City Manager

Community Engagement Meeting Via Zoom
As a continuation of last year’s conversation, the City hosted a Wildfire Preparedness Community Meeting via Zoom on September 2, 2020. The purpose of the meeting was to provide the community a refresher on our previous wildfire preparedness meeting outcomes, remind the community about wildfire threats and emergency preparedness, and discuss available resources. The meeting was a success, with an attendance of around 50 community members. Participants were able to ask questions and hear the latest updates from Acting Deputy Fire Chief, Chuck Lax and Administrative Sergeant, Jake Trickett.

2019 Meetings. In April 2019, the City held two in-person Wildfire Community Meetings with the goal to inform community members about wildfire threats and preparedness and to gather their ideas and concerns about wildfires and fire safety. Since this was a new topic of discussion, the City hired Peninsula Conflict Resolution Center (PCRC) to facilitate the two meetings and help gather input from our community members on their thoughts regarding fire preparedness and prevention. Approximately 200 participants attended the two meetings, with approximately 80 attendees at the first meeting and 120 at the second meeting. The meeting was followed by a Wildfire Preparedness manual, which was mailed to all residences and is available on the City’s website.

San Carlos, like many other communities is not immune to wildfire threat. It is important to regularly discuss emergency preparedness to make sure our community is ready for wildfire events. We appreciate all those who participated for taking an active interest in educating themselves about this issue. As a City, we strive to generate discussion and promote community engagement.
regardless of the circumstances and we appreciate everyone’s flexibility in joining us this year via Zoom.

All meeting recordings are posted to the City website www.cityofsancarlos.org/wildfire along with a Frequently Asked Question document compiling common questions asked about wildfire preparedness.

**Climate Mitigation and Adaptation Plan Timeline Update**

The City is in the process of developing a new Climate Mitigation and Adaptation Plan (“CMAP”) that will set greenhouse gas (“GHG”) reduction targets for 2030 and 2050 and identify strategies to meet the new targets and adapt to the impacts of climate change. This update is intended to provide the schedule for CMAP development.

**CMAP Timeline.**

- Technical analysis. Extensive analysis of GHG emissions and vulnerabilities to climate hazards began in February 2020 and was completed in September 2020.

- Initial Community Outreach. The first round of community outreach, including presentations to commissions, a discussion with high school students, and two community Climate Action Workshops with 35 and 32 attendees each was completed in October.

- Draft GHG reduction strategies. Based on research and our initial outreach efforts, we will draft mitigation and adaptation options by December 2020.

- Second Round of Community Outreach. We will conduct another round of outreach to discuss draft GHG reduction strategies in January 2021.

- Quantified list of strategies. Based on the feedback from January 2021 outreach, we will develop a quantified list of strategies by February 2021 that can be presented to commissions, stakeholders, and community members. We will also provide an update to Council on our progress by March 2021.

- Draft Plan. Develop a draft plan and present it to commissions, stakeholders, and community members for input in March-April 2021.

- Council Review. The draft CMAP will be ready for Council review in May 2021.


To learn more about the CMAP project visit: cityofsancarlos.org/climate

**Census Outreach**

San Carlos City staff partnered with San Mateo County and the Neighbors Helping Neighbors volunteer group to conduct census outreach as part of a last push to encourage residents to be counted. On Saturday, September 19, 18 volunteers went door to door in the residential areas surrounding the downtown to hand out census information and encourage residents to participate. Canvassers roughly covered the area between Cedar St., Laurel St., F St., and Belmont Ave.
Getting an accurate census count is crucial to secure funding for vital community services and to ensure voter representation. San Carlos is proud to have the highest return rate in San Mateo County with 85%. The deadline to fill out the census has been extended to October 5, however this date is still subject to change.

Administrative Services

Here is a quick update from the Human Resources Division of the Administrative Services Department on a recruitment to fill a vacant position at the City.

Open Recruitments

- Associate Planner (Community Development) – Recruitment closes on October 9th

Tyler Technologies Security Breach

San Carlos contracts with Tyler Technologies, Inc. ("Tyler") to provide the financial software, MUNIS, used by the City. Early in the morning on Wednesday, September 23, 2020, Tyler became aware that an unauthorized intruder had disrupted access to some of its internal systems. Upon this discovery, and out of an abundance of caution, Tyler shut down points of access to external systems and immediately began investigating and remediating the problem. That same morning, the company engaged outside IT security and forensics experts to conduct a detailed review and help us securely restore affected equipment. Tyler implemented targeted monitoring to supplement the monitoring systems already in place, and notified law enforcement. Tyler confirmed that the malicious software the intruder used was ransomware. Tyler also notified us that based on the evidence available to-date, all indications are that the impact of this incident was directed at Tyler’s internal corporate network and phone systems. The environment where software is hosted for clients is separate and segregated from their internal corporate environment.

On Friday, September 25, 2020 at 10:54 p.m., the City received an email notification that some of Tyler’s customers reported suspicious logins. The IT Division subsequently changed the password to the MUNIS support account. Tyler support is only able to access the City’s system when staff initiates the request and is not able to access the system remotely. The City’s IT Division has done an extensive review and no internal systems have been breached.

Microsoft Teams Rollout

Effective October 1, 2020 as part of our migration to Microsoft Office 365, the City has implemented Microsoft Teams. This will greatly improve collaboration between departments and support employees who are working remotely. Microsoft Teams provides a unified conversation platform where team members can have an open chat, voice, and video calls with optimal call quality and collaboration through content sharing. Teams is a single product that also offers a complete meeting solution, supporting sharing, voice, and video conferencing, allowing users to meet from anywhere. Users can use Teams for all types of meetings—spontaneous or scheduled, formal or informal—with
internal and external participants. It also allows users to share and edit
documents together in real time.

City Clerk

The following Ordinances have recently been adopted:

Ordinance 1562 – Amending Traffic Impact Fee
After holding a public hearing on September 14th, the City Council adopted
Ordinance 1562 on September 28th updating the Traffic Impact Fee from
$3,052 to $6,196 per trip, adjusted annually based on the Construction Cost
Index published by the Engineering News Record.

Questions relating to this Ordinance should be directed to Grace Le, City
Engineer, at gle@cityofsancarlos.org.

Ordinance 1563 – Electric Vehicle Charging Stations
After holding a public hearing on September 14th, the City Council adopted
Ordinance 1563 on September 28th to provide an expedited, streamlined
permitting process for electric vehicle charging stations.

Questions relating to this Ordinance should be directed to Chris Valley, Building
Official, at cvalley@cityofsancarlos.org.

Community Development

Grant Award Received
On April 13, 2020, Council adopted a resolution authorizing the application and
receipt of funds for the Local Government Planning Support Grants Program
("LEAP") from the State of California Housing and Community Development
Department ("Department"). In the 2019-20 Budget Act, Governor Newsom
allocated $250 million for all regions, cities, and counties to do their part by
prioritizing planning activities that accelerate housing production to meet
identified needs of every community. With this allocation, the Department
established LEAP with $119 million for cities and counties. LEAP provides one-
time grant funding to cities and counties to update their planning documents
and implement process improvements that will facilitate the acceleration of
housing production and help local governments prepare for their 6th cycle
RHNA, much like Senate Bill ("SB") 2 Planning Grants Program (PGP). LEAP
also provides noncompetitive, over-the-counter grants complemented with
technical assistance.

On September 28, 2020, the City received an award letter dated September
22, 2020 from the Department announcing LEAP funding approval. The
Department determined the application submitted in response to the Notice of
Funding Availability released on January 27, 2020 met the program
requirements. The letter constitutes a conditional commitment of an award in the amount of $150,000.

The funds will be used for the San Carlos Housing 2040 project, which is a focused update to the City’s General Plan to address housing issues. This LEAP funding of $150,000 will be combined with the $160,000 of SB 2 funding the City previously received to offset the City’s General Fund costs for the overall project. The Department will be working with City staff to initiate the process of preparing the Standard Agreement for fund distribution. The LEAP Grant reflects the state’s commitment to work in partnership with local governments to address California’s critical housing needs.

Looking Ahead at the Regional Housing Needs Allocation (“RHNA”)

Conclusively, there’s widespread agreement that we need significantly more housing opportunities throughout the State of California, including our own Bay Area region.

RHNA is part of a state mandate that requires all municipalities in California to plan for the housing needs of our residents, regardless of income. This state mandate has been in place for 50 years. The State Department of Housing and Community Development (“HCD”) determines the RHNA, or new housing units needed in each of the State’s regions. For the nine-county Bay Area region, which is governed by ABAG (Association of Bay Area Governments), this amounts to a total of **441,176 new homes** that municipalities in the Bay Area must plan for in 2023 to 2031.

To determine how 441,176 new units are allocated across our region, a Housing Methodology Committee was established to make a recommendation on the preferred methodology used to distribute the units to each city, town, and county. On September 18, 2020, the Housing Methodology Committee made its recommendation that San Mateo County should plan for 48,440 new units. The portion for San Carlos, if officially adopted, would be **2,390 new units, a 301% increase** from the previous RHNA cycle.

### Regional Housing Needs Allocation

<table>
<thead>
<tr>
<th>Income Level</th>
<th>RHNA 5 (2015-2023)</th>
<th>RHNA 6 (2023-2031)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Previous)</td>
<td>(Proposed/Draft)</td>
</tr>
<tr>
<td>Very Low</td>
<td>195</td>
<td>650</td>
</tr>
<tr>
<td>Low</td>
<td>107</td>
<td>370</td>
</tr>
<tr>
<td>Moderate</td>
<td>111</td>
<td>380</td>
</tr>
<tr>
<td>Above Moderate (i.e. Market Rate)</td>
<td>183</td>
<td>990</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>596</strong></td>
<td><strong>2,390</strong></td>
</tr>
</tbody>
</table>

On October 15, 2020, the ABAG Executive Board will consider the Housing Methodology Committee’s recommendation. Once approved, the proposed methodology will be released for public comment with all public comments considered by the Board in December 2020.
Thereafter, ABAG will present its adopted Draft RHNA Methodology to HCD for review and approval. Following the State’s action, ABAG will adopt a final methodology and issue draft allocations to each county and city in the Bay Area region in spring 2021.

The City’s Focused General Plan Update, which includes updates to the City’s Land Use, Housing, and Environmental Safety Elements, will be addressing the official RHNA numbers in the Housing Element. Accordingly, much community conversation will focus on: where new units should be located; proposed land use policies; and development standards would reflect the preferred options for where and how new units should be located in San Carlos.

Ultimately, the Focused General Plan Update will be considered by the Planning Commission with a recommendation to the City Council for adoption. The Focused General Plan is targeted for completion by fall 2022. However, the Housing Element itself must be submitted to HCD for certification.

For more information, please contact Al Savay, Community Development Department Director, at asavay@cityofsancarlos.org

Tree Removal – Chestnut Street
The Planning Division is anticipating an application for removal of a large Coastal Redwood located at the multi-family building at 1456 San Carlos Avenue (corner of San Carlos Avenue and Chestnut Street). The tree itself is located on Chestnut Street. The City’s arborist found that this tree has an invasive fungus species that can cause decay and tree failure. The arborist also noted that failure of the tree would cause significant to severe damage were it to fall. Notice will be sent to neighbors within a 300’ radius once the application is submitted.

1101 San Carlos Avenue – Drake’s Restaurant
The Community Development Department has received an application for a tenant improvement at 1101 San Carlos Avenue (the Drake Building). The proposal is for a restaurant, Drake’s, which includes interior changes as well as some minor exterior alterations. As this property is considered historic, review will be done in conjunction with the City’s historic consultant to ensure that any changes are consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. The business owner plans to serve breakfast, brunch, bites and craft cocktails, and to incorporate classic dishes from past San Carlos restaurants such as Vic’s and the Depot Cafe.

Fire

Wildfire Update
The 2020 wildland fire season is in full swing. We have had several X-Team deployments this year. Engine 12 (E12) returned recently from a deployment that started at the Creek Fire on September 19th, was then reassigned to the Castle Fire, and finished up at the Glass Fire. While at these fires, E12 was involved in structure protection, tactical patrol, mop up operations, coordinating helicopter drops, constructing fire lines and hiking 10+ miles to extinguish hot spots. All personnel are healthy and at home for some rest with their families.
Fuel Reduction
We have just completed the 1st phase of fuel reduction in Eaton Park and Big Canyon Park. Goats dined on our parks for four weeks and left town on September 28th. We have hand crews working in Big Canyon Park. Following the hand crews, a masticator will grind up the debris piles. The project will be completed in November. We have also scheduled a different contractor to remove vegetation on a small City parcel between Leslie Drive and Brittan Ave.

Parks & Recreation

Playground Update
The California Department of Public Health ("CDPH") released new guidance for reopening playgrounds. We understand everyone is eager to visit our playgrounds, but we are working on our plan to reopen safely in the coming weeks. Some of the newly released measures we will need to develop include:

- Determining the maximum number of people allowed at one time for each of our playgrounds
- Developing and posting new signs
- Designating waiting areas and marking spaces within playgrounds for safe social distancing
- Establishing equipment cleaning procedures

Information is available on CDPH’s website (http://bit.ly/CDPHPlayground), including the new requirements that all visitors must comply with when visiting one of our playgrounds. We encourage residents to become familiar with these new guidelines.

We want to extend our appreciation for everyone’s patience as we put a plan in place that best serves the health and safety of our community. We will inform the public when we are ready to open.

Basketball Courts Reopening Today
All outdoor basketball courts in our parks have reopened. Courts include Burton, Hillcrest, Cedar, Crestview and Laureola. All courts have posted rules that users must follow, under the guidance of the San Mateo County Public Health Order, including the wearing of masks, no pickup games and no shared equipment with people outside of your household. Please see the guidelines attached to the end of this newsletter.

Police

ARREST – Active Warrants, Possession of Controlled Substance, Suspended License
On September 24th at approximately 10:15 p.m., deputies conducted a traffic stop on the 1700 block of El Camino Real in San Carlos. A records check of the suspect revealed four active misdemeanor warrants for his arrest. He was
also driving with a suspended driver license and in possession of a loaded methamphetamine pipe. The suspect was placed under arrest.

**ARREST – Parole Violation, Possession of Drug Paraphernalia**

On September 28th at approximately 10:30 a.m., deputies responded to the 1000 block of Montgomery Street on the report of a suspicious person going into the backyards of multiple residences. Deputies located and detained the suspect who was found to be on parole for burglary and other thefts. During a search of his property, deputies located a used methamphetamine pipe. The suspect was placed under arrest. The News Release is at the link below.

[https://www.smcsheriff.com/sites/default/files/articles/Press%20Release%2020-07324%20PC%203056.pdf](https://www.smcsheriff.com/sites/default/files/articles/Press%20Release%2020-07324%20PC%203056.pdf)

**ARREST – Assault with a Deadly Weapon, Discharge Firearm, Felon in Possession of a Firearm**

On September 28th at approximately 5:45 p.m., deputies responded to the 1100 block of Laurel Street on the report of a shooting. The victim had gone to the suspect’s apartment to confront the residents regarding an ongoing dispute. At one point during the argument, the suspect pointed a handgun at the victim and fired one shot, narrowly missing him. The suspect was arrested and booked into the Maguire Correctional Facility. The News Release is at the link below.

**BASKETBALL COURT GUIDELINES**

- **NO PICK-UP GAMES** (1 ON 1, 3 ON 3, ETC.)
- **SHOOTAROUND** ACTIVITIES ONLY (AROUND THE WORLD, HORSE, ETC.)
- **MAINTAIN 6 FT OF SOCIAL DISTANCE AT ALL TIMES**
- **NO SHARED EQUIPMENT**

- **MASKS/FACE COVERINGS** must be worn upon entry and at all times during play.

- **Do not use basketball court if you are experiencing fever or flu like symptoms.**

Please adhere to the posted safety guidelines and keep our community safe.