4.24.2020

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

City Manager

Earth Day
We are excited to be celebrating the 50th Anniversary of Earth Day virtually this year. We are holding an Earth Day photo contest and asking residents to post photos to social media by April 30th with #SanCarlosEarthDay and #CityofGoodLiving showing how they are celebrating the planet. The best two submissions will receive $50 and $25 gift card to The Reading Bug and others will be posted to the City website and social media. We are encouraging submissions that include a creative use of recycled materials, show environmentally friendly activities, celebrate San Carlos, and include pets. For more information on the photo contest and at-home Earth Day activity ideas visit cityofsancarlos.org/earthday.

Community Non-Profit Grant Program
Call for Applications Extended Close Date: 06/15/2020 5:00 p.m.
The City has released a Call for Applications seeking qualified community non-profits to receive funding through the Community Non-Profit Grant Program (Grant Program) for Fiscal Year 2020-21. The Grant Program supports community groups and individuals who contribute to the development and well-being of the San Carlos community.

Please visit www.cityofsancarlos.org/NonProfitGrant to view the Call for Applications for additional details on this program and how to apply for grant funding. Questions on this Call for Applications should be directed to Nicole Scott, Senior Management Analyst at nscott@cityofsancarlos.org or (650) 802-4204.
Multi-Unit Housing Smoking Ordinance Enforcement Update

Last week a letter was mailed to all multi-unit housing residents and property owners reminding them of the upcoming enforcement of the City's Multi-Unit Housing Smoking Ordinance. The Ordinance went into effect on May 8, 2019 and enforcement is set to begin on June 8, 2020.

The City is partnering with the San Mateo County Health Department through its Tobacco Prevention Program to enforce the City’s Ordinance. Residents and property owners can reach the County at (650) 573-3777 or tobaccoprevention@smcgov.org for information about quitting smoking, to receive resources and templates to meet ordinance requirements, and to report a violation.

We thank our community for its cooperation in complying with the Ordinance and look forward to assisting in making multi-unit housing a safer, healthier place for all residents. There is additional information on the City’s website at www.cityofsancarlos.org/smoking.

Administrative Services

Here are some quick updates from the Human Resources Division of the Administrative Services Department.

New Hires

- Maintenance Worker – New hire started on March 30th

Finance Update

Maze & Associates, the City's external financial statement auditors, conducted the interim audit from 3/23/2020-4/3/2020. Due to the shelter-in-place order, the audit was conducted entirely remotely. Even amidst the early impacts of the COVID-19 pandemic, the Finance Division was able to provide all the required documentation to the auditors, enabling them to complete their review. We are happy to announce that the auditors did not have any findings. Maze & Associates will return in the fall to conduct the final audit.

Information Technology Update

IT has received the licensing for Microsoft Office 365 and has started the initial process of setting up the Office 365 environment. Office 365 will enable staff to collaborate with internal and external users. During this process we will be migrating from Skype to Teams. The project is expected to last from six to eight weeks.
Community Development

San Carlos & San Mateo County Small Business Grant Program
At its last meeting, the City Council approved the allocation of $112,000 towards a Small Business Grant Program that will help support our local businesses. The application for these grants will open on April 27th at 12:00 noon. In advance of the application opening, businesses are encouraged to familiarize themselves with the eligibility criteria and prepare documents that will be necessary for the application.

Eligibility
Businesses should work with their accountant, bookkeeper, or someone who can help them to determine if they meet the following eligibility requirements:

- Be a for-profit company with at least two employees;
- Since March 31, 2019 the business has had all applicable and required business license(s)/permit(s) or other government-issued registration document(s) as required by the local jurisdiction;
- The business has a primary office, storefront, or business space open to the public and located in San Mateo County and the business has been open for at least one year;
- The business has the equivalent of 10 or fewer full-time employees as of February 15, 2020 OR less than $2.5 million in annual revenue over the past 12 months (March 1, 2019 to February 29, 2020); and
- The business demonstrates a 25% reduction in gross revenue due to COVID-19.

Documents Needed for Application
In advance of the application opening date, businesses should find and scan as much of the accepted evidence of all eligibility requirements as well as 12 months of income/expense documentation. Examples of suitable documents may include:

- Bank Statements
- Current P&L Statements
- IRS or FTB tax returns
- Proof of utility and/or rent/mortgage payments
- Proof of healthcare premiums
- Proof of payroll processing

Additional information and Frequently Asked Questions about this new program may be found at: [https://www.smcstrong.org/smallbusinessgrants](https://www.smcstrong.org/smallbusinessgrants).

Rental Tenant Assistance Program
At its last meeting, the City Council established a Tenant Assistance Program to help renters that have been affected by the COVID-19 pandemic to make payments. Grants of up to $5,000 will be available to San Carlos households earning less than 120% of the county median income (maximum of $164,750 for a household of four). This program will be administered by the local non-profit, Samaritan House. The program is still being developed and an application is not yet available. The City and Samaritan House are working in tandem to get the program ready to accept applications from households soon.
Building Division Update

Since the City Hall closure, the Building Division has continued with plan review, processing permit applications for new projects, and performing “virtual inspections” for essential construction projects as defined under the County of San Mateo’s Shelter-In-Place Order.

Permits for new projects that are not considered essential are on a hold status, but will be ready to be issued when construction restrictions are lifted.

Below are some data points reflective of the current workload since the City Hall closure:

- 157 “Virtual Inspections” performed by the Building Division
- 141 total permit applications received by Public Works, Building Division, and Fire Department combined
- $242,876.70 in fees collected for permit applications received
- 23 new residential project permit applications received by the Building Division

In addition, staff continues to address phone and email inquiries from the public regarding the status of their projects and other questions related to the Shelter-In-Place Order.

Fire

Fire Updates

The Fire Department continues to make necessary adjustments to comply with current health orders while continuing to ensure continuity of service to the community. Currently, all fire crews are being provided three meals a day to eliminate their potential exposure while grocery shopping for food. All crews are maintaining social distancing while in the fire stations. Fire crews are only leaving the fire stations for calls for service or essential business. We have finally reached a point where we have an adequate supply of necessary protective personal equipment (PPE) and the ability to be restocked through County Emergency Medical Services. While a few firefighters have been sick with the flu, no personnel have tested positive for COVID-19 at this time.

In the last week, all Assisted Living Facilities/Skilled Nursing Facilities/In-Home Healthcare locations in San Carlos were given the County’s Handbook to assist those locations with such information as how to obtain PPE, how to correctly use PPE, contact information for additional assistance, and more.

During this challenging time we have been able to hire a new lateral firefighter, Bryan Gamma. He comes to us from Calaveras Consolidated Fire District. Firefighter Gamma started on March 30th and went through a two-week mini-academy where he demonstrated his knowledge, skills, and abilities as a firefighter. Firefighter Gamma is currently assigned to Engine Company 11 in Redwood City.
Retirement
Following more than 30 years of service, Fire Chief Stan Maupin retired with a disability retirement on April 13th. Chief Maupin was instrumental in the successful negotiation and implementation of the San Carlos Fire Services contract and renewal, an innovative approach to providing high-quality fire services while being financially beneficial to both San Carlos and Redwood City. The City of San Carlos is grateful to Stan for his many years of service to the community. Please join us in wishing Stan a very happy and long retirement!

Acting Fire Chief David Pucci is continuing to fill the vacancy.

---

Parks & Recreation

Virtual Youth Center Drop-In!
The San Carlos Youth Center is hosting a virtual Drop-in via Zoom on Tuesday and Thursday afternoons from 3:30 p.m. – 4:10 p.m. Much like our normal drop-in, the Youth Center staff will be running various games and activities during this time with the participants who join us. The kids and staff are thoroughly enjoying their time getting to catch up and visit.

Eggstravaganza a Success
San Carlos Parks & Recreation hosted “Eggstravaganza”, a community-wide Egg Hunt the week of April 6th-12th. Residents were encouraged to decorate egg templates and hang them in the front window of their homes or businesses. Once up, people were able to explore their neighborhood, while practicing social distancing, and count how many decorated eggs they could find the weekend of April 11-12th. We loved seeing all of the eggs pop up all around town!

Caring Cupboard Program Updates
Caring Cupboard is a program operated by San Carlos Service Clubs for Seniors in partnership with the City of San Carlos Adult Community Center. The program is funded in equal efforts by the Lions, Kiwanis, and Rotary Clubs of San Carlos. The program offers a free bag of groceries twice a month, which includes fresh produce and meat to low income San Carlos residents over the age of 50. However, due to the COVID-19 crisis, the age restrictions have been waived and the program has expanded to include any San Carlos resident. In addition, grocery bags are now distributed on a weekly basis. Currently, 44 San Carlos households are being served weekly and staff is working with Second Harvest Food Bank to increase the amount of food available.
COVID-19 Health Order Enforcement Efforts
The San Mateo County Sheriff’s Office continues to educate the public and seek voluntary compliance with the Shelter-in-Place Order (“Order”), social distancing, and face covering protocols. We are continuing to use appropriate discretion to minimize risk and increase safety. A Deputy encountering a violation will request that the persons stop the conduct, prioritizing education first. If this approach is unsuccessful, the Deputy will advise the offending persons that failure to comply with the Order could result in a written warning or citation for the misdemeanor offense. Further, the Deputy can advise that the District Attorney’s Office has formally stated that when a person willfully fails to adhere to the directions of the County Health Orders, criminal charges will be filed.

Any complaints from the public regarding Shelter-in-Place violations should be directed to the non-emergency line of their local law enforcement agency (650-802-4321 in San Carlos). Prior to calling and reporting violations, please consider whether a report is truly necessary.

The COVID-19 health crisis is of such significant magnitude that our responsibility requires us to take reasonable and progressive steps to prevent harm to the communities we serve. The San Mateo County Sheriff’s Office wants to thank everyone for doing their best to follow the County’s Health Orders. Please continue to practice social distancing, limit travel to essential activities, and wear a face covering when outside of the home. We are all in this together and all must do our part to stay healthy and safe.

The entire text of the Health Orders and additional information can be found on the San Mateo County Health website: https://www.smchealth.org/coronavirus.

Arrest – Tampering with a Vehicle and Possession of Burglary Tools
On April 20th at approximately 10:30 p.m., Sheriff’s Deputies responded to the 100 block of Glenn Way on the report of a vehicle tampering in progress. Suspects were seen on security video tampering with vehicles. Deputies arrived on scene as two suspects were exiting the parking lot. The suspects were found in possession of a cordless electric saw, various tools, and a catalytic converter. Both suspects were arrested, and their car was towed for expired registration.

Arrest – 53 Counts of Residential Burglary
After a year-long investigation, San Mateo County Sheriff’s Office detectives, in conjunction with South San Francisco Police detectives, obtained a 5-million-dollar arrest warrant for Francisco Cruz-Ramirez on 53 counts of residential burglary. All of the burglaries had occurred in San Mateo County. During the investigation, detectives seized eight rifles, three shotguns, two handguns, ammunition, a bullet proof vest, and several items of stolen property. Cruz-Ramirez was arrested in Modesto and booked into the Maguire Correctional Facility.
Resuming Fire Station Projects

The Public Works Department notified its contractor and consultant working on the Fire Station No. 13 HVAC Replacement and Fire Station No. 16 Replacement projects, respectively, to temporarily suspend all project activities as a result of the Shelter-in-Place Order. However, under Section 13.f.v.4 of the current Order, construction of Public Works projects is permitted if specifically designated as an Essential Governmental Function by the lead government agency.

With the assistance of the City Attorney, Public Works reviewed the Order and considers these two projects as serving an Essential Governmental Function. Therefore, the City permitted the contractor and consultant to continue project activities beginning Monday, April 20.

The consultant and contractor were required to prepare and submit to the City a COVID-19 safety plan outlining the measures and the protection that will be taken, including practicing safe distancing, to prevent exposure of workers. The consultant or contractor will be required to stop construction if they fail to adhere to these requirements at any time during the work.

San Carlos Modified Bulky Item Collection Program

Due to the COVID-19 pandemic, Recology San Mateo County (“Recology”) has temporarily suspended its On-Call Bulky Item Collection (“BIC”) Program until further notice. However, to meet the needs of our community, the City of San Carlos and Recology are partnering to provide this service during the County’s Shelter-in-Place Order. The City of San Carlos and Recology will be offering a modified BIC program for the residents of San Carlos. This modified program is a drop off rather than pick up service.

Stating on April 20, San Carlos residents interested in the program are to contact Recology Customer Service to schedule a BIC drop off. Instead of leaving the item curbside for pick-up, the resident will bring the items to the City’s Corporation Yard located at 1000 Bransten Road on the date scheduled with Recology. The Corporation Yard will be open for scheduled BIC drop offs between 9:00 a.m. and 1:00 p.m. Monday through Friday. Those coming to drop off items are asked to call the City (650-743-6769 OR 650-743-2987) before coming to ensure staff is available to accept them.

All current Recology BIC guidelines will be observed, however, the City will not accept e-waste at this time. E-waste collection will resume once Recology recommences its regular BIC program.

Residents of Multi-Family Dwellings will not be able to participate in the City program. The property manager coordinates the BIC for the building complex and these events are best handled by the Recology program.

San Carlos Avenue Pedestrian Improvement Project

Construction resumed on the San Carlos Avenue Pedestrian Improvement Project this past week along the frontage of the parking lot of Arundel Elementary School and will continue towards Arundel Road. Construction for this segment is expected to be completed by the end of next week. After this
segment, the contractor will move on to the improvements between Arundel Road and Wellington Drive along San Carlos Avenue.

Over the next few weeks, while the contractor is working on pedestrian improvements towards Wellington Drive, a subcontractor will begin the intersection reconstruction at San Carlos Avenue and Alameda De Las Pulgas with new electrical and traffic signal improvements. During construction, the right turn lane while traveling east on San Carlos Avenue to southbound Alameda De Las Pulgas as well as the right turn lane traveling north on Alameda De Las Pulgas to eastbound San Carlos Avenue, will be closed. These lanes have been shifted and will still allow for turning movement at the intersection of San Carlos Avenue and Alameda De Las Pulgas.

While the intersection reconstruction is in effect, please expect traffic delays and be mindful of the posted signs for any other detours, lane shifts, and lane closures along San Carlos Avenue. Flaggers will also be placed along San Carlos Avenue to direct traffic during this time.