



**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  
September 11, 2023 7:00 PM**

**MINUTES**

**ROLL CALL**

City Council Present: Adam Rak, Mayor  
John Dugan, Vice Mayor  
Sara McDowell, Councilmember (Remote Pursuant to AB 2449)  
Pranita Venkatesh, Councilmember

City Council Absent: Ronald Collins, Councilmember

Staff Present: Nil Blackburn, Assistant City Manager  
Emma Licko, Recreation Coordinator  
Steven Machida, Public Works Director  
Jeff Maltbie, City Manager  
Rebecca Mendenhall, Administrative Services Director  
Lauren Schneider, Recreation Coordinator  
Tyler Muela, Recreation Manager  
Crystal Mui, City Clerk  
Amy Newby, Parks and Recreation Director  
Gregory Rubens, City Attorney  
Wendy Schettino, Recreation Supervisor

**1. CALL TO ORDER**

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

**2. ASSEMBLY BILL 2449 TELECONFERENCE REQUESTS**

Mayor Rak announced that Councilmember McDowell will be joining the meeting remotely pursuant to Assembly Bill (AB) 2449's just cause provision.

Councilmember McDowell provided a general description of her circumstances.

Mayor Rak announced that Councilmember Collins is absent from tonight's meeting.

City Clerk Crystal Mui provided information validating the City's compliance with AB 2449.

**3. PLEDGE OF ALLEGIANCE**

Mayor Rak requested a moment of silence to pay tribute to victims of the September 11, 2001 terrorist attacks.

Mayor Rak led the Pledge of Allegiance.

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

None.

#### 5. REPORT FROM CLOSED SESSION

City Attorney Greg Rubens stated that there are no reports from the Closed Session items held this evening at the 6:30 PM Special Council Meeting.

#### 6. PRESENTATIONS

- a. Present a Proclamation Congratulating the San Carlos United Soccer Club's U17 Women's Team Upon Winning the Elite Clubs National League (ECNL) Women's Regional League Championship.

Mayor Rak presented a proclamation to the U17 Women's Team congratulating them for winning the Elite Clubs National League Championship.

U17 Captains Emma Heist and Ryann Leyete-Vidal expressed pride in their team for their dedication and efforts. They thanked Council for the recognition and U17 Coach Nick Dye and their parents for their support.

- b. Present a Proclamation Recognizing September 2023 as Suicide Prevention Month.

Mayor Rak recognized September 2023 as Suicide Prevention Month. San Mateo County Behavioral Health Commission's Youth Action Boardmember Rhea Nandel accepted the proclamation on behalf of her Commission and encouraged the community to promote this year's theme - *Share Hope Together*.

Councilmember McDowell announced an upcoming suicide prevention workshop at the library and encouraged the community to sign-up.

Mayor Rak recognized Councilmember McDowell for her work with the Mayors Mental Health Initiative last year.

- c. Present a Proclamation Recognizing September 2023 as Recovery Happens Month.

Mayor Rak recognized September 2023 as Recovery Happens Month. Heather Henry of Voices of Recovery San Mateo County received the proclamation, thanked Council for the recognition and spoke on the importance of raising awareness of recoveries and transformed lives.

- d. Receive a Presentation from CORA (Community Overcoming Relationship Abuse) on Their Speak Up Campaign.

Mayor Rak provided background on the City of San Carlos' partnership with CORA (Community Overcoming Relationship Abuse) to create the Speak Up pilot program and welcomed CORA CEO Dr. Karen Ferguson to speak on the campaign's initial work of engaging and educating the community and businesses.

Councilmember McDowell spoke on the program and thanked CORA for their partnership.

## 7. COUNCIL COMMUNICATIONS AND ANNOUNCEMENTS

Mayor Rak announced that he attended the ribbon cutting for Molly O's Irish Pub and Restaurant, presented a 100<sup>th</sup> birthday proclamation to Tillie, and provided City updates to the residents at San Carlos Elms.

## 8. PUBLIC COMMENT

Sonia Elkes, resident, requested that Council continue to prioritize and look for funding to proceed with the pedestrian bridge and Holly 101 interchange project.

## 9. CONSENT CALENDAR

<b>MOTION:</b>	Approve City Council Consent Calendar Items 'a' through 'i'.
<b>MOVER:</b>	John Dugan
<b>SECONDER:</b>	Pranita Venkatesh
<b>AYES:</b>	McDowell, Venkatesh Dugan, Rak
<b>NAYS:</b>	None.
<b>ABSENT:</b>	Collins
<b>RESULT:</b>	Motion Passed 4 – 0 – 1

- a. Motion to Waive Reading of All Ordinances.
- b. Approve the August 14, 2023 City Council Special Meeting Minutes.
- c. Approve the August 14, 2023 City Council Regular Meeting Minutes.
- d. Authorize Cancellation of the December 25, 2023 City Council Meeting.
- e. Adopt a Resolution Approving the 2024 Sewer System Root Foaming Project C1752 Specifications and Authorizing a Call for Bids. **Resolution 2023-109**
- f. Adopt a Resolution Approving the 2024 Citywide Sidewalk Repair Project C9465 Specifications and Authorizing a Call for Bids. **Resolution 2023-110**
- g. Deny Claim of Andy Ravella.
- h. Deny Claim of Francesco Ruggiero.
- i. Deny Claim of Geoffroy Raby.

## 10. NEW BUSINESS

- a. Consideration of Appointing One Youth Advisory Council (YAC) Voting Member for the 2023 – 2024 Term, Two Alternate YAC Members for the 2023 – 2024 Term, and Five YAC Voting Members for the 2023 – 2025 Term, and Recognizing Retiring YAC Members.

Parks and Recreation Director Amy Newby commenced the item by thanking Councilmember Collins for assisting in this year's Youth Advisory Council (YAC) member interviews and turned the presentation over to Recreation Coordinator Emma Licko. Ms. Licko introduced the proposed YAC members and recognized the retiring members.

Vice Mayor Dugan commended the past, present and future YAC members for their involvement in the community.

<b>MOTION:</b>	Appoint the Following to the Youth Advisory Council: Samina Ginwalla as a Voting Member to the 2023-2024 Term; Maya Kacholiya and Michael Sandoval as Alternate Members to the 2023-2024 Term; and Sufiya Kaul, Connor Huh, Dylan Karmin, Cecily Mock and Zuri Kadiwar as Voting Members to the 2023-2025 Term; and Recognize Retiring Youth Advisory Council Members.
<b>MOVER:</b>	Pranita Venkatesh
<b>SECONDER:</b>	John Dugan
<b>AYES:</b>	Dugan, McDowell, Venkatesh, Rak
<b>NAYS:</b>	None.
<b>ABSENT:</b>	Collins
<b>RESULT:</b>	Motion Passed 4 – 0 – 1

City Clerk Crystal Mui administered the Oath of Office to the newly appointed YAC members.

- b. Consideration of the Formation of the City Centennial Advisory Committee and Direct Staff to Proceed with Recruitment.

Parks and Recreation Director Amy Newby presented on the proposed City Centennial Advisory Committee and responded to Council questions.

<b>MOTION:</b>	Direct Staff to Proceed with the Recruitment for the City Centennial Advisory Committee <i>and add seats for the residing Mayor and Vice Mayor and increase the community members/residents from three to five seats in total.</i>
<b>MOVER:</b>	John Dugan
<b>SECONDER:</b>	Pranita Venkatesh
<b>AYES:</b>	Venkatesh, Dugan, McDowell, Rak
<b>NAYS:</b>	None.
<b>ABSENT:</b>	Collins
<b>RESULT:</b>	Motion Passed 4 – 0 – 1

- c. Consideration of Adopting a Resolution Adopting a Memorandum of Understanding Between the City of San Carlos and the Local 829 American Federation of State, County and Municipal Employees ("AFSCME") for the Period of July 1, 2023 through June 30, 2026.

Administrative Services Director Rebecca Mendenhall presented the proposed amendments to the Memorandum of Understanding for the Local 829 American Federation of State, County and Municipal Employees (AFSCME) and the Management and Confidential Groups' Salary and Benefit Resolutions, and responded to Council questions.

Vice Mayor Dugan expressed appreciation to all City employees for their hard work during the COVID pandemic.

<b>MOTION:</b>	Adopt Resolution <b>2023-111</b> Adopting a Memorandum of Understanding Between the City of San Carlos and the Local 829 American Federation of State, County and Municipal Employees ("AFSCME") for the Period of July 1, 2023 through June 30, 2026.
<b>MOVER:</b>	Pranita Venkatesh

<b>SECONDER:</b>	John Dugan
<b>AYES:</b>	McDowell, Venkatesh, Dugan, Rak
<b>NAYS:</b>	None.
<b>ABSENT:</b>	Collins
<b>RESULT:</b>	Motion Passed 4 – 0 – 1

- d. Consideration of Adopting a Resolution Adopting the Amended Salary and Benefit Resolution for the Management Group for the Period July 1, 2023 through June 30, 2026.

Administrative Services Director Rebecca Mendenhall presented the proposed Management Group's Salary and Benefit Resolution under item 10c.

Before the vote was taken, City Attorney Greg Rubens announced that the salary increase percentage applied to employees of the Management Group would also apply to some other city executives as defined under the California Government Code.

<b>MOTION:</b>	Adopt <b>Resolution 2023-112</b> Adopting the Amended Salary and Benefit Resolution for the Management Group for the Period July 1, 2023 through June 30, 2026.
<b>MOVER:</b>	John Dugan
<b>SECONDER:</b>	Pranita Venkatesh
<b>AYES:</b>	McDowell, Venkatesh, Dugan, Rak
<b>NAYS:</b>	None.
<b>ABSENT:</b>	Collins
<b>RESULT:</b>	Motion Passed 4 – 0 – 1

- e. Consideration of Adopting a Resolution Adopting the Amended Salary and Benefit Resolution for the Confidential Group for the Period July 1, 2023 through June 30, 2026.

Administrative Services Director Rebecca Mendenhall presented the proposed Confidential Group's Salary and Benefit Resolution under item 10c.

<b>MOTION:</b>	Adopt <b>Resolution 2023-113</b> Adopting the Amended Salary and Benefit Resolution for the Confidential Group for the Period July 1, 2023 through June 30, 2026.
<b>MOVER:</b>	Pranita Venkatesh
<b>SECONDER:</b>	John Dugan
<b>AYES:</b>	Dugan, McDowell, Venkatesh, Rak
<b>NAYS:</b>	None.
<b>ABSENT:</b>	Collins
<b>RESULT:</b>	Motion Passed 4 – 0 – 1

## 11. PUBLIC HEARING

- a. Consideration of Introducing an Ordinance Amending and Replacing San Carlos Municipal Code Chapter 8.07 - Tobacco Retailer Permits, to Consolidate and Clarify Existing Definitions and Enact Additional Requirements for Tobacco Retailer Permits to Align with the County of San Mateo Model Ordinance.

City Attorney Greg Rubens presented on the item and spoke on the need to amend the City's Municipal Code on Tobacco Retailer Permits. Mr. Rubens and City Manager Jeff Maltbie responded to Council questions.

Public Comment

- Edward Schlessinger, resident and member with Smoke Free San Carlos and San Mateo County Tobacco Education Coalition, spoke in support of the Ordinance.
- Tricia Barr, resident and Co-Chair of the San Mateo County Tobacco Education Coalition, thanked Council for considering the Ordinance and spoke in support of it.

<b>MOTION:</b>	Approve to Close the Public Hearing.
<b>MOVER:</b>	John Dugan
<b>SECONDER:</b>	Pranita Venkatesh
<b>AYES:</b>	Venkatesh, Dugan, McDowell, Rak
<b>NAYS:</b>	None.
<b>ABSENT:</b>	Collins
<b>RESULT:</b>	Motion Passed 4 – 0 – 1

<b>MOTION:</b>	Introduce <b>Ordinance 1600</b> Amending and Replacing San Carlos Municipal Code Chapter 8.07 - Tobacco Retailer Permits, to Consolidate and Clarify Existing Definitions and Enact Additional Requirements for Tobacco Retailer Permits to Align with the County of San Mateo Model Ordinance.
<b>MOVER:</b>	John Dugan
<b>SECONDER:</b>	Pranita Venkatesh
<b>AYES:</b>	McDowell, Venkatesh, Dugan, Rak
<b>NAYS:</b>	None.
<b>ABSENT:</b>	Collins
<b>RESULT:</b>	Motion Passed 4 – 0 – 1

## 12. AGENDA SETTING

- Consideration of Agendizing an Item to Rezone and Change the Land Use Designation of San Carlos Owned Public Open Space that's Contiguous to San Carlos City Parks as Park Land.

Mayor Rak suggested that the City transfer open space areas that are contiguous to park land and provide additional protections.

Council voiced support to adding the item on a future agenda for consideration.

## 13. ADJOURNMENT

Mayor Rak adjourned the meeting at 8:24 PM in Memory of Karina Castro and offered condolences to her family.

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Crystal Mui,  
City Clerk