



**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  
October 28, 2024 7:00 PM**

## **MINUTES**

### **ROLL CALL**

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

Staff Present: Nil Blackburn, Assistant City Manager  
Brian Cary, Communications Manager  
Steven Machida, Public Works Director  
Jeff Maltbie, City Manager  
Crystal Mui, City Clerk  
Mark Myers, Police Chief  
Gregory Rubens, City Attorney  
Al Savay, Community Development Director

#### **1. CALL TO ORDER**

Mayor Dugan called the meeting to order at 7:00 PM.

#### **2. ASSEMBLY BILL 2449 TELECONFERENCE REQUESTS**

None.

#### **3. PLEDGE OF ALLEGIANCE**

Mayor Dugan led the Pledge of Allegiance.

#### **4. CHANGES TO THE ORDER OF THE AGENDA**

None.

#### **5. PRESENTATIONS**

- a. Receive an Annual Report from the Community Foundation of San Carlos.

Community Foundation of San Carlos' outgoing President, Michael Campbell, highlighted the Foundation's work from the past five years, spoke on their community grant program and turned the presentation over to the Foundation's current President, Linda Garvey, to highlight their efforts in building community. She, Mr. Campbell and Foundation Treasurer, Brian Best, responded to Council questions.

Council commended the Foundation and their volunteers for their work in the community.

## 6. COUNCIL COMMUNICATIONS AND ANNOUNCEMENTS

Councilmember Rak reminded the community that Election Day is next Tuesday.

Mayor Dugan commended the City for a successful Goblin Walk.

## 7. PUBLIC COMMENT

None.

## 8. CONSENT CALENDAR

<b>MOTION:</b>	Adopt City Council Consent Calendar items 'a' and 'b'.
<b>MOVER:</b>	Adam Rak
<b>SECONDER:</b>	Sara McDowell
<b>AYES:</b>	Collins, Venkatesh, Rak, McDowell, Dugan
<b>NAYS:</b>	None
<b>RESULT:</b>	Motion Passed 5 – 0

- a. Motion to Waive Reading of All Ordinances.
- b. Approve the September 23, 2024 City Council Regular Meeting Minutes.

## 9. NEW BUSINESS

- a. Consideration of Adopting a Resolution Approving a Pilot Program to Designate Short-term Parking Locations in Downtown San Carlos for Food Delivery and Rideshare Services.

Public Works Director Steven Machida outlined the pilot program details and noted a typo on the Resolution; it should state that there were 13 existing short-term parking spaces found. Mr. Machida, along with Police Chief Mark Myers and Communications Manager Brian Cary, responded to Council questions.

Council provided the following direction to staff:

- reposition the barriers at the entrance of the 700 block to accommodate an area for vehicles to pull-in
- provide the current short-term parking enforcement statistics for the downtown
- reassess short-term time-limited parking in the downtown; include that in the scope of the project
- when communicating this pilot program to the community, include the locations for ADA parking spaces and provide a reminder on employee parking on the 2<sup>nd</sup> floor of the Wheeler Plaza Garage

<b>MOTION:</b>	Adopt <b>Resolution 2024-113</b> Approving a Pilot Program to Designate Short-term Parking Locations in Downtown San Carlos for Food Delivery and Rideshare Services <i>and the general public.</i>
<b>MOVER:</b>	Adam Rak
<b>SECONDER:</b>	Ronald Collins
<b>AYES:</b>	McDowell, Collins, Venkatesh, Rak, Dugan
<b>NAYS:</b>	None
<b>RESULT:</b>	Motion Passed 5 – 0

- b. Consideration of Adopting a Resolution Authorizing the City Manager to Execute an Amendment to the Existing Professional Services Agreement with WRT, Inc. for Additional Consulting Services Associated with the Downtown Specific Plan and Streetscape Master Plan Project to Include Design Engineering Drawings for Phase 1 Downtown Implementation.

Community Development Director Al Savay spoke on the need to amend the WRT, Inc. contract to accomplish Council's direction to begin implementing the vision for downtown San Carlos. He and Project Consultant Jim Stickley responded to Council questions.

Mayor Dugan suggested that Phase 1 of this project include a plaque recognizing the City's centennial and requested the Balancing Act statue from Harrington Park be kept in the new downtown.

<b>MOTION:</b>	Adopt <b>Resolution 2024-114</b> Authorizing the City Manager to Execute an Amendment to the Existing Professional Services Agreement with WRT, Inc. for Additional Consulting Services Associated with the Downtown Specific Plan and Streetscape Master Plan Project to Include Design Engineering Drawings for Phase 1 Downtown Implementation.
<b>MOVER:</b>	Sara McDowell
<b>SECONDER:</b>	Pramita Venkatesh
<b>AYES:</b>	Rak, McDowell, Collins, Venkatesh, Dugan
<b>NAYS:</b>	None
<b>RESULT:</b>	Motion Passed 5 – 0

#### 10. AGENDA SETTING

- a. Consideration of Agendizing a Study Session Item to Discuss Downtown Parking Enforcement and Potential.

Councilmember Rak suggested conducting a parking enforcement study in the downtown.

This item received Council support and will be agendized for a future meeting.

#### 11. ADJOURNMENT

Mayor Dugan thanked Youth Advisory Councilmember Nikhil Nunna for attending tonight's meeting and sharing his observations with the Youth Advisory Council.

Mayor Dugan spoke on Michael Teutschel's many contributions in the community and adjourned the meeting in his memory at 8:34 PM.

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Crystal Mui,  
City Clerk