNOS SUB #2786	15	COLMA	COLMA
SERRAMONTE NISSAN	650	SERRAMONTE	COLMA
BLUE WATER TOWING & AUTO SVC	7490	MISSION	COLMA
A STREET PUMP STATION	280	A	COLMA

C.4.b.iii(1)
Potential Facilities List
Facilities Inspected by San Mateo County

FACILITY NAME		STREET NAME	CITY
F ST COLMA LIFT STATION	300	F	COLMA
BEST BUY	200	COLMA	COLMA
SERRAMONTE ACURA	475	SERRAMONTE	COLMA
KIMCO REALTY	1	COLMA	COLMA
DITOS MOTORS	1715	OLD MISSION	COLMA
TARGET T0320	5001	Junipero Serra	COLMA
THE HOME DEPOT #639	2	COLMA	COLMA
THE HOME DEPOT #6655	91	COLMA	COLMA
TOM AUTOMOTIVE	1166	HILLSIDE	COLMA
ONO HAWAIIAN BBQ	970	SERRAMONTE	COLMA
MARTINEZ & SONS AUTO COLLISION	7490	MISSION	COLMA
HOLY ANGELS CHURCH HALL KITCHEN	107	SAN PEDRO	COLMA
CHIPOTLE MEXICAN GRILL #1187	990	SERRAMONTE	COLMA
PRECISION AUTO DETAILING	245	COLLINS	COLMA
STARBUCKS COFFEE	990	SERRAMONTE	COLMA
OLIVET MEMORIAL PARK	1601	HILLSIDE	COLMA
KELLY DELI PRO	91	COLMA	COLMA
DOLLAR STORES, INC	735	SERRAMONTE	COLMA
POPEYES LOUISIANA KITCHEN	990	SERRAMONTE	COLMA
OLD NAVY #5520	55	COLMA	COLMA
HON LIN RESTAURANT, INC	500	SAN MATEO	SAN BRUNO
LEXUS OF SERRAMONTE	700	SERRAMONTE	COLMA
HILLSIDE AUTOHAUS	1118	HILLSIDE	COLMA
ORIENTAL KITCHEN	7	SAN PEDRO	COLMA
SUB COLMA, INC/ SUBWAY	7800	EL CAMINO REAL	COLMA
MICHAELS STORES	4925	JUNIPERO SERRA	COLMA
THE VITAMIN SHOPPE	115	COLMA	COLMA
JOHNS AUTOMOTIVE	1711	OLD MISSION	COLMA
SERRAMONTE SUBARU	707	SERRAMONTE	COLMA
SIZZLER	5025	JUNIPERO SERRA	COLMA
JAFFA CITY CAFE	7622	EL CAMINO REAL	COLMA
STEWART CHRYSLER JEEP DODGE RAM	800	SERRAMONTE	COLMA
SERRAMONTE AUTO PLAZA	445	SERRAMONTE	COLMA
OFFICE DEPOT	1	COLMA	COLMA
FRESH CHOICE	4927	JUNIPERO SERRA	COLMA
SOUTHWEST CONCESSIONS KB	2	COLMA	COLMA
SERRAMONTE FORD	999	Serramonte	COLMA
SERRAMONTE FORD FLEET SERVICE	530	Collins	COLMA
SERRAMONTE FORD BODY SHOP	500	Collins	COLMA
MOMIJI JAPANESE RESTAURANT	4931	JUNIPERO SERRA	COLMA
HYUNDAI SERRAMONTE - SERVICE & PARTS	455	Serramonte	COLMA
ULTA BEAUTY 0568	119	COLMA	COLMA
Dollar Tree #04429	735	Serramonte	COLMA
BURGER KING #5500	111	COLMA	COLMA
ROYAL AUTO BODY SHOP	1681	OLD MISSION	COLMA
STEWART CHEVROLET CO	780	SERRAMONTE	COLMA
CHRISTY VAULT CO	1000	COLLINS	COLMA
SERRAMONTE VOLKSWAGEN	711	SERRAMONTE	COLMA

Potential facilities List - C.4.b.iii. (1)

Facilities Inspected by Colma

St. No.	St. Name	Business Name
2499	HILLSIDE	MARDIGAL NURSERY
2551	HILLSIDE	SEGALI & CERINI NURSERY
1900	HILLSIDE	ACME MEMORIAL, INC
1351	EL CAMINO REAL	AMERICAN MONUMENT, INC.
1174	EL CAMINO REAL	ART IN STONE MONUMENT
3601	JUNIPERO SERRA	5 A RENT ASPACE
1900	EL CAMINO REAL	PUBLIC STORAGE

Facilities Scheduled for Inspection - C.4.b.iii. (2)

C.4.b.iii.(2)
Facilities Scheduled for Inspection in FY14-15

FACILITY NAME	SITE ADDRESS	Inspection Due Date	Inspection Frequency
KIMCO REALTY	1 COLMA BLVD		3090
SUILYS CAFE	1 SAN PEDRO RD		3090
HILLSIDE LANDFILL	1 SAND HILL RD		3090
CHRISTY VAULT CO	1000 COLLINS AVE		3091
WOODLAWN MEMORIAL PARK	1000 EL CAMINO REAL		3090
ETERNAL HOME CEMETERY	1051 EL CAMINO REAL		3090
HONEY BAKED HAM	11 COLMA BLVD		3090
GREENLAWN MEMORIAL PARK	1100 EL CAMINO REAL		3090
CAL AUTO BODY	1132 HILLSIDE		3090
MEMORIAL PARK, GREEK ORTHODOX	1148 EL CAMINO REAL		3090
TOM AUTOMOTIVE	1166 HILLSIDE BLVD		3090
FIVE STAR GAS & DIESEL	1216 HILLSIDE BLVD		3090
SHAUGHNESSY ROOFING INC	1280 HILLSIDE RD		3090
HOME OF PEACE CEMETERY	1299 EL CAMINO REAL		3090
DALY CITY AUTO	136 REINER ST		3090
CYPRESS LAWN CEMETERY	1370 EL CAMINO REAL		3090
HOLY CROSS CEMETERY	1500 MISSION RD		3090
OLIVET MEMORIAL PARK	1601 HILLSIDE BLVD		3090
ROYAL AUTO BODY SHOP	1681 OLD MISSION RD A-D		3091
IMAGE AUTO BODY	1687 OLD MISSION RD		3090
BACAS MACHINE SHOP	1690 OLD MISSION RD		3090
GENERAL NUTRITION CENTERS	17 COLMA BLVD		3090
LUCKY CHANCES CASINO	1700 HILLSIDE BLVD		3090
DITOS MOTORS	1715 OLD MISSION RD		3090
GENUINE AUTO CARE	1733 OLD MISSION RD		3090
CYPRESS LAWN CEMETERY	1770 OLD MISSION RD		3090
BED BATH & BEYOND #315	19 COLMA BLVD		3090
TROYS AUTO BODY	1901 HILLSIDE BLVD		3090
THE HOME DEPOT STORE #639	2 Colma Blvd		3090
CYPRESS GOLF COURSE	2001 HILLSIDE BLVD		3090
CYPRESS GOLF COURSE	2001 HILLSIDE BLVD		3090
GARDEN VILLAGE ELEMENTARY SCHOOL	208 GARDEN LN		3090
PRECISION AUTO DETAILING	245 COLLINS AVE		3090
BROADMOOR TOW LLC	280 A ST		3090
A STREET PUMP STATION	280 A ST		3090
F ST COLMA LIFT STATION	300 F ST		3090
AW COLLISION OF SERRAMONTE	435 SERRAMONTE BLVD		3090
SERRAMONTE ACURA	475 SERRAMONTE BLVD		3090
A-1 RHINO LININGS	480 COLLINS #A		3090
SERRAMONTE HONDA	485 SERRAMONTE BLVD		3090
BEVERAGES & MORE	4915 JUNIPERO SERRA		3090
ROUND TABLE PIZZA	4935 JUNIPERO SERRA BLVD		3090
COLMA FIRE PROTECTION DIST	50 REINER ST		3090
TARGET T0320	5001 Junipero Serra Blvd		3090
LENSCRAFTERS	53 COLMA BLVD		3090
TASSI INC	55 REINER ST		3090
TOWN OF COLMA CORP YARD	601 F ST		3090
MARSHALLS	65 COLMA BLVD		3090
SERRAMONTE NISSAN	650 SERRAMONTE BLVD		3090
BENJAMIN FRANKLIN MIDDLE SCHOOL	700 STEWART AVE		3090
ROYAL DONUTS	7438 MISSION RD		3090

C.4.b.iii.(2)
Facilities Scheduled for Inspection in FY14-15

FACILITY NAME	SITE ADDRESS	Inspection Due Date	Inspection Frequency
ALL AUTO CENTER	7480 MISSION ST		3090
BLUE WATER TOWING & AUTO SVC	7490 MISSION		3090
MARTINEZ & SONS AUTO COLLISION	7490 MISSION ST		3090
JO ANN FABRICS AND CRAFTS #695	75 COLMA BLVD		3090
SWEET DREAMS	7743 EL CAMINO REAL		3090
BABIES R US	775 SERRAMONTE BLVD		3090
STEWART CHEVROLET CO	780 SERRAMONTE BLVD		3091
THE HOME DEPOT STORE #6655	91 Colma Blvd		3090
WONGS CAFE	1112 HILLSIDE BLVD	3/28/2009	3090

Inspection Frequency: 3091 = annual; 3090 = every two years; 3095 = every 5 years (shared property with other regulated facilities)

C.4.b.iii. (2)**Facilities Scheduled for Inspection by Colma**

St. No.	St. Name	Business Name
2551	HILLSIDE	SEGALI & CERINI NURSERY
1900	HILLSIDE	ACME MEMORIAL, INC
1351	EL CAMINO REAL	AMERICAN MONUMENT, INC.
1174	EL CAMINO REAL	ART IN STONE MONUMENT
3601	JUNIPERO SERRA	5 A RENT ASPACE
1900	EL CAMINO REAL	PUBLIC STORAGE
5025	JUNIPERO SERRA	SIZZLER RESTAURANT
1681	MISSION RD	ROYAL AUTO BODY
990	SERRAMONTE	CHIPOTLE
999	SERRAMONTE	SERRAMONTE FORD
707-711	SERRAMONTE	VOLKSWAGEN OF SERRAMONTE
700	SERRAMONTE	SERRAMONTE ACURA

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

Program Highlights

Provide background information, highlights, trends, etc.

Activities conducted in the reporting year include 1) implementation of the Town’s SD collection system screening program; 2) participation in the Commercial, Industrial and Illicit Discharge (CII) Subcommittee; and 3) Storm water inspections at commercial facilities to detect and eliminate potential illicit discharges. Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 13-14 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
Phil Scramaglia	Public Works Maintenance Supervisor (Primary Contact)	650-757-8888
Colma PD Dispatch (Non-Emergency)	For after work hours, weekends or holidays	650-997-8321

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:

There were no mobile businesses licensed or hired by the Town. Because of the small size of the Town, daily field observations are done during regular public works maintenance activities to detect any potential illicit discharges. If required, Town staff will respond to public complaints or field observations and require implementation of BMPs as recommended by the BASMAA Mobile Surface Cleaners Program.

Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 13-14 Annual Report for a description of efforts by the Commercial, Industrial and Illicit Discharge (CII) Subcommittee 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:
 Town maintenance staff uses the storm collection system screening form (C.5.e) developed by the Countywide program to inspect end of pipes, creeks, flood conveyances, storm drain inlets and catch basins during other routine maintenance and inspection activities when maintenance staff is working in or near the MS4 system.

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

Comments:

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

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

One illicit discharge occurred in this reporting period. A property owner installing concrete washed the slurry wash water into the gutter. Staff responded, gave a warning notice to the property owner and stopped the discharge from entering the storm drain system. Staff provided the "Fresh Concrete and Mortar Application" handout. The area was dry swept to remove any debris.

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals		
Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (include only High Priority Site and sites disturbing 1 acre or more) (C.6.e.iii.1.c)
0	3	29
Comments: Pre-Wet season notices are sent to all construction sites informing site operators to prepare for the upcoming wet season. Construction Site Stormwater Inspections were conducted at all construction sites.		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations⁵¹ excluding Verbal Warnings	% of Total Violations⁵²
Erosion Control	0	0%
Run-on and Run-off Control	0	0%
Sediment Control	14	83%
Active Treatment Systems	0	0%
Good Site Management	3	17%
Non Stormwater Management	0	0%
Total⁵³	17	100%

Note: The number of reported violations excludes verbal warnings. More than one violation per inspection is counted.

⁵¹ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category. For example, if during one inspection at a site, there are 2 erosion control violations, only 1 violation would be counted for this table.

⁵² Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁵³ The total number of violations may count more than one violation per inspection, since some inspections may result in violations in more than one category. For example, during one inspection of a site, there may have been both an erosion control violation and a sediment control violation. For this reason, the total number of violations in this table may not match the total number of enforcement actions reported in Table C6.e.iii.1.e.

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

	Enforcement Action (as listed in ERP) ⁵⁴	Number Enforcement Actions Issued	% Enforcement Actions Issued ⁵⁵
Level 1 ⁵⁶	Verbal Warning	4	44%
Level 2	Written Warning/Notice of Violation	5	56%
Level 3	Notice to Comply	0	0%
Level 4	Legal Action	0	0%
Total		9	100%

C.6.e.iii.1.f, g ► Illicit Discharges

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

⁵⁴ Agencies should list the specific enforcement actions as defined in their ERPs.

⁵⁵ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁶ For example, Enforcement Level 1 may be Verbal Warning.

C.6.e.iii.1.h, i ► Violation Correction Times		
	Number	Percent
Violations (excluding verbal warnings) fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	5	100% ⁵⁷
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	0% ⁵⁸
Total number of violations (excluding verbal warnings) for the reporting year⁵⁹	5	100%
Comments:		

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.).
<p>Description:</p> <p>Typical BMP performance issues noted at construction sites are improper installation and maintenance of sediment control measures and issues with site management of construction materials. Frequent inspections and coordination with project managers and project QSP's helped address issues noted in the field in a timely manner.</p>

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.
<p>Description:</p> <p>Town staff (from Public Works, Planning, Building, Engineering and Parks & Recreation Departments) meet every month (Staff-NPDES Meeting) to discuss storm water related issues. These meetings help educate everyone about various provisions, requirements, tasks, and timelines of the MRP. These meetings also help identify and track project inspection requirements, follow-ups, and reports.</p> <p>Building Staff also attended the storm water inspection trainings at their CalBIG meetings to get updates on MRP requirements for inspections and follow-ups.</p> <p>Town staff used the revised stormwater construction inspection forms and inspection data tracking tools developed by SMCWPPP, participated in the New Development Subcommittee, and participated in the April 23, 2014 Construction Site Stormwater Inspector Training Workshop.</p> <p>Refer to the C.6 Construction Site Control section of the SMCWPPP FY 13-14 Annual Report for a description of activities at the countywide or regional level</p>

⁵⁷ 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.

⁵⁸ 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.

⁵⁹ The total number of violations reported in the table of Violation Correction Times equals the number of initial enforcement actions. I.e., This assumes one violation is issued for several problems during an inspection at a site. The total number of violations in the table of Violation Correction Times may not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

C.6.f ▶ Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Construction Site Stormwater Inspector Training Workshop	April 23, 2014	Construction site BMP's, Correct uses of specific BMP's, Proper installation and maintenance of BMP's, MRP Provision C-6 Training, and construction general permit compliance	1	100%
Stormwater Treatment System Inspections	December 4, 2013	Overview of Stormwater Treatment Measures, MRP Requirements, Inspection requirements, Proper installation and maintenance of BMP's	1	100%
New Development CALBIG Training	October 9, 2013	MRP Provision C-6 Training and Overview, Construction site BMP's, Correct uses of specific BMP's, Proper installation and maintenance of BMP's.	2 (1-Building and 1-Engineering)	100%

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:

The following separate report developed by BASMAA summarizes the activities of the Regional Youth Litter Campaign

- BASMAA Be the Street Campaign Report

The Town promoted this campaign by distributing program materials through the Town Offices.

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:

Information on the pre-campaign survey for the BASMAA Regional Youth Litter Campaign was provided in the FY 11-12 Annual Report

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

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

C.7.b.iii.2 ► Post-Campaign Survey

(For the Annual Report following the post-campaign survey) Discuss the campaigns and the measureable changes in awareness and behavior achieved. Provide an update of outreach strategies based on the survey results. If survey was done regionally, refer to a regional submittal that contains the following information:

Information on the post-campaign survey for the BASMAA Regional Youth Litter Campaign was provided in the BASMAA FY 13-14 Annual Report.

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

<input type="checkbox"/>	Survey report attached
<input checked="" type="checkbox"/>	Reference to regional submittal: BASMAA FY 13-14 Annual Report

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 13-14: BASMAA Media Relations Final Report FY 13-14.

This report and any other media relations efforts conducted countywide is included within the C.7 Public Information and Outreach section of the SMCWPPP FY 13-14 Annual Report.

C.7.d ► Stormwater Point of Contact

Summary of any changes made during FY 13-14:
 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. <ul style="list-style-type: none"> • Coastal Cleanup Day, September 21, 2013 (Regional) • San Mateo County Fair, June 7-15, 2014 (Countywide) 	These outreach events were conducted on a regional and countywide level and coordinated by SMCWPPP. Refer to the Public Information and Outreach section of the SMCWPPP FY 13-14 Annual Report for event details. The Town advertised and promoted these events by distributing brochures and flyers at all public facilities. Events were also advertised through the Town's newsletter and website.	Refer to the Public Information and Outreach section of the SMCWPPP FY 13-14 Annual Report for details.

Earth Day Event: April 22, 2014 (Local)	This outreach event was held at the Colma Community Center on April 22 nd , 2014. The event was open to all Town residents and non-residents; primarily for school aged children.	Event was aimed at educating the audience about composting, reducing waste, trash disposal, and recycling. T-shirts and other give-aways were handed out at the event.
Town-wide Cleanup Day Event: May 17, 2014 (Local)	Volunteers along with Town Staff walk all streets in Town picking up trash and recycling materials.	Approximately 1.25 yards of trash and recyclables was collected by volunteers and Staff from the public rights of way. In addition E-waste and card board was also collected at the Town's Corp Yard.

C.7.f. ► Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

A summary of efforts conducted by SMCWPPP to work with Watershed Stewardship Groups on a countywide level is included within the Public Information and Outreach section of the SMCWPPP FY 13-14 Annual Report.

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 Coastal Cleanup Day, September 21, 2013 (Regional)	These outreach events were conducted on a regional and countywide level and coordinated by SMCWPPP. Refer to Public Information and Outreach section of SMCWPPP FY 13-14 Annual Report for event details.	Refer to the Public Information and Outreach section of the SMCWPPP FY 13-14 Annual Report for details.
Town-wide Cleanup Day Event (Local)	Volunteers along with Town Staff walk all streets in Town picking up trash and recycling materials.	Approximately 1.25 yards of trash and recyclables was collected by volunteers and Staff from the public rights of way. In addition E-waste and card board was also collected at the Town's Corp Yard.

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) Refer to the C.7 Section of SMCWPPP's FY 13-14 Annual Report for a description of School-age Children Outreach efforts conducted at the countywide level.	Brief description, messages, methods of outreach used Refer to the C.7 Section of SMCWPPP's FY 13-14 Annual Report for a description of School-age Children Outreach efforts conducted at the countywide level.	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.

Earth Day, April 22, 2014 (Local)	This outreach event was held at the Colma Community Center on April 22 nd , 2014. The event was open to all Town residents and non-residents; primarily for school aged children.	The event was focused at school aged children.	Event was aimed at educating participants about composting, reducing waste, trash disposal, and recycling. T-shirts and other give-aways were handed out at the event.
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Section 8 - Provision C.8 Water Quality Monitoring

C.8 ► Water Quality Monitoring

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.

Summary

During FY 13-14, we contributed through SMCWPPP 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. Monitoring efforts and results are documented in a separate report submitted March 15 of each year, as required in Provision C.8. For additional information on monitoring activities conducted by the Program, BASMAA RMC and the RMP, see SMCWPPP's March 2014 Integrated Monitoring Report, Part A.

Section 9 – Provision C.9 Pesticides Toxicity Controls

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.

Trends in Quantities and Types of Pesticides Used⁶⁰					
Pesticide Category and Specific Pesticide Used	Amount⁶¹				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	0	0	0	0	0
Pyrethroids					
Tempo SC Ultra, Cyfluthrin (0.05% concentration)	0	0	8.6 oz	1 oz	0
*Talstar P Professional, Bifenthrin					1.5 oz
Carbaryl	0	0	0	0	0
Fipronil	0	0	0	0	0

*In FY13-14 the Town had to apply Talstar P Professional to mitigate fleas at the dog park. Alternate non-pesticide methods were used, but the contractor had to use the pesticide as a last resort.

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.	3
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	3
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%

⁶⁰ Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁶¹ Weight or volume of the product or preferably its active ingredient, using same units for the product each year. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: allethrin, bifenthrin, beta-cyfluthrin, bioallethrin, cyfluthrin, cypermethrin, cyphenothrin, deltamethrin, esfenvalerate, etofenprox, fenpropathrin, gamma-cyhalothrin, imiprothrin, lambda-cyhalothrin, metofluthrin, permethrin, phenothrin, prallethrin, resmethrin, sumithrin (d-phenothrin), tau-fluvalinate, tefluthrin, tetramethrin, tralomethrin, cis-permethrin, and zeta-cypermethrin.

C.9.d ▶ Require Contractors to Implement IPM				
Did your municipality contract with any pesticide service provider in the reporting year?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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 checked="" type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR			
<input type="checkbox"/>	Equivalent documentation.			
If Not attached , explain: Town of Colma's landscape maintenance contract requires that the contractor comply with sustainable landscape practices, the Town's IPM Policy and Standard Operating Procedures. The contractor is also required to attend countywide IPM subcommittee meetings and annual workshop. Town Staff meets with the contractor on a monthly basis and reviews monthly pesticide usage records to verify compliance with the Town's IPM Policy. The structural pest control operator is also required to comply with the Town's IPM Policy and their pesticide usage records are monitored.				

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 13-14, we participated in regulatory processes related to pesticides through SMCWPPP, BASMAA and CASQA. For additional information, see the regional 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?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary. None to report.				

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 the SMCWPPP FY 13-14 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

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 the SMCWPPP FY 13-14 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.

Attachments C.9

1. Landscape Maintenance Contract with attachments of Standard Operating Procedures
IPM Policy
2. Structural Pest Control – IPM Update
3. IPM Certificate - Structural Pesticide Control Contractor

LANDSCAPE MAINTENANCE SERVICES CONTRACT

The Town of Colma, a California municipal corporation, located at 1198 El Camino Real, Colma, CA 94014 ("Town") and Frank and Grossman Landscape Contractors, Inc., a California corporation with its principal place of business at 1400 Egbert Avenue, San Francisco, California 94124 ("Contractor") (each a "Party" and collectively the "Parties") enter into this Landscape Maintenance Services Contract (the "Contract"), dated January 1, 2014 for reference purposes. Contractor shall begin work under this contract on January 1, 2014.

1. General Landscape Maintenance Services

1.1 *Scope.* Contractor shall regularly perform the General Landscape Maintenance Services in public facilities and rights of way that are described in **Exhibits A**, except as to the services expressly stated therein to be provided by the Town. All services shall be performed in compliance with **Exhibit C**, *Policies and Practices for Use of Biological and Chemical Materials*, including the Town's *Integrated Pest Management Policy and Procedures*.

1.2 *Compensation.* For the General Landscape Maintenance Services described in this Section, Town shall pay Contractor a fixed fee of \$9,770.00 per month. Contractor shall allocate the fixed fee to each public facility and right-of-way as set forth in **Exhibit D**, Part A. Contractor shall invoice Town for this work once it has been completed, and the Town shall remit payment within 30 days of receipt of such invoice for all work completed to Town's satisfaction.

2. Annual Cleaning Services

2.1 *Clean Colma Creek.* Once each year, on a schedule to be approved by the Town, Contractor shall clean that portion of Colma creek that is within Colma. The specific duties of Contractor and Town are set forth in **Exhibit B** to this contract. Town shall pay Contractor the lump sum of \$9,500.00 for these services.

2.2 *Clean area drains.* Once each year, on a schedule to be approved by Town, Contractor shall clean all area drains in Town. The specific duties of Contractor and Town are set forth in **Exhibit B** to this contract. Town shall pay Contractor \$25.00 for each area drain.

2.3 *Invoicing.* Contractor shall invoice Town for this work once it has been completed, and the Town shall remit payment within 30 days of receipt of such invoice for all work completed to Town's satisfaction.

3. Extra Services Payable on a Per Unit Basis

3.1 *Scope.* At the request of Town, Contractor shall perform Extra Services described in this section, and Town shall pay Contractor for those services on a per unit basis.

3.2 *Aerate Lawns.* When requested by Town, Contractor shall aerate lawn areas designated by Town. Town shall pay Contractor \$15.00 for each 1,000 square feet of lawn area aerated.

3.3 *Prune Tall Trees, as requested.*

3.3.1 Contractor acknowledges that, in accordance with section 28.6 of this contract, Town intends to employ another company to prune trees over 15 feet tall, with Contractor serving as back-up for that work. Contractor will use its best efforts to cooperate with that company and shall schedule its work not to interfere with the work of that company. Town will require that other company to use its best efforts to cooperate with Contractor and to schedule its work not to interfere with Contractor's work.

3.3.2 When requested by Town, Contractor shall prune trees over 15 feet tall, as designated by Town. Town shall pay Contractor the respective amounts shown on Exhibit D, Part B, Lines 29 through 32 for each tree pruned, depending on the height of the tree.

3.4 *Plant Annuals and Perennials.* Each season and on request by Town, Contractor shall plant annuals and perennials in areas designated by Town. Town shall pay Contractor the respective amounts shown **Exhibit D**, Part B, line 31 for annuals and **Exhibit D**, Part B, line 32 for perennials for cost of the plants and for installing the plants.

4. Extra Services Payable on an Hourly Basis

4.1 *Required Extra Services.* At the request of Town, Contractor shall perform the following Required Extra Services, and Town shall pay Contractor for these services on an hourly basis:

4.1.1 Weed whacking roadside areas as specified and directed by the Town's representative;

4.1.2 Repairing damage to landscaped areas caused by vandalism;

4.1.3 Repairing damage to landscaped areas caused by vehicular accidents to the lawn areas (does not include lawn damage caused by the Contractor or his/her sub-contractor); and

4.1.4 Repairs needed for obtaining certified backflow irrigation devices.

4.2 *Town's Duties.* When requesting extra services compensable on an hourly basis, Town shall notify Contractor of a general description of the Emergency Work to be performed, and the time within which it should be performed.

4.3 *Compensation.* For the Extra Services described in this Section, Town shall pay Contractor on an hourly basis at the rates set forth in **Exhibit D**, Part C. Contractor shall submit an itemized invoice to Town for all Extra Services within 30 days of completing those Services. Town shall remit payment for all Extra Services completed to the Town's satisfaction within 30 days of receipt of Contractor's invoice.

4.4 *Arborist.* At the request of Town and at a mutually agreed upon price, which shall be paid by Town, Contractor shall retain a certified arborist to inspect trees and render a report to the Town with recommendations.

5. Emergency Services

5.1 *Emergency Services.* Whenever required by Town, Contractor shall provide emergency landscape maintenance services.

5.1.1 Emergency landscape maintenance services consist of work similar in nature to the work provided by Contractor and which is immediately necessary to prevent or mitigate the loss or impairment of life, health, property or essential public services.

5.1.2 Examples of natural events that may require Emergency Services are flooding, earthquakes or severe storms. Examples of man-made events that may require Emergency Services include traffic collisions, fire, explosion, broken pipes or severe vandalism.

5.1.3 Examples of Emergency Services that Contractor may be required to perform include, without limitation: removal of fallen trees; repair of broken irrigation lines; removal of mud, dirt and debris.

5.1.4 The response time shall be set by the Town at the time of the request for emergency services.

5.2 *Time of Essence.* Time is of the essence for responding to each and every need request for emergency services and for providing the requested emergency service.

5.3 *On-call Number.* Contractor shall provide a current phone number for the Town to call when it needs Emergency Service and shall promptly send a written notice to the Town of each change to the telephone number.

5.4 *Compensation Based on Response Time.* Town shall pay Contractor for Emergency Landscape Maintenance Services at the hourly rates set forth in **Exhibit D**, Part C, multiplied by the appropriate factor set forth in **Exhibit D**, Part D.

5.5 *Staffing.* Contractor is expected to bring in for emergency services work after normal business hours, up to two workers on two hours' notice and up to five workers on 24 hours' notice.

5.6 *Town's Duties.* When requesting emergency services, Town shall notify Contractor of the nature of the event causing the emergency, a general description of the Emergency Work to be performed, and the time within which it should be performed.

5.7 *Invoice and Payment.* Contractor shall submit an itemized invoice to Town for all Emergency Services within 30 days of completing those Services. Town shall remit payment for all Emergency Services completed to the Town's satisfaction within 30 days of receipt of Contractor's invoice.

6. Hours and Standards

6.1 *Hours.* All regularly scheduled maintenance work must be done Monday through Friday, between 7:00 am and 4:00 pm.

6.2 *Landscaped Areas.* Landscaped areas should appear as depicted in the photographs and accompanying text to **Exhibit A** to this contract.

6.3 *Caltrans Standards.* All work shall conform to section 20 of the Caltrans standards and specifications pertaining to erosion control and highway planting.

6.4 *Work Safety Standards.* Contractor shall provide traffic safety equipment, signage and apparel, and shall perform its work to assure safety for its workers and the public. Specifically, and without limitation, Contractor shall:

6.4.1 When working within Hillside Boulevard, El Camino Real, Junipero Serra Boulevard, Colma Boulevard, and Serramonte Boulevard:

(a) Provide all signage, arrow boards, traffic cones and personnel qualified to install traffic control devices as required;

(b) Where **Exhibit E** applies, perform its work in accordance with **Exhibit E** (Minimum traffic control safety practices) and with traffic plans provided by Contractor and approved by Caltrans;

(c) Where **Exhibit E** does not apply, perform its work with Caltrans standards for highway safety and with traffic plans provided by Contractor and approved by Caltrans; and

6.4.2 When working within El Camino Real, acquire a Caltrans rider permit to the Town's General Encroachment Permit;

6.4.3 Provide Town with schedules when required work is to take place in the various rights of way;

6.4.4 Conduct monthly safety meeting and submit attendees list, meeting agenda and notes to the Town; and

6.4.5 Provide Town with proof of traffic control training.

6.5 *Sustainability.* Contractor shall follow sustainable practices that:

6.5.1 Manage and maintain irrigation systems to conserve water by reducing or eliminating runoff, hydro zoning, and other practices;

6.5.2 When appropriate, use mulching and composting practices to conserve water, enhance growth of plants, improve appearance of landscape, and reduce weed growth;

6.5.3 Use California native, drought tolerant and plants appropriate to the site and adapted to our region's rainfall with no planting of invasive species; and

6.5.4 When appropriate, use principles from the Bay-Friendly Landscape Professionals Coalition (www.bayfriendlycoalition.org).

6.6 *Town's Duties.* Town shall:

6.6.1 Provide all encroachment permits within the Caltrans right-of-way.

6.6.2 Provide all encroachment permits to work within Town rights of way.

6.7 *Use of Biological and Chemical Materials.* Whenever performing any work under this contract, Contractor shall comply with the policies and practices set forth in **Exhibit C** to this contract, entitled, "Standards for Use of Biological and Chemical Materials", which includes the Town's *Integrated Pest Management Policy and Procedures*.

7. Reimbursable Expenses

7.1 *Advance Approval.* Contractor must obtain approval in advance from the Town's authorized representative to purchase, deliver, install or use fertilizer, pesticides, weed control products, annuals or perennials.

7.2 *Reimbursable Expenses.* Town shall reimburse Contractor for the reasonable costs of the following materials and supplies only:

7.2.1 Fertilizer;

7.2.2 Materials used for the repair of the irrigation system;

7.2.3 Annual plants, over the amount of the Annual Allowance

7.2.4 Perennial plants, over the amount of the Annual Allowance

7.2.5 Materials used for emergency or extra work;

7.2.6 Materials used to repair property damages caused by vandalism, vehicular accidents, or other occurrence not caused by the Contractor or its sub-contractors and;

7.2.7 Back-flow devices, controllers, and incidental materials.

7.3 *Contractor's Costs.* Contractor shall be responsible for the cost of all materials and supplies not expressly stated as Town's responsibility in the contract, this section, or the exhibits.

8. Term and Termination

8.1 *Term.* The term of this Contract is one year, subject to termination as set forth in the next paragraph and the option to renew set forth in the next section.

8.2 *Termination.* Either Party shall have the right to terminate the Contract at any time without cause, by providing the other Party thirty days written notice. If either Party terminates the Contract pursuant to this provision, the date of termination shall be the last day of the month that is at least thirty days after notice of termination has been given.

9. Option to Renew

9.1 *Town May Renew Contract.* Town may renew this contract for four successive terms of one year each, on the same terms and conditions as contained herein, by giving written notice to Contractor of its intent to exercise this option, at least thirty (30) but not more than ninety (90) days prior to the end of each expiring Term. In no event shall this Contract extend beyond September 30, 2018. If Town fails to exercise any one of four successive options within the time required, that option and all subsequent options shall be void.

9.2 *Adjustment for Inflation if Option to Renew is Exercised.* If Town exercises its option to renew as set forth in the preceding paragraph and this Contract has not otherwise been terminated for any reason, each item in **Exhibit D** shall be adjusted annually for inflation, with a maximum increase of 5% per year. This annual adjustment shall occur on January 1 of each year beginning in 2015.

9.2.1 "Adjusted for Inflation" means an adjustment made according to the following formula, where "Consumer Price Index" or "CPI" means the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index entitled "Consumers Price Index of Urban Consumers (Revised Series), San Francisco-Oakland-San Jose Metropolitan area, All Items, 1982-84=100 [Series ID CUURA422SA0]."

9.2.2 *CPI.* If the CPI for September of any year following 2014 exceeds the index for September 2014 (the Base Index), the amount subject to adjustment for inflation (Base Amount) shall be multiplied by the last previous CPI Index and divided by the Base CPI Index to obtain the Adjusted Amount.

9.3 In the event the CPI exceeds 5% for a particular year, Contractor shall have the option to terminate this Contract, or to reject Town's exercise of the option to renew, by giving Town 60 days written notice.

10. Incorporation of Exhibits. Exhibits A, B, C, D and E to this contract, including the photographs and the accompanying narrative descriptions, are expressly incorporated in and made part of this Contract.

11. Meetings

11.1 Contractor shall meet with the Town's representative at least once a month to report on Services done or to be done, make recommendations, and receive instructions from the Town's representative.

11.2 Contractor shall also attend a minimum of four (4) Integrated Pest Management Subcommittee Meetings with the San Mateo County STOPPP program per year.

12. Designation of Authorized Representatives. Before commencing any Services under this Contract, each Party shall designate in writing, a competent, authorized representative acceptable to the other Party, together with a clear definition of the scope the representative's authority and any limitations on the representative's authority. Each Party shall notify the other Party in writing of any changes in the authorized representative's identity within 10 days of such change.

13. Subcontractors and Personnel

13.1 Subcontractors. Contractor shall not employ any other contractor or subcontractor for performance of the Services hereunder without the prior written approval of the Town.

13.2 Personnel. All personnel employed in connection with the Services shall be competent and qualified by experience or ability. Contractor shall obtain written approval of the Town prior to appointing key project personnel. Contractor and its subcontractors shall replace any of their employees whose work is contrary to the requirements of this Contract, or at Town's request for whatever reason.

13.3 Fingerprinting and Background Checks.

(a) Contractor will obtain a background check for each current and new employee or agent who will be assigned to work under this Contract. The background check must be performed by the Colma Police Department or a qualified firm who is duly licensed to conduct criminal background checks. The background check for an employee or agent must include a search of the county criminal court records search and the US District criminal court records for each address where the employee or agent lived at any time during the last ten years.

(b) Contractor will comply with all notice and disclosure requirements required by the Fair Credit Reporting Act and applicable state laws, including obtaining consent for all records to be reviewed by Contractor.

(c) Contractor will assign only those employees or agents who have successfully completed and passed a criminal background check to work under this Contract. To pass the background check under this Contract, the employee or agent must:

(i) Provide complete and truthful information, documentation, and assurances required by this contract or requested by the Chief of Police, and must reveal all facts material to qualification;

(ii) Not have been convicted of a felony, including a conviction by a federal court or a court in another state for a crime that would constitute a felony if committed in California;

(iii) Not have been convicted of any misdemeanor involving dishonesty or moral turpitude within the 10-year period immediately preceding the submission of the application, unless the applicant has been granted

relief pursuant to Section 1203.4, 1203.4a, or 1203.45 of the Penal Code; and

(iv) Not be required to register under the California Sex Offender Registration Act (California Penal Code, sections 290 to 290.024).

(d) The Chief of Police may, for good cause shown, grant relief from the strict application of the foregoing requirements.

(e) Contractor will pay all costs associated with fingerprint and background checks.

14. Independent Contractor. Contractor is an independent contractor in the performance of this Contract. Neither Contractor nor its subcontractors, nor their employees, shall be considered employees, servants or agents of Town as a result of this Contract. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the Town.

15. Laws and Safety

15.1 *Laws and Regulations.* This Contract is made subject to, and Contractor agrees to comply with and abide by, all applicable the laws, rules and regulations of the United States, the State of California, the County of San Mateo, the Town of Colma, and any other applicable regulatory agencies, including without limitation, Caltrans and the Regional Water Quality Control Board, in its performance of the Contract.

15.2 *Safety.* Contractor shall execute the Services so as to avoid injury or damage to any person or property. Contractor and its subcontractors shall employ the safety and security practices as are normal or customary for the type of work to be performed under this Contract or as are required by law for the type of work to be performed under this Contract. Contractor and its subcontractors shall comply with Town's safety and security requirements when performing work on the premises of the Town or in the vicinity of any facilities of the Town.

16. Licenses

Contractor shall obtain and maintain at all times during the term of this Contract all professional and/or business licenses, certifications and/or permits necessary for performing the Services described in this Contract, including the following:

16.1 State Contractor's license;

16.2 Town of Colma Business License (Information regarding the Town's business license program may be obtained by calling the Town's Planning Office at (650) 985-2590);

16.3 All required licenses and certifications for use and storage of chemicals used within the Town of Colma; and

16.4 All licenses, records and advisories as the Town's spraying agent.

17. Records and Audit

17.1 *Records.* Contractor shall keep accurate and complete daily records to support all items invoiced to the Town under this Contract. Such records shall include, without limitation, an itemization of the Services performed by each employee, the name of the employee, the areas where the Services were performed and the materials used.

17.2 *Advisories.* Contractor shall keep records of all advisories as the Town's spraying agent.

17.3 *Town Inspection of Records.* Town shall have the right, at all reasonable times during business hours, to inspect and copy all records required to be maintained by the Contractor. Contractor shall preserve these records for three (3) years after the termination of this Contract.

18. Ownership of Records. All reports, information, data, or other material given to, prepared by or assembled by the Contractor as part of the Services shall be the property of the Town. Contractor shall not disclose those reports, information or data to any other individual or organization without the prior written approval of the Town.

19. Public Records Act. Contractor understands that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Town of Colma may not be in a position to establish that any or all reports or information provided by Contractor is a trade secret. If Contractor submits any information which it claims to be a trade secret to the Town and a third-party makes a request to inspect or copy such information, the Town will provide Contractor with reasonable notice to allow Contractor to seek protection from disclosure by a court of competent jurisdiction. If Contractor has not responded timely to the request, as defined by the applicable law for which the request is made pursuant to, the Town may, in its sole discretion and without being in breach of this Contract, respond to the request as the Town deems appropriate. In the event that Contractor directs Town not to disclose the confidential information sought pursuant to the request, Contractor will indemnify Town against any losses, including reasonable attorney fees and costs, sustained arising from the non-disclosure of the confidential information material requested in the request. Town, in its sole discretion may tender the request to Contractor for response, including, any and all subsequent legal actions or challenges related to the non-disclosure.

20. Town's Covenants

Town acknowledges and covenants as follows:

- (a) Contractor is not required to comply with daily instructions from Town staff with respect to the manner of performing the Services.
- (b) Contractor is solely responsible for determining who, under the supervision or direction of Contractor, will perform the services set forth in this Contract.

(c) The Town will not hire, supervise or pay any assistants working with Contractor pursuant to this Contract.

(d) Nothing in this Contract shall be interpreted to imply that the Contractor must maintain any contractual relationship with the Town on a continuing basis after termination of this Contract.

(e) It is the sole responsibility of the Contractor to set the hours in which Contractor performs or plans to perform the services set forth in this Contract.

(f) Contractor is not required to devote full time to the business operations of the Town in order to perform the services set forth in this Contract.

(g) Nothing in this Contract shall be interpreted to preclude Contractor from working for other persons or firms, provided that such work does not create a conflict of interest.

21. Contractor's Warranties

Contractor represents and warrants as follows:

(a) All Services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the industry for such services.

(b) Contractor is ready, willing and able to perform the Services without the use of Town equipment, materials, tools, or facilities, except as otherwise set forth in this Contract.

(c) Contractor has thoroughly investigated and considered the Services to be performed, investigated the issues regarding the scope of Services to be provided, and carefully considered how the Services should be performed. Contractor fully understands the facilities, difficulties and restrictions attending performance of the Services under this Contract.

(d) All personnel employed in connection with the Services shall be competent and qualified by experience or ability.

(e) Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by the Town, it shall immediately inform the Town of such fact and shall not proceed except at Contractor's own risk until the Town has been informed and Contractor has received written instructions from the City Manager or his or her designee.

(f) Contractor covenants that neither it nor any officer of its corporation has any interest, nor shall it acquire an interest, directly or indirectly, which would conflict in any manner with the performance of Contractor's services under this Contract.

22. Non-discrimination. Contractor will hire, promote and terminate its employees without consideration of race, creed, color, national origin, sex, sexual orientation, marital status, age, or any sensory, mental or physical disability unless such disability effectively prevents the performance of essential duties and functions required by the position that cannot be accommodated without undue hardship.

23. Prevailing Wages. Contractor and each of its sub-contractors shall pay all workers employed on this project not less than the wages specified in the General Prevailing Wage Determination made by the Director of Industrial Relations in effect on the date of this contract, and shall comply with all applicable requirements of California Labor Code Section 1720, *et seq.*, and 1770, *et seq.*, as well as California Code of Regulations, Title 8, Section 16000, *et seq.* Town shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Contract. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold the City, its elected officials, officers, consultants, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

24. Indemnification by Contractor

Contractor shall defend, hold harmless and indemnify the Town, its elected officials, officers, agents and employees from and against any and all liabilities arising out of or in any way connected with or related to Contractor's performance of the Services.

24.1 Liabilities Protected Against. The liabilities protected against by this Section are any and all losses, claims, actions, damages, liabilities, demands, costs, including attorneys fees, and expenses of any kind allegedly suffered, incurred or threatened, including all claims for damages for personal injury, death, property damage, inverse condemnation, or any combination of these, arising out of or in any way connected with Contractor's performance of the Services.

24.2 Included. The duty to indemnify applies to any acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of the Contractor, its officers, subcontractors, consultants, agents or employees in the performance of the Services.

24.3 Excluded. Contractor shall not be liable for any act or omission arising solely from the gross negligence or willful misconduct of the Town.

24.4 Promises and Agreements. The promises and agreements in this Section are not conditioned or dependent on whether or not any Town has prepared, supplied, or reviewed any plan(s) or specification(s) in connection with the Services performed, or whether or not the Town is insured or otherwise indemnified against any of these claims or liabilities.

25. Insurance

25.1 Insurance Policies Required. Contractor shall, at all times during the term of this Contract, at Contractor's sole cost and expense, obtain and keep in force:

25.1.1 *Comprehensive General Liability Insurance.* Comprehensive general liability insurance (using Insurance Services Office form CG 0001 or exact equivalent), with a minimum combined single limit in the amount of one million dollars (\$1,000,000) per occurrence for bodily or personal injury to, illness of, or death of persons, and damage to property, and no less than \$2,000,000 in the general aggregate. This policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross-liability exclusion for claims or suits by one insured against another; or (3) any other exclusion contrary to this Contract.

25.1.2 *Automobile Liability Insurance.* Automobile liability insurance (using Insurance Services Office form CA 0001 covering "Any Auto" (Symbol 1) or exact equivalent), covering bodily injury and property damage for all activities in an amount of not less than \$1,000,000 for each accident; or (2) a non-owned auto endorsement to the Commercial General Liability policy if Contractor uses vehicles of others (e.g., employee's vehicles).

25.1.3 *Liability Insurance.* All such liability insurance shall:

- (a) Name Town, its elected officials, officers, agents and employees as additional insureds with regard to liability and defense of suits or claims arising out of or in any way connected to the performance of the Contract;
- (b) Be primary and noncontributing with any insurance which may be carried by Town;
- (c) Afford coverage for all claims based on any act, omission, event or condition that occurred or arose (or the onset of which occurred or arose) during the policy period;
- (d) Expressly provide that Town, although named as an insured, shall nevertheless be entitled to recover under the policy for any loss, injury or damage to Town; and
- (e) Apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement).

25.1.4 *Worker's Compensation Insurance.* Worker's compensation insurance as required by the laws of the State of California and employer's liability insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease. Said insurance policy shall provide that the insurer waives all rights of subrogation against Town, its officers, agents, employees and volunteers for losses arising from work performed by Contractor for Town.

25.2 *Acceptable Insurers.* All insurance required under this section and all renewals of this contract shall be issued by good and responsible companies admitted to do and doing business in the State of California, rated A:VII or better by Best's Insurance Guide. Each policy shall expressly provide that the policy shall not be cancelled or altered without thirty (30) days

prior written notice to Town. Upon the issuance thereof, and on or before the expiration of each such policy and a replacement thereof, Contractor shall deliver to Town "Proof of Insurance" consisting of such policy or a certified copy and a certificate thereof to Town for retention by Town. If Contractor fails to insure or fails to furnish to Town upon notice to do any such policy or certified copy and certificate thereof as required, Town shall have the right from time to time to effect such insurance for the benefit of Contractor or Town or both of them and all premiums paid by Town shall be payable by Contractor on ten (10) days written notice by Town demanding same.

25.3 *Additional Coverage.* Town reserves the right from time to time in its reasonable discretion to require Contractor to obtain additional liability insurance coverage and to increase existing limits of insurance coverage to levels then generally maintained by prudent business organizations operating a similar business in light of inflation, awards for personal injury or wrongful death and other risks.

26. Notices

26.1 *Manner of Giving Notice.* All notices to be given under this Contract shall be in writing and either:

- (a) Delivered personally, in which case notice shall be deemed delivered upon delivery;
- (b) Sent by certified mail, postage prepaid, return receipt requested, in which case notice shall be deemed delivered five (5) business days after deposit; or
- (c) Sent by a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with this courier.
- (d) Addresses. The addresses to whom notices shall be sent are:

City Manager 1198 El Camino Real Colma, CA 94014 FAX 925-997-8308	Frank and Grossman Landscape Contractors, Inc. 1400 Egbert Avenue San Francisco, CA 94124 FAX 415-822-2690
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27. **Immigration Laws.** Contractor shall only employ persons authorized to work in the United States pursuant to federal immigration laws.

28. Miscellaneous

28.1 *Arbitration.* Any conflicts or disputes arising under this agreement shall be submitted to arbitration pursuant to the rules of the American Arbitration Association. The decision of the arbitrator shall be final and conclusive and binding on the parties hereto and either party shall have the right, by petition filed with a court of competent jurisdiction, to seek such court's confirmation of such decision. The prevailing party in the arbitration shall be entitled to its reasonable attorneys' fees and costs.

28.2 *Entire Agreement.* This Contract contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Contract may only be modified by a writing signed by both Parties.

28.3 *Headings.* Headings in this contract and each of its exhibits are for the convenience of the reader only, and shall not be used in interpreting any provision in this contract.

28.4 *Governing Law.* This Contract shall be governed by the laws of the State of California. Venue shall be in San Mateo County.

28.5 *Successors and Assigns.* This Contract shall be binding on the successors and assigns of the Parties.

28.6 *Town's Right to Employ Other Contractors.* Town reserves the right to employ other contractors in connection with the Services where necessary in its discretion.

28.7 *Waiver.* No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

28.8 *Ambiguities.* Contractor has participated fully in the review of this Agreement and in inspecting the areas subject to this contract, and has been provided ample opportunity to revise this contract and the exhibits. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

28.9 *No Third-Party Beneficiaries.* There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

28.10 *Severability.* If any portion of this Contract is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

28.11 *Authority to Enter Agreement.* Each Party warrants that the individuals who have signed this Contract have the legal power, right, and authority to make this Contract and bind each respective Party.

28.12 *Counterparts.* This Contract may be signed in counterparts, each of which shall constitute an original.

28.13 *No Assignment.* No agreement or any duties or obligations resulting from this Contract may be assigned by selected bidder without the prior written consent of the Town.

* * * * *

Whereas, the undersigned duly authorized signatories have executed this Contract on the respective dates shown:

Dated: 12/6/13

Frank and Grossman Landscape Contractors, Inc.

By: 
Myron Grossman, Principal

Dated: Jan 6, 2014

Town of Colma

By: 
[Printed Name], Mayor

Attest:

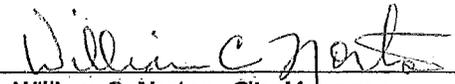

William C. Norton, City Manager

EXHIBIT B-1: ANNUAL CLEANING SERVICES

1. Colma Creek

Colma Creek runs about 1.5 miles through the Town, just west of El Camino Real from F Street (north end of Town) to Cypress Lawn Cemetery (1370 El Camino Real), and then west of Mission Road to the South San Francisco boarder. Once each year, between August and September, Contractor shall clean Colma Creek, as described in this exhibit. In past years, this work took a crew of three to four persons working 7-10 days to complete. See photos attached.

(a) Contractor's Duties. Contractor shall:

- By August 15 of each year, provide the Town with a proposed work schedule (including the start date), number of workers assigned to the project, and the name, title and phone number of the project supervisor;
- Remove all trash and loose debris from the creek, remove all vegetation growing within creek, and trim or cut back all overhanging branches and shrubs that can be reached from the side of the creek bed;
- Work cautiously to maintain the stability of the Creek bank at all times while removing items from the creek bank, immediately cease work in areas where the creek bank exhibits weakness or instability, and promptly contact the Public Works Department for further direction;
- Notify the Public Works Department of any problems or concerns are encountered during work;
- Provide hauling services from Colma Creek to dumping site(s) approved in advance by the Town;
- Photograph the Creek before and after clean-up work, and provide copies to the Public Works Department; and
- Complete San Mateo County Trash Collection Hot Spot Form.

(b) Town's Duties. Town shall:

- Provide Contractor with all required dumping permits and locations to discard the debris removed prior to Contractor's beginning scheduled work;
- Provide Contractor with mapping and information of Colma Creek boundary limits; and
- Provide Contractor with San Mateo County Trash Collection Hot Spot Form.

2. Area Drains

There are approximately 50 area drains around parks and facilities in Town. Once annually, on a schedule to be approved by Town, Contractor shall remove all garbage, rubbish, junk, debris and discarded waste from the area drains.

EXHIBIT C: POLICIES FOR USE OF BIOLOGICAL AND CHEMICAL MATERIALS

1. MANAGEMENT OF BIOLOGICAL AND CHEMICAL AGENTS, INCLUDING FERTILIZERS, PESTICIDES AND RODENTICIDES

(a) Contractor's Duties:

- Obtain written recommendations from a Qualified Applicator for use of pesticides
- Follow Town's IPM Policy and Procedures (See next section)
- Provide all proper postings and schedules prior to using fertilizers, herbicides, pesticides and rodenticides.
- Provide a list (MSDS Sheets) of all chemicals used for using fertilizers, herbicides, pesticides and rodenticides to the Director of Recreation Services.
- Complete monthly chemical use reports (Form to be provided by Town)
- Provide all proper safety apparatus and equipment when spraying for herbicides, pesticides and rodenticides.
- Prior to application contractor will communicate the use of alternative or non-toxic methods of spraying and fertilizing according to the Town's IPM Policy and Procedures

(b) Town's Duties:

- Pay for biologicals and chemicals (Contractor to provide labor to apply as part of contract cost)
- Obtain a restricted materials permit annually from the San Mateo County Department of Agriculture.
- Provide monthly chemical use form

2. INTEGRATED PEST MANAGEMENT POLICIES AND PROCEDURES

(a) Goals. The goals of these policies and procedures are to:

- protect the health and safety of Town employees and the general public;
- protect the environment and water quality;
- provide sustainable solutions for pest control through the reduced use of pesticides on property including buildings owned or managed by the City/County; and
- comply with the municipal regional stormwater permit.

EXHIBIT C: POLICIES FOR USE OF BIOLOGICAL AND CHEMICAL MATERIALS

- (b) Definitions. As used herein, the following terms shall have the meaning ascribed:

Integrated Pest Management (IPM) is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-targeted organisms, and the environment.

IPM techniques include biological controls (e.g., ladybugs and other natural enemies or predators); physical or mechanical controls (e.g., hand labor or mowing, caulking entry points to buildings); cultural controls (e.g., mulching, alternative plant type selection, and enhanced cleaning and containment of food sources in buildings); and reduced risk chemical controls (e.g., soaps or oils).

Pesticides are defined as any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Pests can be insects, rodents and other animals, unwanted plants (weeds), bacteria or fungi. The term pesticide applies to herbicides, fungicides, insecticides, rodenticides, molluscicides and other substances used to control pests.

Town of Colma owned or managed property/facility includes but is not limited to parks and open space, roadsides, landscaped medians, flood control channels and other outdoor areas, as well as municipal buildings and structures.

- (c) Required Implementation Of Integrated Pest Management

Contractor shall implement these IPM policies and procedures to control pests and use IPM techniques that emphasize non-pesticide alternatives. Pesticides will only be used after careful consideration of non-chemical alternatives and then the least toxic chemicals that are effective shall be used.

- (d) Hierarchy of Management Practices. Contractor shall control pests by taking the following steps in the following order:

- (1) Identify conditions that contribute to the development of pest populations, and employ IPM practices to manage pest populations;
- (2) Maintain landscaped areas to reduce and eliminate pest habitats;
- (3) Modify pest management practices, including watering, mulching, waste management, and food storage, to discourage the development of pest population;
- (4) Modify pest ecosystems to reduce food, water sources, and harborage;

EXHIBIT C: POLICIES FOR USE OF BIOLOGICAL AND CHEMICAL MATERIALS

- (5) Prioritize the use of physical controls such as mowing weeds, using traps, and installing barriers;
 - (6) Use biological controls to introduce or enhance a pests' natural enemies;
 - (7) When pest populations reach treatment thresholds (based on how much biological, aesthetic, economic or other damage is tolerable), evaluate the effectiveness of the preceding non-pesticide management activities and obtain the Town's approval before proceeding to the following practices;
 - (9) When pesticides are necessary, select reduced risk pesticides and use the minimum amounts needed to be effective;
 - (10) Apply pesticides at the most effective treatment time, based on pest biology, monitoring, and other variables, such as weather, seasonal changes in wildlife use, and local conditions; and
 - (11) Whenever possible, use pesticide application methods, such as containerized baits, that minimize opportunities for mobilization of the pesticide in stormwater runoff.
- (e) Use of Practices and Controls. Contractor shall:
- (1) Use cultural practices and pest prevention measures to minimize the occurrence of pest problems.
 - (2) Use biological and physical controls that are environmentally appropriate and economically feasible to control pests.
 - (3) Use chemical control as a last resort, and then use the least toxic product;
 - (4) Where feasible for structural pest control, apply insecticides as containerized baits;
 - (5) Avoid, to the maximum extent possible, the use of pesticides that threaten water quality, including but not limited to: organophosphorous pesticides (chlorpyrifos, diazinon, and malathion), pyrethroids (bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyfluthrin, beta-cyfluthrin, cypennethrin, deltamethrin, esfenvalerate, lambda yhalothrin, permethrin, and tralomethrin), carbamates (e.g., carbaryl), and fipronil, especially in formulations and situations that pose a risk of contaminating stormwater runoff;
 - (6) Train its employees on IPM techniques, pesticides-related stormwater pollution prevention methods, and the Town's IPM policies and procedures;
- (f) Town shall set a threshold of tolerance for pests, and notify Contractor of that threshold.



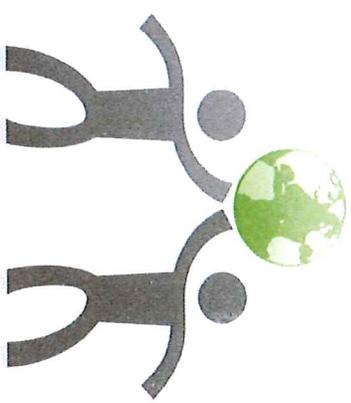
GREENPRO
Eco-Effective Pest Control

Presenting this certificate of excellence to

The Terminix International Co.

in acknowledgment of your continuing efforts toward professional excellence and environmental awareness in the pest management industry. You have met the GreenPro testing requirements for eco-effective pest control.


official signature



Section 10 - Provision C.10 Trash Load Reduction

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

Provide the following:

- 1) Descriptions of actions/tasks completed towards achieving the Minimum Full Trash Capture requirement in provision C.10.a.iii. Include the:
 - Total number and types of full capture devices (publicly and privately-owned) installed to-date;
 - Total land area (acres) and land areas within each trash generation category (i.e., very high, high, moderate and low) treated by full capture devices (or other types of devices for non-population based Permittees), in comparison to the MRP-required full capture requirements in Attachment J to the MRP; and,
 - Percentage of jurisdictional land areas with very high, high, moderate and low trash generation rates treated by full capture devices.
- 2) A narrative summary of maintenance activities implemented for each device, group of devices, or device type, including descriptions of typical maintenance frequencies and issues associated with maintaining these devices.

Descriptions of Actions/Tasks (Conducted or Planned):

Town of Colma participated in the San Francisco Estuary Partnership's (SFEP) Bay Area Wide Trash Capture Demonstration Project beginning in 2010. Under this project, the Town purchased and installed fourteen (14) full-trash capture devices in the commercial areas of Town. These devices were installed in March 2011, February 2012, and October 2012. Both Connector pipe screens and Auto retractable Screens were installed.

In June 2014, twenty-one (21) new/additional full-trash capture connector pipe screens were installed on Serramonte Blvd., Colma Blvd., and Junipero Serra Blvd.; commercial – high trash generation areas of Town.

The Total land area treated by full-trash capture devices is now approximately 105 acres (3 acres of very high trash generation, 69 acres of high, 29 acres of moderate, and 4 acres of low trash generation areas identified in the Town's Trash Generation Map).

Approximately 87% of very high trash generation, 93% of high trash generation, and 24% of moderate trash generation areas in the Town of Colma are treated by full trash capture devices.

Attachment J of the MRP requires the Town to treat a minimum of 32 acres. The total land area treated by full-trash capture devices is now approximately 105 acres. The Town has been very proactive in siting and installing full trash capture devices in strategic areas of Town, and well surpasses the required goal of achieving the Minimum Full Trash Capture.

Descriptions of Maintenance Activities:

Public Works Maintenance Crew regularly inspects all installed trash capture devices. All trash capture devices are inspected and cleaned every quarter. The Town utilizes a vactor truck to remove trash and leaf litter from these devices. Trash capture Devices Maintenance Report-Small Devices Form that was developed by SFEP is utilized to log-in inspection findings.

In FY 13-14, the Town of Colma also participated in the initial development of a Model Trash Full Capture Device Operation and Maintenance (O&M) Verification Program initiated by SMCWPPP.

The model program is intended to provide Permittees with a template for documenting O&M procedures, including inspection and maintenance frequencies. Over the course of the next year, the Town plans to further document the Town-specific O&M verification program by tailoring the Model Program developed by SMCWPPP to incorporate Town-specific characteristics/processes. Additional details on the Town's O&M verification program will be included in our FY 14-15 Annual Report.

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

Provide the volume of material removed during each MRP-required Trash Hot Spot cleanup during each fiscal year, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources in FY 2013-14 to the extent possible.

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Trash Hot Spot	FY 13-14 Cleanup Date	Volume of Trash Removed (cubic yards)				Dominant Type(s) of Trash in FY 2013-14	Trash Sources in FY 2013-14 (where possible)
		FY 2010-11*	FY 2011-12	FY 2012-13	FY 2013-14		
COL 01	9/16/13	10.0	0.1	1.0	0.4	Plastic Bags, Leaf Litter piles, Bottles (plastic or glass), Other plastic products	Litter
COL 02	9/17/13 & 9/18/13	20.0	0.4	2.6	0.4	Plastic Bags, Bottles (plastic or glass), Other plastic products, Aluminum cans, Convenience/Fast Food items	Trash Accumulation
TOTALS		30.0	0.5	3.6	0.8		

*The vast majority of material removed in FY 10-11 was leaf litter. The Town of Colma did not separately identify trash vs. leaf litter volumes during FY 2010-2011.

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

Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), trash generation maps, control measures, or time schedules identified in your plan.

Description of Significant Revision(s)	Associated TMA
No revisions were made to the Town's Long-term Trash Load Reduction Plan	NA

C.10.d ► PART A - Trash Control Measure Implementation and Assessment (Jurisdictional-wide Actions)

Provide a description of each jurisdictional-wide trash control measure implemented to-date. Identify the dominant trash source(s) and dominant type(s) of trash addressed by each control measure. For each jurisdictional-wide measure, identify the trash assessment method(s) used to demonstrate on-going reductions, summarize the results of the assessment(s), and estimate the associated reduction of trash within your jurisdictional area.

Control Measure	Summary Description of Control Measure & Dominant Trash Sources and Types	Assessment Method(s)	Summary of Assessment Results To-date	Estimated % Trash Reduced
<p>Single-use Plastic Bag Ordinance or Policy</p>	<p>The Town of Colma ("Town") adopted a Single-Use Carryout Bag Ban Policy on Jan 9th 2013. The ban became effective April 22nd, 2013. A copy of the Town's codified policy can be found at: www.colma.ca.gov (Codes > Municipal Code > Chapter 4 > Subchapter 12)</p> <p>Town staff met with the business owners, provided program information and public hearing notices, provided outreach through the Town's website and the business newsletter "Colma Works".</p> <p>Enforcement of this bag ban is done by the SM County Environmental Health Department.</p>	<p>On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses and surveys of customer bag usage at many businesses in San Mateo County. Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all SMCWPPP Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities.</p>	<p>Results of assessments conducted by the County of San Mateo on behalf of all municipalities in San Mateo County indicate that the Town's ordinance is effective in reducing the number of single use plastic bags in stormwater discharges. This preliminary conclusion is based on the very small number of complaints received from customers about businesses in San Mateo County that are continuing to use single use plastic bags after ordinances were adopted. Assuming single use bags are 8% of the trash observed in stormwater discharges, the Town concludes that there has been a 7% (i.e., 8% x 86% effectiveness in reducing bags) reduction in trash in stormwater discharges as a result of the Town's ordinance.</p>	<p>The Town developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1.) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 95% of single use plastic bags distributed in the Town are affected by the implementation of the ordinance, based on the County of San Mateo's Environmental Impact Report; and 3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County of San Mateo's Department of Environmental Health Services. This is conservative estimate given that in FY 13-14 Environmental Services only received complaints about 4, of the over 1900 businesses in San Mateo County that are affected by the single-use plastic bag ordinances.

<p>Expanded Polystyrene Food Service Ware Ordinance or Policy</p>	<p>The Town of Colma ("Town") adopted a Polystyrene ban policy on March 13th 2013. The Policy became effective August 1st, 2013. A copy of the Town's codified policy can be found at: www.colma.ca.gov (Codes > Municipal Code > Chapter 4 > Subchapter 13)</p> <p>Town staff met with all restaurant owners, provided program information and public hearing notices, provided outreach through the Town's website and the business newsletter "Colma Works".</p> <p>Enforcement of this ban is done by the SM County Environmental Health Department.</p>	<p>Although the Town has adopted and implemented an ordinance prohibiting the distribution of EPS food ware by food vendors, evaluations of the effectiveness of the ordinance have not yet been conducted. For the purpose of estimating trash reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the Town's ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the Town's ordinance because the implementation (including enforcement) of the Town's ordinance is similar to the City of Los Altos' and Palo Alto's.</p>	<p>Results of assessments that are representative of the Town, but were conducted by the cities of Los Altos and Palo Alto, indicate that Town's ordinance is effective in reducing EPS food ware in stormwater discharges. This conclusion is based on the following assessment result - an average of 95% of businesses affected by the ordinance is no longer distributing EPS food ware post-ordinance. Based on these results, the estimated average reduction of EPS food ware in stormwater discharges is 90%. Assuming EPS food ware is 6% of the trash observed in stormwater discharges, the Town concludes that there has been a 5% (i.e., 6% x 90%) reduction in trash in stormwater discharges as a result of the ordinance.</p>	<p>The Town developed its % trash reduced estimate using the following assumptions: 1.) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 80% of EPS food ware distributed by food vendors or sold via stores in the Town is affected by the implementation of the ordinance; and 3) There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos.</p>
<p>Public Education and Outreach Programs Targeted at Trash Reduction and Implemented</p>	<p>On behalf of the Town, SMCWPPP and BASMAA also implemented public education and outreach actions at the countywide and regional scales that were targeted at reducing the impacts of trash on local water bodies. For</p>	<p>BASMAA conducted post-campaign surveys in FY 13-14 to assess the effectiveness and impacts of their youth litter campaign "Be the Street". The methods used by BASMAA are</p>	<p>Reductions (i.e., trends) in the levels of trash in stormwater discharges that occur as a result of the implementation of Public Education and</p>	<p>The Town assumes a 1% reduction in the trash as a result of public education and outreach program implementation.</p>

<p>post-MRP Adoption</p>	<p>descriptions of these activities, please see Section 7 of the Program's Annual Report.</p> <p>In addition, the Town hosted the Earth Day (April 22, 2014) and the Town-wide Cleanup Day Event (May 17, 2014) to bring awareness of trash related issues.</p>	<p>described in Appendix 16 of the Program's Annual Report.</p>	<p>Outreach campaigns and programs are very difficult to measure. Both the inherent spatial and temporal variability in trash generation and the timeframes by which behavior change occurs as a result of education and outreach largely governs our ability to link this control measure to water quality outcomes. That said, changing littering behaviors is paramount to the long-term success of trash management programs. As described in Section 7 of the Program's Annual Report, the Town has spent significant resources on local, county-wide, and public education and outreach programs that are slowly reducing the generation of trash at its source. Based on the results of assessments conducted by BASMAA in FY 13-14 to assess the effectiveness and impacts of their youth litter campaign "Be the Street" (see Program's Section 7), a modest conservative load reduction associated with public education and outreach programs is assumed.</p>	
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C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)

Complete the following trash control measure implementation and assessment summary for each primary trash management area (TMA) identified in your Long-term Plan. Include the following information:

- Identify the total jurisdictional area and the % of that area that generates very high (VH), high (H), moderate (M), or low (L) levels of trash;
- Identify the dominant trash source(s) and dominant type(s) of trash addressed or to-be addressed in the TMA;
- Include the area currently treated by full capture devices, the quantity and type of devices installed to-date, and the % of jurisdictional area that generates very high (VH), high (H), moderate (M), and low (L) levels of trash after accounting for reductions via full capture devices;
- Summarize control measures other than full capture devices implemented to-date, distinguishing between implementation that began pre- and post-MRP effective date. If not implemented in the entire TMA, describe generation category targeted and % of TMA addressed;
- Provide the % of the jurisdictional area that generates very VH, H, M or L levels of trash after accounting for all control measures implemented to-date;
- Describe the methods used to evaluate the effectiveness of control measures other than full capture devices, and any assessment results to-date. If the method was not implemented in the entire TMA, describe generation category targeted and %of TMA addressed; and
- Provide an estimate of the % of trash reduced in the TMA and jurisdiction-wide.

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)								
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category			
					VH	H	M	L
1	61	Pedestrians, cars, windblown	Paper, food wrappers, Plastic	Baseline Generation (Pre-MRP)	0%	46%	54%	0%
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)		After taking into account Full Capture Devices	0%	0%	11%	89%
Total Area (Acres)	55	3 small inlet type connector pipe screens and ARS were installed in this TMA in 2010-11. 6 additional connector pipe screens and ARS were installed in 2013-14.						
% of TMA	89%							
% of VH/H/M	89%							
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices				After taking into account all New or Enhanced (post-MRP) Control Measures	0%	0%	11%	89%
On-land cleanups have been implemented since adoption of the MRP. In addition, container/bin management outreach with property-business owners will start in FY 14-15.								
Assessment Methods for Control Measures Other than Full Capture Devices								
As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in Feb 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report				Summary of Assessment Results To-date	0%	0%	11%	89%
On-land visual assessments were not conducted in this TMA in FY 13-14 and therefore no load reductions associated control measures other than full capture devices are assumed to have occurred. Assessments may be conducted in subsequent years.								
Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions					95%			
Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions					30%			

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)									
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
2	43	Pedestrians, cars	Paper, Plastic	Baseline Generation (Pre-MRP)	4%	93%	0%	3%	
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)			After taking into account Full Capture Devices	0%	0%	0%	99%
Total Area (Acres)	42	2 small inlet type connector pipe screens and ARS were installed in this TMA in 2010-11. 7 additional connector pipe screens and ARS were installed in 2013-14.							
% of TMA	98%								
% of VH/H/M	99%								
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices					After taking into account all New or Enhanced (post-MRP) Control Measures	0%	0%	0%	99%
On-land cleanups have been implemented since adoption of the MRP.									
Assessment Methods for Control Measures Other than Full Capture Devices									
As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in Feb 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report									
Summary of Assessment Results To-date									
On-land visual assessments were not conducted in this TMA in FY 13-14 and therefore no load reductions associated control measures other than full capture devices are assumed to have occurred. Assessments may be conducted in subsequent years.									
					Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions		100%		
					Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions		39%		

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)								
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category			
					VH	H	M	L
3	16	Pedestrians, cars, windblown	Paper, food wrappers, Plastic	Baseline Generation (Pre-MRP)	12%	34%	14%	40%
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)		After taking into account Full Capture Devices	3%	28%	0%	69%
Total Area (Acres)	6	7 small inlet type connector pipe screens and ARS were installed in this TMA in 2010-11.						
% of TMA	41%	8 additional connector pipe screens and ARS were installed in 2013-14.						
% of VH/H/M	47%	1 ARS screen was installed in 2013-14.						
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices				After taking into account all New or Enhanced (post-MRP) Control Measures	3%	28%	0%	69%
On-land cleanups have been implemented since adoption of the MRP.								
Assessment Methods for Control Measures Other than Full Capture Devices								
As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in Feb 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report.								
Summary of Assessment Results To-date				Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions	51%			
On-land visual assessments were not conducted in this TMA in FY 13-14 and therefore no load reductions associated control measures other than full capture devices are assumed to have occurred. Assessments may be conducted in subsequent years.								
				Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions	5%			

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)									
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
4	22	Pedestrians, cars, windblown	Paper, food wrappers, Plastic	Baseline Generation (Pre-MRP)	0%	0%	94%	6%	
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)			After taking into account Full Capture Devices	0%	0%	94%	6%
Total Area (Acres)	0								
% of TMA	0%								
% of VH/H/M	0%								
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices					After taking into account all New or Enhanced (post-MRP) Control Measures	0%	0%	94%	6%
On-land cleanups and trash hot-spot cleanups have been implemented since adoption of the MRP.									
Assessment Methods for Control Measures Other than Full Capture Devices									
As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in Feb 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report									
Summary of Assessment Results To-date									
On-land visual assessments were not conducted in this TMA in FY 13-14 and therefore no load reductions associated control measures other than full capture devices are assumed to have occurred. Assessments may be conducted in subsequent years.									
					Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions		0%		
					Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions		0%		

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)									
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
5	16	Pedestrians, cars	Paper, Plastic	Baseline Generation (Pre-MRP)	0%	2%	96%	2%	
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)			After taking into account Full Capture Devices	0%	2%	95%	4%
Total Area (Acres)	1	Two (2) small inlet type connector pipe screens and ARS were installed in this TMA							
% of TMA	3%								
% of VH/H/M	2%								
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices					After taking into account all New or Enhanced (post-MRP) Control Measures	0%	2%	9%	4%
On-land cleanups and enhanced street sweeping have been implemented since adoption of the MRP.									
Assessment Methods for Control Measures Other than Full Capture Devices									
As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in Feb 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report									
Summary of Assessment Results To-date									
On-land visual assessments were not conducted in this TMA in FY 13-14 and therefore no load reductions associated control measures other than full capture devices are assumed to have occurred. Assessments may be conducted in subsequent years.									
					Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions		3%		
					Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions		0%		

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)									
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
6	21	Pedestrians, cars	Paper, Plastic	Baseline Generation (Pre-MRP)	0%	0%	40%	60%	
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)			After taking into account Full Capture Devices	0%	0%	40%	60%
Total Area (Acres)	0								
% of TMA	0%								
% of VH/H/M	0%								
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices					After taking into account all New or Enhanced (post-MRP) Control Measures	0%	0%	0%	100%
On-land cleanups, enhanced street sweeping, and trash hot-spot cleanups have been implemented since adoption of the MRP.									
Assessment Methods for Control Measures Other than Full Capture Devices									
As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in Feb 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report.									
Summary of Assessment Results To-date									
In Summer 2014, a total of 1 sites or 1,100 linear feet of streets and sidewalks in this TMA (i.e., 55% of streets/sidewalks with M, H or VH generation rates) were assessed using the on-land visual assessment protocol. Based on the results of these assessments, the area in this TMA where control measures other than full capture devices are implemented was determined have 100% low, 0% moderate, 0% high, and 0% very high levels of trash. The results to the right include not only the reduction observed via on-land assessments, but also via full capture devices (as applicable).									
Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions					100%				
Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions					2%				

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)									
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
7	37	Pedestrians, cars	Paper, Plastic	Baseline Generation (Pre-MRP)	0%	0%	100%	0%	
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)			After taking into account Full Capture Devices	0%	0%	100%	0%
Total Area (Acres)	0								
% of TMA	0%								
% of VH/H/M	0%								
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices					After taking into account all New or Enhanced (post-MRP) Control Measures	0%	0%	100%	0%
On-land cleanups and enhanced street sweeping have been implemented since adoption of the MRP.									
Assessment Methods for Control Measures Other than Full Capture Devices									
As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in Feb 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report									
Summary of Assessment Results To-date					Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions	0%			
In Summer 2014, a total of 1 sites or 1,100 linear feet of streets and sidewalks in this TMA (i.e., 20% of streets/sidewalks with M, H or VH generation rates) were assessed using the on-land visual assessment protocol. Based on the results of these assessments, the area in this TMA where control measures other than full capture devices are implemented was determined have 0% low, 100% moderate, 0% high, and 0% very high levels of trash. The results to the right include not only the reduction observed via on-land assessments, but also via full capture devices (as applicable).									
					Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions	0%			

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)									
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		% TMA in Each Trash Generation Category				
					VH	H	M	L	
8	6	Pedestrians, cars	Paper, Plastic	Baseline Generation (Pre-MRP)	0%	0%	49%	51%	
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)			After taking into account Full Capture Devices	0%	0%	48%	52%
Total Area (Acres)	0								
% of TMA	0%								
% of VH/H/M	1%								
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices					After taking into account all New or Enhanced (post-MRP) Control Measures	0%	0%	48%	52%
On-land cleanups and enhanced street sweeping have been implemented since adoption of the MRP.									
Assessment Methods for Control Measures Other than Full Capture Devices									
As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in Feb 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report									
Summary of Assessment Results To-date									
On-land visual assessments were not conducted in this TMA in FY 13-14 and therefore no load reductions associated control measures other than full capture devices are assumed to have occurred. Assessments may be conducted in subsequent years.									
					Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions		1%		
					Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions		0%		

C.10.d ► PART B - Trash Control Measure Implementation and Assessment (TMA Specific Actions)					% TMA in Each Trash Generation Category			
TMA ID	TMA Area (Acres)	Dominant Sources	Dominant Types		VH	H	M	L
9	1002	Pedestrians, cars, inadequate bin mgmt.	Paper, Plastic	Baseline Generation (Pre-MRP)	0%	0%	0%	100%
Trash Full Capture Devices		Summary Descriptions of Full Trash Capture Devices (Quantity and Type)		After taking into account Full Capture Devices	0%	0%	0%	100%
Total Area (Acres)	1	-N/A-						
% of TMA	0%							
% of VH/H/M	0%							
Summary Descriptions of Control Measures Implemented Since MRP Adoption, Other than Full Capture Devices				After taking into account all New or Enhanced (post-MRP) Control Measures	0%	0%	0%	100%
On-land cleanups and enhanced street sweeping have been implemented since adoption of the MRP.								
Assessment Methods for Control Measures Other than Full Capture Devices								
As part of the Town's Long-Term Trash Reduction Plan, we worked collaboratively with other SMCWPPP Permittees to develop our Pilot Trash Assessment Strategy (Strategy), which was submitted to the Water Board in Feb 2014. For areas where control measures other than full capture devices have been implemented, visual on-land trash assessment is the method used to determine the current level of trash in a TMA. Assessments are conducted using a protocol developed by BASMAA member agencies. For each TMA assessed, sites are selected using a probabilistic sample draw to randomly pick sites in a TMA and allow for extrapolation of results within an applicable TMA. Additionally, trash assessment sites may also be targeted to specific streets and properties (these results are not extrapolated). Changes in the level of trash observed via on-land assessments, along with the associated trash generation rates are then used to calculate reductions in trash to-date. The results of the assessments conducted in FY 13-14 are presented below. Additional information on the Strategy, the results of initial assessments, and the method used to calculate % reductions can be found in the Program's FY 13-14 Annual Report								
Summary of Assessment Results To-date				Estimated % Trash Reduction in TMA due to New or Enhanced Post-MRP actions	TMA generates a level of trash that does not adversely affect water quality and therefore no reductions are needed.			
On-land visual assessments were not conducted in this TMA in FY 13-14 and therefore no load reductions associated control measures other than full capture devices are assumed to have occurred. Assessments may be conducted in subsequent years.								
				Estimated % Trash Reduction Jurisdiction-wide due to New or Enhanced Post-MRP actions	-NA-			

C.10.d ► PART C – Estimated Overall Trash Load Reduction

For Population-based Permittees, provide an estimate of the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the estimate on the information presented in C.10.d – Parts A and B and creek/shoreline cleanups not reported in C.10.b.iii. Provide a statement regarding the confidence in the estimate and challenges and/or successes in measuring progress towards the 40% trash reduction target described in provision C.10.

The Total land area treated by these full-trash capture devices is approximately 105 acres. This includes 3 acres of very high trash generation area, [87% of total], 69 acres of high [93% of total], 29 acres of moderate [24% of total], and 4 acres of low trash generation areas identified in the Town's Trash Generation Map.

The estimated trash reduction resulting from installation of full-trash capture devices is 74%. In addition, activities conducted other than full-trash capture devices results in 15% trash reduction. The estimated overall trash reduction from activities conducted since adoption of the MRP is 89%.

Discussion of Trash Reduction Estimate:

The preliminary trash load reduction estimates presented in this section provide the best available estimate of trash reduction from the Town's municipal separate stormwater sewer system (MS4). These estimates were developed consistent with the trash reduction framework developed in collaboration with Water Board staff in 2013-14, and the Pilot SMCWPPP Trash Assessment Strategy submitted to the Water Board in February 2014. All estimates are based on available information collected by the Town, should be considered preliminary at this time, and are subject to revision by Permittees based on additional information on the effectiveness of trash controls, the magnitude and extent of trash control measure implementation, and/or the levels of trash discharged from the Town's MS4.

Trash reduction estimates were based on initial data collection efforts that began in FY 13-14 and utilize the verified levels of baseline trash generation in the Town. Reductions associated with jurisdictional-wide trash control measures, trash full capture devices, other TMA-specific control measures, and trash cleanup events in local creeks and shorelines are included. Reductions associated with jurisdictional-wide actions are based on a combination of data collection and observations applicable to the Town. Reductions associated with trash full capture devices assume that trash generated in areas treated by effectively maintained devices reduce trash to a level of "no adverse impacts" to local water bodies. For control measures other than full capture devices, all reductions estimates are based on empirical observations of current trash levels (i.e., on-land visual assessments) and associated reductions in applicable trash management areas. Reductions associated with creek and shoreline cleanups are based on the amount of trash removed via these cleanups in FY 13-14, in comparison to baseline trash generation in the Town.

Estimated % Trash Reduction due to Jurisdictional-wide Actions	13%
Estimated % Trash Reduction due to Trash Full Capture Devices (All TMAs)	74%
Estimated % Trash Reduction due to Other Control Measures (All TMAs)	2%
SubTotal for Above Actions	89%
Estimated % Trash Reduction due to Creek/Shoreline Cleanups (All TMAs)	0%
Total Estimated % Trash Reduction in FY 13-14	89%

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).

Promotion of HHW drop-off events is done through the Town's newsletter.
 The local Home Depot store and the franchised waste haulers provide a service for disposal of mercury containing devices and other Household Hazardous Wastes (HHW).
 The Town's Building Department also implements the proper handling procedures and requirements for contractor and demolition professionals as required under the Mercury Thermostat Collection Act of 2008.
 Please refer to SMCWPPP's FY 2013/14 Annual Report for details regarding countywide efforts to promote and facilitate collection and recycling of mercury containing devices and equipment at the consumer level through San Mateo County Health Department's Household Hazardous Waste (HHW) Program and Very Small Quantity Generator Business Collection (VSQG) Program.

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.

Please refer to the FY 13-14 SMCWPPP Annual Report for an estimate of the mass of mercury collected through the San Mateo County Health Department's Household Hazardous Waste (HHW) Program and Very Small Quantity Generator Business Collection (VSQG) Program.

Mercury Containing Device/Equipment	Total Amount of Devices Collected	Estimated Mass of Mercury Collected
Fluorescent Lamps ⁶² (linear feet)		
CFLs ⁶³ (each)		
Thermostats ⁶⁴ (each)		
Thermostats (lbs)		
Thermometers (each)		
Switches (lbs)		
Total Mass of Mercury Collected During FY 2013-2014:		

⁶² Only linear fluorescent lamps should be included

⁶³ Only compact fluorescent lamps should be included

⁶⁴ Thermostats can be reported by quantity or by pounds. Whichever unit is used, please avoid double-counting.

- 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 SMCWPPP and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of Program's FY 13-14 Annual Report and March 2014 Integrated Monitoring Report, Parts B and C.

Section 12 - Provision C.12 PCBs Controls

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:

The Town does not have any industrial facilities identified as having PCB related equipment. Inspections at industrial facilities are conducted by the San Mateo County Health Department.

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 SMCWPPP and regional accomplishments for these sub-provisions are included within the C.12 PCBs Controls section of Program's FY 13-14 Annual Report and March 2014 Integrated Monitoring Report, Parts B and C.

Section 13 - Provision C.13 Copper Controls

C.13.a.iii.(2) ► Training, Permitting and Enforcement Activities

(FY 11-12 Annual Report and each Annual Report thereafter) Provide summaries of activities implemented to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction including. :

- Development of BMPs on how to manage the water during and post construction
- Requiring the use of appropriate BMPs when issuing building permits
- Educating installers and operators on appropriate BMPs
- Enforcement actions taken against noncompliance

Town of Colma utilizes the Copper BMP handout developed by BASMAA and SMCWPPP. The BMP handout provides information on how to manage waste generated from cleaning and treating (patination) of copper architectural features, including copper roofs, during construction and post construction. The Town also uses the Countywide Program's stormwater requirements checklist that includes source control BMP measures for architectural copper. This checklist is a required submittal for project approvals, and architectural copper BMP's are made conditions of project approval where applicable.

Town's Engineering and Building Department Staff attended the Construction Site Inspection Workshop and CalBIG meetings for training and updates on the requirements of architectural copper.

No Architectural copper features were installed in the Town. Hence, no violations were noted.

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

No facilities were identified as potential users of copper.

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

Note: There are no reporting requirements in the FY 13-14 Annual Report for Section C.14.

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?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	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: -N/A-				

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

<p>Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:</p> <ul style="list-style-type: none"> • Promote conservation programs • Promote outreach for less toxic pest control and landscape management • Promote use of drought tolerant and native vegetation • Promote outreach messages to encourage appropriate watering/irrigation practices • Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.
<p>Summary:</p> <p>For FY 2013-14, the Town of Colma City Council approved water conservation Incentive Program and allocated \$100,000 in incentives in sewer charges for residents and businesses that conserve and/or save water. The Town's Five-Year CIP Plan adopted in June 2014 includes a project in FY 14-15 to study enhancements to the Town-wide irrigation system for water efficiency.</p> <p>"Colma Green" webpage was developed and updated to promote water conservation and other sustainable practices. Outreach is also done through the Town's newsletter. The Town promoted Calwater's free water conservation kits with water-saving plumbing retrofit fixtures</p> <p>The Town's Water Efficient Landscaping Ordinance requires efficient watering and irrigation practices for new development projects.</p>

Within the Open Space and Conservation Elements of the Town's General Plan, there are policies that address conservation and sustainable development principles. Some of the sections that address these include: Section 5.04.311 – Low Water Use Fixtures (Sustainability), Section 5.04.313 – Groundwater recharge, Section 5.04.312 – Drought tolerant plants, Section 5.04.316 – Implementation of BMP's for new construction, Section 5.04.321 – Watershed protection of Colma Creek, Section 5.04.322 – Watershed enhancement, Section 5.04.341 – flooding, Section 5.04.381 and 382 – Habitat protection.

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 Turbidity⁶⁵ (NTU)	Implemented BMPs & Corrective Actions
None to report										

⁶⁵ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System ⁶⁶														
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L) ⁶⁷	pH (standard units) ⁵²	Discharge Turbidity (Visual) ⁵²	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁶⁸	Inspector arrival time	Responding crew arrival time
None to report														

⁶⁶ This table contains all of the unplanned discharges that occurred in this FY.

⁶⁷ Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges, report all of the data collected.

⁶⁸ Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.