

CITY OF BELMONT CITY COUNCIL



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CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, February 11, 2025

6:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

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 Belmont.gov,
3. ZOOM <https://belmont-gov.zoom.us/> Meeting ID: 95745673035
4. Public may 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.

If you wish to submit written public comment, you may send an email to cclerk@belmont.gov before the council considers the item. Please indicate the agenda item topic or agenda item number you wish to comment on in your email's subject line. Any public comment regarding agenda items that are received from the time of publication of the agenda and 3 hours before the start of the meeting will be distributed to the Council prior to the meeting and made part of the meeting record. Written public comments will not be read during the Council 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 conduct themselves with civility and courtesy at all times. 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 in order to foster an environment where everyone feels welcome to speak.

1. CALL TO ORDER [6:30]

2. ROLL CALL

3. CLOSED SESSION [None]

4. PLEDGE OF ALLEGIANCE

5. STUDY SESSION [6:30 p.m.]

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

A. Cannabis Retail Businesses Community Benefit Terms

Recommendation: Provide direction on the proposed Development Agreement terms under negotiation for the retail cannabis operators under entitlement review at 1397 El Camino Real and 1538 El Camino Real, Suite C and whether to continue to support consideration of one or both retail cannabis applications

Attachment(s):

[Staff Report](#)

REGULAR BUSINESS ITEMS [7:00 pm]

6. REPORT FROM CLOSED SESSION

7. SPECIAL PRESENTATIONS

A. Black History Month Proclamation

8. 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.

9. COUNCILMEMBER ANNOUNCEMENTS

10. 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. Approval of Minutes

Recommendation: Consider modifications and approve minutes

Attachment(s):

[January 14, 2025](#)

[January 28, 2025](#)

[February 4, 2025](#)

B. Approval of Council Intergovernmental Assignment Updates

Recommendation: Consider further modifications and approve the updates

Attachment(s):

[2025 Assignment List](#)

C. Business License Tax Administration Services

Recommendation: Motion authorizing the City Manager to negotiate and execute a 5-year Task Order with HdL Companies for Business License Tax administration services for an amount not to exceed \$625,000, subject to annual Council budget appropriation

Attachment(s):

[Staff Report](#)

[HdL Proposed Scope of Work - Business License Tax Administration Services](#)

D. Annual Investment Policy

Recommendation: Affirm the City of Belmont Investment Policy as submitted by the Finance Director/City Treasurer

Attachment(s):

[Staff Report](#)

[Investment Policy](#)

E. MOU with the City of San Bruno for FEMA Pre-Disaster Mitigation Grant and Contracted Fuel Reduction Under FEMA Grant and CAL FIRE Fire Prevention Grant

Recommendation: Adopt two resolutions: (1) authorizing the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the City of San Bruno regarding the administration of FEMA Pre-Disaster Mitigation Grant No. LPDM-PJ-09-CA-2023-003 and (2) authorizing the City Manager to negotiate and execute two agreements purchasing fuel reduction work to be reimbursed by the FEMA grant and CAL FIRE Fire Prevention Grant No. 5GG21211 for a combined amount not to exceed \$403,704

Attachment(s):

[Staff Report](#)

[Resolution - MOU](#)

[Resolution - Fuel Reduction Contracts](#)

[Draft MOU](#)

F. Revised Emergency Services Council Joint Powers Agreement (JPA)

Recommendation: Approve the Second Revised and Restated Joint Exercise of Powers Agreement for the San Mateo County Operational Area Emergency Services Organization and authorize the City Manager to execute

Attachment(s):

[Staff Report](#)

[Resolution](#)

[ESC-JPA MOU](#)

G. Ordinance Repealing Provisions in the Belmont City Code Chapter 12 and 19 Pertaining to Business Licenses Superseded by Measure DD and Amending Solicitor Regulations Contained Therein

Recommendation: Adopt ordinance as presented

Attachment(s):

Ordinance

H. **Ongoing Communications Outreach and Consulting Services**

Recommendation: Authorize the City Manager to negotiate and execute Task Order No. 3 to the Master Service Agreement with The Lew Edwards Group to provide communications outreach and consulting services in the amount of \$78,000 plus a 10% contingency, for a total Agreement not-to-exceed amount of \$381,600

Attachment(s):

[Staff Report](#)

I. **Fiscal Year 2025-26 Budget Calendar**

Recommendation: Adopt motion approving Fiscal Year 2025-26 Budget Calendar

Attachment(s):

[Staff Report](#)

[Proposed FY 2025-26 Budget Calendar](#)

J. **Bishop Subdivision Open Space and Fire Road Acceptance**

Recommendation: Adopt a resolution accepting the Bishop subdivision's street improvements and fire road as completed and compliant with the City's approved plans, authorizing the release of subdivision improvement bond, accepting a maintenance and warranty bond for the required one-year warranty period, and accepting the dedication of open space

Attachment(s):

[Staff Report](#)

[Resolution](#)

[Resolution - Irrevocable Offer of Dedication](#)

[Recorded Parcel Map](#)

[Agreement Containing Covenants Affecting Real Property](#)

11. PUBLIC HEARINGS (None)

12. 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. **Adoption of Updated Sanitary Sewer Master Plan**

Recommendation: Motion to adopt the updated Sanitary Sewer Master Plan (Plan), a forward-looking document that guides the management, maintenance, and development of the City's sewer infrastructure

Attachment(s):

[Staff Report](#)

[Proposed Projects Summary](#)

[Sanitary Sewer Master Plan](#)

[Harbor Industrial Area Sanitary Sewer Master Plan](#)

B. **Report on Mid-Year Financial Results as of December 31, 2024**

Recommendation: Adopt resolutions amending the City of Belmont and Belmont Fire Protection District (BFPD) fiscal year (FY) 2024-25 budgets

Attachment(s):

[Staff Report](#)

[Resolution - City of Belmont - Mid Year Resolution with Exhibit A Summarizing Proposed Budget Amendments by Fund](#)
[Resolution - Belmont Fire Protection District - Mid Year Resolution with Exhibit A Summarizing Proposed Budget Amendments by Fund](#)
[Mid-Year Financial Reports.pdf](#)

C. Appointment to City Commissions

Recommendation: (1) Motion to appoint two residents to the Planning Commission;
(2) Motion to appoint three residents as voting members and up to two non-voting youth members to the Parks and Recreation Commission.

Attachment(s):

[Staff Report](#)

13. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

B. Verbal report from City Manager

14. 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.

A. Discussion and Consideration of Endorsing San Mateo County's March Ballot Measure A

Recommendation: The Council is asked to consider endorsing the March 4, 2025 Special Election Ballot Measure A - San Mateo County Charter Amendment Measure, and adopting the attached resolution

Attachment(s):

[Staff Report](#)

[Resolution](#)

15. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board or Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the 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 on _____, by _____, /s/_____.