

- b. Approve the City Council June 10, 2024 Regular Meeting Minutes.



**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
June 10, 2024 7:00 PM**

MINUTES

ROLL CALL

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

Staff Present: Nil Blackburn, Assistant City Manager
Greg DaCunha, Deputy Fire Chief
Rucha Dande, Senior Planner
Paul Harris, Financial Services Manager
Emma Licko, Recreation Coordinator
Steven Machida, Public Works Director
Jeff Maltbie, City Manager
Andrea Mardesich, Assistant Community Development Director
Rebecca Mendenhall, Administrative Services Director
Crystal Mui, City Clerk
Mark Myers, Police Captain
Amy Newby, Parks and Recreation Director
Lisa Porras, Planning Manager
Gregory Rubens, City Attorney
Al Savay, Community Development Director
Chris Valley, Building Official

1. CALL TO ORDER

Mayor Dugan called the meeting to order at 7:04 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. Present a Proclamation Recognizing June 16-22, 2024 as National Mosquito Control Awareness Week.

Mayor Dugan presented a proclamation recognizing Mosquito Control Awareness Week to Rachel Curtis-Robles, San Mateo County Mosquito Vector Control District's (SMCMVCD) Public Health Education and Outreach Officer.

Ms. Curtis-Robles recognized Councilmember Collins for his service on the Board of Trustee and presented on the SMCMVCD services available to the community.

6. COUNCIL COMMUNICATIONS AND ANNOUNCEMENTS

Councilmember Collins thanked Ms. Curtis-Robles on her work at the San Mateo County Mosquito Vector Control District. He also provided an update from San Mateo County Housing on the Affordable Housing Fund.

Mayor Dugan recognized the Community Foundation for their work on the new mural at Sister City Alley and their Longest Table event.

7. PUBLIC COMMENT

Daley Liddle, resident, expressed concerns for pedestrian safety on Central and Laurel Street.

8. CONSENT CALENDAR

MOTION:	Approve City Council Consent Calendar Items 'a' through 'n'; and Item 'o' Ordinance 1615 Amending San Carlos Municipal Code Title 18 – Zoning, Section 18.15.120 (Underground Utilities) and Section 18.23.210 (Accessory Dwelling Units/Junior Accessory Dwelling Units) to Exempt Specific Single-Family Home Projects from the Requirement to Underground Utility Service Drops.
MOVER:	Sara McDowell
SECONDER:	Adam Rak
AYES:	Collins, Venkatesh, Rak, McDowell, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

- a. Motion to Waive Reading of All Ordinances.
- b. Approve the April 22, 2024 City Council Regular Meeting Minutes.
- c. Approve the May 13, 2024 City Council Special Meeting Minutes.
- d. Adopt a Resolution Authorizing the City Manager to Execute Amendment 6 to the Law Enforcement Services Agreement with the San Mateo County Sheriff's Office, Including the Fiscal Year 2024-25 Payment of \$12,677,007, Offset by the CalPERS UAAL Credit in the Amount of \$1,697,469, and the Approval of the Use of Prior Year Savings in the Amount of \$275,000 for Police Services. **Resolution 2024-058**
- e. Adopt a Resolution Accepting and Approving the Annual Investment Policy for Fiscal Year 2024-25. **Resolution 2024-059**

- f. Accept the Fiscal Year 2023-24 Third Quarter Financial Report for the Period Ending March 31, 2024.
- g. Accept the Fiscal Year 2023-24 Third Quarter Investment Report for the Period Ending March 31, 2024.
- h. Adopt a Resolution Setting the Tax Rate for Fiscal Year (FY) 2024-25 with Respect to the General Obligation Refunding Bonds for the Library Project and Approving the Transfer of Funds from the Library Tenant Fund ("Fund 0095") for an Early Payoff of the Bonds Resulting in a 10% Reduction for the Taxpayers in FY 2024-25 and No Tax Due in FY 2025-26. **Resolution 2024-060**
- i. Deny Claim of Todd Leyte-Vidal.
- j. Adopt a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with CSG for On-Call Planning Consultant Services for the Community Development Department's Planning and Economic Development & Housing Divisions, for a Period of Three Years, with the Option of Two One-Year Extensions, in an Amount Not to Exceed \$300,000 Per Fiscal Year. **Resolution 2024-061**
- k. Adopt A Resolution Approving the Amended Arroyo Avenue and Chestnut Street Safe Routes to School Improvements C2201 Plans & Specifications; Appropriating \$342,000 from the General Capital Fund ("Fund 25") Unassigned Balance in Fiscal Year 2024-25 for the Project; Awarding the Project; Authorizing the City Manager to Execute an Agreement with FBD Vanguard Construction, Inc. in the Amount of \$564,475; and Authorizing the Expenditure of Contingency in the Amount of \$112,895. **Resolution 2024-062**
- l. Adopt a Resolution Accepting the 2022 Pavement Rehabilitation Project C9416 and Authorizing the Public Works Director to Issue and Record a Notice of Completion. **Resolution 2024-063**
- m. Adopt Resolutions Amending the Professional Services Agreements for the Fire Station 16 Replacement Project with Consolidated CM, Inc. for Additional Construction Management and Inspection Services in the Not-to-Exceed Amount of \$271,920 and Shah Kawasaki Architects for Construction Support Services in the Not-to-Exceed Amount of \$32,800. **Resolution 2024-064 – Consolidated CM; Resolution 2024-065 – Shah Kawasaki Architects**
- n. Adopt a Resolution Ratifying the Proposed Budget for Fiscal Years 2024-26 for the Belmont-San Carlos Fire Department ("BSDFD"). **Resolution 2024-066**
- o. Adopt Ordinance 1615 Amending San Carlos Municipal Code Title 18 – Zoning, Section 18.15.120 (Underground Utilities) and Section 18.23.210 (Accessory Dwelling Units/Junior Accessory Dwelling Units) to Exempt Specific Single-Family Home Projects from the Requirement to Underground Utility Service Drops.

9. NEW BUSINESS

- a. Consideration of Appointing One Youth Advisory Council (YAC) Voting Member for the 2024-25 Term, Five YAC Voting Members for the 2024-26 Term, and Two Alternate YAC Members for the 2024-25 Term, and Recognizing Seven Retiring YAC Members.

Parks and Recreation Director Amy Newby commenced the item and turned the presentation over to Recreation Coordinator Emma Licko. Ms. Licko spoke on the Youth Advisory Council

interview process, introduced their recommended new members and recognized the retiring members.

Public Comment

None.

MOTION:	Appoint Saba Rahimi to the Youth Advisory Council as a Voting Member for the 2024-25 Term, Ellora Mehta, Nikhil Nunna, Maya Kacholiya, Eva Greenebaum and Hanna Kent to the Youth Advisory Council as Voting Members for the 2024-26 Term, and Karan Sangani and Aditya Gupta as Alternate Members on the Youth Advisory Council for the 2024-25 Term.
MOVER:	Pranita Venkatesh
SECONDER:	Ronald Collins
AYES:	McDowell, Collins, Venkatesh, Rak, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

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

- b. Consideration of Adopting a Resolution Endorsing the Downtown Advisory Committee's Recommended Street Design as part of the Downtown Specific Plan + Streetscape Master Plan Project and Direct Staff to Proceed with Technical Analysis.

Planning Manager Lisa Porras commenced the item by sharing the progress of the Downtown Specific Plan + Streetscape Master Plan Project and Commissions' input and turned the presentation over to James Stickley, Landscape Architect and Urban Designer. Mr. Stickley presented the Downtown Advisory Committee's recommended street design and shared the draft streetscape character and materials. Ms. Porras reviewed next steps and, along with Mr. Stickley and City Manager Jeff Maltbie, responded to Council questions.

Council recessed at 9:18 PM and reconvened at 9:26 PM.

Public Comment

- Brian Perkins, resident, cautioned Council of the cost of the plan and recommended a robust communication plan.
- Amy Lynn Herman spoke on the importance of stakeholder involvement and provided several suggestions
- Arley Lewis, resident and member of San Carlos Bikes, spoke in support of the proposed plan.
- Barbara Anderson, resident, spoke in opposition to the proposed plan.
- Nathan Conte, resident, proposed a dining delivery project for the downtown.
- Giuliano Carlini, resident, spoke in support of the proposed plan.
- Joe Fimiani, resident, urged Council to ensure the American Disability Act (ADA) is a component of the new downtown.
- Soloman Liu, resident, spoke in support of the proposed plan and provided suggestions to make the plan even more pedestrian-friendly.

- Lauren Obenshain, resident, spoke in support of the proposed plan and suggested additional steps to make it more bike-friendly.

Council provided the following feedback on each segment of the downtown:

Laurel Street 600 Block Concept.

- optimize outdoor dining
- incorporate space for seasonal/pop-up activities and entertainment, e.g. roller skate, mini golf, etc.
- engage Paris Baguette and local businesses
- Council spoke for and against a permanent stage at the plaza

Laurel Street Blocks 600 & 800

- confirm that the areas around tree strip can accommodate extra dining

San Carlos Ave Blocks 1100 & 1200

- reduce the median turn lane
- flip the parking and bike lanes so that the bike lanes become protected
- research if there's enough space to travel each way and consider eliminating parking at least on one side
- remove parallel parking on these blocks

Laurel Street 700 Block Pedestrian Plaza

- use this area as flexible space
- include a central fountain and pavilion up front to Laurel Street
- move the stage out further into the plaza
- begin referring to the plaza by its newly adopted name - Centennial Plaza
- incorporate public art in various areas of the downtown

Arroyo Ave

- be mindful that it'll be pedestrian-friendly coming from the west side as well

Brittan Ave

- confirm where the merge would occur after the El Camino intersection

MOTION:	At 10:24 PM, Extend the Meeting to Midnight.
MOVER:	Adam Rak
SECONDER:	Ronald Collins
AYES:	Rak, McDowell, Collins, Venkatesh, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

El Camino Real

- rethink El Camino plans altogether; concerns expressed for the loss of parking
- consider that parking on El Camino may not be needed as much in the long-term
- consider parking protected bike lanes
- work with Caltrain for possible double bike lanes on east side and trees on Caltrain property

Council provided the following additional feedback:

- provide examples of cities that have sway streets
- on future presentation slides, include which blocks we're referring to

- study creative ways to incentivize the turnover of parking
- provide more detailed renderings from the pedestrian's view
- be thoughtful with which trees to plant in the downtown

MOTION:	Adopt Resolution 2024-067 Endorsing the Downtown Advisory Committee's Recommended Street Design for Further Testing as Part of the Downtown Specific Plan + Streetscape Master Plan Project <i>and Accommodate Council's Comments Tonight.</i>
MOVER:	Ronald Collins
SECONDER:	Sara McDowell
AYES:	Venkatesh, Rak, McDowell, Collins, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

- c. Consideration of Introducing an Ordinance Amending San Carlos Municipal Code Chapter 2.24.060 - Commissions - Length of Service, to Add a Provision Allowing Extension or Reappointment of Term Limited Commissioners.

City Clerk Crystal Mui spoke on the need for a provision that would allow for the City Council to reappoint termed-out Commissioners for temporary service while their seats are being recruited. Ms. Mui responded to Council questions.

Public Comment

None.

MOTION:	Introduce Ordinance No. 1616 Amending San Carlos Municipal Code Chapter 2.24.060 - Commissions - Length of Service, to Add a Provision Allowing Extension or Reappointment of Term Limited Commissioners.
MOVER:	Pranita Venkatesh
SECONDER:	Adam Rak
AYES:	Collins, Venkatesh, Rak, McDowell, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

- d. Consideration of Adopting a Resolution Calling for and Giving Notice of a General Municipal Election to be Held on Tuesday, November 5, 2024 for the Election of Certain Municipal Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities; Authorizing the Execution of a Services Agreement with the County of San Mateo for Specified Services Relating to Conducting a General Municipal Election to be Consolidated with the Statewide Election; and Submitting a Measure to the Voters a Question Relating to the City Treasurer as an Appointed Position.

City Clerk Crystal Mui presented on the upcoming General Municipal Election and City Attorney Greg Rubens reported on a placing a Measure on the ballot for voters to consider making the City Treasurer an appointed position. Ms. Mui, Mr. Rubens and City Manager Jeff Maltbie responded to Council questions.

Public Comment

None

MOTION:	Adopt Resolution 2024-068 Calling for and Giving Notice of a General Municipal Election to be Held on Tuesday, November 5, 2024 for the Election
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	of Certain Municipal Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities; Authorizing the Execution of a Services Agreement with the County of San Mateo for Specified Services Relating to Conducting a General Municipal Election to be Consolidated with the Statewide Election; and Submitting a Measure to the Voters a Question Relating to the City Treasurer as an Appointed Position, <i>including the Technical Amendment as Reported by the City Clerk</i> ; and Appointing Vice Mayor Sara McDowell and Councilmember Ronald Collins to File a Written Argument in Favor of the Measure and, if Applicable, Submit a Rebuttal Argument.
MOVER:	Ronald Collins
SECONDER:	Sara McDowell
AYES:	McDowell, Collins, Venkatesh, Rak, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

- e. Consideration of Fiscal Year 2024-25 Mid-Cycle Budget Adjustments and Adopting a Resolution Adopting the Proposed Mid-Cycle Fiscal Year 2024-25 General Fund and Non-General Fund Appropriation Budgets.

Administrative Services Director Rebecca Mendenhall presented the proposed adjustments to the FY 2024-25 Budget.

Due to the close proximity of Burton Park to his home, Councilmember Rak recused himself from the discussion on the Burton Park Infield Renovations. Parks and Recreation Amy Newby responded to Council questions on the project.

Public Comment

None.

MOTION:	Approve the Budget for the Burton Park Infield Renovations.
MOVER:	Sara McDowell
SECONDER:	Pranita Venkatesh
AYES:	McDowell, Collins, Venkatesh, Dugan
NAYS:	None
RECUSE:	Adam Rak
RESULT:	Motion Passed 4 – 0 – 1

Due to the close proximity of Chilton Park to his home, Mayor Dugan recused himself from the discussion on the Chilton Park Pathway Modifications.

Public Comment

None.

MOTION:	Approve the Budget for the Chilton Park Pathway Modifications.
MOVER:	Adam Rak
SECONDER:	Pranita Venkatesh
AYES:	Venkatesh, Rak, McDowell, Collins
NAYS:	None
RECUSE:	John Dugan
RESULT:	Motion Passed 4 – 0 – 1

Ms. Mendenhall, Public Works Director Steven Machida, City Manager Jeff Maltbie and Parks and Ms. Newby responded to Council's additional questions.

Councilmember Rak proposed two projects to add to the budget:

- assessment of curb red-striping in the downtown
- place QR codes at the entrance of open-space parks to provide an interactive map and list of wildlife in the parks

Vice Mayor McDowell and Mayor Dugan expressed support for the proposed QR Codes project.

Public Comment

None.

Vice Mayor McDowell noted that for the next budget cycle, the City needs to begin allocating funds for the first phase of the downtown improvements.

MOTION:	Adopt Resolution 2024-069 Adopting the Proposed Mid-Cycle Fiscal Year 2024-25 General Fund and Non-General Fund Appropriation Budgets <i>with an Amendment to Add \$20,000 to the Trails Improvement and Expansion Project for QR Code Signage to be Added to the Open Space Trails.</i>
MOVER:	Adam Rak
SECONDER:	Ronald Collins
AYES:	Collins, Venkatesh, Rak, McDowell, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

- i. Adopt a Resolution Electing the Population and Price Adjustment Factors and Establishing the Fiscal Year (FY) 2024-25 Appropriations Limit of the City of San Carlos, Pursuant to California Constitution Article XIIIB and Section 7900 Et Seq. of the California Government Code.

MOTION:	Adopt Resolution 2024-070 Electing the Population and Price Adjustment Factors and Establishing the Fiscal Year 2024-25 Appropriations Limit of the City of San Carlos, Pursuant to California Constitution Article XIIIB and Section 7900 Et Seq. of the California Government Code.
MOVER:	Adam Rak
SECONDER:	Sara McDowell
AYES:	Collins, Venkatesh, Rak, McDowell, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

- ii. Adopt a Resolution Classifying the Various Components of General Fund Fund Balance as Committed Balances as Defined in Governmental Accounting Standards Board Statement No. 54 ("GASB 54").

MOTION:	Adopt Resolution 2024-071 Classifying the Various Components of General Fund Fund Balance as Committed Balances as Defined in Governmental Accounting Standards Board Statement No. 54 ("GASB 54").
MOVER:	Adam Rak
SECONDER:	Ronald Collins

AYES:	McDowell, Collins, Venkatesh, Rak, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

10. PUBLIC HEARING

- a. Consideration of Increasing Residential and Commercial Wastewater Rates for Fiscal Years 2024-25 through 2026-27 and Introducing an Ordinance Amending San Carlos Municipal Code Section 13.08.160 – Sewer Service Charges and Fees Established.

Public Works Director Steven Machida commenced the item with a sewer utility overview and spoke on the proposed increase to sewer rates.

Public Comment

None.

MOTION:	Approve to Close the Public Hearing.
MOVER:	Adam Rak
SECONDER:	Ronald Collins
AYES:	Rak, McDowell, Collins, Venkatesh, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

MOTION:	Introduce Ordinance No. 1617 Amending San Carlos Municipal Code Section 13.08.160 – Sewer Service Charges and Fees Established.
MOVER:	Pranita Venkatesh
SECONDER:	Adam Rak
AYES:	Venkatesh, Rak, McDowell, Collins, Dugan
NAYS:	None
RESULT:	Motion Passed 5 – 0

11. AGENDA SETTING

None.

12. ADJOURNMENT

The meeting adjourned at 11:54 PM.

Crystal Mui,
City Clerk