



**San Carlos City Council/Successor Agency to the
Redevelopment Agency/Housing Authority Regular Meeting
Council Chambers, City Hall
600 Elm Street, San Carlos, CA 94070
April 14, 2025 7:00 p.m.**

MINUTES

ROLL CALL

City Council Present: Sara McDowell, Mayor
Pranita Venkatesh, Vice Mayor
John Dugan, Councilmember
Adam Rak, Councilmember
Neil Layton, Councilmember

Staff Present: Nil Blackburn, Assistant City Manager
Jeff Maltbie, City Manager
Rebecca Mendenhall, Administrative Services Director
Crystal Mui, City Clerk
Angie Rodriguez, Human Resources Manager
Greg Rubens, City Attorney
Tracy Scramaglia, Assistant Public Works Director

1. CALL TO ORDER

Mayor McDowell called the meeting to order at 7:00 p.m.

2. ASSEMBLY BILL 2449 TELECONFERENCE REQUESTS

None.

3. PLEDGE OF ALLEGIANCE

Mayor McDowell led the Pledge of Allegiance.

4. CHANGES TO THE ORDER OF THE AGENDA

None.

5. COUNCIL COMMUNICATIONS AND ANNOUNCEMENTS

Vice Mayor Venkatesh commended Belmont and San Carlos Parks and Recreation Departments for their work on the Teen Wellness Retreat.

Council Member Rak expressed appreciation to the Parks and Recreation Department for their efforts on the trail improvements behind Vista Park.

Council Member Dugan thanked the Parks and Recreation Department for installing history markers around town and also acknowledged the Community Development Department for the new wayfinding signage.

Mayor McDowell echoed praise for the success of the Teen Wellness Retreat and thanked staff for their work. She also noted that the commission recruitment process is currently underway and encouraged members of the public to apply.

6. PUBLIC COMMENT

None.

7. CONSENT CALENDAR

Council Member Dugan, referring to Item 7d – Commissions' quarterly reports, thanked city commissioners for their work.

Council Member Rak pulled Item i – Pavement Maintenance Project, from the Consent Calendar for a separate discussion.

MOTION:	Adopt City Council Consent Calendar items 'a' through 'h' and 'j' – 'k'.
MOVER:	Dugan
SECONDER:	Rak
AYES:	Dugan, Layton, Rak, Venkatesh, McDowell
NAYS:	None
RESULT:	Motion Passed 5 – 0

- a. Motion to Waive Reading of All Ordinances.
- b. Approve the City Council February 24, 2025 Regular Meeting Minutes.
- c. Approve the City Council March 10, 2025 Special Meeting Minutes.
- d. Accept the Quarterly Reports from City Commissions and Boards.
- e. Adopt a Resolution Appropriating \$51,000 from the General Capital Fund (Fund 25) Unassigned Fund Balance to the Midblock Crossing Project at 1650 Industrial Road C1807; Authorizing the City Manager to Execute an Amendment to the Agreement with Terocons Inc. in the Amount of \$278,890.95; and Authorizing the Expenditure of Contingency in the Not-to-Exceed Amount of \$9,649.05. **Resolution 2025-022**
- f. Adopt a Resolution Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement and any Associated Plan Documents with Navia Benefit Solutions, Inc. for the Administration of the City's Self-Funded Dental Program. **Resolution 2025-023**
- g. Adopt a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with The Standard for the City's Life Insurance, Accidental Death and Dismemberment Insurance, and Long-Term Disability Insurance Programs. **Resolution 2025-024**
- h. Adopt a Resolution Approving the 2025 Sewer System Root Foaming Project C1752 Specifications and Authorizing a Call for Bids. **Resolution 2025-025**
- i. Adopt a Resolution Approving the Plans and Specifications for the 2025 Pavement Maintenance Project C9416 and Authorizing a Call for Bids.

Item was pulled from the Consent Calendar for a separate discussion.

j. Deny Claim of Jenel Sharman.

k. Deny Claim of Kristine Avila.

- 7i. Adopt a Resolution Approving the Plans and Specifications for the 2025 Pavement Maintenance Project C9416 and Authorizing a Call for Bids.

This item was pulled from the Consent Calendar for a separate discussion.

Assistant Public Works Director Tracy Scramaglia and City Manager Jeff Maltbie responded to Council questions.

Council emphasized the importance of striping the portion of Howard Avenue between Old County Road and El Camino Real and requested information on the effectiveness and return on investment of slurry seal treatments.

Council Member Venkatesh disclosed that her street segment has been identified for maintenance under this Project.

MOTION:	Adopt Resolution 2025-026 Approving the Plans and Specifications for the 2025 Pavement Maintenance Project C9416 and Authorizing a Call for Bids.
MOVER:	Rak
SECONDER:	Layton
AYES:	Rak, Dugan, Layton, Venkatesh, McDowell
NAYS:	None
RESULT:	Motion Passed 5 – 0

8. NEW BUSINESS

- a. Consideration of Adopting a Resolution Adopting the City of San Carlos 2025 Strategic Plan.

Assistant City Manager Nil Blackburn provided a summary from the February 6, 2025 Council Strategic Plan meeting. She reviewed the proposed 2025 Strategic Plan and noted the below updates to include in the workplan:

- under the Climate Mitigation goal, update Objective 4, Task 6 to state 'upgrade' instead of 'enable' emergency vehicle access
- under the Climate Mitigation goal, add a fifth objective to update the Climate Mitigation Adaptation Plan by 2028
- under the Mobility and Transportation Infrastructure goal, update Objective 3, Task 2 to include the current Pavement Condition Index (PCI) and the PCI goal

Ms. Blackburn responded to Council questions.

Council provided the following feedback to staff:

- provide an update later this year on emergency preparedness efforts undertaken in the community
- reach out to the San Carlos School District to explore potential partnership opportunities for an electric vehicle charging station
- under the Climate Mitigation goal, Objective 3, add a fourth task to develop and distribute a creek pamphlet for homeowners, outlining responsibility and available resources
- under the Mobility and Transportation Infrastructure goal, Objective 7, revise the language to clarify that the technology will also provide visibility into all infrastructure through an integrated solution

- ensure that grant activity is consistently tracked and reported: include measurable objectives related to grants when appropriate; reflect the number of grant applications submitted and funding received in Strategic Work Plan updates; prepare a year-end grant summary report, and make this information available on the City's website.

MOTION:	Adopt Resolution 2025-027 Adopting the City of San Carlos 2025 Strategic Plan.
MOVER:	Layton
SECONDER:	Dugan
AYES:	Venkatesh, Rak, Dugan, Layton, McDowell
NAYS:	None
RESULT:	Motion Passed 5 – 0

- b. Consideration of Adopting a Resolution Appropriating \$12,870 from the General Fund Unassigned Fund Balance to Peninsula Volunteers, Inc. to Provide Meal Services to Three Wait-Listed San Carlos Residents for One Year.

Assistant City Manager Nil Blackburn provided an update on the Meals on Wheels Program and outlined staff's request to allocate funding to serve city residents currently on the waitlist.

MOTION:	Adopt Resolution 2025-028 Appropriating \$12,870 from the General Fund Unassigned Fund Balance to Peninsula Volunteers, Inc. to Provide Meal Services to Three Wait-Listed San Carlos Residents for One Year.
MOVER:	Dugan
SECONDER:	Rak
AYES:	Layton, Venkatesh, Rak, Dugan, McDowell
NAYS:	None
RESULT:	Motion Passed 5 – 0

9. AGENDA SETTING

None.

10. ADJOURNMENT

Mayor McDowell announced that the remembrance ceremony for community member Linda Teutschel has been scheduled and invited anyone interested in the details to contact her directly.

Mayor McDowell adjourned the meeting at 8:03 p.m.

Crystal Mui,
City Clerk