



**San Carlos City Council/Successor Agency to the  
Redevelopment Agency/Housing Authority Special Meeting  
Council Chambers, City Hall  
600 Elm Street, San Carlos, CA 94070  
April 29, 2025 1:00 p.m.**

**MINUTES**

**ROLL CALL**

City Council Present: Sara McDowell, Mayor  
Pranita Venkatesh, Vice Mayor  
John Dugan, Councilmember  
Neil Layton, Councilmember (depart 6:13 p.m.)  
Adam Rak, Councilmember

Staff Present: Nil Blackburn, Assistant City Manager  
Lauren Burd, Recreation Supervisor  
Baraka Carter, Fire Chief  
Greg Da Cunha, Deputy Fire Chief  
Rucha Dande, Principal Planner  
Paula Decano, Senior Accountant  
Sajuti Haque, Economic Development and Housing Manager  
Paul Harris, Financial Services Manager  
Will Hoch, IT Manager  
Marco Lao, Senior Accountant  
Grace Le, City Engineer  
Jenny Liu, Senior Management Analyst  
Steven Machida, Public Works Director  
Jeff Maltbie, City Manager  
Andrea Mardesich, Assistant Community Development Director  
Rebecca Mendenhall, Administrative Services Director  
Tyler Muela, Recreation Supervisor  
Crystal Mui, City Clerk  
Mark Myers, Police Captain  
Amy Newby, Parks & Recreation Director  
Lisa Porras, Advance Planning Manager  
Angie Rodriguez, Human Resources Manager  
Greg Rubens, City Attorney  
Al Savay, Community Development Director  
Tracy Scramaglia, Assistant Public Works Director  
Chris Valley, Building Official

**1. CALL TO ORDER**

Mayor McDowell called the meeting to order at 7:03 p.m.

**2. ASSEMBLY BILL 2449 TELECONFERENCE REQUESTS**

None.

### 3. PLEDGE OF ALLEGIANCE

Mayor McDowell led the Pledge of Allegiance.

### 4. PUBLIC COMMENT

None.

### 5. STUDY SESSION

#### a. Receive a General Overview of the Budget Process.

Mayor McDowell requested that, in future years, Council be provided with the budget packet at least 10 to 14 days in advance of the meeting to allow sufficient time for review.

Administrative Services Director Rebecca Mendenhall opened the item by thanking the Finance team and staff for their work on the budget. She presented the budget process, reviewed projections, and responded to Council questions.

Council Member Dugan requested that, in future years, the 'Comparable Staffing Levels' chart be revised to ensure a more accurate comparison, suggesting that safety personnel be excluded across all cities.

Ms. Mendenhall then turned the presentation over to the following Department Heads to highlight their department's key accomplishments in the last fiscal year and its upcoming goals:

- City Manager - Nil Blackburn, Assistant City Manager
- City Attorney - Greg Rubens, City Attorney
- City Clerk - Crystal Mui, City Clerk
- Administrative Services - Rebecca Mendenhall, Administrative Services Director
- Community Development - Al Savay, Community Development Director
- Parks and Recreation - Amy Newby, Parks and Recreation Director
- Public Works - Steven Machida, Public Works Director
- Police - Mark Myers, Police Chief
- Fire - Greg DaCunha, Deputy Fire Chief

Ms. Mendenhall and Mr. Rubens responded to Council questions.

Council recessed at 2:50 p.m. and reconvened at 3:12 p.m.

#### b. Receive a Presentation and Provide Direction on the Recommended Two-Year Operating Budget for the Fiscal Years 2025-27.

Administrative Services Director Rebecca Mendenhall presented the proposed FY 2025–27 operating budget, reviewing projected revenues, expenditures, and reserves. She, along with Police Captain Mark Myers, responded to questions from the Council.

The Council provided direction and requested the following:

- a summary showing the expected structural surplus
- a discussion on how the City might incentivize the Community Foundation to increase its fundraising efforts (e.g., a matching program)
- information on fluctuations in supplemental tax revenues — specifically, the average used for budgeting compared to the typical range of variation

- c. Receive a Presentation and Provide Direction on the Recommended Capital Improvement Program for the Fiscal Years 2025-30.

Paul Harris, Financial Services Manager, presented the five-year Capital Improvement Program (CIP) and outlined the new and amended projects. He, along with Administrative Services Director Rebecca Mendenall, City Manager Jeff Maltbie, City Engineer Grace Le, Public Works Director Steven Machida, City Attorney Greg Rubens, Parks and Recreation Director Amy Newby, Community Development Director Al Savay, and Assistant Public Works Director Tracy Scramaglia responded to Council questions.

Council provided the following feedback:

- North Crestview Park Design and Construction Project. Emphasized this Project as a priority; seek alternative funding strategies to accomplish this Project; communicate project delays with the community to manage expectations
- review the Wheeler Plaza plans and agreements to determine whether there is recourse to require contractors cover the cost of re-painting the parking stall lines
- Storm Channel Sediment Removal Project. Add narrative in the budget to clarify that this project is being moved to the unfunded list because sufficient funding is already available.
- Safe Routes to School & Pavement Project - Clifford School. Emphasized that this improvement project should be a joint effort with financial contributions from all partners. Additional background information should be included in the budget to reflect this approach.
- Four Corners Traffic Improvements. Reiterated that this Project remains a high priority and directed staff to come back if funding is required.
- Tree Well Replacement Project. Move this Project to the unfunded list in order to expand the Streetscape Master Plan Project.
- Comprehensive East Side Master Streetscape Plan. Increase appropriation in FY 25-26 to \$150,000 to expand the scope of work to encompass the northeast area, the full segment of Industrial Road and streets in the Industrial Arts District.

Council recessed at 5:20 p.m. and reconvened at 5:45 p.m.

Staff continued to respond to Council's additional questions.

Council provided additional feedback and direction:

- continue providing baseline maintenance services for existing parks and infrastructure (e.g., regular weeding at Laureola Park)
- continue to include the two-page 'Budget in Brief' summary in the budget
- provide additional narrative and context in the budget to aid understanding
- continue to prioritize an asset management software for infrastructure and consider engaging a Chief Information Officer consultant to assist with its strategic planning
- consider a funding reserve to address potential landslides

## 6. ADJOURNMENT

The meeting adjourned the meeting at 6:18 p.m.

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Crystal Mui  
City Clerk