Updates and information on programs and projects at the City of San Carlos.

City Manager

Business Operation Violations
On April 25, 2019 the Building Division received a complaint on cannabis business activity at a commercial building located at 1001 Center Street, with no permits/City approval and a strong noxious odor in the area. (At the time, a Zoning Administration Hearing was scheduled for the business on May 1, 2019.) City inspectors, the Fire Marshal, the Sheriff’s Office and San Mateo County Environmental Health officials coordinated an unannounced site visit, which confirmed the odor and unpermitted operation of the cannabis dispensary.

Multiple violations were revealed, including: laboratory operations without safety equipment; illegal storage and unpermitted use of liquid Hexane; illegal disposal of a clear liquid into the storm drain; and illegal habitation of commercial space as residential. Hexane is a highly toxic, highly flammable liquid hydrocarbon that was used illegally in an open extraction process prior to any permits or approvals being received. There were also numerous electrical, building, plumbing and mechanical code violations.

The building was yellow tagged with direction to obtain an electrical permit, address the electrical hazards, cease cannabis business operations and no longer use the facility for residential purposes. The yellow tag was unlawfully removed from the premises and subsequently reposted by City officials.

As of late last week, the unsafe electrical conditions have been corrected. The applicant is working with San Mateo County Environmental Health for submission, review and approval of a Hazardous Materials Business Plan. A two-page correction notice from the Fire Department remains unaddressed.
City officials plan to meet on Monday, May 20th to review the current status of the dispensary and discuss next steps.

Administrative Services

Here are some quick updates from the Human Resources Division of the Administrative Services Department on recruitments to fill vacant positions at the City.

Open Recruitments
Civil Engineering Assistant – Recruitment closes on May 24th

Recruitments in Process
Facility Attendant (Part-time) – Background check in progress
Recreation Leader I & II (Summer Seasonal) – Background checks in progress

New Hire
Maintenance Worker – New hire starts on May 20th

Upcoming Recruitment
Facility Attendant (Full-time)

City Clerk

Volunteer Expo
The 8th annual San Carlos Volunteer Expo was held on Saturday, May 11th, at the Adult Community Center. 22 local non-profit organizations tabled the event, providing residents with information about their programs and services, discussing available volunteer opportunities and suggesting ways to get involved. Feedback from participating organizations was positive -- many groups found value in signing up interested residents to volunteer, as well as in networking with other organizations. The City looks forward to supporting these local service groups throughout the year and continuing this annual community event.

Commission Recruitment Update
Commission applications were due on May 3rd, however, due to the low number of applications received, the filing deadline for both the Planning and Parks, Recreation and Culture Commissions have been extended to May 31st or upon a receipt of the first 15 applications, whichever occurs first.

The recruitment for the Residential Design Review Committee Member is ongoing.

Below is a table showing the applications received thus far for the above mentioned Commissions and Committee:
<table>
<thead>
<tr>
<th>Commission/Committee</th>
<th># of Seats Available</th>
<th># of Applications Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks, Recreation and Culture Commission</td>
<td>3 Seats</td>
<td>6</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>1 Seat</td>
<td>5</td>
</tr>
<tr>
<td>Residential Design Review Committee</td>
<td>1 Seat</td>
<td>1</td>
</tr>
</tbody>
</table>

Additional recruitment information is available online: [www.cityofsancarlos.org/CurrentOpenings](http://www.cityofsancarlos.org/CurrentOpenings), or by contacting City Clerk Crystal Mui – cmui@cityofsancarlos.org, (650) 802-4219.

**Newly Adopted Ordinance**  
**Ordinance 1546 Circle Star Traffic Signal**

After holding a public hearing on April 22, 2019 to consider amendments to the development standards contained in Ordinance 1230, the City Council, at its May 13th meeting, adopted Ordinance 1546 allowing modifications to the traffic signal for the Circle Star Development located at 1 & 2 Circle Star Way and 1709 Industrial Road.

Any questions relating to this Ordinance should be directed to Lisa Costa Sanders, Principal Planner, at lcostasanders@cityofsancarlos.org.

**Fire**

**Wildfire Preparedness**

As a crucial step to reduce the threat of wildfire, fuels management work has begun on the parks in San Carlos. Goats are an important tool for fuels management as they clear the annual grasses in addition to poison oak. The work generated by the goats makes it much easier to bring in hand crews for the next phase of preparation. The goats arrived in San Carlos on May 13th and will spend at least five days in Eaton Park. After that they will be moving on to the other parks and city lots. The goats will be in San Carlos for a total of 30 days.

Later this summer CalFire hand crews will be brought in along with some large equipment to install perimeter shaded fuel breaks around the City parks.

**Parks & Recreation**

**Funding Received for Meal Program**

The Adult Community Center (ACC) Meal Program was awarded a Community Grant from Sequoia Healthcare District in the amount of $18,000. These funds will be used to offset meal program expenses and provide free meal vouchers to low income seniors. Lunch is served Monday through Thursday and on Friday mornings the ACC hosts a breakfast social.
Music in the Park Summer Concert Series
Our Music in the Park summer concert series will begin on Friday, June 21st and run every Friday from 6:00 p.m. – 8:00 p.m. through August 9th. The concerts are going to be a lot of fun! Pack a picnic dinner and come to Burton Park to enjoy a variety of live music on the outdoor stage.

After receiving feedback from the community, two additional concerts have been added to the series for a total of eight. Also new this year, the Parks and Recreation Foundation of San Carlos will be selling beer and wine at each concert. View the full lineup at:
https://www.cityofsancarlos.org/residents/community-events/music-in-the-park

Police

Commercial Burglary
On April 30th at approximately 6:00 a.m., Deputies responded to Golf Champion located at 1123 Industrial Road on the report of a commercial burglary. Suspects shattered the glass front door and stole approximately $10,000 worth of merchandise. The investigation is ongoing.

Jeff Maltbie, City Manager
jmaltbie@cityofsancarlos.org
600 Elm Street, San Carlos, CA 94070
(650) 802-4228

May 17, 2019