



City Council Meeting Agenda

Tuesday, July 8, 2025

City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

General order of Business

1. CALL TO ORDER
2. ITEMS BEFORE 7:00 PM
3. PLEDGE OF ALLEGIANCE
4. REPORT FROM CLOSED SESSION
5. SPECIAL PRESENTATIONS
6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
7. COUNCILMEMBER ANNOUNCEMENTS
8. CONSENT BUSINESS
9. PUBLIC HEARINGS (None)
10. GENERAL BUSINESS
11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF
12. MATTERS OF INTEREST/CLARIFICATION
13. ADJOURNMENT

City Council

Julia Mates, Mayor
Robin Pang-Maganaris, Vice Mayor
Gina Latimerlo, Councilmember
Tom McCune, Councilmember
Cathy Jordan, Councilmember

Staff

Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Kathy Kleinbaum, Assistant City Manager
Ken Stenquist, Police Chief
Grace Castaneda, Finance Director
Ann Ritzma, Interim Admin Services Director
Carlos deMelo, Community Development Director
Brigitte Shearer, Parks and Recreation Director
Nisha Patel, Public Works Director
Jozi Plut, City Clerk

MEETING ATTENDANCE:

Council meetings, unless otherwise noted, are broadcast live to Belmont residents on

1. Comcast Cable Channel 27
2. Streamed live via the City's website at www.Belmont.gov
3. ZOOM <https://belmont-gov.zoom.us/> **Meeting ID: 95745673035**
4. Attend the meeting in the Council Chambers, Belmont City Hall 2nd floor

PUBLIC COMMENT:

- Public in the Council Chamber present the Clerk a request to speak slip found at the table at the rear of the chamber.
- If participating virtually use the Raise Hand feature to request to speak.
 - For dial- in comments, call *67 1-(669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number)
 - enter **Meeting ID: 95745673035**, and press *9 to request to speak

All public comments are subject to a **3-minute time limit** unless otherwise determined by the Chair.

To submit a written public comment:

E-mail cclerk@belmont.gov before the Council discusses the item, noting the agenda topic or number in the subject line. Comments received up to three hours before the meeting will be distributed to the Council and included in the record but not read aloud during the meeting..

The Mayor has the authority to rule any speaker out of order, including speakers during the Public Comment period; If the subject raised is not within the subject matter jurisdiction of the City Council, during a public hearing or a general business item if the speaker is not presenting testimony or evidence relevant to the matter or if the speaker becomes disruptive to the proceedings and conduct of the meeting.

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to always conduct themselves with civility and courtesy. All persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks, cursing and outbursts from the audience in support or opposition to a speaker are not tolerated to foster an environment where everyone feels welcome to speak.

LEVINE ACT:

The Levine Act (California Government Code Section 84308) limits campaign contributions that may be made to elected or appointed City officials (including councilmembers and the mayor) and certain candidates for elective city offices. The Act prohibits an agent of a party from contributing any amount to councilmember while a proceeding for a contract valued at \$50,000 or more, permit, license, or other entitlement for use is pending that does not solely involve purely ministerial decisions. The Act also prohibits parties and participants in the above entitlement proceedings from contributing more than \$500 during the proceeding and for 12 months after the proceeding and requires disclosure of the prohibited contributions. The Act prohibits certain officials, including local elected officials, from taking part in an entitlement proceeding if the official has received a contribution exceeding \$500 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding \$500 from a party or participant in the proceeding for 12 months after a final decision is rendered in such a proceeding. The law is complex, and this brief description is not legal advice. If you or an agent have made any campaign contributions to a councilmember in the 12 months before a proceeding in which you have an interest or you are contemplating making a contribution within the 12 months after such a proceeding, you are urged to review the Levine Act and consider consulting an attorney. The California Fair Political Practices Commission (FPPC) is responsible for administering the Levine Act. More information about the Act and its implementing regulations can be found on the FPPC's website here: <https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>

ACCESSIBILITY

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA POSTING: I declare a copy of this agenda was posted at City Hall, One Twin Pines Lane, and the City's website www.Belmont.gov Date: _____ Time: _____ /s/:

City of Belmont
City Council Regular Meeting Agenda
July 8, 2025
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

NOTICE REGARDING MEETING SCHEDULE

The City Council may meet prior to 7:00 PM for Study Sessions, Closed Sessions, or other Special Topics. All other business will commence at 7:00 PM as a time-certain agenda item.

1. CALL TO ORDER

- Roll Call

2. ITEMS BEFORE 7:00 PM

A. CLOSED SESSION 6:15 PM

Public Employee Performance Evaluation Government Code Section 54957(b)

Titles: City Manager, City Attorney

B. STUDY SESSION (None)

The public will have an opportunity to address the City Council concerning this item.

C. SPECIAL SESSION/OTHER TOPICS (None)

ITEMS STARTING AT 7:00 PM

3. PLEDGE OF ALLEGIANCE

4. REPORT FROM CLOSED SESSION

5. SPECIAL PRESENTATIONS

A. National Night Out

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

This portion of the meeting is reserved for persons wishing to address the Body on any City matter not on the agenda. The period for public comment at this point in the agenda is limited to 15 minutes, with a maximum of 3 minutes per speaker. Speakers who requested but did not receive an opportunity to speak during this comment period will be given an opportunity to address the Body later in the meeting. State law prohibits the Body from acting on non-agenda items.

7. COUNCILMEMBER ANNOUNCEMENTS

8. CONSENT BUSINESS

Consent business items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion on these items unless a member or staff request specific items to be removed for separate action. The City Attorney will read the title of ordinances to be adopted.

A. 901 Alameda de las Pulgas Utility Cabinet Permanent Encroachment Agreement

Recommendation: Adopt a resolution approving a Permanent Encroachment Agreement to allow the construction of an above ground utility cabinet on the frontage of 901 Alameda de las Pulgas.

Attachments:

[Staff Report](#)

[Exhibit A](#)

[Resolution](#)

[Exhibit B - Site Photos](#)

B. 2369 Lyall Way Utility Cabinet Permanent Encroachment Agreement

Recommendation: Adopt a resolution approving a Permanent Encroachment Agreement to allow the construction of an above ground utility cabinet within the public right-of-way adjacent to 2369 Lyall Way.

Attachments:

[Staff Report](#)

[Resolution](#)

[Exhibit A - Site Plan](#)

[Exhibit B - Site Photos](#)

C. Memorandum of Understanding with the American Federation of State, County and Municipal Employees

Recommendation: Adopt a resolution approving the Memorandum of Understanding between the City of Belmont and the American Federation of State, County and Municipal Employees for the period July 1, 2025, through June 30, 2029.

Attachments:

[Staff Report](#)

[Resolution](#)

[Exhibit A - AFSCME Belmont MOU 2025](#)

D. Revised City Clerk Job Classification and Corresponding Salary Range

Recommendation: Adopt a resolution approving revisions to the City Clerk Classification and salary range.

Attachments:

[Staff Report](#)

[Resolution](#)

[Exhibit A - City Clerk Job Description](#)

E. Grant Agreement with Peninsula Clean Energy for the Purchase and Installation of EV Chargers

Recommendation: Adopt a motion authorizing the City Manager to negotiate and execute a grant agreement with Peninsula Clean Energy for the purchase and installation of electric vehicle (EV) chargers at municipal facilities and authorizing advertisement for sealed bids.

Attachments:

[Staff Report](#)

[Attachment A](#)

F. Revised Master Employee Pay Schedule – July 2025

Recommendation: Adopt a resolution to amend the City's Master Employee Pay Schedule to ensure continued compliance with California Public Employees' Retirement System (CalPERS) requirements.

Attachments:

[Staff Report](#)

[Resolution](#)

[Exhibit A](#)

G. Service Agreement for Building Inspection Services from 4 Leaf, Inc.

Recommendation: Adopt a motion authorizing the City Manager to negotiate and execute a Service Agreement with 4 Leaf, Inc. to provide building inspection services for a total not to exceed \$265,000.

Attachments:

[Staff Report](#)

H. CSG Building Plan Review Services – Amendment #1 to Task Order #1 and Task Order #2

Recommendation: Adopt a motion authorizing the City Manager to negotiate and execute Amendment #1 to Task Order #1 with CSG Consultants, Inc. for Building Plan Review Services to authorize an additional \$258,000 expenditure for Fiscal Year 24-25 and Task Order #2 for a total expenditure of \$420,000 for Fiscal Year 25-26.

Attachments:

[Staff Report](#)

I. Belmont Fire Protection District Ordinance Ratifying 2025 LRA Maps and Fire Code Amendments

Recommendation: Adopt an ordinance of the Belmont Fire Protection District ratifying SMC Ordinance 2025-002 adopting the LRA FHSZ classification map applicable to the district as recommended by the California State Fire Marshal and ratifying SMC Ordinance 2025-001 amending California Fire Code regulations applicable to the FHSZ classifications.

Attachments:

[BFPD Ord Ratifying 2025 LRA Maps and Fire Code Amendments](#)

J. City Ordinance Ratifying 2025 LRA Map Amendments

Recommendation: Adopt an ordinance of the City of Belmont ratifying SMC Ordinance 2025-002 adopting the Local Responsibility Area (LRA) Fire Hazard Severity Zone (FHSZ) classification map applicable to the city as recommended by the California State Fire Marshal and ratifying SMC Ordinance 2025-001 amending California Fire Code regulations applicable to the FHSZ classifications.

Attachments:

[City Ord Ratifying 2025 LRA Maps & Fire Code Amendments](#)

K. Strategic Communications Plan Updates

Recommendation: Present the revised Strategic Communications Plan incorporating Council's requested edits for final approval.

Attachments:

[Staff Report](#)

[2025-2030 Strategic Communications Plan](#)

9. PUBLIC HEARINGS (None)

10. GENERAL BUSINESS

General Business items are considered separately, typically in the order listed. The chair will call for public comment on each item when the body considers the item.

A. Approving the Updated Sewer System Management Plan (SSMP) in Compliance with Statewide General Waste Discharge Requirements (WDR), Order No. 2022-0103-DWQ

Recommendation: Adopt a resolution approving the updated Sewer System Management Plan per the Statewide General Waste Discharge Requirements.

Attachments:

[Staff Report](#)

[Resolution](#)

[Attachment B - Updated SSMP - 2025 Revision](#)

[Attachment C - Executive Summary of 2024 Sanitary Sewer Master Plan Update](#)

11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

A. **Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments**

B. **Verbal report from City Manager**

12. MATTERS OF INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. However, Council/Board may take final action on an item if there is no need for additional staff analysis.

13. ADJOURNMENT