



City Council Newsletter

From the Office of the City Manager

City Manager's Office

The City Council newsletter is an ongoing publication to better communicate updates on the work behind the scenes, across City Departments, to our City Council. The newsletter is organized by Department. Please note that this newsletter is a snapshot of projects and programs and does not encompass all of the wide-reaching work occurring in our City organization. For more information, please contact the City Manager's Office at (650) 991-8127.

Census 2020 Updates

Local recruiting for census jobs is in good shape, reaching nearly 79% of the Census Bureau's recruitment goal for San Mateo County, placing us ahead of Marin, San Francisco and Solano. Many jobs are still available and residents are encouraged to apply online at www.2020census.gov/jobs. Trainings for new census workers are scheduled at City facilities and Seton Medical Center starting in early March. The City is offering its facilities at no charge.

The Countywide Census Steering Committee and the Complete Count Committee are now meeting monthly through census season so that funded partners can share their efforts, with the most recent meeting on February 18. Important updates include:

- Group Quarters Enumeration by the Census Bureau will take place from April to June and will count people living in group homes, in-patient hospice care facilities and skilled nursing homes, residential treatment facilities, colleges/university/seminary student housing and religious living quarters, correctional facilities, hospitals, workers' group living quarters, job corps centers or vocational training facilities and service-based group quarters (soup kitchens, emergency/transitional shelters, mobile food vans and non-sheltered outdoor locations).
- Ombudsman Services of San Mateo County Inc will also target residents of long term care facilities with goals of reaching over 800 people face-to-face, 10,000 residents and 2,000 long term care staff that live both on and off site.
- The Census Bureau will provide mobile questionnaire assistance from late March through end of July that will include trained workers with LTE-enabled iPads at public events or locations in hard-to-count areas to answer questions and help residents answer their census on the spot.
- The County is conducting two direct mail campaigns to hard-to-count populations: (1) 65,000 households receiving MediCal, which represents 23% of the County population, and (2) foster families.



CalRecycle Annual Call and Site Visit Planning

Daly City's recycling and landfill diversion programs are reviewed every year by the State's Department of Resources Recycling and Recovery, or CalRecycle. This spring, CalRecycle is reviewing 2019 programs related to government operations, recycling of Construction & Demolition (C&D) debris, and compliance with the State's Mandatory Commercial Recycling law (AB341) and Mandatory Commercial Organics Recycling law (AB1826). City Manager's Office and Building Division staff as well as Republic Services participated in the call. A followup site visit will occur at the end of March. CalRecycle sets diversion rate targets for every jurisdiction in the State. According to the most recent data available in 2018, Daly City sent approximately 2.9 pounds per person per day to the landfill, which was slightly higher than CalRecycle's Daly City target of 2.6 pounds per person per day — one of the lowest targets in the State! Only two other cities in San Mateo County reported lower rates in 2018, with East Palo Alto and Foster City at 2.6 pounds per person per day. CalRecycle reported that the total statewide average was 5.2 pounds per person per day in the latest published data in 2017.

Department of Water & Wastewater Resources

Administration

Vista Grande Drainage Basin Improvement Project

On February 4, the City Council Water Committee of Mayor Glenn Sylvester and Vice Mayor Juslyn Manalo, met and reviewed an update to the Vista Grande Drainage Basin Improvement Project by City staff. City Manager Shawna Maltbie, DWWR Director Thomas Piccolotti, City Attorney Rose Zimmerman, DWWR Manager Joshua Cosgrove and Financial Consultants John Farnkopf and Rick Simonson provided important and critical updates and milestones of the project including the draft 100% Engineer's Design, environmental permit status and financing opportunities. The committee and staff discussed the progress of the project and its positive impacts and regional benefits such as alleviating the risk of major floods and enhancing the environment of Lake Merced.



Collection System

Abandoned Lateral on Canterbury Avenue

Collection Division staff removed an abandoned service connection (lateral) on the one hundred block of Canterbury that had caused a mainline blockage due to root intrusion. Many areas of the city have abandoned or never used connections to the mainline that were installed when the sewer main was first constructed for future use. Over the years, roots seeking water enter the sewer infrastructure through these connections and cause problems. The photos show root



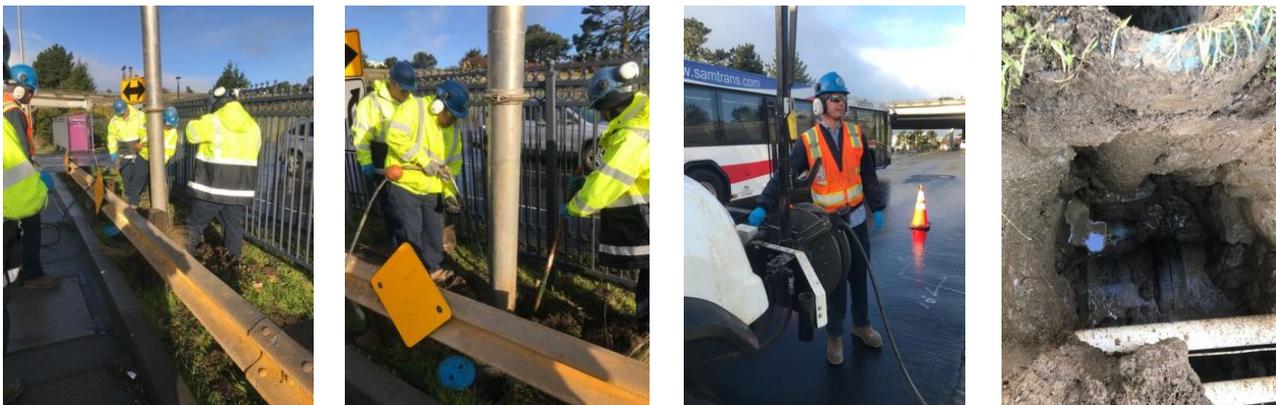
growth inside the lateral after the piece of pipe connecting to the mainline was removed and the new piece of PVC pipe put in place with the lateral capped, which eliminated the problem.



Distribution System

Locating Tee Configuration

Distribution crews exposed and identified the Tee configuration for a future repositioning of the existing 12-inch AC main at the intersection of Southgate Ave and Callan Blvd.



Environmental Compliance

Construction on Southgate Avenue

Staff is encouraged when driving by a construction site and seeing proper Best Management Practices (BMPs) incorporated, like in the pictured residential remodel that required excavation. The stockpile of dirt is covered with a tarp to prevent dispersion by rain and wind. The tarp is secured by large paving stones. The stockpile is then surrounded by straw wattles that trap any dirt that should happen to escape the coverage.



Operations

Measuring Digester Gas Quality

Plant Operator II Anh Dao is using a specialized instrument to measure digester gas for carbon dioxide (CO2). The Fyrite fluid inside the instrument absorbs the carbon dioxide and the absorption rate determines the amount of CO2. If the CO2 is at 35%, we know the methane quality is approximately 64% which makes it burnable and usable to fuel our boiler system. Measuring the gas quality daily is also another way of determining the quality of the sludge producing the gas.



Plant & Equipment Maintenance

Sludge Gas Booster #2 Electrical Repair

Plant & Equipment Maintenance Electricians Mark Blackman and Austin Woo are repairing the motor control center (MCC) for the Sludge Gas Booster #2 at the Wastewater Treatment Plant. The equipment was not working, and maintenance staff determined that there were no mechanical problems causing the non-operation. Mark and Austin were sent to perform electrical troubleshooting inside the MCC and after inspecting it, they found a blown fuse. They replaced the fuse, the equipment began working correctly and it was put back into operation.



Department of Public Works

Fiscal Accountability – Lucity Systems



The Public Works Department utilizes asset management software Lucity for infrastructure asset management and maintenance work orders. In overseeing maintenance of the City’s parks, streets, vehicle fleet, building facilities and more, Public Works pulls from various resources to continually improve and maintain our community’s

infrastructure. Lucity assists the department by helping quantify staff, equipment, material and other resources attributed to maintenance activities. This information is then used to perform maintenance cost analysis and to prepare for future capital investments in the City’s infrastructure. In some cases, Lucity work orders help analyze costs to perform services such as curb painting, drain inlet cleaning or landscape maintenance at an



exact location or on a particular asset. In the future, this information can be used to plan maintenance activities more effectively and to better allocate their costs to the appropriate general fund, enterprise fund, assessment district (such as Linda Vista and Bay Ridge in the photo) or other funding source.

Vision Zero Action Plan



The Public Works Department has been working on the draft Vision Zero Action Plan and is entering the final stages. The Action Plan is based on crash analysis and feedback from the stakeholder workshop held in May 2019, and sets a longterm goal to eliminate traffic fatalities and serious injuries on the City’s street network. Public Works was recently invited to present Daly City’s Vision Zero efforts to the Council of Cities meeting on January 31 as Vision Zero interest grows across

the County. The draft Action Plan will be circulated to stakeholders for review and comment at the end of February, and a webinar to review the comments will be scheduled for early March. Staff is expected to bring the final Vision Zero Action Plan to City Council for adoption in late March or April.

Grant to Re-Time Daly City Traffic Signals

The Metropolitan Transportation Commission (MTC) administers the Program for Arterial System Synchronization (PASS), which provides technical assistance to Bay Area agencies to improve the safety and efficiency of arterials in the region. In October 2019, staff applied to PASS for assistance to retime traffic signals along John Daly Blvd, Junipero Serra Blvd, Serramonte Blvd, Gellert Blvd and Hickey Blvd, some of Daly City’s busiest corridors. The grant will cover \$84,728 of the consultant’s cost and the City’s local match will be \$17,973. The consultant will be collecting data and evaluating traffic conditions in the spring and summer. New signal timing plans for the weekday AM, midday and PM peaks and weekend midday peaks are expected to be implemented in Fall 2020. The City’s new traffic signal management system (to be completed in Spring 2020) will be utilized to install the new timing plans. Also, as part of the signal retiming project, controller settings will be reviewed to improve pedestrian and bicyclist crossings at the signalized intersections.



ADA Self Evaluation and Transition Plan



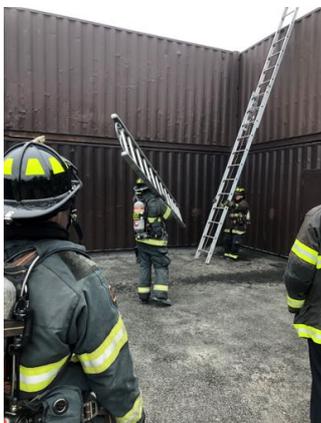
The Public Works Department has been working with MIG Consultants to update the City’s ADA Self-Evaluation and Transition Plan. The previous plan was prepared in 1992 and is outdated. An updated Self-Evaluation and Transition Plan will include a comprehensive analysis of all City-owned buildings, parking lots, public right-of-way and intersections. The Plan will include barrier removal cost estimates for long-term financial planning and serve as a guidance document for the City to continue meeting Federal and State ADA standards. The consultant has completed their evaluations of City facilities that are accessible to the public and inspections in the City’s right-of-way. The public draft of the ADA Self-Evaluation and Transition Plan has been posted for public review and comment on the City’s website [at this link](#). The deadline to submit comments is Friday, March 6.

An informational update will be presented to City Council at the February 24 City Council Meeting and the City will hold a second Focus Group meeting with stakeholders on Wednesday, February 26, to discuss the progress of the project and provide input on the draft document.

North County Fire Authority (NCFA)

New Recruit Fire Academy Update

The Recruit Fire Academy is in its third week of training. They have done Hose & Ladder Evolutions, Fire Behavior lectures, Fire Prevention training, practiced rescue techniques and worked on knots & ropes training.



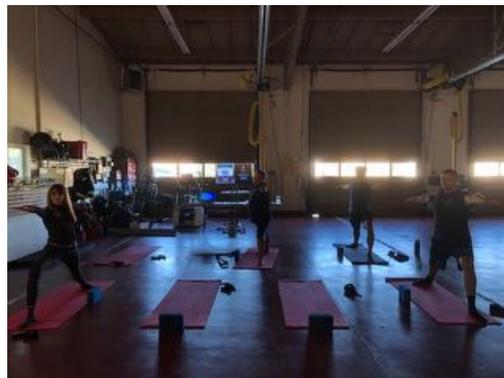
Fire Response

NCFA responded to numerous fires recently. A subsequent arrest was made.



Fire-Flex Yoga

NCFA crews participated in Fire-Flex Yoga Training as part of Physical and Mental Health Conditioning to prevent injuries. Crews had positive comments about the Yoga Training.



Complex Incident Management Course

On February 8, Deputy Fire Chief Bravo was part of the Complex Incident Management Course (CIMC), a class required for Incident Management Teams to be classified as a Type 1 Team, which is the highest level.



Police Department

The Police Department responds to an array of incidences and crime in Daly City. This section will highlight only some of the most notable, recent cases. Did you know that PD publishes the *Crime Alert and Community Update Bulletin* online each week? Past issues are available on the PD website and are regularly posted to NextDoor.

Daly City – Citizen’s Police Academy



The 8-week long Citizen’s Police Academy started on February 6. There were 17 “recruits” in attendance for this first academy that meets three hours weekly on Thursday nights. Each week, different department instructors teach the recruits about all aspects of law enforcement. Lesson plans include recruitment/hiring, laws, search and seizure, patrol operations, investigations, defensive tactics, firearms, use of force and related simulators, and demonstrations from police

resources. The recruits are engaged and encouraged to participate to get a firsthand perspective of some of the requirements and expectations of officers. Additionally, each recruit is encouraged to participate in a ride-along so the information they are being taught is relevant.

Childcare was provided and taken advantage of by a few attendees. Feedback has been extremely positive from all in attendance after the first two weeks!

Arrest of Robbery Suspect



On February 4, an elderly Daly City female resident was returning home and was the victim of a purse-snatch home invasion robbery by several suspects while in her garage. Shortly after, another robbery occurred a short distance away in San Francisco, where some of our victim’s property was discarded. Surveillance video was obtained from neighboring homes as well as from a passing street sweeper. The suspect vehicle was determined to be a white, newer model, Volvo XC60,

with distinctive paper plates.

Video of the Daly City home invasion [can be viewed online](#).

Daly City Police Detectives looked into the distinctive paper license plates and learned that there had been a recent vehicle theft from a dealership in the East Bay. The vehicle was equipped with a GPS tracking system, which led detectives to the vehicle in Oakland. On February 6, Daly City Detectives conducted an extensive surveillance operation on the stolen vehicle and suspects



with the assistance of Oakland PD Investigators, Special Agents and an Air Support Unit. All three suspects were arrested but denied any involvement in the Daly City home invasion.

During the course of the investigation, Detectives learned the suspect vehicle was involved in numerous other robberies within the Bay Area. Detectives obtained cell phone data, putting one of the suspects at the scene of the vehicle theft in Walnut Creek, as well as robberies in Daly City, Berkeley, Oakland and San Francisco. While arrests have been made, there is a significant amount of work to be done to link all three suspects to the robberies, as well as identify the fourth suspect. Great investigative work by detectives!

Arrest of Vehicle Burglary Suspect

On January 31, officers took three vehicle burglary cases in the span of approximately 30 minutes from three different locations on the western side of the city. Officers were able to locate surveillance video that captured the suspect and vehicle, which had a temporary license plate. Through investigation, officers and the Crime Suppression Unit located a possible suspect. They conducted an apprehension mission and located the suspect the same day. The suspect confessed and was ultimately connected to multiple auto burglaries on the Peninsula and around the Bay. Great investigative teamwork led to the apprehension of a suspect committing crimes that often go unsolved across the Bay Area.



Philippine Exchange Training Program



From January 24 to February 7, Captain Gamez and Lieutenant Fox participated in the Philippine Exchange Training Program through the Filipino American Law Enforcement Officers

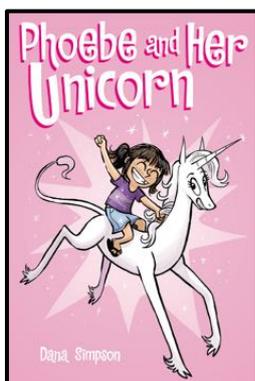


Association. The training mission focused on community policing, bicycle patrol training and basic life support. The team visited police stations in Tondo, Manila and Quezon City. Much of the trip was focused on humanitarian efforts, bringing school supplies, sports equipment, medical supplies and cash scholarships to children in some of the most impoverished areas surrounding metro Manila. These areas included Tondo, Taguig and Pampanga. Between donations obtained from Captain Gamez and a generous contribution from the Daly City Police Officers Association, we were able to present \$2,300 in aid to deserving students as well as cash awards for teacher supply funds. Once again, the experience was both humbling and gratifying for the Captain and Lieutenant who will soon start fundraising for next year's trip.



Department of Library & Recreation Services

Award-winning Author Dana Simpson to Visit Libraries



Award-winning cartoonist, writer and illustrator Dana Simpson will be at the John Daly Library to talk about her books and teach aspiring young artists some of the basics of comics creation. Simpson first caught the eyes of devoted comics readers with the internet strip *Ozy and Millie*. She has since published eight *Phoebe and Her Unicorn* book collections, and her work has appeared on the New York Times bestseller list.

Books will be available for purchase (and autographing) at the event.

John Daly Library, 134 Hillside Blvd, Daly City
 Wednesday, March 4 from 6:00 to 7:30 pm

This event is part of the month-long Peninsula Libraries Comic Arts Fest, a celebration of the importance of comics, both as an art form and as valid literature. Libraries and schools will be hosting author visits, workshops and comics-related programs throughout the County.



New Public Computers Coming Soon



The Library provides residents with access to computers with high speed internet and Microsoft Office productivity software. Among the four libraries, there are 63 public computers. Use of these computers is automatically timed to ensure equitable access. Each library card holder may use the computers for an hour at a time, and up to three hours total per day. Those without library cards may receive a guest pass.

These computers are relied upon by residents for a variety of purposes, including applying for jobs, searching for housing, completing immigration and other government forms, taking online courses, conducting research for school and writing school reports. Last fiscal year, community members used these computers for a cumulative total of 30,355 hours.

Our current computers were installed in May 2012 and are past their expected end-of-life. Since they were purchased, library patrons have enjoyed well over half a million sessions on them. They have become slower, less reliable and more prone to technical issues over time. With a generous grant from the Carl Gellert and Celia Berta Gellert Foundation and money from the Library’s small donations and book sale funds, new computers have been purchased. Library staff are busy configuring the new computers and rolling them out for the eager public to use. Look for them soon at your neighborhood library.

Lucky Day Collection Launched at Serramonte Library

The Daly City Public Library raised funds to establish a “Lucky Day” collection at the Serramonte Main Library. The collection was recently launched and the funds are being used to build up a stock of extra copies of high demand items that are not eligible for holds or renewals. This collection serves visitors to the library who like to browse and increases the likelihood that they will find something appealing.



Tax Forms Available at the Library



Based on the high volume of requests, one might think tax time is a favorite of our residents. All four Daly City libraries carry common state and federal tax forms and booklets, though 540 booklets have been delayed by the Franchise Tax Board until later this month.



DCPLA Annual St. Patrick's Day Luncheon

The Daly City Public Library Associates will be holding their 8th Annual St. Patrick's Day Luncheon at the Colma Community Center on Thursday, March 12 from 11:30am to 1:30pm for DCPLA members, donors and sponsors. As always, it will be a lovely traditional Irish lunch of corned beef, cabbage and potatoes, as well as a chance to enjoy music, dancing, speakers and the company of your fellow Daly City Public Library supporters.



Lincoln Park Community Center Staff in the News



Recreation Coordinator Angelo Ignacio was featured in an article in the Inquirer. Angelo works at the Lincoln Park Community Center and, among other things, coordinates the Congregate Nutrition Program at the site. Angelo is a great cook in his own right and likes to prepare special meals at the center to commemorate special occasions.

Angelo is a longtime Recreation Division employee – 2020 marks his 14th year. [The complete article is available online.](#)

Upcoming Events

Wed., February 19 – **Paws for Tales** – Westlake Library – 4:30pm

Saturday, February 22 – **Annual Crab Feed** – Café Doelger – 12 noon

Monday, February 24 – **Cybersecurity Basics** – John Daly Library – 4:00pm

Tuesday, February 25 – **Coder Dojo** – Serramonte Main Library – 6:00pm

Wed., February 26 – **The Zone: Pipe Cleaner Tower Challenge** – Westlake Library – 2:00pm

Wed., February 26 – **IDEA Lab: Color-Changing Slime** – Serramonte Main Library – 3:30pm

Thursday, February 27 – **The Zone: Origami Eye** – Westlake Library – 3:00pm

Friday, February 28 – **Family Crafternoon** – John Daly Library – 4:00pm

Wed., March 4 – **Author Dana Simpson** – John Daly Library – 6:00pm



Department of Human Resources

Recruitment and Retention Efforts

During this period staff administered the following examinations:

1. Police Officer/Trainee Interviews
2. Street Maintenance Worker I/II Written Exam
3. Office Assistant I/II Oral Exam
4. Public Works Maintenance Supervisor Interviews
5. Police (VTTF & NTF) Interviews
6. HR Specialist Interviews
7. Water/Wastewater Operator-in-Training Oral Exam

Training and Development

Employees participated in the following trainings:

- February 11 & 12: Effective Public Speaking
- February 12: Introduction to Public Sector Employment
- February 13: Management Guide to Public Sector Labor Relations

Benefits

Vision Reimbursement:

To all full-time regular employees,

This is a friendly reminder that there are only a couple more weeks left in 2019 if you wish to take advantage of our Vision Reimbursement Benefit. Please note, this is separate from the Voluntary Vision Benefit provided by Superior Vision.

The Vision Reimbursement Form can be found [here](#) or on our [Commonly Used Forms page](#) (second link available on Fognet intranet site only). To help our Green Initiative, please try to utilize the Seamless Doc link or email a soft copy of the form to avoid printing paper.

Please ensure that if you incurred a lens, frame and/or contacts expense in 2019, that you **submit it to HR by March 31, 2020**. Anything submitted after March 31 with a purchase date in 2019 will not be reimbursed.

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