



City Council Meeting Agenda

Tuesday, July 14, 2026

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

General order of Business

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

City Council

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

Staff

Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Ken Stenquist, Police Chief
Grace Castaneda, Finance Director
Ann Ritzma, Interim Admin Services Director
Carlos deMelo, Community Development Director
Kevin Kobayashi, Parks and Recreation Director
Edric Kwan, 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 14, 2026
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

2. ROLL CALL

3. ITEMS BEFORE 7:00 PM

A. CLOSED SESSION 6:00 P.M.

1.) 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

4. PLEDGE OF ALLEGIANCE

5. REPORT FROM CLOSED SESSION

6. SPECIAL PRESENTATIONS - none

7. 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.

8. COUNCILMEMBER ANNOUNCEMENTS

9. 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 a modifications and approve minutes

Attachments:

[June 23, 2026 Meeting Minutes](#)

B. Monthly Financials

Recommendation: Approve the May 2026 Monthly Financial reports

Attachments:

[May 2026 Monthly Financials](#)

C. Hill Street and El Camino Real Hawk Crossing Project (City Contract No. 2026-652) – Award of construction contract

Recommendation: Adopt a resolution awarding a construction contract to Gruendl, Inc. dba Ray's Electric for the Hill Street and El Camino Real HAWK Crossing Project (City Contract No. 2026-652) in an amount not to exceed \$659,942, plus a 10% construction contingency, and authorizing the City Manager to execute the construction contract

Attachments:

[Staff Report](#)

[Resolution](#)

D. Belmont Village Bicycle Improvement Project – Notice of Completion

Recommendation: Adopt a resolution accepting the construction work and authorizing the issuance of a Notice of Completion for the Belmont Village Bicycle Improvement Project, City Contract Number 2025-638

Attachments:

[Staff Report](#)

[Resolution](#)

E. 2025 Pavement Rehabilitation Project – Notice of Completion

Recommendation: Adopt a resolution accepting the construction work and authorizing the issuance of Notice of Completion for the 2025 Pavement Rehabilitation Project, City Contract Number 2025-637

Attachments:

[Staff Report](#)

[Resolution](#)

F. 2026 Sanitary Sewer and Storm Infrastructure Repair Project – Design Contract

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute a Task Order with WHB Engineers for an amount not-to-exceed \$307,346 for the design of the 2026 Sanitary Sewer and Storm Infrastructure Repair Project

Attachments:

[Staff Report](#)

[Resolution](#)

[WHB Engineers Proposal](#)

G. 2027 Pavement Rehabilitation and Utility Improvement Project

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute a Task Order with Schaaf and Wheeler Consulting Civil Engineers in an amount not to exceed \$419,015 to provide design, bidding, and construction support services for the 2027 Pavement Rehabilitation and Utility Improvement Project

Attachments:

[Staff Report](#)

[Resolution](#)

[Schaaf & Wheeler Consulting Civil Engineers Proposal](#)

H. Agreement with Pavement Engineering Inc. for construction inspection services for the 2026 Pavement Rehabilitation Project

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute an agreement with Pavement Engineering Inc. to provide construction inspection and materials testing services in an amount not to exceed \$258,730 for the 2026 Pavement Rehabilitation Project, and approve a \$100,000 budget transfer from the 2025 Pavement Rehabilitation Project to the 2026 Pavement Rehabilitation Project

Attachments:

[Staff Report](#)

[Resolution](#)

[Pavement Engineering Proposal](#)

I. Parcel Map for SB-9 Urban Lot Split at Miramar Terrace – APNs 045-140-410 and 044-211-090

Recommendation: Adopt a Resolution approving the Parcel Map for an Urban Lot Split under Senate Bill 9 (SB 9) for the properties located at APNs 045-140-410 and 044-211-090 and accepting the dedication of an Emergency Vehicle Access Easement (EVAE), Ingress/Egress Easement, and Public Utility Easement (PUE)

Attachments:

[Staff Report](#)

[Resolution](#)

[Parcel Map](#)

J. Revised Master Employee Pay Schedule – July 2026

Recommendation: Adopt a resolution updating the City's Master Employee Pay Schedule to meet California Public Employees' Retirement System (CalPERS) requirements

Attachments:

[Staff Report](#)

[Resolution](#)

[Master Employee Pay Schedule](#)

K. Approval of New and Revised Job Descriptions and Salary Ranges in the Parks and Recreation Department

Recommendation: Adopt a resolution establishing the Recreation Coordinator II classification, formalizing the Recreation Specialist II classification, updating the Recreation Coordinator and Supervisor job descriptions and revising the salary range and job description for the Recreation Manager classification

Attachments:

[Staff Report](#)

[Resolution](#)

[Revised Job Park and Recreation Descriptions](#)

L. Server Replacement

Recommendation: Adopt a resolution 1) authorizing the City Manager to negotiate and execute the purchase of servers, equipment, implementation services, and 5-year support with Nutanix for a total amount not to exceed \$400,000; and 2) authorizing a budget appropriation of \$380,000 from the Fleet and Equipment Management Fund and \$20,000 from the Belmont Fire Protection District Fund

Attachments:

[Staff Report](#)

M. Fiscal Year (FY) 2026-27 California Highway Patrol Cannabis Tax Fund Grant Program

Recommendation: Adopt a resolution authorizing the City Manager to submit and execute all necessary grant documents upon approval of its application for the FY 2026-27 California Highway Patrol Cannabis Tax Fund Grant for a total award of \$78,774.74, making grant performance and funding commitments, and appropriating \$78,774.74 grant revenue and associated expenditures in the current FY 2026-27 budget related to the Cannabis Tax Fund Program

Attachments:

[Staff Report](#)
[Resolution](#)
[FY26-27 Tax Fund Grant](#)

N. Fiscal Year (FY) 2026-27 Board of State and Community Corrections (BSCC) Proposition 64 Public Health and Safety Grant Program

Recommendation: Adopt a resolution authorizing the City Manager to submit and execute all documents necessary to accept and administer the FY 2026-27 through FY 2030-31 Board of State and Community Corrections (BSCC) Proposition 64 Public Health and Safety Grant in the amount of \$999,447, make all required grant assurances and commitments, and appropriate \$246,007 in grant revenue and corresponding expenditures in the FY 2026-27 budget

Attachments:

[Staff Report](#)
[Resolution](#)

O. Authorization of Change Order No. 4 with InCharge Energy, Inc. and Supplemental Budget Appropriation for the EV Charging Stations Project (CIP No. 8090)

Recommendation: Adopt a resolution (1) authorizing the City Manager to negotiate and execute Change Order No. 4 with InCharge Energy, Inc. in the amount of \$77,559 for the EV Charging Stations Project (CIP No. 8090), increasing the total contract amount to \$423,927 and (2) approving a \$90,000 supplemental budget appropriation to CIP No. 8090, funded by Westlight Energy's EV Ready Incentive Program

Attachments:

[Staff Report](#)
[Resolution](#)
[Location Map](#)

P. 678 Ralston Ave and 951 Old County Rd. Loan Funding Agreement Amendment

Recommendation: Adopt a resolution 1) authorizing the City Manager to negotiate and enter into a modified loan funding agreement with CRP Affordable Housing and Community Development or affiliated entities or partners to provide up to \$1.5 million of Belmont affordable housing funds for construction of a 65-unit affordable housing project at 678 Ralston Ave., an increase of \$500,000 over the prior loan funding approval in May of 2025; and 2) authorizing a budget appropriation of \$1.5 million in FY 2026-27 from the Affordable Housing Fund

Attachments:

[Staff Report](#)

[678 Ralston Funding Request Amendment - Resolution](#)
[951 Old County Rd Loan Funding Request Amendment - Resolution](#)
[The Ridge at Ralston - City of Belmont Increased Funding Request](#)

Q. CSG Consultants, Inc. Building Plan Review Services – Task Order #3

Recommendation: Motion to authorize the City Manager to negotiate and execute Task Order #3 with CSG Consultants, Inc. (CSG) for Building Plan Review Services for Fiscal Year 26-27 for a not to exceed contract amount of \$480,000

Attachments:

[Staff Report](#)

R. Amendment #1 to Service Agreement for Building Inspection Services from 4 Leaf, Inc.

Recommendation: Motion to authorize the City Manager to negotiate and execute Amendment #1 to the Service Agreement with 4 Leaf, Inc. (4LEAF) to provide building inspection services for FY26-27 for \$180,000. This amendment would bring the total not to exceed cost for this contract to \$445,000

Attachments:

[Staff Report](#)

10. PUBLIC HEARINGS - none

11. 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. Citizen Initiative Community Center Tax Measure

Recommendation:

1. Adopt a resolution calling a General Municipal Election on Tuesday, November 3, 2026, to submit to the voters a proposed citizen initiative special tax measure, requesting that the San Mateo County Board of Supervisors consolidate the municipal election with the statewide election and authorize the San Mateo County Clerk to conduct all election services, and direct the City Attorney to prepare the impartial analysis of the measure.
2. By motion, designate a two-member Council subcommittee to prepare and sign, if requested by the proponents, the argument in favor of the measure and any rebuttal

Attachments:

[Staff Report](#)

[Resolution](#)

[Ballot Measure Ordinance](#)

[ROV_Belmont Certification Letter](#)

B. Belmont Harbor Industrial Area (HIA) Specific Plan Update

Recommendation: Receive an update on the Belmont Harbor Industrial Area (HIA) Specific Plan Project and provide feedback and direction on the proposed development standards for the O'Neill Avenue and Karen Road Residential Transition Areas, and the new Master Plan concept

Attachments:

[Staff Report](#)

[Transition Areas](#)

[Master Plan Approach](#)

C. Designation of Voting Delegate and Alternate for League of California Cities Annual Conference September 23-25, 2026

Recommendation: That the City Council, by motion, designate a voting delegate and up to two alternate voting delegates for the upcoming League of California Cities (Cal Cities) Annual Conference and authorize the voting delegate to represent the City during the General Assembly

Attachments:

[Staff Report](#)

[2026-Voting Delegate Information Packet](#)

12. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

B. Verbal report from City Manager

13. 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.

14. ADJOURNMENT

City of Belmont City Council Regular Meeting Minutes
City Council Chambers, City Hall, One Twin Pines Lane, Belmont, California

June 23, 2026

1. CALL TO ORDER: 7:00 PM

2. ROLL CALL

COUNCILMEMBERS PRESENT: Pang-Maganaris, Latimerlo, McCune, Jordan, Mates
COUNCILMEMBERS ABSENT: None

3. ITEMS BEFORE 7:00 PM - None

A. CLOSED SESSION

B. STUDY SESSION

C. SPECIAL SESSION/OTHER TOPICS

ITEMS STARTING AT 7:00 PM

4. PLEDGE OF ALLEGIANCE

Led by Mayor Mates.

5. REPORT FROM CLOSED SESSION - None

6. SPECIAL PRESENTATIONS

A. Proclamation Recognizing the 250th Anniversary of American Independence
Mayor Mates read the proclamation.

B. Proclamation Recognizing Parks Make Life Better! Month
Mayor Mates read the proclamation. Park and Recreation Director Kobayashi introduced recipients of the 2026 National Recreation and Park Association Innovation in Health and Well-Being Award for the Teen Wellness Retreat, created by Belmont and San Carlos Recreation Coordinators Danielle Giuliacci and Emma Licko.

C. San Mateo County Transportation Authority (SMCTA) - 101 Corridor Connect Program Presentation
SMCTA Senior Transportation Planner, Marissa Mathias provided the presentation.

D. Mid-Peninsula Water Department Presentation on 2025 Urban Water Management Plan (UWMP)
Kat Wuelfing, General Manager and Drew Bost, Water Resources Coordinator provided the presentation.

7. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Trena Patton and Michyle La Pedis provided comments on a local organization for accountability and transparency from the San Mateo County Sheriffs Office.

8. COUNCILMEMBER ANNOUNCEMENTS

Councilmembers provided upcoming events.

9. CONSENT BUSINESS

A. Approval of Meeting Minutes of May 26, 2026 and June 9, 2026 Minutes

B. Monthly Financial Report - April 2026

C. Calling for and Giving Notice of Holding a General Municipal Election November 3, 2026

Resolution 2026-49 Calling And Giving Notice Of The Holding Of A General Municipal Election To Be Held On Tuesday, November 3, 2026, To Elect Two Members Of The City Council, One From District 1 And One From District 3, A Mayor At-Large And Any Ballot Measures Approved For Placement.

Resolution 2026-50 Requesting The Board Of Supervisors Of The County Of San Mateo To Render Specified Services To The City Relating To The Conduct Of A Regular Municipal Election To Be Held On Tuesday, November 3, 2026

D. Service Agreement with George Hills Company for Third-Party Claims Adjustment and Administration Service

Authorize the City Manager to negotiate and execute a service agreement with George Hills Company for claims adjustment and administration services in an amount not-to-exceed \$60,000 through June 30, 2027, with a clause permitting renewal for up to two additional one-year terms with an annual fee escalator of 3-5% based on the most recent April-to-April Consumer Price Index for All Urban Consumers, Western Region (CPI-U), subject to annual budget

E. Renewal and Amendment of CDBG Cooperation Agreement with San Mateo County

Resolution 2026-51 authorizing the renewal and amendment of the Urban County's Community Development Block Grant (CDBG) Cooperation Agreement with San Mateo County (the Agreement) and authorizing the City Manager to negotiate and execute all documents necessary to effectuate the Agreement.

Vice Mayor Jordan stated that she will abstain from acting on Item A - Approval of Meeting Minutes of May 26, 2026 and June 9, 2026.

ACTION: On a motion made by Councilmember Pang-Maganaris and seconded by Councilmember McCune the Consent Business was approved by a roll call vote (5-0, Jordan abstain on Item A- Minutes of May 26, 2026 and June 9, 2026 Minutes).

10. PUBLIC HEARINGS – None

11. GENERAL BUSINESS

A. 2026 Strategic Communications Update

Communications and Community Affairs Officer provide an update on Belmont communications efforts over the past year.

Council discussion ensued. No action taken.

Recess: 8:10 p.m.

Reconvene: 8:15 p.m.

B. General Plan Safety Element Update

Principal Planner Smith and City Safety Element Consultant Elie Krispie, Place Works provided a brief overview of the comments received from the Planning Commission and Council review and proposed revisions to the Belmont Safety Element and Conservation Element.

Council discussion ensued.

No public comments received.

Council concurred with the proposed revisions.

ACTION: On a motion made by Councilmember Latimerlo and seconded by Councilmember McCune **Resolution 2026-52** amending the Belmont General Plan by adopting the updated Safety Element and associated amendments to the Conservation Element was approved by a roll call vote (5-0).

C. Consideration of Zoning Text Amendments to the Belmont Zoning Ordinance Pertaining to Residential Additions, Planned Development Review Process, and Sections Related to San Carlos Airport Safety Zones

Senior Planner Gill reviewed the proposed amendments to three sections of the Belmont Zoning Ordinance. He explained that the amendments would simplify and expedite the review process for eligible single-family home additions and align the review procedures for residential additions in planned developments with those used in traditional zoning districts. He noted that the amendments are part of the Planning Division's ongoing effort to improve operational efficiency, align with best practices, and ensure compliance with State law requirements.

He concluded the presentation by requesting Council direction on the proposed amendments so staff could prepare draft ordinance amendments for future consideration by the Planning Commission and City Council.

Council questions ensued.

No public comment provided.

Council concurred with the proposed amendments and directed staff to include, in the Planning Commission presentation, background on previous efforts to streamline the regulations and the amendments that were considered but not previously approved. Council also directed staff to revisit the regulations after one year to assess whether additional amendments would be warranted. No formal action was taken.

D. Updates to Brown Act and Local Agency Official Training Requirements

City Clerk Plut provided a brief overview of changes to Brown Act teleconferencing, remote public participation, accessibility, and agenda material

requirements, as well as new ethics and fiscal training requirements for local officials. She noted that some of the requirements have already taken effect, while the remaining provisions will become effective on July 1, 2026. She also explained that a resolution is before the Council to amend the City Council Protocols, with language regarding the meeting disruption policy.

Council discussion ensued.

No public comment was received.

ACTION: On a motion made by Councilmember McCune and seconded by Councilmember Pang-Maganaris **Resolution 2025-53** Amending the City Council Protocols to Implement Changes to the Ralph M. Brown Act and Acknowledging New Ethics and Fiscal Training Requirements for Local Officials was approved by roll call vote (5-0).

12. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

Councilmembers reported on their assignments.

B. Verbal report from City Manager

City Manager Oskoui provided updates on Staff accomplishments.

13. MATTERS OF INTEREST/CLARIFICATION

14. ADJOURNMENT at 9:50 p.m. in memory of Belmont resident and Notre Dame de Namur University staff and faculty member, Tom Earlywine.

**Submitted by,
Jozi Plut, City Clerk**



CITY COUNCIL AGENDA STAFF REPORT

DATE: July 14, 2026

SUBMITTED BY: Jozi Plut, Admin (CM, CA, Fin, HR, IT)

ITEM TYPE: Item Without Staff Report

AGENDA SECTION: **CONSENT BUSINESS**

SUBJECT: Monthly Financials

SUGGESTED ACTION: Approve the May 2026 Monthly Finacial reports

ATTACHMENTS:
[May 2026 Monthly Financials](#)



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Measure I
- Belmont Fire Protection District
- Sewer Collection System
- Sewer Treatment

Notable Fund Balance Decrease compared to prior YTD:

- Measure W

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

- Amounts equal to and above \$50,000

This report contains financial information which has not been reviewed or audited by an independent auditor, does not reflect the application of generally accepted accounting principles in all instances and is subject to future revision. This report has not been prepared with a view to informing an investment decision in any of the City's bonds, notes or other obligations. Any projections, plans or other forward-looking statements included in this report are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of the City's bonds, notes or other obligations and investors and potential investors should rely only on information filed by the City on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and website, maintained on the World Wide Web at <https://emma.msrb.org/>

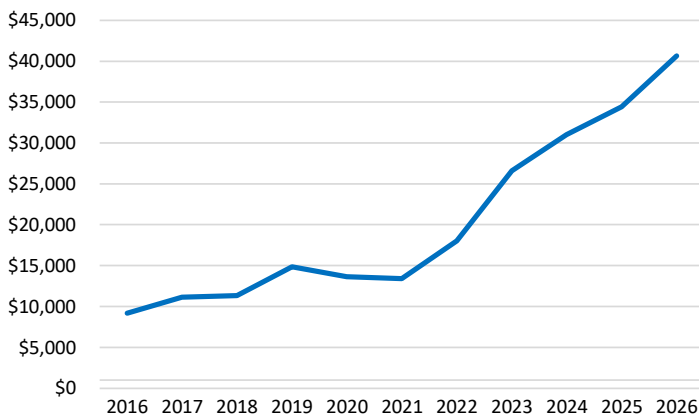
These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in these reports should be addressed to financedept@belmont.gov or for additional information regarding the City's financial activities, including past award winning audited financial statements, transparency efforts and best practices please visit the City at www.belmont.gov.



City of Belmont
Performance at a Glance
Results for the Period Ended May 31, 2026
(000's)



General Fund Balance Trend
(in thousands)

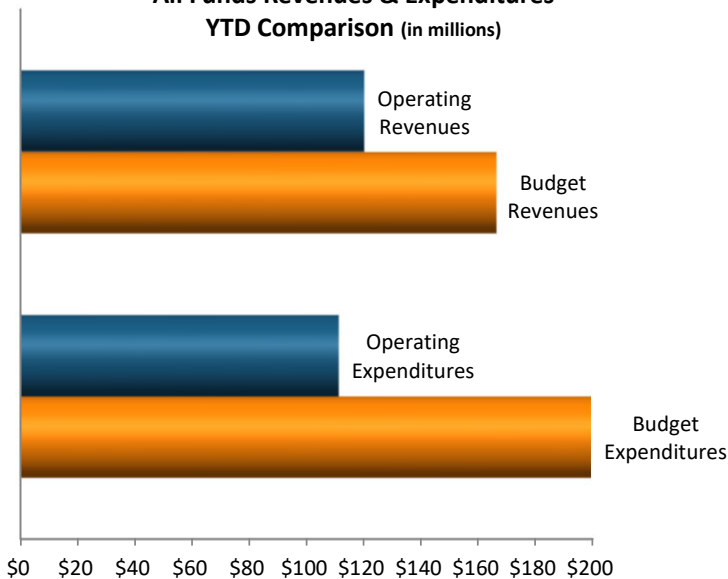


General Fund Balance Trend*

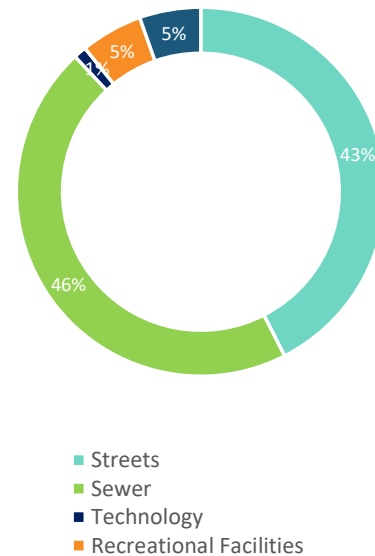
6/30/2016	2016	\$9,177	Audited
6/30/2017	2017	\$11,128	Audited
6/30/2018	2018	\$11,325	Audited
6/30/2019	2019	\$14,846	Audited
6/30/2020	2020	\$13,637	Audited
6/30/2021	2021	\$13,398	Audited
6/30/2022	2022	\$18,013	Audited
6/30/2023	2023	\$26,586	Audited
6/30/2024	2024	\$31,003	Audited
6/30/2025	2025	\$34,416	Audited
5/31/2026	2026	\$40,673	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures
YTD Comparison (in millions)



Capital Improvement Plan



General Fund

The General Fund balance is \$40.7 million, an increase of \$6.3 million compared to the amount at the prior fiscal year end. This is primarily due to the remaining majority of our property tax revenues being received in April. In addition, transfers out to support other funds will be done at fiscal year end.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3), the Recreation Fund, Planned Park Fund, and Storm Drainage Enterprise have deficits that are expected to be eliminated in a future period.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended May 31, 2026
(000's)



Fund	Fund Name	Audited Fund Balance 06/30/25 (1)	Revenues					Expenditures					Unaudited Fund Balance 05/31/26 (1)+(2)-(3)	PY YTD Fund Balance 5/31/2025	
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance Under (Over)	%	PY YTD Actual			
GENERAL FUND															
101	General	34,416	31,337	30,904	(433)	99%	28,852	31,706	24,647	7,059	78%	23,472	40,673	36,383	
102	Measure I	3,599	2,295	1,904	(391)	83%	1,803	6,929	1,110	5,819	16%	3,268	4,394	2,999	
SPECIAL REVENUE FUNDS															
205	Recreation	609	3,869	2,435	(1,434)	63%	2,425	3,927	3,535	393	90%	3,444	(491)	(623)	
206	Library Maintenance & Operation	211	593	314	(279)	53%	331	559	457	102	82%	776	67	332	
207	Athletic Field Maintenance	446	171	152	(19)	89%	184	316	102	213	32%	132	496	443	
208	City Tree	230	14	11	(3)	81%	17	100	44	57	43%	40	198	229	
209	Senior Services Donation	105	12	9	(4)	70%	12	15	0	14	2%	0	113	108	
210	Development Services	2,814	6,174	5,628	(545)	91%	6,303	6,466	5,841	625	90%	5,974	2,602	2,348	
212	General Plan Maintenance	854	1,152	539	(613)	47%	536	1,648	1,152	497	70%	950	241	1,078	
223	Belmont Fire Protection District	31,502	18,355	19,519	1,165	106%	18,573	14,520	14,934	(414)	103%	13,158	36,087	31,297	
225	Police Grants and Donations	35	1	1	(0)	72%	4	22	5	18	21%	5	31	34	
227	Supplemental Law Enforcement	166	175	206	31	117%	209	198	187	11	95%	95	185	185	
231	Street Maintenance	1,988	2,664	1,157	(1,507)	43%	1,280	2,796	2,428	367	87%	2,157	716	488	
232	RMRA Street Project	798	693	669	(24)	97%	650	1,392	737	656	53%	441	730	706	
233	Measure W	2,618	470	383	(87)	81%	382	2,842	2,600	242	91%	125	401	2,553	
234	Street Improvements	3,210	1,026	946	(80)	92%	918	3,127	229	2,898	7%	798	3,927	3,055	
237	Traffic Impact	511	150	196	46	130%	408	0	0	0	N/A	0	707	508	
239	Public Art	438	43	265	222	617%	13	238	0	238	0%	0	703	433	
275	Affordable Housing Successor	4,034	609	115	(494)	19%	(836)	1,798	270	1,528	15%	1,320	3,879	3,899	
277	Inclusionary Housing	3,541	39	90	52	233%	212	0	0	0	N/A	0	3,631	3,466	
	Total Special Revenue	54,111	36,209	32,633	(3,575)	90%	31,621	39,965	32,521	7,444	81%	29,415	54,223	50,542	
CAPITAL PROJECT FUNDS															
308	General Facilities	581	22	16	(6)	71%	19	554	61	493	11%	40	535	600	
310	Infrastructure	2,383	242	235	(7)	97%	72	2,268	830	1,439	37%	(172)	1,789	2,534	
312	Comcast PEG Program	364	58	67	9	116%	13	42	0	42	0%	45	432	389	
341	Planned Park	482	392	11	(381)	3%	63	638	668	(30)	105%	672	(175)	474	
342	Park Impact	1,083	54	95	41	175%	414	1,000	4	997	0%	20	1,174	1,074	
343	Open Space	54	3	2	(2)	46%	3	102	0	102	0%	53	56	54	
399	Capital Improvement Projects	2,705	51,748	11,181	(40,567)	22%	9,619	55,175	11,526	43,649	21%	9,993	2,360	2,918	
704	Special Assessment Districts	341	12	10	(3)	79%	10	0	0		N/A	0	351	338	
	Total Capital Projects	7,995	52,532	11,616	(40,916)	22%	10,212	59,779	13,089	46,690	22%	10,650	6,522	8,382	
DEBT SERVICE & OTHER FUNDS															
406	Library Bond Debt Service	346	655	694	40	106%	692	897	676	220	75%	681	363	331	
501-505	Sewer Collection System	48,625	21,294	21,765	470	102%	23,324	35,637	18,284	17,353	51%	18,678	52,106	44,953	
507	Sewer Treatment	30,304	6,002	6,355	354	106%	3,505	6,834	7,197	(363)	105%	4,268	29,463	28,071	
525	Storm Drainage Enterprise	879	2,844	1,087	(1,756)	38%	1,119	3,044	2,031	1,013	67%	1,670	(64)	854	
530	Solid Waste Management	2,370	711	631	(80)	89%	620	596	477	119	80%	485	2,525	2,245	
570	Worker's Compensation	1,940	1,053	1,017	(36)	97%	917	857	925	(69)	108%	764	2,032	1,990	
571	Liability Insurance	3,233	1,688	1,722	34	102%	854	1,320	1,105	215	84%	1,012	3,849	3,166	
573	Fleet & Equipment Management	9,239	5,332	5,390	58	101%	4,862	6,592	4,785	1,807	73%	4,028	9,844	9,075	
574	Facilities Management	925	2,958	3,021	63	102%	2,829	3,655	2,429	1,226	66%	2,245	1,517	951	
575	Benefit Prefunding	1,627	1,469	1,378	(91)	94%	1,884	1,654	1,866	(212)	113%	1,483	1,140	1,715	
	Total Debt & Other	99,489	44,005	43,061	(944)	98%	40,607	61,085	39,776	18,560	65%	35,315	102,774	93,350	
	Total All Funds	\$199,609	\$166,378	\$120,119	(\$46,259)	72%	\$113,095	\$199,464	\$111,142	\$85,573	56%	\$102,120	\$208,586	\$191,656	

Fund Types:

General Fund - Used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds - Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Capital Projects Funds - Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Debt Service & Other Funds - Includes funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest; funds used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis; and funds to account for operations financed and operated in a manner similar to a private business enterprise with the intent that the cost of providing goods and services is primarily financed through user charges; and funds used to account for assets held by the City as an agent.

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended May 31, 2026
(000's)



	General Fund					All Other Funds						
	Budget	Year to Date (YTD)		%	Annual Budget	PY YTD Actual	Budget	Year to Date (YTD)		%	Annual Budget	PY YTD Actual
		Actual	Variance					Actual	Variance			
REVENUES												
Taxes	22,535	23,057	522	102%	24,584	21,519	21,764	22,695	932	104%	23,742	21,251
Licenses and permits	1,125	1,748	623	155%	1,227	1,113	2,602	2,876	273	110%	2,839	2,988
Intergovernmental	385	349	(36)	91%	420	370	11,841	2,458	(9,383)	21% e	12,917	2,215
Charge for services	4,321	3,939	(382)	91% a	4,714	3,746	37,913	39,581	1,668	104%	41,360	38,216
Fines and forfeits	85	84	(0)	100%	93	95	-	-	-	N/A	-	-
Use of money and property	1,773	1,665	(108)	94% b	1,934	1,868	5,910	4,098	(1,812)	69% b	6,447	4,815
Miscellaneous	294	61	(233)	21% c	321	141	1,673	1,575	(97)	94%	1,825	1,019
Transfers in	820	-	(820)	0% d	894	-	53,338	15,926	(37,412)	30% d	58,187	14,756
Total Revenues	31,337	30,904	(433)	99%	34,186	28,852	135,041	89,215	(45,826)	66%	147,317	84,243
EXPENDITURES												
General Government	7,662	6,933	(729)	90%	8,359	6,759	8,422	7,951	(471)	94%	9,188	7,019
Public Safety	15,973	15,181	(792)	95%	17,425	14,197	13,959	14,668	709	105% f	15,228	13,281
Streets and Utilities	-	-	-	N/A	0	0	70,126	28,923	(41,203)	41%	76,501	25,049
Culture and Recreation	2,846	2,533	(313)	89%	3,105	2,516	10,842	6,855	(3,988)	63%	11,828	6,547
Urban Redevelopment	-	-	-	N/A	0	0	7,920	5,432	(2,488)	69%	8,640	6,737
Non Departmental	-	-	-	N/A	0	0	2,087	776	(1,311)	37%	2,277	363
Debt Service	-	-	-	N/A	0	0	5,468	5,965	497	109% g	5,965	4,895
Transfers out	5,225	-	(5,225)	0%	5,700	0	48,933	15,926	(33,007)	33%	53,381	14,756
Total Expenditures	31,706	24,647	(7,059)	78%	34,589	23,472	167,758	86,495	(81,263)	52%	183,009	78,648
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(\$369)	\$6,257			(\$403)	\$5,380	(\$32,717)	\$2,720			(\$35,691)	\$5,595

Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

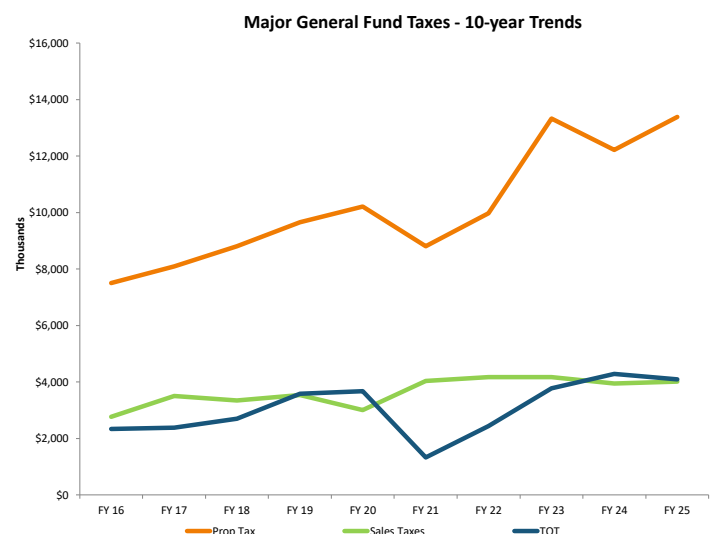
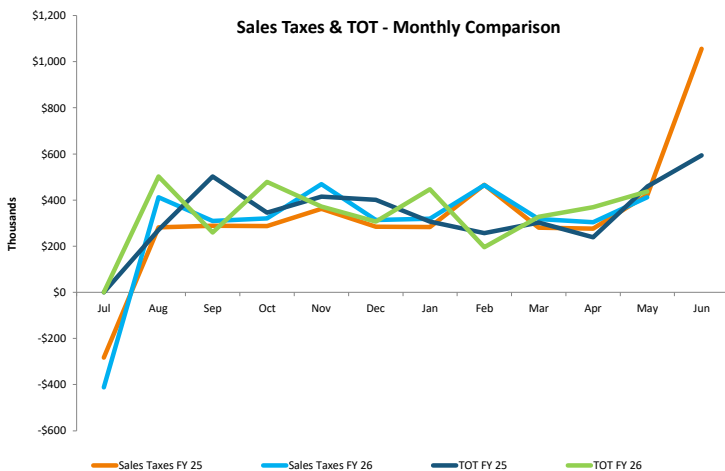
Revenues

- a) **Charges for Services** - The budget variance is primarily due to the quarterly fire prevention and protection fee, which will be received in a future reporting period.
- b) **Use of Money and Property** - The variance is primarily due to a fair market value accounting adjustment made annually in July and declining yield in the City's investment portfolio.
- c) **Miscellaneous** - The budget variance is primarily due to the timing of the annual Crystal Springs Uplands School (CSUS) Public Service Fee, which will be received in a future reporting period.
- d) **Transfers In** - Transfer amount was budgeted based on full CIP commitments. Actual expenditures and CIP transfers are recorded as the project progresses, and any remaining budget will be carried forward to the next fiscal year or released back to the funding source upon project completion.
- e) **Intergovernmental** - Grant revenue will be received and reported in a future period.

Expenditures

- f) **Public Safety** - Fourth quarter payment of \$2.6M was made to San Mateo Consolidated Fire Department in March.
- g) **Debt Service** - Annual debt service on library and sewer bonds were made in July and the semi-annual interest payments were made in January.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended May 31, 2026



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
ADP TAX PPE 05/09/26	ADP TAX PPE 05/09/26	5/14/26	DAJ000010568	131,656.03
ADP TAX PPE 05/23/26	ADP TAX PPE 05/23/26	5/28/26	DAJ000010572	127,766.05
ADP WAGE PPE 05/09/26	ADP WAGE PPE 05/09/26	5/14/26	DAJ000010565	540,758.68
ADP WAGE PPE 05/23/26	ADP WAGE PPE 05/23/26	5/28/26	DAJ000010569	528,873.18
BSCFD	SUPPLEMENTAL APPROP PERS	5/19/26	DAJ000010547	141,300.00
CALPERS	COB CONTRIBUTION PPE 05/15/26	5/26/26	DAJ000010541	150,608.83
CALPERS	HEALTH PREMIUM-MAY	5/11/26	DAJ000010535	260,542.12
CALPERS	COB CONTRIBUTION PPE 05/01/26	5/20/26	DAJ000010540	148,129.11
Checks DIT May 2026	Checks DIT May 2026	5/31/26	DAJ000010555	58,560.91
MAY 26 LGIP INTEREST	MAY 26 LGIP INTEREST	5/31/26	IAJ000010564	129,597.26
MISSIONSQUARE	DEF COMP- ACCT#302442	5/4/26	DAJ000010532	57,953.91
MISSIONSQUARE	DEF COMP ACCT#803366	5/4/26	DAJ000010533	58,145.38
MISSIONSQUARE	DEF COMP ACCT#302442	5/18/26	DAJ000010539	84,303.81
ZION BANK	WWTP WIFIA DENT SRVC 2021B	5/13/26	DAJ000010546	183,111.02
Total Disbursements in Excess of \$50,000				\$ 2,601,306.29
Total Count				14

Purchase Order Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
GOOD CITY COMPANY	HARBOR INDUSTRIAL AREA	5/26/26	23 00053	1,633,788.50
GOOD CITY COMPANY	TO# 14 ISLAND PARKWAY	5/28/26	26 00119	87,360.00
ITPIPES OPCP LLC	2026-2027 SUBSCRIPTION	5/1/26	26 00115	73,482.00
RINGCENTRAL, INC.	ANNUAL SUBSCRIPTIONS	5/18/26	26 00118	155,548.20
Total Purchase Orders Issued in Excess of \$50,000				\$ 1,950,178.70
Total Count				4

CITY OF BELMONT TREASURER'S REPORT May 31, 2026



Agency Receipts and Disbursements Summary

	Beginning Balance April 30, 2026		Receipts		Disbursements		Ending Balance May 31, 2026
City of Belmont	\$145,790,848.65	\$	6,480,111.36	\$	(4,344,076.50)	\$	147,926,883.51
Belmont Fire Protection District	34,464,034.00		1,834,150.76		(210,387.22)	\$	36,087,797.54
Total	\$ 180,254,882.65	\$	8,314,262.12	\$	(4,554,463.72)	\$	184,014,681.05

Balance Summary

	Deposit		Investments		Pool Total
City of Belmont & Belmont Fire Protection District	\$ 5,210,755.74	\$	178,803,925.31	\$	184,014,681.05

I certify that this report accurately reflects all investments of City of Belmont and Belmont Fire Protection District, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

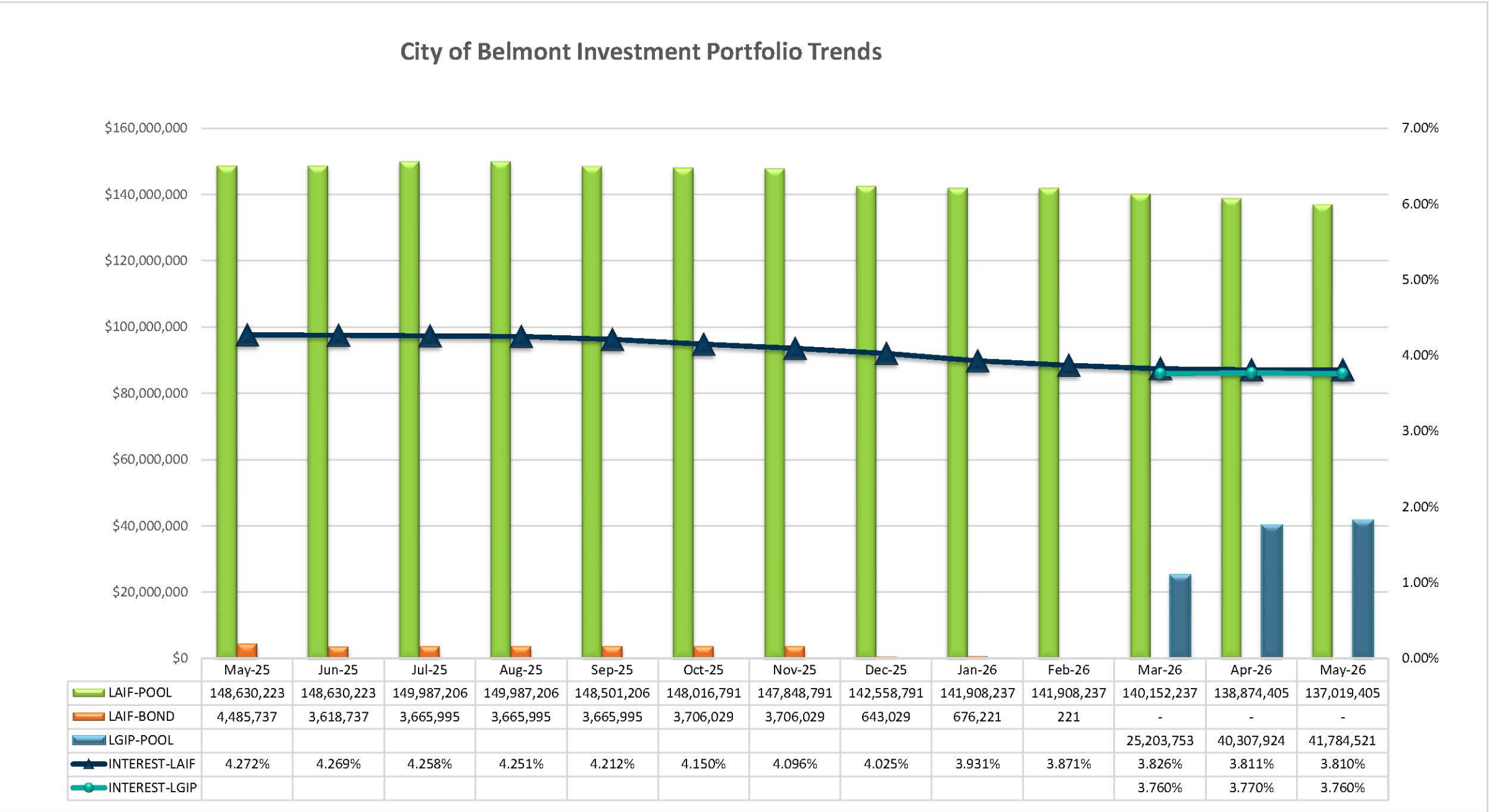
Grace Castaneda
 s/b Grace Castaneda
 Grace Castaneda
 City Treasurer

CITY OF BELMONT TREASURER'S REPORT May 31, 2026



Investment Detail

Investment Type	Issuer Fund Documents	Par Amount	Current Market Value*	Interest Total	Maximum Weighted Average Maturity/Life	Rate
Deposit						
General Account	Wells Fargo	\$ 5,210,755.74	\$ 5,210,755.74			
Investments:**						
L.A.I.F. -POOL	https://www.treasurer.ca.gov/pmia-laif/pmia/index.asp	137,019,404.52	137,016,778.00	435,036.61	18 months	3.810%
L.G.I.P. -POOL	https://www.calfitfund.com/document-center/	41,784,520.79	41,780,204.05	130,924.83	90 days	3.760%
Total		\$ 184,014,681.05	\$ 184,007,737.79	\$ 565,961.44		



*Fair Market Value ratios for LAIF are based on a quarterly basis, while LGIP is on a monthly basis.
 **The LAIF-BOND account has withdrawn all of its funds as of the end of March 2026.



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Brian Nguyen, Public Works, (650) 637-2998, bnguyen@belmont.gov
Agenda Title: Hill Street and El Camino Real Hawk Crossing Project (City Contract No. 2026-652) – Award of construction contract
Agenda Action: Resolution

Recommendation

Adopt a resolution awarding a construction contract to Gruendl, Inc. dba Ray's Electric for the Hill Street and El Camino Real HAWK Crossing Project (City Contract No. 2026-652) in an amount not to exceed \$659,942, plus a 10% construction contingency, and authorizing the City Manager to execute the construction contract.

Strategic Focus Area

Infrastructure and Mobility

Background

On April 28, 2026, through Resolution No. 2026-25, the City Council approved the plans and specifications for the Hill Street and El Camino Real HAWK Crossing Project (City Contract No. 2026-652) and authorized advertisement for sealed bids. The City Council also authorized the City Manager to execute a construction contract with the lowest responsive and responsible bidder in an amount not to exceed the engineer's estimate of \$619,543.

The City received nine sealed bids that were opened on June 2, 2026. All nine bids exceeded the engineer's estimate and therefore exceeded the previously authorized contract amount. The three lowest bids were as follows:

Ray's Electric	\$659,942.00
Redgwick	\$662,220.00
Zara	\$686,830.00



Analysis

Staff reviewed the engineer's estimate and the submitted bids and determined that the apparent low bid submitted by Ray's Electric is responsive and responsible. The low bid is approximately \$40,400 (6.5%) above the engineer's estimate.

The City received nine competitive bids, indicating healthy contractor interest and that the bid prices reasonably reflect current market conditions. Staff attributes the difference between the engineer's estimate and the low bid primarily to current labor, material, and contractor pricing for traffic signal and electrical construction, as well as current inflationary pressures. Staff does not believe re-advertising the project would result in lower pricing and recommends awarding the contract to Ray's Electric as the lowest responsive and responsible bidder.

Although the low bid exceeded the engineer's estimate used for the original Council authorization, sufficient project funding is available, and no additional appropriation is required.

Alternatives

1. Take No Action
2. Refer back to staff for more information

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Fiscal Impact

- ☒ Funding Source Confirmed:

Funding for the construction contract and contingency is budgeted in adopted FY 2026-2027 Capital Improvement Program (CIP) Hill Street and El Camino Real HAWK Crossing Project #3232 (Account No. 399-3-730-3232-9030) and is supported by Measure A Street Improvement Fund, Measure I Fund, and \$300,000 contribution from the County of San Mateo.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AWARDING A CONSTRUCTION CONTRACT TO GRUENDL, INC. DBA RAY'S ELECTRIC FOR THE HILL STREET AND EL CAMINO REAL HAWK CROSSING PROJECT (CITY CONTRACT NO. 2026-652) IN AN AMOUNT NOT TO EXCEED \$659,942, PLUS A 10 PERCENT CONSTRUCTION CONTINGENCY, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT

WHEREAS, On April 28, 2026, through Resolution No. 2026-25, the City Council approved the plans and specifications for Hill Street and El Camino Real HAWK Crossing Project (City Contract Number 2026-652) and authorized advertisement for sealed bids. The City Council also authorized the City Manager to execute a construction contract with the lowest responsive and responsible bidder in an amount not to exceed the engineer's estimate of \$619,543, plus 10% construction contingency; and,

WHEREAS, The City received nine sealed bids that were opened on June 2, 2026, and all nine bids exceeded the engineer's estimate and the previously authorized contract amount; and,

WHEREAS, Staff reviewed the submitted bids and determined that Gruendl, Inc. dba Ray's Electric is the lowest responsive and responsible bidder, and recommends awarding the construction contract in an amount not to exceed \$659,942, plus a 10 percent construction contingency.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Council a) approves awarding a construction contract to Gruendl, Inc. dba Ray's Electric for the Hill Street and El Camino Real HAWK Crossing Project (City Contract No. 2026-652) in an amount of \$659,942, plus a 10 percent construction contingency; and b) authorizes the City Manager to execute the construction contract.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Brian Nguyen, Public Works, (650) 637-2998, bnguyen@belmont.gov
Agenda Title: Belmont Village Bicycle Improvement Project – Notice of Completion
Agenda Action: Resolution

Recommendation

Adopt a resolution accepting the construction work and authorizing the issuance of a Notice of Completion for the Belmont Village Bicycle Improvement Project, City Contract Number 2025-638.

Strategic Focus Area

Infrastructure and Mobility

Background

On September 9, 2025, through Resolution No. 2025-61, the City Council approved the plans and specifications for the Belmont Village Bicycle Improvement Project (City Contract 2025-638), authorized advertisement for sealed bids, and authorized the City Manager to execute a construction contract with the lowest responsive and responsible bidder in an amount not-to-exceed the original engineer's estimate of \$211,520. Three bids were opened on October 21, 2025, all exceeding the engineer's estimate and authorized amount. On November 25, 2025, through Resolution No. 2025-73, the City Council approved awarding the contract to the lowest responsive and responsible bidder, BuildCorp, for an amount not-to-exceed \$276,180, plus a 10% construction contingency, funded through TDA grants and Measure A.

Analysis

This project expanded the City's bicycle network within the Belmont Village Area by installing a new Class II bike facility on Ralston Avenue from Hiller Street to Old County Road, as well as on 6th Avenue from Ralston Avenue to Waltermire Street. In addition, a new bike boulevard was installed with wayfinding signs and pavement markings that make it easier and safer to ride to and from Old County Road at O'Neil Avenue and the Highway 101 bike-and-pedestrian overcrossing. The construction of the project is now complete to the satisfaction of the City in accordance with the approved plans and specifications, with a final construction cost of construction of \$303,798, which is within the approved project budget.

The project was substantially completed in June 2026.

Nine change orders totaling \$27,618 (10% of the original construction contract) were approved during construction and remained within the authorized 10% construction contingency. These change orders were issued to address differing field conditions, adjust final quantities, and incorporate City-requested improvements in response to community feedback, including the addition of a new bike box at Ralston



Avenue and South Road, updated turn lane markings at 6th Street and Ralston Avenue, and the removal of centerline markings along Hiller Street.

The existing approved project budget is adequate to cover the final construction contract, including these nine change orders.

The City has retained 5% from BuildCorp to ensure payment to subcontractors and suppliers, which will be released following City Council acceptance of the construction work and approval to issue this Notice of Completion with the final payment.

Alternatives

1. Take no action
2. Refer back to staff for additional information

Attachments

- A. None

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The project's final construction contract amount of \$303,798 is within the approved project budget under Capital Improvement Program (CIP) Belmont Village Bicycle Improvement Project # 3239 (Account No. 399-3-730-3239-9030), supported by multiple sources including TDA grant funding and Measure A funds.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ACCEPTING THE CONSTRUCTION WORK AND AUTHORIZING THE ISSUANCE OF A NOTICE OF COMPLETION FOR THE BELMONT VILLAGE BICYCLE IMPROVEMENT PROJECT, CITY CONTRACT NUMBER 2025-638

WHEREAS, on September 9, 2025, through Resolution No. 2025-61, the City Council approved the plans and specifications for the Belmont Village Bicycle Improvement Project (City Contract 2025-638), authorized advertisement for sealed bids, and authorized the City Manager to execute a construction contract to the lowest responsive and responsible bidder; and,

WHEREAS, three bids were opened on October 21, 2025, all of which exceeded the original engineer's estimate and authorized amount; and,

WHEREAS, on November 25, 2025, through Resolution No. 2025-73, the City Council approved awarding the construction contract to the lowest responsive and responsible bidder, BuildCorp, for an amount not-to-exceed \$276,180, plus a 10% construction contingency, funded through Transportation Development Act (TDA) grants and Measure A; and,

WHEREAS, This project expanded the City's bicycle network within the Belmont Village Area by installing a new Class II bike facility on Ralston Avenue from Hiller Street to Old County Road, as well as on 6th Avenue from Ralston Avenue to Waltermire Street; and,

WHEREAS, the project further established a new bike boulevard with wayfinding signs and pavement markings to improve safety and accessibility to and from Old County Road at O'Neil Avenue and the Highway 101 bike-and-pedestrian overcrossing; and,

WHEREAS, construction of the project was substantially completed in June 2026 to the satisfaction of the City in accordance with the approved plans and specifications within the approved project budget; and,

WHEREAS, nine change orders were executed during construction to address differing field conditions, adjust final quantities, and incorporate community-requested improvements—including a new bike box at Ralston Avenue and South Road, updated turn lane markings at 6th Street and Ralston Avenue, and the removal of centerline markings along Hiller Street; and,

WHEREAS, the existing approved project budget under Capital Improvement Program (CIP) Project #3239 is adequate to cover the final construction contract amount; and,

WHEREAS, the City has retained 5% from BuildCorp to ensure payment to subcontractors and suppliers, which will be released following City Council acceptance of the work, final payment approval, and the recordation of a Notice of Completion.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Council hereby accepts the construction work performed by BuildCorp for the Belmont Village Bicycle Improvement Project, City Contract Number 2025-638.

SECTION 2. The City Manager, or their designee, is authorized and directed to execute and record a Notice of Completion for the project with the San Mateo County Clerk-Recorder's Office.

SECTION 3. Retention funds withheld by the City shall be released to BuildCorp in accordance with contractual requirements and applicable state law following the successful recordation of the Notice of Completion.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Daniel Matthews, Public Works, (650)-637-2985, dmatthews@belmont.gov
Agenda Title: 2025 Pavement Rehabilitation Project – Notice of Completion
Agenda Action: Resolution

Recommendation

Adopt a resolution accepting the construction work and authorizing the issuance of Notice of Completion for the 2025 Pavement Rehabilitation Project, City Contact Number 2025-637

Strategic Focus Area

Infrastructure and Mobility

Background

The 2025 Pavement Rehabilitation Project consisted of rehabilitating nearly three centerline miles of roadway, including curb, gutter, accessibility improvements, stormwater treatment, and related utility and striping work along the following streets, as identified in the City's Five-Year Paving Plan: Comstock Circle, Lower Lock Avenue, Monte Cresta Drive, Forest Avenue, Coronet Boulevard, Pullman Avenue, E Street, Ralston Frontage Road, Shoreway Road. Additionally, the base bid included the portion of Middle Road near El Camino Real that was shifted from the 2023 Pavement Project due to delays in the Caltrans permitting process.

Value engineering during the design phase also allowed Lane Street, King Street, and a portion of Fifth Avenue, originally planned for the 2026 Pavement Rehabilitation Project, to be included as bid alternates, accelerating planned pavement improvements while remaining within the project budget.

In addition to typical asphalt and concrete work, the project included the construction of a bioretention area on Alameda de las Pulgas near Forest Avenue, providing stormwater treatment for a portion of the project area and satisfying Municipal Regional Permit (MRP) requirements.



Figure 1 (top) - New bioretention area constructed on Alameda de las Pulgas
Figure 2 (bottom) – Finish rolling on King



On April 8, 2025, through resolution 2025-29, City Council authorized the City Manager to award a construction contract to the lowest responsible bidder for \$4,355,806. On June 25, 2025, following a competitive bidding process, the City executed a construction contract with O’Grady Paving, Inc for \$3,671,825.10.

Analysis

The Notice to Proceed was issued on July 7, 2025, and the project reached substantial completion on May 13, 2026. Construction included six change orders to address unforeseen field conditions, corrective work associated with previous paving projects, and delays related to the Caltrans permitting process. Despite these changes, the project was completed within the approved construction contingency and overall project budget.

This project rehabilitated three centerline miles of roadway and represents the City’s largest pavement rehabilitation project since the passage of Measure I in 2016, reflecting the City’s continued investment in maintaining and improving its roadway network. The work was carefully coordinated with the annual sewer project, minimizing disruption to the public and allowing timely pavement restoration on affected streets. Ahead of construction, staff performed outreach at multiple City events and sent two mailers to affected properties advising of the planned work, encouraging sewer repairs ahead of construction to avoid work during the City’s pavement moratorium. This practice boosts awareness, protects the City’s investment, and saves residents from costly restoration.

The final construction cost of the project was \$3,817,532.74, 4% over the original contract amount and within the approved 10% construction contingency. The final cost table for the project, which has an approved budget of \$5,201,000, is shown below:

Phase/Service	Cost
Design	\$427,050.00
Construction	\$3,817,532.74
Construction Management/Quality Assurance	\$362,727.25
Staff Time*	\$154,742.50
Miscellaneous Services (arborist, CEQA, noticing)	\$5,567.45
Total	\$4,767,619.44

**Minor additions to staff time total may still be processing*

Overall, the project was completed within the approved project budget while delivering additional pavement improvements through value engineering and bid alternates.

Approval of the proposed resolution will accept the improvements, begin the warranty period, authorize staff to record the revised Notice of Completion with the County Recorder’s Office, and release retention to the contractor after 35 days.



Alternatives

1. Refer back to staff for additional information
2. Take no action

Attachments

- A. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The project's final construction contract amount of \$3,817,532.74 is within the approved project budget. Funds have been budgeted and charged under the 2025 Pavement Rehabilitation Project No. 3117, funded by Measure I, RMRA, and Measure W.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE ISSUANCE OF A NOTICE OF COMPLETION FOR THE FINAL CONSTRUCTION CONTRACT AMOUNT OF \$3,817,532.74 AND RECORDING OF THE NOTICE OF COMPLETION FOR THE 2025 PAVEMENT REHABILITATION PROJECT, CITY CONTRACT NUMBER 2025-637

WHEREAS, on April 8, 2025, through Resolution 2025-29, the City Council authorized the City Manager to award and execute a construction contract with the lowest responsible bidder for the construction of the 2025 Pavement Rehabilitation Project, City Contract Number 2025-637; and,

WHEREAS, on June 25, 2025, the City entered into a contract with O’Grady Paving, Inc for the construction of the project for \$3,671,825.10; and,

WHEREAS, on May 13, 2026, the project was substantially completed within the approved construction contingency.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Authorizes the City Clerk to file a Notice of Completion with San Mateo County Clerk-Recorder’s office for the 2025 Pavement Rehabilitation Project, City Contract Number 2025-637.

SECTION 2. Authorizes the release of withheld retention 35 days after the filing of the Notice of Completion with the County Clerk-Recorder’s office.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Bozhena Palatnik, Public Works Department, (650) 595-7463, bpalatnik@belmont.gov
Agenda Title: 2026 Sanitary Sewer and Storm Infrastructure Repair Project – Design Contract
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute a Task Order with WHB Engineers for an amount not-to-exceed \$307,346 for the design of the 2026 Sanitary Sewer and Storm Infrastructure Repair Project.

Strategic Focus Area

Infrastructure and Mobility

Background

As part of the City's ongoing asset management program, the Public Works Operations Division routinely inspects the City's sanitary and storm drainage systems using closed-circuit television (CCTV) and other field condition assessment methods. These inspections have identified several locations throughout the City that require immediate attention due to deteriorating pipe conditions and localized structural deficiencies.

The 2026 Sanitary Sewer and Storm Infrastructure Repair Project was established in the adopted Fiscal Year 2026-2027 Capital Improvement Program (CIP) to address these priority repairs at approximately 10 locations that are not included in the City's annual sewer and storm pipeline replacement program. The project also provides flexibility to incorporate additional priority repairs identified by Engineering and Operations during design.

The majority of the identified improvements involve rehabilitating aging sanitary sewer gravity mains located within easements on Alameda de las Pulgas, Hillcrest Drive, Read Avenue, Upper Lock Drive, Newlands Avenue, Middle Road, North Road, Bayview Avenue, DeKoven Avenue, Kimmie Court, Coronet Boulevard, Villa Avenue, and Winding Way.

Analysis

Staff solicited proposals from civil engineering firms under the City's on-call services contract to provide design, bidding, and construction support services for the project. WHB Engineers (formerly Wilsey Ham) was selected based on its experience with similar utility rehabilitation projects, familiarity with the City's infrastructure, and ability to meet the project's current schedule.



The requested task order consists of the existing system evaluation, complete design and bid package, and construction support services, for the amount of \$293,238. In addition, an optional task for utility locating in the amount of \$14,108 is also included to assist with the design work if necessary within private property easements. Notice to proceed is anticipated in late July 2026, allowing the project to be advertised for construction in spring 2027 with construction occurring in the summer construction season.

Alternatives

- 1. Take no action.
- 2. Refer back to staff for additional information.

Attachments

A. Proposal from WHB Engineers

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The proposed task order in the amount not-to-exceed \$307,346 will be funded through the FY 2026-27 Capital Improvement Program (CIP) 2026 Miscellaneous Sewer and Storm Hotspot Repair Project #7077 (Account #399-3-730-7077-8331), which is funded by the Sewer Collections Fund and Storm Drainage Fund.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A TASK ORDER WITH WHB ENGINEERS FOR AN AMOUNT NOT TO EXCEED \$307,346 FOR DESIGN OF THE 2026 SANITARY SEWER AND STORM INFRASTRUCTURE REPAIR PROJECT

WHEREAS, as part of the City's ongoing asset management program, the Public Works Department routinely inspects the City's sanitary sewer and storm drainage systems using closed-circuit television (CCTV) inspection and has identified multiple locations requiring immediate repair; and,

WHEREAS, the 2026 Miscellaneous Sewer and Storm Hotspot Repair Project was established in the adopted Fiscal Year 2026-2027 Capital Improvement Program to address these priority repairs; and,

WHEREAS, Staff solicited proposals from civil engineering firms under its on-call engineering services contracts and selected WHB Engineers to provide engineering design, bidding support, and construction support services for the project in an amount not to exceed \$288,702; and,

WHEREAS, sufficient funding for the proposed Task Order is available in the Fiscal Year 2026-2027 Capital Improvement Program under the 2026 Sanitary Sewer and Storm Infrastructure Repair Project #7077 (Account #399-3-730-7077-8331), which is funded by the Sewer Collections Fund and Storm Fund.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute a Task Order with WHB Engineers for the design of the 2026 Sanitary Sewer and Storm Infrastructure Repair Project for an amount not to exceed \$307,346.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Bozhena Palatnik, Sr. Engineer
City of Belmont
1 Twin Pines Lane
Belmont, CA 94002

WHB Engineers

3130 La Selva Street, Suite 100
San Mateo, CA 94403
(650) 349-2151

July 1, 2026

Subject: Proposal for Engineering Design Services for the Sanitary and Storm Infrastructure Repair Project (R2)

Dear Bozhena,

On behalf of WHB Engineers (WHB), I am pleased to submit this proposal to the City of Belmont for preparation of construction documents and construction services for the Sewer and Storm Infrastructure Repair Project.

1. BACKGROUND

The City of Belmont has identified a project known as the *Sanitary and Storm Infrastructure Repair Project*. Attachment A provides a summary of the pipe segments to be included in this project.

It is our understanding that these pipe segments have been preliminary evaluated by the city as part of a previous project, but the design has not yet been completed. Therefore, all segments included in this proposal have existing CCTV data. This CCTV data has been provided by the City to WHB. The total length of CCTV data to be reviewed to complete the evaluations is approximately 3,300 LF an increase of 1,200 feet of pipe rehab from the last proposal dated June 11th.

For this proposal we have assumed that the total length of 3,300 LF is included for replacement as part of this project based on supplied CCTV overview report and associated map sheets. After discussions with the City regarding the pipe locations, it was determined that the majority of the pipes are located within assumed easements behind or alongside existing homes. As a result, the preferred repair for most of the segments will be from manhole to manhole and include some type of trenchless rehabilitation. The City has indicated that cured in place lining might be the preferred option for those locations in existing easements alongside and behind existing homes. The City has indicated that there have been issues with past cured in place rehabilitation and they are open to reviewing other trenchless methods that might also suit the location(s) and conditions of the existing mains.

It is our understanding that the City is requesting the following work from WHB.

1. Review approximately 3,300 LF of existing CCTV data provided by the City and evaluate applicable repair methods.
2. Provide manhole evaluations for all manholes associated with the replacement pipe segments, and as indicated by the City as shown in Attachment A. This includes the manholes on Kimmie Court and Coronet Blvd.
3. Develop a Basis of Design (BOD) memorandum, with 35% plans and probable construction cost estimate.
4. Complete a detailed design package for repair of all sewer and storm segments to be repaired.
5. Provide design construction support services, based on Attachment A locations, during bidding and construction.

Based on the approach above, the following scope of work is proposed for this project.

2. SCOPE OF WORK

The following is a summary of WHB's Basic Scope of Services:

1. Project Management
2. CCTV and manhole evaluation with Basis of Design (BOD) Memorandum, 35% plans, and probable construction cost estimate
3. 65% Design with estimate of probably construction cost
4. 95% PS&E
5. 100% PS&E
6. Bid Support
7. Construction Engineering Support

Optional:

8. Horizontal Utility locating and easement plat and legal descriptions

After receipt of the Notice to Proceed for the project, WHB will attend a kick-off meeting with City staff to review project scope, goals, and strategies. At that time, we will collect additional pertinent information from the City including record drawings, GIS maps of the sewer system, storm drain and other City-owned utility records. A sewer system Tracking Map (TM) will be set up as AutoCAD files and labelled using the City's nomenclature for manhole and pipe numbering. This map will be used throughout the project to help us verify and document that we have reviewed all the existing condition data available.

Our project engineers will review the CCTV logs, videos and photos provided by the City to confirm existing pipe and manhole conditions. This will include providing recommendations on the types of rehabilitation for each section to be replaced. A Basis of Design (BOD) Technical Memorandum will be prepared to summarize the results of the sewer and storm pipes reviewed.

This recommendation for method of replacement of sewer/storm lines and manholes will include:

- The existing pipe condition.
- Our preliminary understanding of the proximity of existing lines to other utilities, fences, and other obstructions. (This will be further explored during detail design.)
- The constructability of the proposed repairs and method considering potential resident impacts, space constraints, etc.
- Estimated cost of the rehabilitation method in context with the volume of that proposed rehabilitation method.

The BOD Technical Memorandum will include 35% plans and a cost estimate of probable construction costs to implement the repairs recommended for each segment. After the City has reviewed the technical memorandum, WHB will meet with the City to discuss our proposed design concepts, and construction approaches. The goal of this meeting is to reach a consensus on the design to be progressed and the construction approach(s) to be utilized.

After the BOD memorandum is finalized, the project will move into the design phase. It is our understanding that the City has aerial photography that can be utilized as the base map for this

project. The utility companies will be contacted by our engineering staff to acquire the record maps of their existing facilities within the project limits, and to inform them of the project. The utility records will be added to the design plans. Since we are assuming that the method of replacement will be trenchless, we have not included horizontal utility locating services in our base proposal. We have added an optional service to provide horizontal utility locations if needed.

The aerial photography supplied by the City will be supplemented by GPS ground surveys to pick up existing surface features (utility paint marks if required) and utility structures in the field. Approximate easement and right-of-way lines will be shown on the topographic mapping based on City records. The base maps will serve as the basis of our design.

Once the project base mapping is complete, the preliminary design will begin. For full length pipe replacement, we will start by evaluating the horizontal alignments of the improvements. If needed, WHB will conduct field investigations, with the help of the City for easement access, to verify if there are any potential impacts to the preferred rehabilitation methods. All identified potential obstructions will be noted on the 65% plan set. The 65% plans will also include preliminary profiles. If the City has easement information, we will include this information on the plans. We will take pictures of the upstream and downstream manholes and document manhole conditions and potential conflicts that will affect the rehabilitation of the sewer main. The 65% Plans, Specifications, and Estimate (PS&E) phase will be submitted to the City for review and comment. We will meet with the City to review all 65% PS&E comments.

Since all work will be done on local streets, we do not anticipate any outside agency permits. We will need City coordination and assistance to access side and backyard easements. We would also request assistance communicating with residents where easement access is needed.

After reviewing the 65% PS&E submittal comments with the City, WHB will prepare the 95% PS&E. The improvement plans will include plan and profile views as well as construction details.

Technical specifications and front-end documents will be included in the 95% submittal package using the City's standard format and will be packaged with the City's Notice to Bidders, Bid Schedule, General Specifications and Special Provisions. The Special Provisions will be prepared to address the required work hours, provisions for pedestrian and vehicular access, protection of existing improvements, measurement and payment, and other requirements that will facilitate the management of the construction. The construction cost estimate will also be updated.

After the 95% PS&E set is complete, the entire package will be thoroughly checked through our quality control process. This final PS&E package will then be submitted to the City for their review. After meeting with the City and reviewing the 95% PS&E package, WHB will finalize the plans, specifications and probable construction cost. This final package will be delivered as the 100% (biddable) PS&E package.

Task 1 - Existing System Evaluation

The following work is included in this task:

1. Prepare Project tracking map (TM)
2. Review existing CCTV provided by City (Up to 3,300 LF)
3. Analyse sewer systems to determine repair recommendations
4. Compare repair recommendations with City budget and revise recommendations as needed

5. Determine final recommendations
6. Site visit to inspect manholes and confirm constructability
7. Prepare preliminary 35% plan sheets with City provided GIS
8. Prepare and submit Draft BOD memorandum
9. Revise and submit Final BOD

Deliverables:

- Excel spreadsheet with pipe deficiencies
- Draft BOD with 35% plans
- Final BOD with 35% plans

Task 2 – 65% PS&E

The following work is included in this task:

1. Prepare utility record drawing requests and collect record drawings
2. Prepare project plan base mapping
3. Perform a topographic survey
4. Prepare Title and Notes Sheets
5. Prepare horizontal plan sheets with preliminary profiles for full pipe segment rehabilitation
6. Prepare Details
7. Prepare Specifications
8. Prepare probable construction cost estimate
9. QA/QC 65% package
10. Submit 65% PS&E package

Deliverables:

- 65% PS&E.

Task 3 – 95% PS&E

The following work is included in this task:

1. Incorporate 65% Design Comments from the City.
2. Perform site visits as needed to review design issues.
3. Update Title and Notes Sheets.
4. Update Plan and Profile Sheets for full pipe segment rehabilitation.
5. Update Details.
6. Update Specifications.
7. Update probable construction cost estimate.
8. QA/QC 95% PS&E.
9. Submit 95% PS&E Package.

Deliverables:

- 95% PS&E.
- 95% Bid Package.

Task 4 – 100% PS&E

The following work is included in this task:

1. Finalize Title and Notes Sheets
2. Finalize Plan and Profile Sheets for full pipe segment rehabilitation
3. Finalize Details Incorporate 95% Design Comments from the City.
4. Finalize Title and Notes Sheets.
5. Finalize Plan and Profile Sheets for full pipe segment rehabilitation.
6. Finalize Details.
7. Finalize Specifications.
8. Finalize probable construction cost estimate.
9. QA/QC 100% PS&E.
10. Finalize Plans incorporating City comments and submit bid package.

Deliverables:

- 100% PS&E.
- Final Bid Package.

Task 5 – Bid Support

The following work is included in this task:

1. Respond to bidder questions
2. Preparation of up to one bid addenda
3. Contractor bid review and tabulation
4. Prepare conform set and submit to City

Deliverables:

- Response to Bidder questions
- Bid Addenda
- Conform Plan Set

Task 6 – Construction Engineering Support

The following work is included in this task:

1. Review and approve submittals. (Up to 20 included)
2. Review and respond to RFIs. (Up to 15 included)
3. Prepare minor plan revisions and issue design bulletins (supplemental instructions) with design revisions to accommodate conditions discovered in the field (up to 2 included)
4. Perform final site review and issue a punch list.
5. Coordination with the Project Team and Contractor
6. Prepare record drawings.

Deliverables:

- Responses to Submittals
- Responses to RFIs
- Project Punch List
- Record Plan Set

Task 7 – Meetings

The following work is included in this task:

1. Attend kick-off meeting (virtual)
2. Attend progress meetings (up to 5 progress meetings included (Draft BOD review, 65%, 95%, 100%, and PS&E finalizing)
3. Attend pre-bid meeting (virtual)
4. Attend preconstruction Meeting (in person)
5. Attend submittal and RFI meetings (up to 3 virtual meetings and 3 site meetings included)

Deliverables:

- Meeting agenda
- Meeting minutes

Task 8 – Optional Services

The following work is included in this task:

1. Perform Horizontal utility location on pipe segments that are proposed to be replaced in kind. It is assumed there will be up to 3,300 linear feet of full pipe replacement. This does not include potholing.
2. Locate boundary and easements, prepare plat and legal descriptions, set site construction temporary benchmarks (TBMs) and tie into City benchmark system

Deliverables:

- Service marking of existing utilities in the field
- Provide TBMs
- Easement plat and legal documents

3. ASSUMPTIONS AND EXCLUSIONS

The following assumptions and exclusions were made in the preparation of this proposal to define our scope of work.

1. Only the above quantity of meetings specified are included and all meetings are assumed to be a maximum of 1 hour. If more or longer meetings are needed, additional fees will be required.
2. We assume that the City will facilitate and provide access to the subject properties and records, which includes any right of entry agreements, if not additional fees may be required.
3. This proposal assumes GIS areal backgrounds will be provided to WHB by the City. The City indicated that the required rehabilitation of the sewers would be replaced in kind with the same diameter pipe. Any line upsizing or horizontal relocation of sewer or storm lines will require additional fees.
4. Base front end documents are assumed to be provided by the City.
5. We have assumed that all existing sewer and storm main lines are within existing easements, and no easement survey work is required. WHB can provide easement verification and survey work if needed for an additional fee.
6. No potholing is included in this proposal. If requested, potholing can be provided for an additional fee.
7. Geotechnical investigation and soil testing are excluded. These services can be provided for an additional fee, if desired by the City.

8. Permit and application fees are not included.
9. All public outreach and coordination with the residents will be performed with by the City.
10. This proposal assumes four rounds of City review. Additional reviews requested by the City can be provided for an additional fee,
11. Construction Engineering Support is based on Attachment A scope. Any modifications that add to this scope can be provided for an additional fee.
12. We have included a level of effort to review and respond to a reasonable number of submittals and RFIs. However, WHB is not in control of these quantities as it is dependent on the contractor, site conditions and other factors. If the number or level of effort for these responses exceeds our assumptions, additional fees will be required.
13. Only those tasks specifically described herein are included in this proposal. Any other requested work will be performed on a time and materials basis.

4. FEE

WHB's fee for the base Scope of Services is estimated to be approximately **\$293,238** on a time and materials basis in accordance with the attached Charge Rate Fee Schedule. Optional task 8 if elected to be included it is estimated to be approximately **\$58,220** in additional fee. We will not exceed these amounts without your prior authorization.

5. SCHEDULE

The following schedule is proposed for preparation of the improvements bid package.

City Council approval of design contract	06/15/26	
Notice to Proceed for design	07/20/26	
Review CCTV and develop BOD & 35% Plans	07/20/26 - 09/18/26	9 weeks
Submit BOD & 35% Plans	09/18/26	
City review	09/18/26 - 10/09/26	3 weeks
Prepare 65% PS&E	10/09/26 - 11/06/26	4 weeks
Submit 65% PS&E	11/06/26	
City review	11/06/26 - 12/04/26	3 weeks
Prepare 95% PS&E	12/04/26 - 01/08/27	4 weeks
Submit 95% PS&E	01/08/27	
City Review	01/08/27 - 01/22/27	2 weeks
Prepare (100%) Final PS&E Bid Set	01/22/27 - 02/12/27	3 weeks
Advertise for Bidding	02/12/27	

We look forward to working with the City of Belmont on this project and thank you for the opportunity to present our proposal.

Sincerely,
WHB Engineers
Randal Krejcarek
Randal Krejcarek, PE
Supervising Engineer

Attachments: Fee Proposal, 2026 Charge Rate Fee Schedule, Attachment A – Sewer Location Map

City of Belmont
Sanitary and Storm Infrastructure Repair Project
Fee Proposal (R2)
7/1/2026



TASK DESCRIPTION	PRINCIPAL ENGR/SVR \$336 HRS	SUPERVISING ENGR/SVR \$305 HRS	MANAGING ENGR/SVR \$286 HRS	STAFF ENGR/SVR II \$226 HRS	ASSOCIATE ENGR/SVR \$194 HRS	SENIOR DESIGNER \$189 HRS	2 PERSON SURVEY CREW \$398 HRS	SUB- CONSULTANTS	REIM- BURSABLE EXPENSES	TOTAL WH LABOR \$	TOTAL ALL \$	TOTAL WH LABOR HOURS
1. Existing System Evaluation												
1 Prepare Tracking Map (TM)			286 1	452 2	1,552 8					2,290	2,290	11
2 Review existing CCTV provided by City (Up to 3,300 LF).		305 1	572 2	3,616 16	7,372 38					11,865	11,865	57
3 Analysis of system to determine repair rec's		305 1	572 2	2,260 10	3,104 16					6,241	6,241	29
4 Comparison of rec's with City Budget		305 1	572 2							877	877	3
5 Determine final recommendations		305 1	1,144 4	452 2						1,901	1,901	7
6 Site Visits to inspect segments & MHs & confirm constructability				2,712 12	2,328 12				150	5,040	5,190	24
7 Prepare preliminary 35% plan sheets with City provided GIS.			572 2	2,260 10	1,940 10	3,402 18			25	8,174	8,199	40
8 Prepare and submit Draft BOD memorandum.		305 1	572 2	1,808 8	1,552 8				25	4,237	4,262	19
9 Revise BOD and submit final to City		305 1	286 1	904 4	388 2					1,883	1,883	8
Subtotal		1,830 6	4,576 16	14,464 64	18,236 94	3,402 18			200	42,508	42,708	198
2. 65% PS&E												
1 Utility Record Drawing Requests/Collect				678 3	970 5					1,648	1,648	8
2 Prepare project plan base mapping.			286 1	904 4	1,164 6	2,646 14				5,000	5,000	25
3 Perform SiteTopo Survey (assume 3,300 lf of pipe)	3,360 10			22,148 98		9,450 50	49,750 125		2,250	84,708	86,958	283
4 Prepare Title and Notes Sheet				226 1		378 2				604	604	3
5 Prep horizontal plan sheets w/ prelim profiles for pipe segment rehab.		305 1	2,288 8	6,328 28	7,760 40	5,292 28				21,973	21,973	105
6 Prep Details			286 1	452 2		1,134 6				1,872	1,872	9
7 Prep Specifications		305 1	572 2	1,808 8	2,328 12					5,013	5,013	23
8 Prep Cost Est			286 1	904 4	1,164 6					2,354	2,354	11
9 QA/QC 65% PS&E.		1,220 4	1,716 6						25	2,936	2,961	10
10 Submit 65% PS&E Package.			286 1	452 2		378 2				1,116	1,116	5
Subtotal	3,360 10	1,830 6	5,720 20	33,900 150	13,386 69	19,278 102	49,750 125		2,275	127,224	129,499	482
3. 95% PS&E												
1 Incorporate 65% Design Comments from the City.			572 2	1,808 8	1,940 10	1,890 10				6,210	6,210	30
2 Perform site visits as needed to review design issues.			572 2	1,356 6	1,164 6				150	3,092	3,242	14
3 Update Title and Notes Sheet				226 1		378 2				604	604	3
4 Update Plan & Profile Shts for Full Rehab (3,300 lf)		305 1	1,430 5	4,068 18	5,820 30	3,402 18				15,025	15,025	72
5 Update Details			286 1	452 2		189 1				927	927	4
6 Update Specifications		305 1	286 1	1,130 5	2,328 12					4,049	4,049	19
7 Update Cost Est		305 1	286 1	452 2	1,164 6					2,207	2,207	10
8 QA/QC 95% PS&E.		915 3	1,716 6						25	2,631	2,656	9
9 Submit 95% PS&E Package.			286 1	452 2		378 2				1,116	1,116	5
Subtotal		1,830 6	5,434 19	9,944 44	12,416 64	6,237 33			175	35,861	36,036	166
4. 100% PS&E												
1 Incorporate 95% Design Comments from the City.			286 1	1,356 6	1,552 8	1,512 8				4,706	4,706	23
2 Finalize Title and Notes Sheet				226 1		189 1				415	415	2
3 Finalize Plan & Profile Shts for Full Rehab (3,300 lf)		305 1	1,716 6	3,164 14	3,104 16	1,890 10				10,179	10,179	47
4 Finalize Details			286 1	452 2		189 1				927	927	4
5 Finalize Specifications		305 1	286 1	904 4	2,328 12					3,823	3,823	18
6 Finalize Cost Est		305 1	286 1	452 2	1,164 6					2,207	2,207	10
7 QA/QC 100% PS&E.		610 2	1,144 4						25	1,754	1,779	6
8 Finalize Bid Package after City Comments & Submit		305 1	286 1	1,808 8	1,940 10	1,512 8				5,851	5,851	28
Subtotal		1,830 6	4,290 15	8,362 37	10,088 52	5,292 28			25	29,862	29,887	138
5. Bid Support												
1 Respond to Bidder's Inquires			572 2	1,356 6						1,928	1,928	8
2 Prep up to 1 addenda		305 1	572 2	904 4	776 4					2,557	2,557	11
3 Contractor bid Review			286 1	678 3						964	964	4
4 Prep conform set		305 1	286 1	452 2	776 4	756 4			50	2,575	2,625	12
Subtotal		610 2	1,716 6	3,390 15	1,552 8	756 4			50	8,024	8,074	35

City of Belmont
Sanitary and Storm Infrastructure Repair Project
 Fee Proposal (R2)
 7/1/2026



TASK DESCRIPTION	PRINCIPAL ENGR/SRVR \$336 HRS	SUPERVISING ENGR/SRVR \$305 HRS	MANAGING ENGR/SRVR \$286 HRS	STAFF ENGR/SRVR II \$226 HRS	ASSOCIATE ENGR/SRVR \$194 HRS	SENIOR DESIGNER \$189 HRS	2 PERSON SURVEY CREW \$398 HRS	SUB- CONSULTANTS	REIM- BURSABLE EXPENSES	TOTAL WH LABOR \$	TOTAL ALL \$	TOTAL WH LABOR HOURS
6. Construction Engineering Support												
1 Review/Approve Submittals (up to 20 included)		610 2	2,860 10	4,520 20	6,790 35					14,780	14,780	67
2 Review/Respond to RFIs (up to 15 included)		610 2	1,144 4	3,390 15	3,880 20					9,024	9,024	41
3 Prep Minor Plan Revisions (up to 2 revisions)		610 2	572 2	1,808 8	2,328 12	1,890 10				7,208	7,208	34
4 Final Site Review and Punch List				1,808 8					50	1,808	1,858	8
5 Coord with Project Team and Contractor			2,288 8							2,288	2,288	8
6 Prep Record Drawings		305 1	286 1	452 2		756 4				1,799	1,799	8
Subtotal		2,135 7	7,150 25	11,978 53	12,998 67	2,646 14			50	36,907	36,957	166
7. Meetings												
1 Attend kickoff meeting (virtual)		305 1	286 1							591	591	2
2 Attend progress mtgs (up to 5 mtgs)		1,525 5	2,860 10							4,385	4,385	15
3 Attend prebid meeting (virtual)		305 1	286 1							591	591	2
4 Attend Preconstruction meeting (in person)		610 2	572 2						50	1,182	1,232	4
5 Attend submittal & RFI meetings (up to 3 virtual meetings and 3 site meetings included)		915 3	2,288 8						75	3,203	3,278	11
Subtotal		3,660 12	6,292 22						125	9,952	10,077	34
BASE PROPOSAL TOTAL	3,360 10	13,725 45	35,178 123	82,038 363	68,676 354	37,611 199	49,750 125		2,900	290,338	293,238	1,219

8. Optional Services												
1 Horizontal Utility locating		610 2			388 2			13,110		998	14,108	4
2 Locate Easements/site control/tie into City BMs	10,080 30			19,888 88			13,532 34		612	43,500	44,112	152
OPTIONAL SERVICES TOTAL	10,080 30	610 2		19,888 88	388 2		13,532 34	13,110	612	44,498	58,220	156

Notes:

- The amounts may vary between tasks and individuals but the Grand Total amount will not be exceeded without approval of the Client.
- Total All\$ includes subconsultants and reimbursable costs.
- Hourly rates effective through December 31, 2026 and subject to revision annually thereafter.
- All positions may not be shown. If a position is not shown the Charge Rate Fee Schedule will govern.

Table: 260001



2026 Charge Rate Fee Schedule

The compensation of Wilsey Ham for work done will be on the basis of an hourly charge rate, plus expenses incurred and will be the sum of all the items set forth below:

Personnel Services	Hourly Rates
Senior Principal Engineer/Surveyor	\$ 357
Principal Engineer/Surveyor	\$ 336
Senior Supervising Engineer/Surveyor	\$ 320
Supervising Engineer/Surveyor	\$ 305
Managing Engineer/Surveyor	\$ 286
Project Engineer IV/Surveyor IV, Senior Engineer/Surveyor	\$ 268
Project Engineer III/Surveyor III	\$ 249
Staff Engineer II/Surveyor II	\$ 226
Staff Engineer I/Surveyor I	\$ 210
Associate Engineer/Surveyor	\$ 194
Assistant Engineer/Surveyor	\$ 184
Senior Designer/Senior Technician	\$ 189
Designer II/Survey Technician II	\$ 178
Designer I/Survey Technician I	\$ 162
CAD Operator II/Drafter II	\$ 168
CAD Operator/Survey Technician/Drafter	\$ 131
2-Person Survey Crew	\$ 398
1-Person Survey Crew	\$ 199
Senior Administrator/Contracts	\$ 168
Administrative Assistant III/Senior Project Coordinator	\$ 136
Administrative Assistant II/Project Coordinator	\$ 110
Administrative Assistant I/Office Support	\$ 94
Supervising Senior Construction Manager	\$ 289
Senior Construction Manager	\$ 241
Construction Manager II	\$ 226
Construction Manager I	\$ 205
Associate Construction Manager	\$ 173
Assistant Construction Manager	\$ 150
Supervising Senior Construction Inspector	\$ 257
Senior Construction Inspector	\$ 241
Construction Inspector	\$ 220
Senior Construction Document Controls Specialist	\$ 157
Construction Document Controls Specialist	\$ 136

Effective through December 31, 2026 and subject to revision annually thereafter.

➤ **Reimbursable Expenses:**

- Travel and subsistence expenses paid to or on behalf of employees on business connected with the project, plus a markup charge of **15%**.
- Seventy two and one half cents (\$0.725) per mile, or the current rate allowable set by the Internal Revenue Service for use of company passenger vehicles, and eighteen dollars (**\$18.00**) per hour for use of vehicles carrying field survey equipment and supplies or used for field inspection and supervision.
- The cost of materials, supplies, reproduction, agency filing fees, communication expense or other services, plus a markup charge of **15%**.
- Invoice cost of services and expenses charged to Wilsey Ham by outside consultants, professional or technical firms engaged in connection with the project, plus a handling charge of **15%**.

Attachment A

Sewer Line Rehab

SHEET MAP #	MH ID	Segment Street	Segment Length	Storm/Sewer	ITPipes Report	Video	Defects Logged
1	440405-440406	610 ADLP	219	Sewer	Y	Y	Y
2	430407-430706	3631 Hillcrest Dr	170	Sewer	Y	Y	Y
3	442423-442422	Read Ave	65	Sewer	Y	Y	Y
3	442422-442421	Read Ave	60	Sewer	Y	Y	Y
4	432107-432001	3226 Upper Lock	236	Sewer	Y	Y	Y
7	633-2626	424 Middle Rd	120	Storm	Y	Y	Y
9	441413-441412	North Rd	164	Sewer	Y	NEED COPY LINK	Y
5	432606-462605	Newlands Ave	105	Sewer	Y	Y	Y
5	432610-432608	Newlands Ave	125	Sewer	Y	Y	Y
8	432609-432608	Newlands Ave	23	Sewer	Y	Y	Y
5	432607-432608	Newlands Ave	201	Sewer	Y	Y	Y
5	432605-432607	Newlands Ave	246	Sewer	Y	Y	Y
5	432604-432605	Newlands Ave	126	Sewer	Y	Y	Y
5	432601-432604	Newlands Ave	32	Sewer	Y	Y	Y
11	432735-432727	DeKoven	222	Sewer	Y	Y	Y
11	432727-432726	DeKoven	119	Sewer	Y	Y	Y
11	LH432727A-432272	DeKoven	104	Sewer	Y	Y	Y
10	440513-440512	Bayview	310	Sewer	Y	Y	Y
10	440511-440510	Bayview	102	Sewer	Y	Y	Y
12	431720-431703	San Juan Blvd	137	Sewer	Y	Y	Y
13	441002-442004	Mezez Ave	171	Sewer	Y	Y	Y
14	443019-443015	Villa Ave.	117	Sewer	Y	Y	Y
15	LH441135-LH441125A	North Rd #2	99	Sewer	Y	Y	Y

Sum of qtys

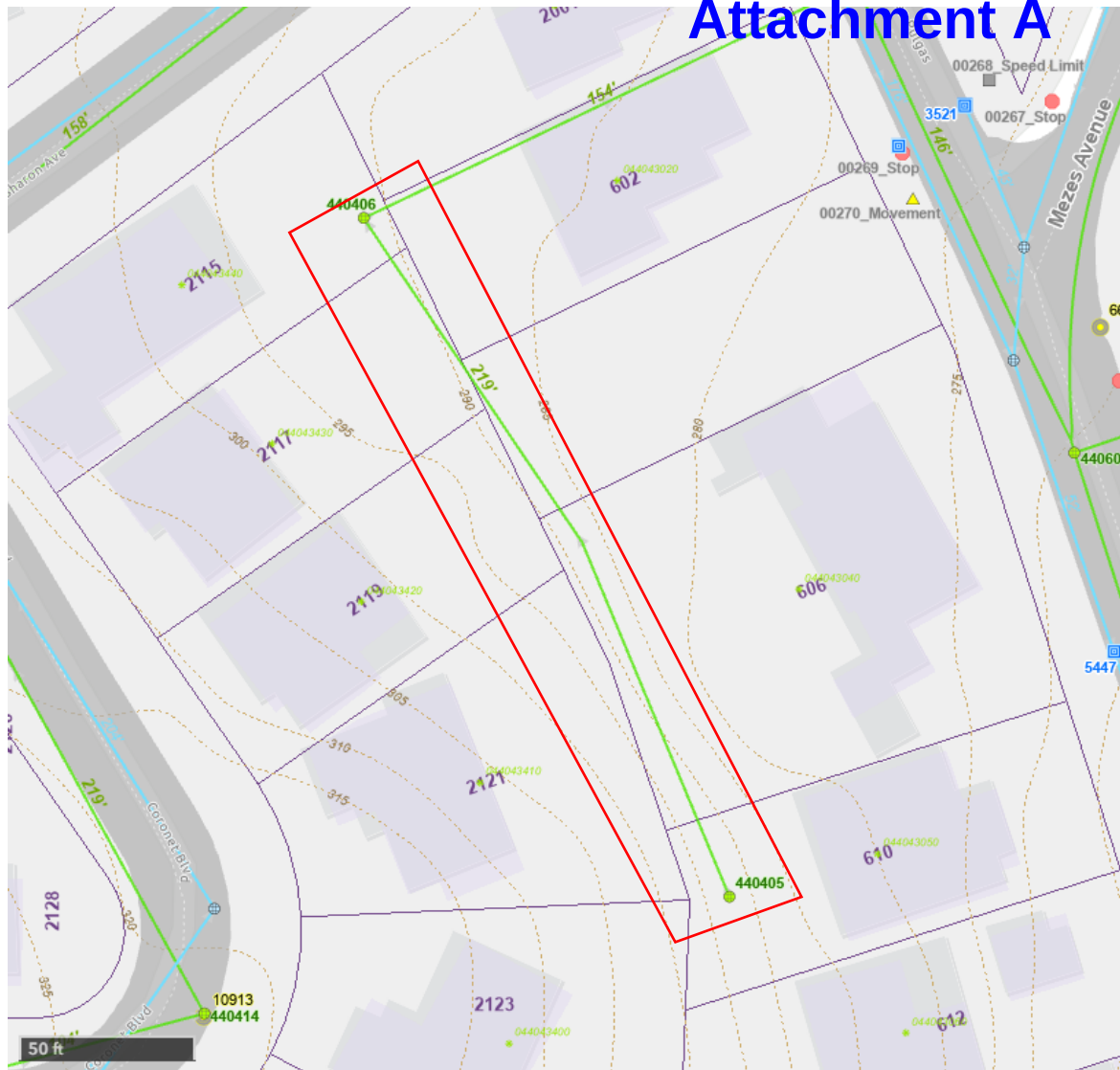
3,273 LF

2100
1,173

Manhole Rehab

DS MH	Defect	STREET NAME
442816	ROOTS IN MANHOLE	4 KIMMIE CT
442702	ROOTS IN MANHOLE	Coronet Blvd

Attachment A



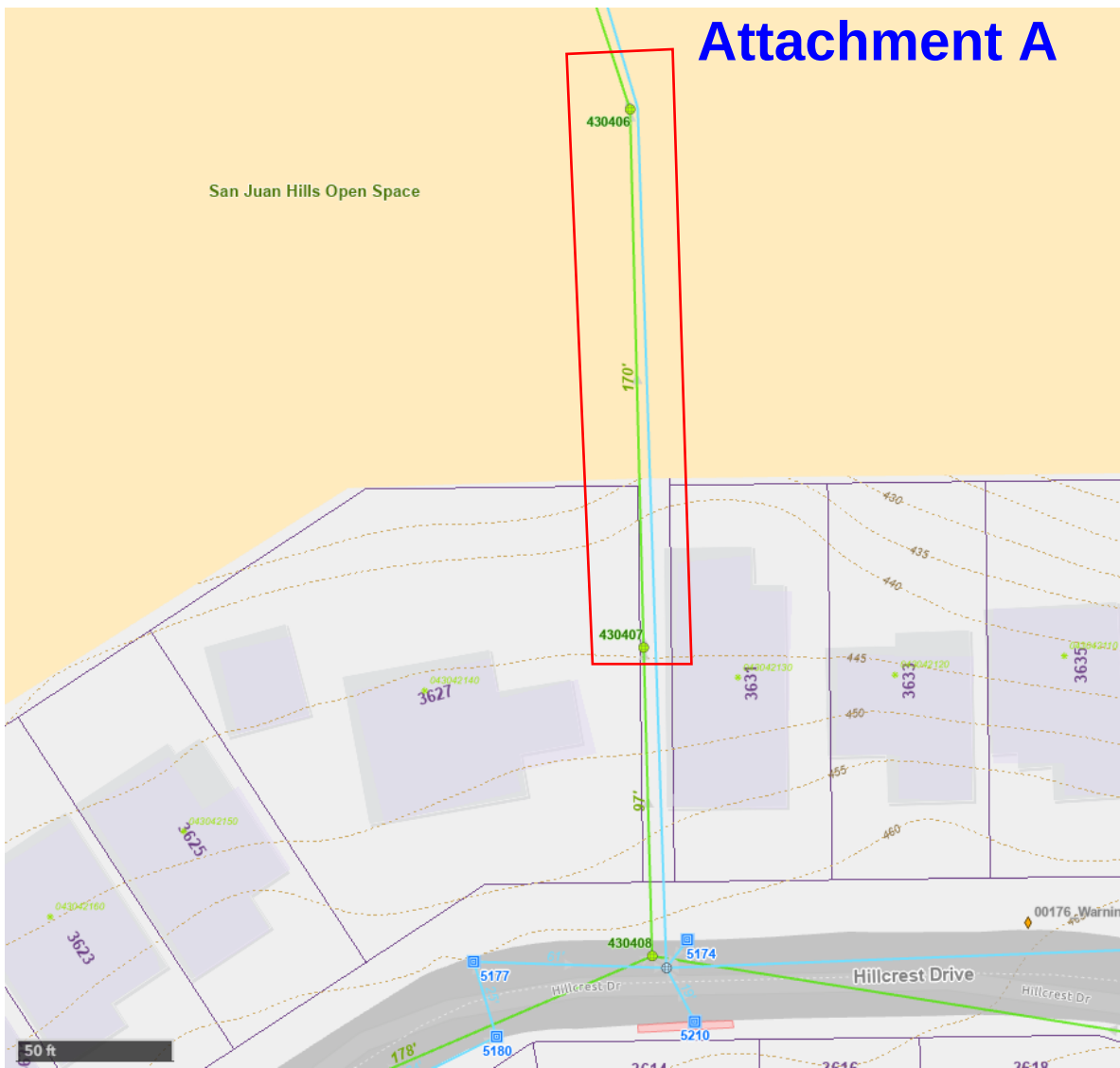
Defect	Length	Position
MANHOLE 440406	0	
Tap Break-in/Hammer	1.6	1
Hole	7.2	
Roots Medium Joint	8.6	
Tap Factory Made	18.1	2
Roots Medium Lateral	18.1	
Tap Break-in/Hammer	21.2	2
Roots Medium Connection	26.4	
Roots Medium Joint	47.3	
Tap Break-in/Hammer	63.2	2
Tap Factor Made Capped	69.9	2
Roots Medium Joint	77.5	
Roots Medium Joint	90.9	
Roots Medium Joint	100	
Roots Medium Joint	100.3	
Roots Medium Joint	110.4	
Tap Break-in/Hammer	114.8	1
Tap Factory Made Capped	120.8	1
Roots Medium Joint	135.1	
Roots Fine Joint	139.1	
Roots Medium Joint	145.4	
Fracture Multiple	146.2	
Roots Medium Joint	149.5	
Root Ball -- Stopped Camera	151.7	
Hole Soil Visible	154	
Roots Ball Joint	155	
Roots Medium Joint	161	
Hole Soil Visible	161	
Broken Pipe Soil Visible	161	
Fracture Multiple	162	
Roots Medium Joint	167	
Fracture Spiral	167	
Roots Fine Joint	184	
Roots Medium Joint	193	
Roots Fine Joint	205.5	
Crack Longitudinal	206	
Roots Fine Joint	215.4	
Tap Factory Made	217	
MANHOLE 440405	217	

Easement Behind 610 Alameda de las Pulgas -- MH 440406 to MH440405

**PAGE
1 of 15**

Attachment A

San Juan Hills Open Space

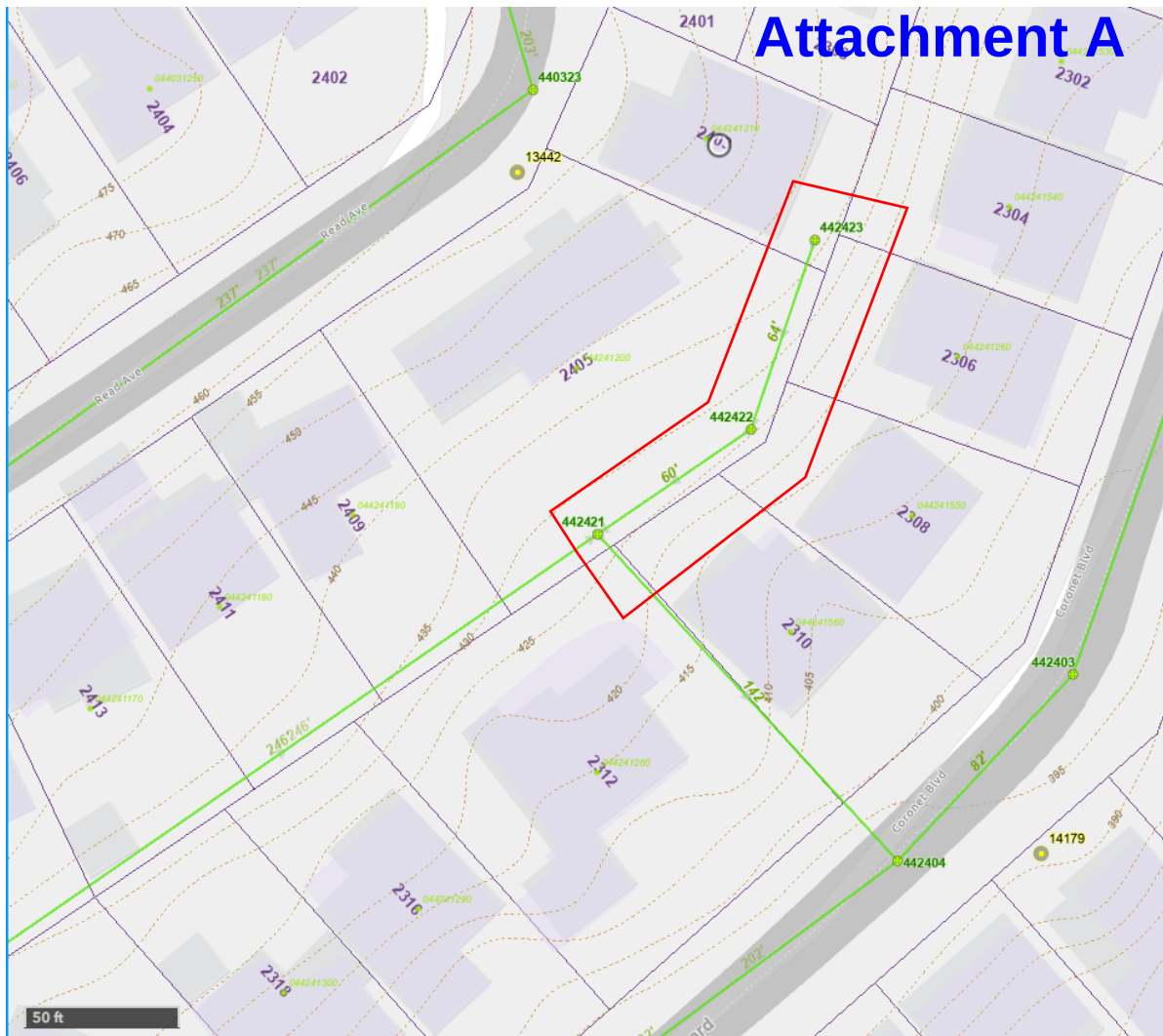


Defect	Length	Position
MANHOLE 430407	0	
Tap Factory Made	22	12
Tap Break In	33.7	9
Roots Fine Joint	34.6	
Fracture Circumferential	45	
Tap Break-in Activity	45	
Hole Soil Visible	69.2	
Broken Pipe Soil Visible	69.2	
Roots Medium Barrel	69.2	
STOPPED BY HOLE	69.2	

Easement Adjacent to 3631 Hillcrest Dr -- MH 430407
to MH 430706

PAGE
2 of 15

Attachment A



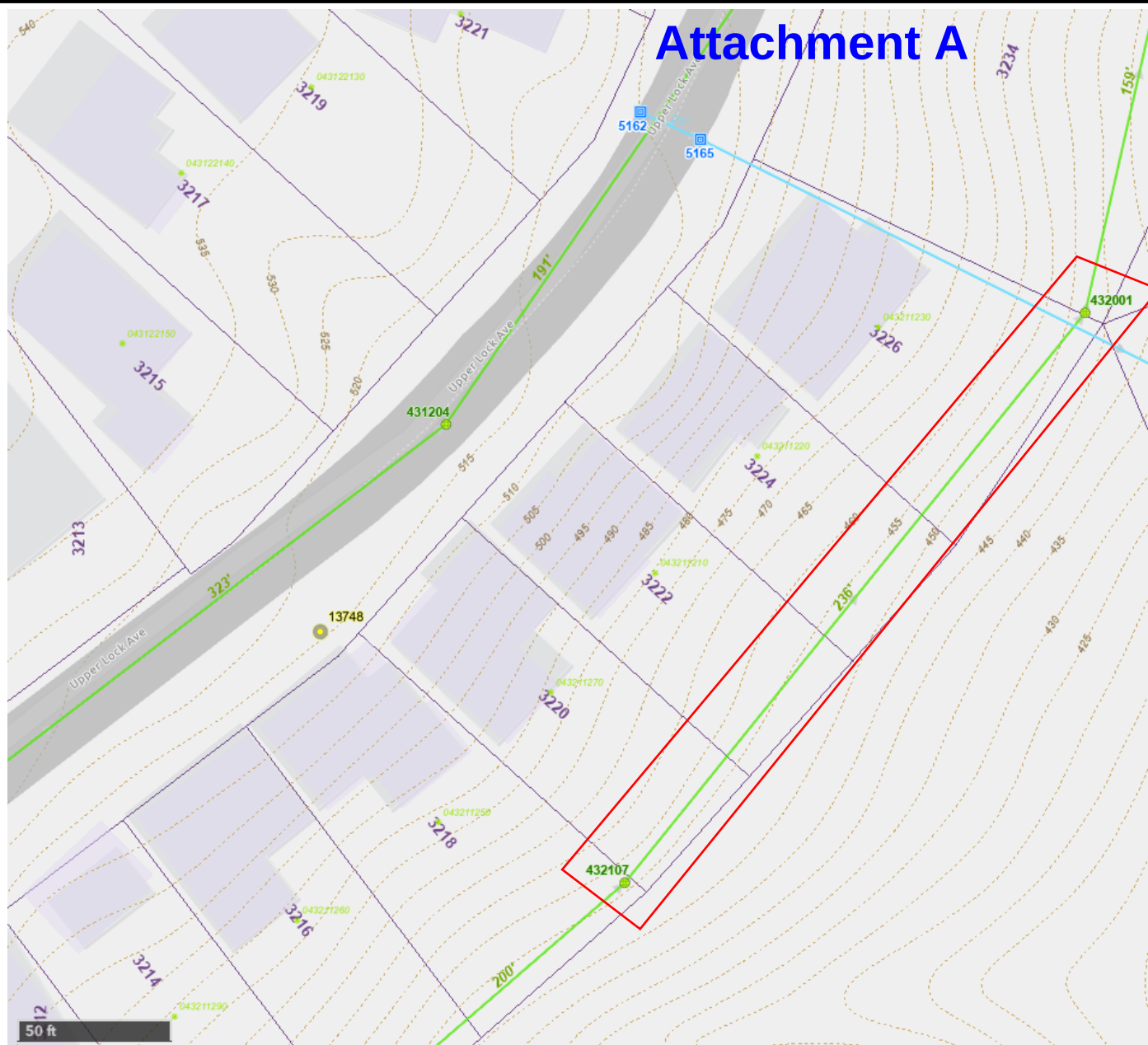
Defect	Length	Position
MANHOLE 442423		
Tap Factory Made	2	3
Fracture Spiral	12	
Roots Medium Joint	12	
Fracture Spiral	18	
Fracture Spiral	24	
Fracture Longitudinal	27	
Roots Fine Joint	28	
Crack Spiral	29	
Roots Medium Joint	36	
Fracture Spiral	40	
Roots Fine Joint	40	
Roots Medium Joint	47	
Fracture Spiral	50	
Roots Medium Joint	55	
Tap Factory Made	56	3
Roots Medium Lateral	56	
Roots Medium Joint	57	
Roots Medium Joint	61	
Manhole 442422	65	

Defect	Length	Position
Manhole 442422	0	
Roots Medium Joint	1	
Tap with Roots	20	
Roots Medium Joint	34	
Tap Factory Made	41	1
Fracture Multiple	45	
Manhole 442421	56	

Easement Behind 2403 and 2405 Read Ave -- MH 442423 to MH 442421

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Attachment A

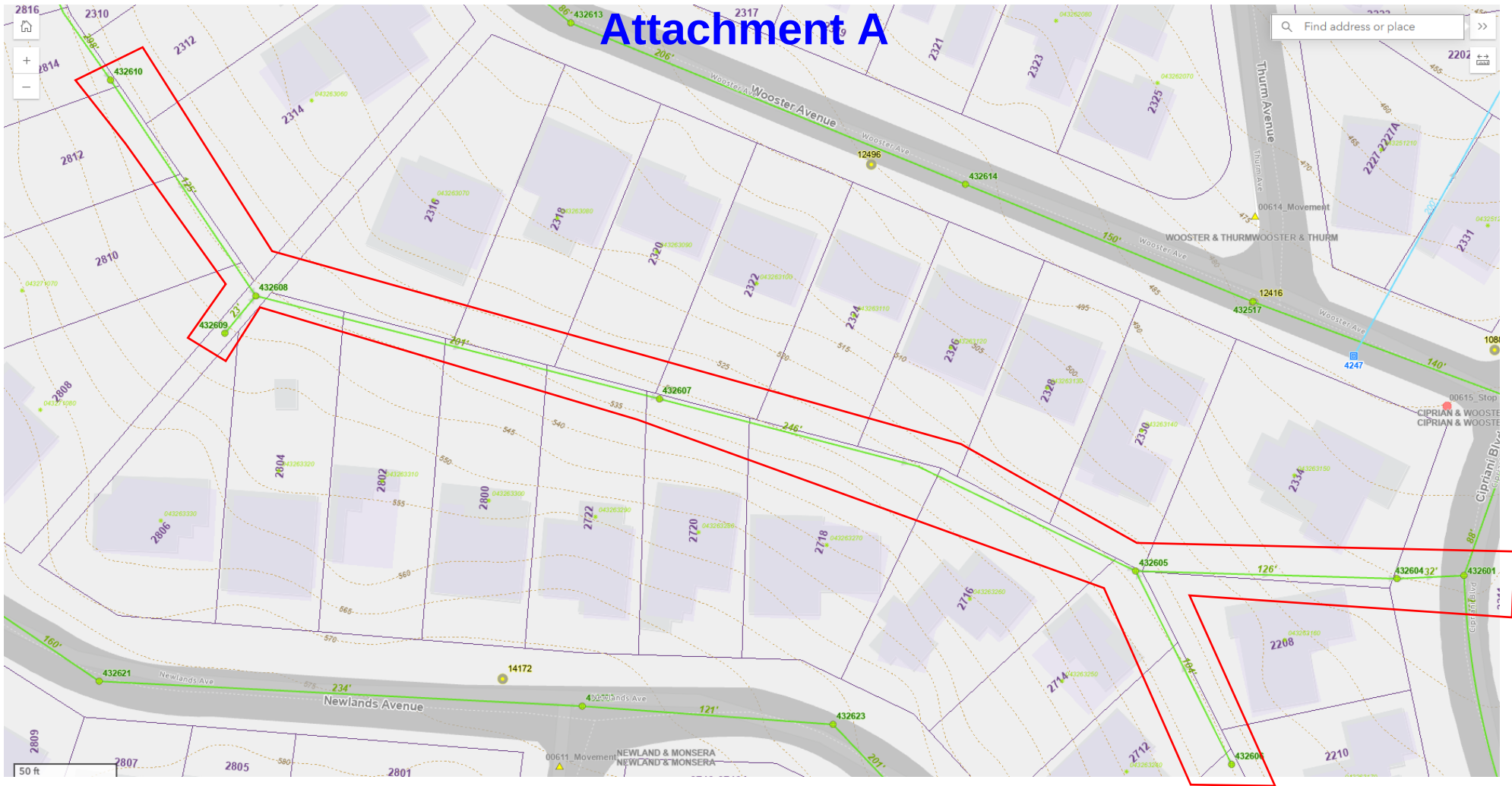


Defect	Length	Position
Manhole 432107	0	
Misc Water Level	0	
Roots Medium Joint	1.3	
Joints Offset Medium	1.3	
Roots Medium Joint	5.3	
Roots Medium Joint	17.6	
Roots Fine Joint	21.4	
Roots Medium Joint	29.5	
Tap Factory Made	46.4	10
Roots Medium Lateral	47	
Crack Spiral	70.3	
Tap Break-in/Hammer	71.2	10
Roots Medium Connection	71.4	
Fracture Longitudinal	71.4	
Roots Medium Joint	84.7	
Roots Fine Joint	92.1	
Tap Break-in/Hammer	92.8	10
Roots Medium Lateral	93.1	
Roots Medium Joint	102	
Roots Medium Joint	118.2	
Tap Factory Made	124.1	12
Fracture Multiple	126.4	
Roots Medium Joint	138.4	
Deposits Attached Grease	139.1	
Tap Factory Made	142.8	10
Roots Fine Joint	148.9	
Fracture Spiral	148.9	
Roots Medium Joint	152.4	
Roots Fine Joint	164.7	
Deposits Attached Grease	174.6	
Roots Fine Joint	185.1	
Roots Medium Joint	192.9	
Roots Fine Joint	196.7	
Roots Fine Joint	200.8	
Crack Longitudinal	202.3	
Tap Factory Made	203.3	10
Root Ball	221.1	
Roots Ball Joint	230.2	
Roots Fine Joint	230.7	
Roots Medium Joint	235.6	
Roots Fine Joint	236	
Manhole 432001		

Easement behind 3200 Upper Lock Drive -- MH 432107 to MH 432001

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Attachment A

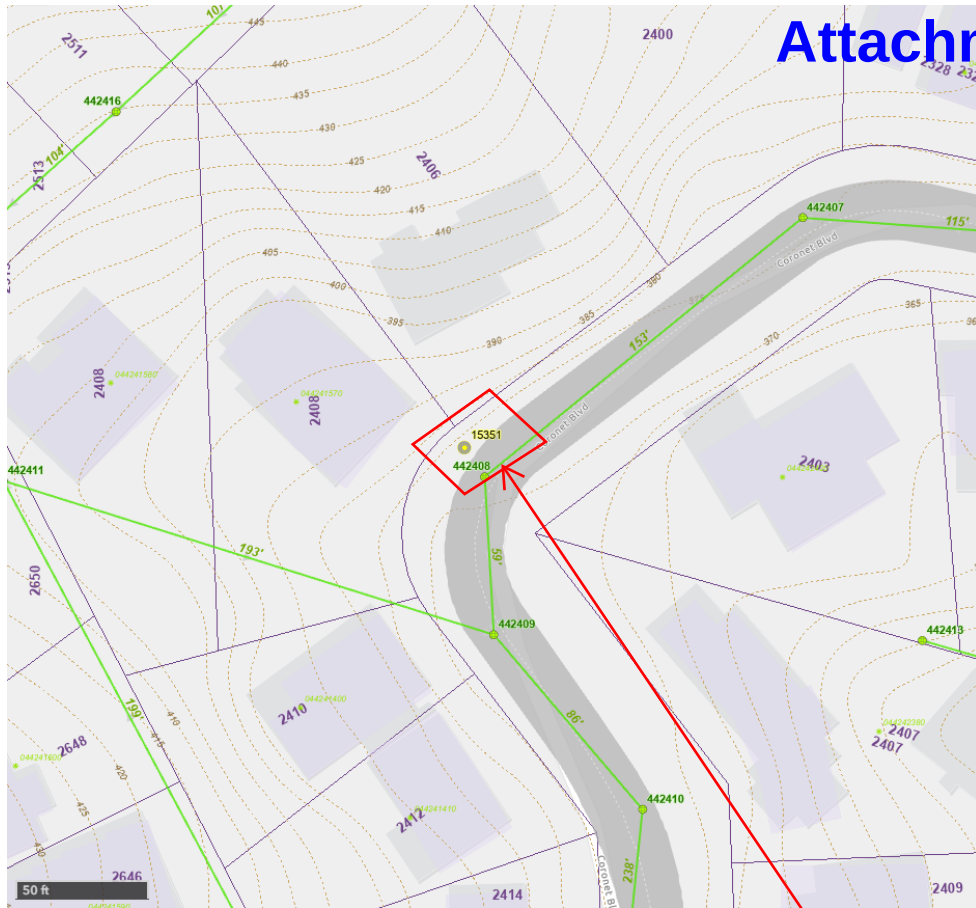


See ITPipes Reports for Defects

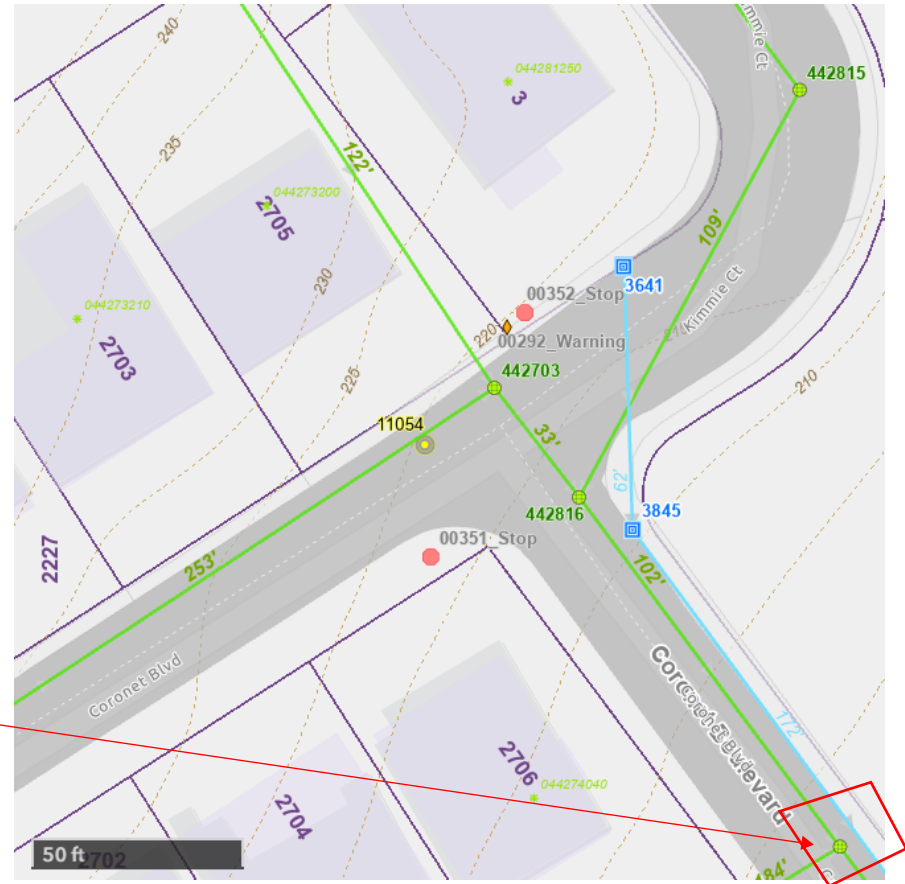
Easement Behind Newlands Ave -- MH
43210-493609-432608-432607-462606-432605-432604-4
32601

PAGE
5 of 15

Attachment A



Root intrusion in manhole. Operations requesting manhole rehab.

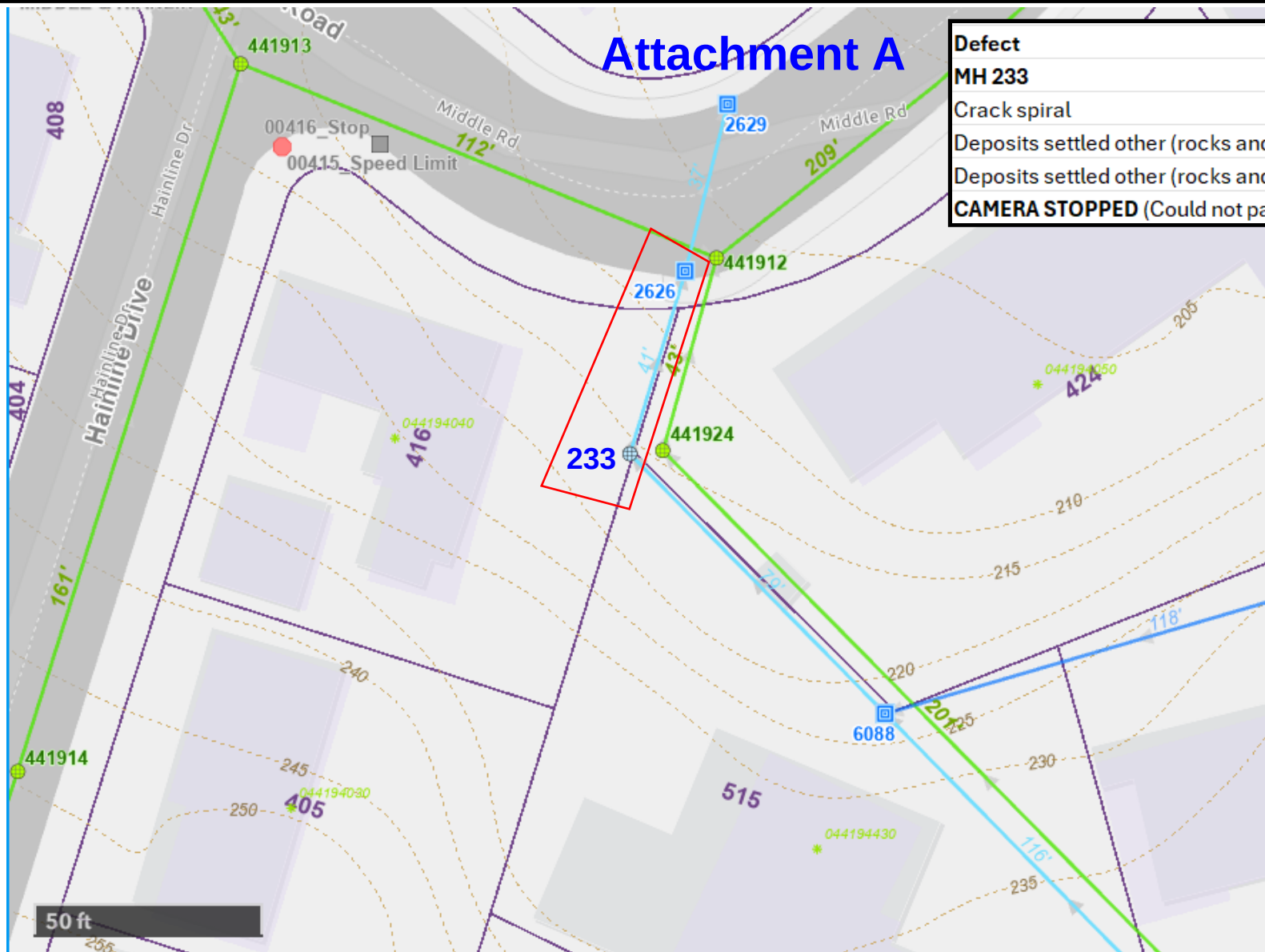


Coronet Blvd -- MH 442407 and MH 442702

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Attachment A

Defect	Length	Position
MH 233		
Crack spiral	1.6	
Deposits settled other (rocks and leaves)	12.9	
Deposits settled other (rocks and leaves)	18.9	
CAMERA STOPPED (Could not pass debris)	18.9	

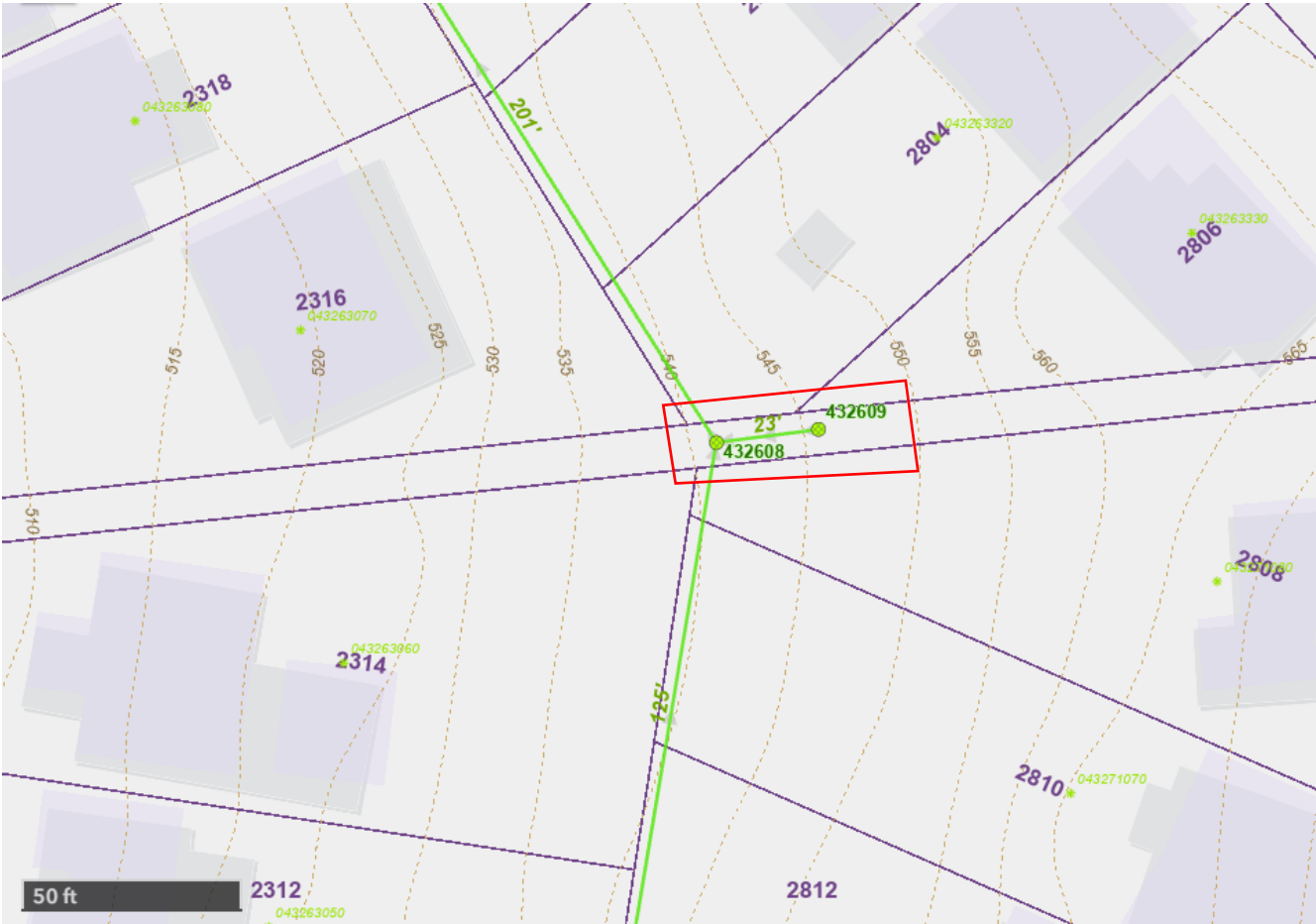


Easement Adjacent to 424 Middle Rd -- MH 233 to MH 2626

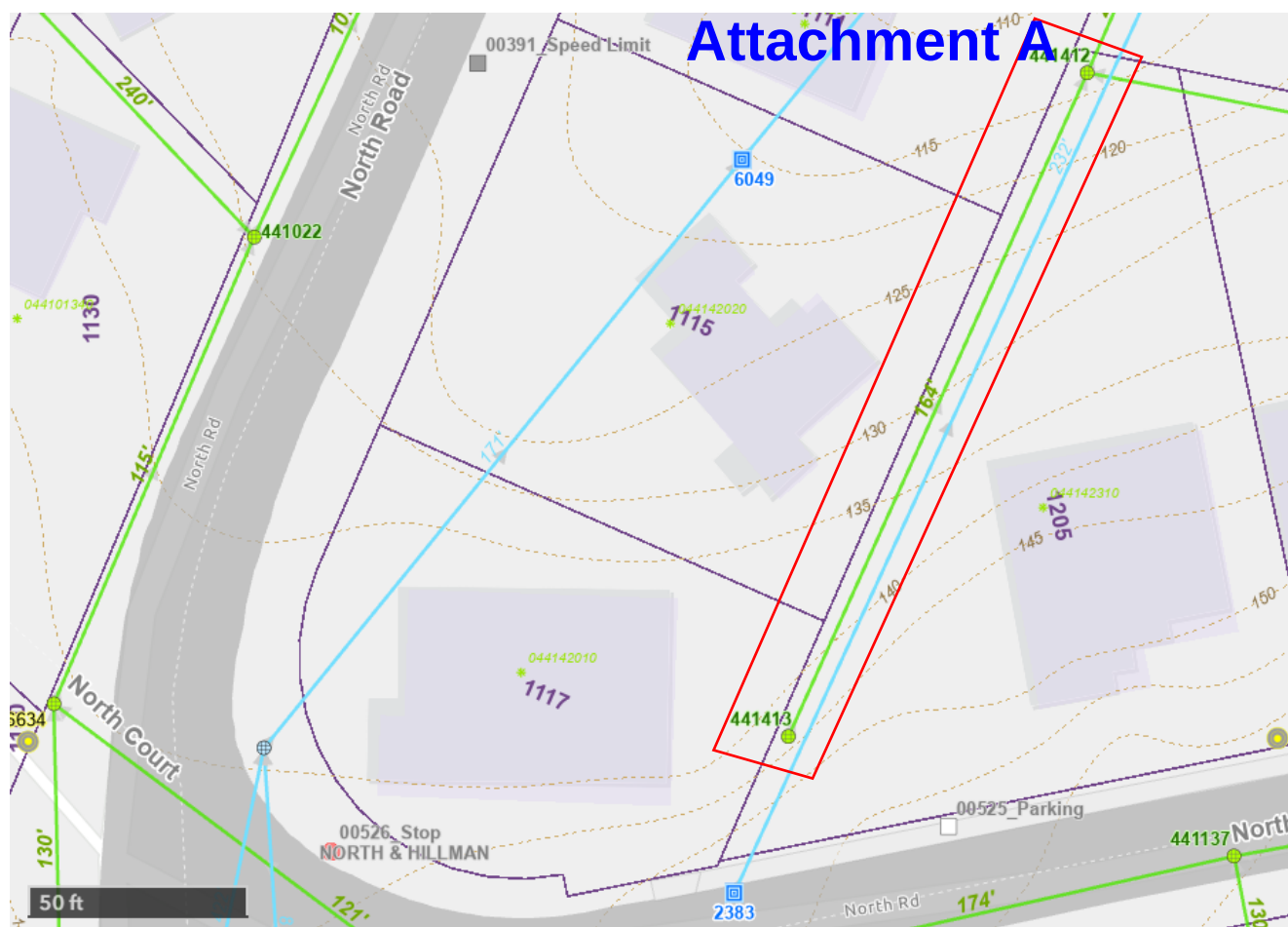
**PAGE
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Attachment A

Defect	Length	Position
MH432608		
Roots Medium Joint	1	
Tap Factory Made	9	1
Joint Medium Offset	9.4	
Camera stopped by JOM	9.5	



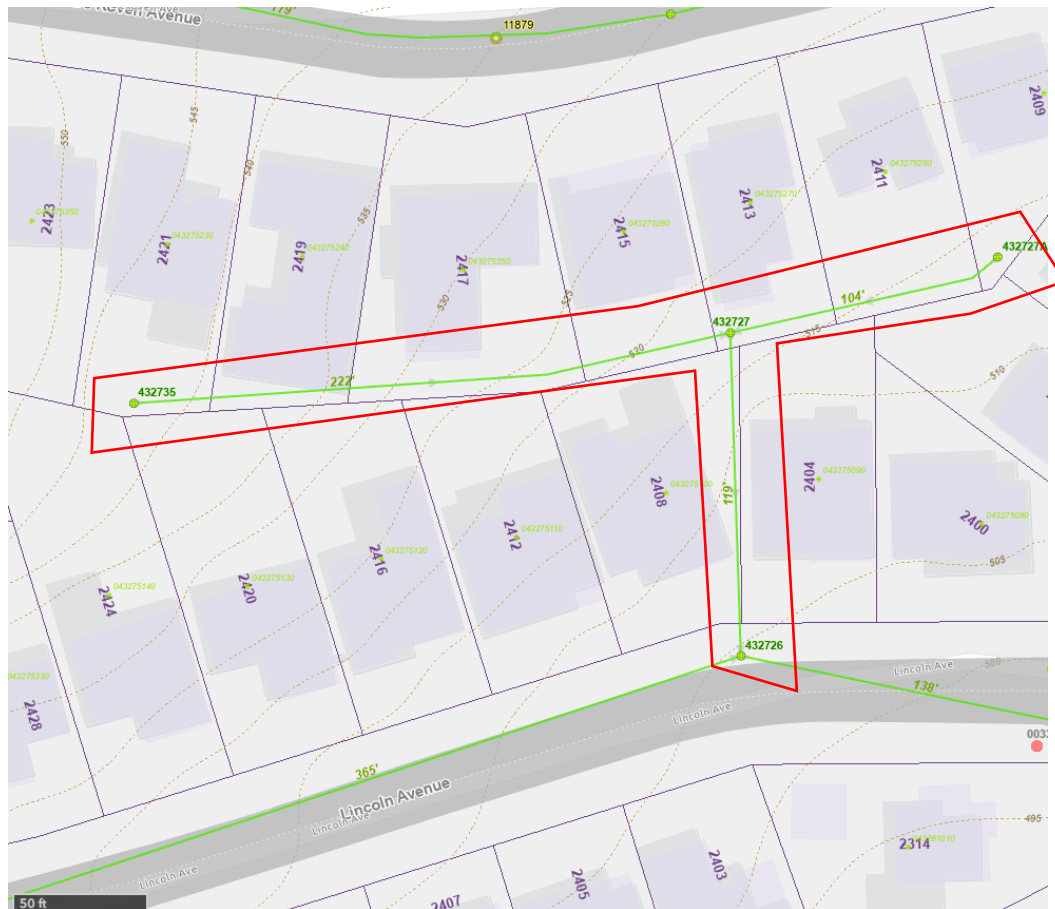
Easement Adjacent to 2806 Newlands Ave -- MH 432609 to MH 432608



Defect	Length	Position
Manhole 441412		
Hole Soil Visible	0	
Crack Longitudinal	0.2	
Crack Circumferential	3.4	
Hole Soil Visible	32	
Fracture Multiple	32	
Tap Break-in/Hammer	32	4
Hole Soil Visible	32.7	
Crack Spiral	44	
Fracture Multiple	129.3	
Broken Pipe Soil Visible	129.3	
Possible Void on top of pipe	129.3	
Camera Stopped by Broken Pipe	130.3	

Easement Adjacent to 1206 North Rd -- MH 441412 to MH 441413

**PAGE
9 of 15**



Defect	Length	Position
Manhole 432735		
Tap Factory Made Capped	4.1	1
Tap Factory Made	26.9	1
Tap Factory Made Capped	54.7	1
Fracture Spiral	67	3 to 11
Hole Soil Visible	68.9	5
Tap Break-in/Hammer	69.3	12
Camera Stopped by Hole	69.3	

Defect	Length	Position
Manhole 432727		
Hole Soil Visible	1	5
Roots Medium Joint	15.5	1
Roots Medium Joint	23	1
Roots Medium Joint	33	
Fracture Spiral	33.3	5
Hole	77.6	12
Tap Break-in/Hammer	87	
Broken Pipe Soil Visible	87.9	
Joint Offset Large	106	
Roots Medium Joint	106.1	
Roots Medium Joint	109.7	
Hole Soil Visible	109.7	
Access Point Manhole	111.1	
Tap Break-in/Hammer	111.1	

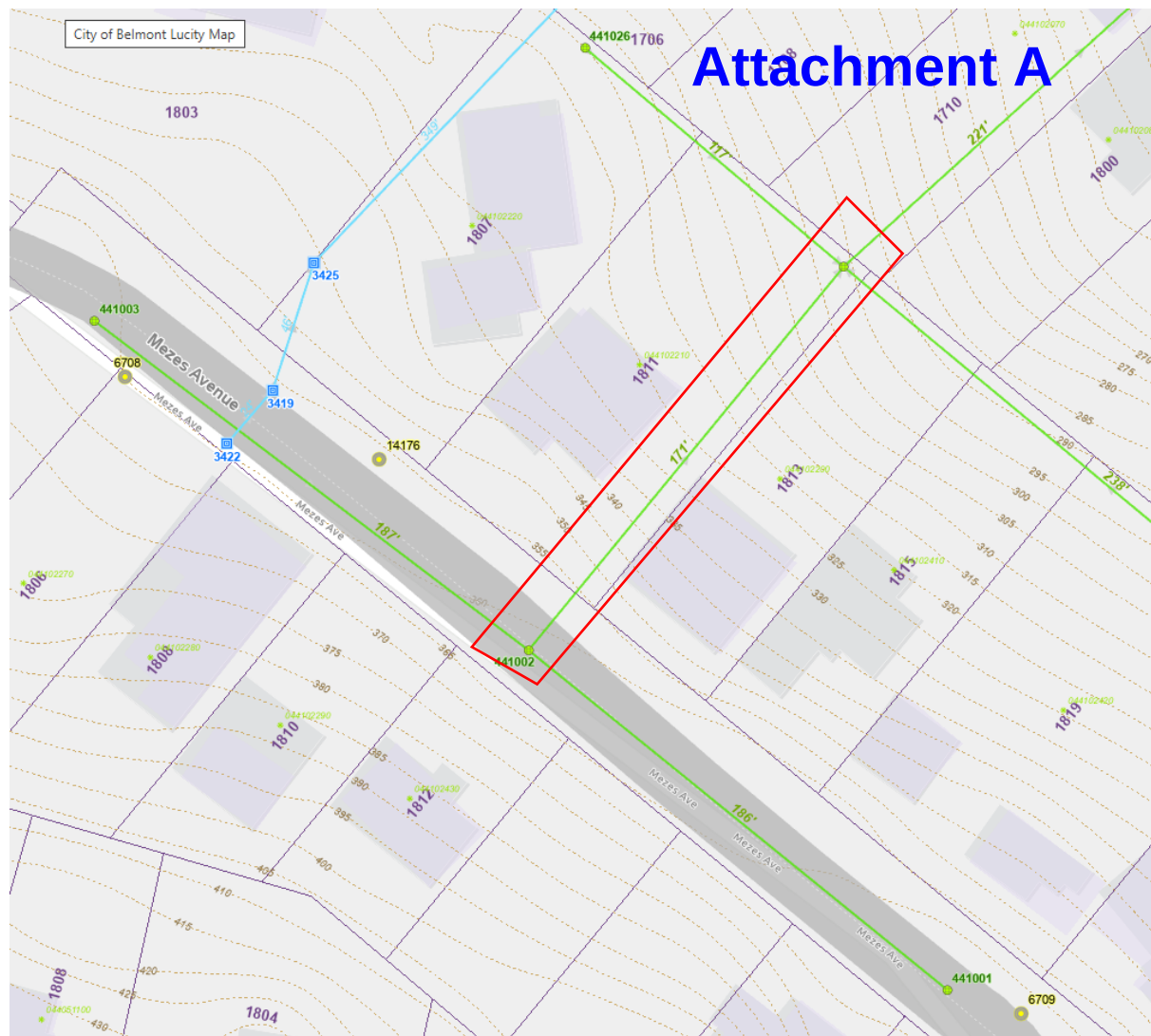
Defect	Length	Position
432727		
Crack Multiple	0.5	
Fracture Multiple	2	4
Roots Medium Joint	7.3	1
Roots Medium Joint	11.6	
Crack Longitudinal	21.9	5
Roots Medium Joint	23.3	
Roots medium Joint	31.7	
Roots Medium Joint	47	
Fracture Multiple	49.1	
Roots Medium Joint	49.1	
Point Repair Replacement	51.6	VCP to PVC
Tap Factory Made	68	9
Point Repair Replacement	82.3	VCP to PVC
Tap Factory Made	94.5	9
LH 432272A	95.1	

Easement Behind 2400 Block of Dekoven Ave -- MH 432735 to MH 432727, MH 432727 to MH 432726, and MH432272A to MH 432727

US LH	DS MH	Defect	Length
431720	431703	Manhole 431703	
431720	431703	Sag Begins	2
431720	431703	Sag Ends	18
431720	431703	Sag Begins	45
431720	431703	Deposits Settled Gravel	72
431720	431703	Tap Break-in/Hammer	75
431720	431703	Sag Ends	75
431720	431703	Deposits Settled Gravel	115
431720	431703	Manhole 431720	

Easement Adjacent to 2930 San Juan Blvd -- MH 431720 to MH 431703

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US MH	DS MH	Defect	Length	Position
441002	441004	Manhole 441002		
441002	441004	Joint Offset Medium	3.1	
441002	441004	Crack Spiral	18.3	
441002	441004	Roots Fine Joint	21.5	
441002	441004	Joint Offset Medium	21.6	
441002	441004	Roots Fine Joint	32.2	
441002	441004	Roots Fine JOint	42.8	
441002	441004	Roots Fine Joint	50.3	
441002	441004	Roots Fine JOint	63.5	
441002	441004	Point Repair Replacement	64.1	
441002	441004	Roots Fine Joint	68	
441002	441004	Tap Factory Made	70.4	3
441002	441004	Joint Offset Medium	99.4	
441002	441004	Tap Break-in Intruding	100.1	4
441002	441004	Roots Fine Joint	120	
441002	441004	Roots Medium Joint	128.7	
441002	441004	Joint Offset Medium	128.8	
441002	441004	Joint Offset Medium	153.8	
441002	441004	Joint Offset Large	155.9	
441002	441004	Hole Soil Visible	156.2	
441002	441004	Fracture Multiple	160.3	
441002	441004	Broken Pipe Soil Visible	166.8	
441002	441004	Abandoned Survey	167.5	

**Easement Adjacent to 1811 Mezes Ave -- MH 441002
to MH 442004**

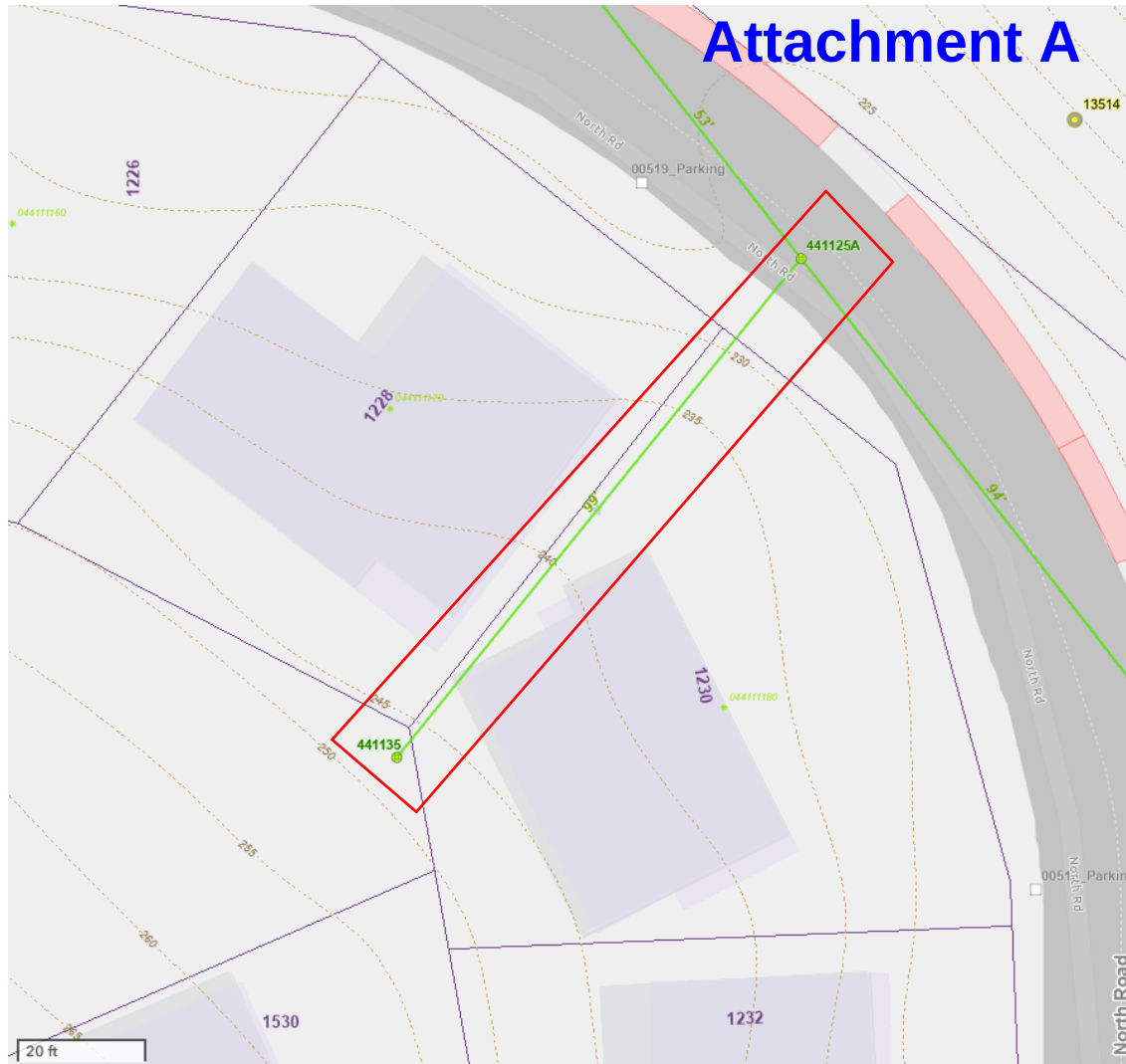
**PAGE
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Attachment A

Defect	Length	Position			
Manhole 443015					
Surface Damage Other	103		Pitting throughout entire pipe		
Roots Fine Joint	35.2				
Roots Fine Joint	44.3				
Joint Offset Medium	52.2				
Point Repair Replacement	52.8		VCP to PVC Wye Repair		
Tap Factory Made	53.1	12			
Roots Fine Connection	66.3				
Tap Break-in/Hammer	66.4	11			
Crack Spiral	67.6	6 to 12			
Fracture Longitudinal	71.8				
Broken Pipe Soil Visible	72.1				
Crack Multiple	73.4				
Manhole 443019					

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14 of 15

Attachment A



Distance	Code	Description	Grade	From
0	AMH	Access Manhole		
0	MWL	Water Level		
13	JOM	Joint Offset Medium	3	
13	RFJ	Roots Fine Joint	1	12
14	MSA	Abandoned Survey		

Easement Adjacent to 1230 North Road --LH44135 to LH441125A.

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15 of 15**



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Bozhena Palatnik, Public Works Department, (650) 595-7463, bpalatnik@belmont.gov
Agenda Title: 2027 Pavement Rehabilitation and Utility Improvement Project
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute a Task Order with Schaaf and Wheeler Consulting Civil Engineers in an amount not to exceed \$419,015 to provide design, bidding, and construction support services for the 2027 Pavement Rehabilitation and Utility Improvement Project.

Strategic Focus Area

Infrastructure and Mobility

Background

As part of the City's ongoing Pavement Rehabilitation Program, staff is planning to rehabilitate pavement and associated infrastructure on eight streets in summer of 2027. The proposed project was made possible through cost savings achieved during delivery of the 2026 Pavement Rehabilitation Project. By advancing pavement segments originally programmed for 2027 while remaining within the approved budget, staff identified an opportunity to reinvest those savings towards the City's backlog of deferred pavement rehabilitation needs per the City's five-year pavement plan. This includes additional streets with poor pavement conditions that were not included in the current Five-Year Pavement Plan and are now being advanced into the planned work. Staff reviewed the backlog of lower Pavement Condition Index (PCI) streets and developed the following list of segments for rehabilitation:

Road Name	Begin	End	Neighborhood	Functional Classification	PCI
SOLANA COURT	SOLANA DRIVE	END OF CUL DE SAC	MCDUGAL	Residential	20
SOLANA DRIVE	CHULA VISTA DRIVE	SOLANA COURT	MCDUGAL	Residential	25
ALTURA WAY	SOLANA DRIVE	END OF CUL DE SAC	MCDUGAL	Residential	34
DESVIO WAY	SOLANA DRIVE	END OF CUL DE SAC	MCDUGAL	Residential	24
SOLANA DRIVE	SOLANA COURT	END OF CUL DE SAC	MCDUGAL	Residential	36



MOLITOR ROAD	HARBOR BOULEVARD	SAN CARLOS CITY LIMIT / COP	DOWNTOWN	Collector	25
MARSTEN AVENUE	CHRISTIAN DRIVE	ROBERT AVENUE	PLATEAU-SKYMONT	Collector	40
NORTH ROAD	IRENE COURT (CENTER @ MEDIAN)	RUTH AVENUE	CENTRAL	Residential	68
NORTH ROAD	BERESFORD STREET	IRENE COURT	CENTRAL	Residential	30
NORTH ROAD	MALCOLM AVENUE	BERESFORD STREET	CENTRAL	Residential	63
WEMBERLY DRIVE	COMSTOCK CIRCLE	HALLMARK DRIVE	BELMONT HEIGHTS	Residential	17

These segments were evaluated and selected using the City's Pavement Management System, StreetSaver, with special consideration given to pavement condition, roadway classification, geographic distribution, and proximity to schools.

To avoid cutting into newly paved roads, staff evaluated underlying sewer infrastructure prior to resurfacing. Based on CCTV inspections of all sanitary sewer and storm drain infrastructure located under these streets, staff found several pipes that require repair or replacement before pavement work begins.

For this project, staff is combining the design and subsequent construction contract into a single project. This will improve coordination, reduce pavement restoration costs, minimize construction impacts to residents, and ensure underground utilities are addressed before new pavement is placed.

Analysis

Staff solicited proposals from its on-call engineering firms and selected Schaaf & Wheeler Consulting Civil Engineers to provide design, bidding, and construction support services for this project. Design is scheduled to start in August 2026 and finish by February 2027, allowing sufficient time to advertise, award, and construct during the 2027 construction season.

The project is being advanced to align with the available funding. As design progresses, staff will continue evaluating available funding from Measure I, Measure A, Measure W, RMRA, and the Sewer Collections Fund. Prior to construction and based on available funding, staff may bid only a portion of the identified streets or phase the project.

Alternatives

1. Take no action.
2. Refer back to staff for further information.

Attachments

- A. Resolution
- B. Proposal from Schaaf & Wheeler Consulting Civil Engineers



Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

\$258,985 is budgeted under Capital Improvement Program (CIP) Residential Gravity Replacement Project #7074 (Account #399-3-730-7074-8331), which is funded by the Sewer Collections Fund, and \$160,030 is budgeted under the CIP 2027 Pavement Rehabilitation Project #3234 (Account #399-3-730-3234-8331) that consists of Measure I, RMRA, and Measure W funding.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A TASK ORDER WITH SCHAAF AND WHEELER CONSULTING CIVIL ENGINEERS FOR AN AMOUNT NOT TO EXCEED \$419,015 FOR THE 2027 PAVEMENT REHABILITATION AND UTILITY IMPROVEMENT PROJECT

WHEREAS, the Public Works Department identified several streets for pavement rehabilitation in the summer of 2027 and determined that sanitary sewer and storm drainage infrastructure should be repaired or upgraded prior to pavement work; and,

WHEREAS, Staff selected Schaaf and Wheeler Consulting Civil Engineers to provide design, bidding, and construction support services for project for an amount not to exceed \$419,015; and,

WHEREAS, sufficient funding is available in the adopted FY 2026-2027 Capital Improvement Program through the Residential Gravity Replacement Capital Improvement Project (Account #399-3-730-7074-8331) and the 2027 Pavement Rehabilitation Project (Account #399-3-730-3234-8331).

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute a Task Order with Schaaf and Wheeler Consulting Civil Engineers for an amount not to exceed \$419,015 for the 2027 Pavement Rehabilitation and Utility Improvement Project.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Scope of Work

2027 Sewer, Storm, and Pavement Rehabilitation Project

July 1, 2026

This Scope of Work includes the preparation of bid documents, bid support services, and construction support services for the 2027 Sewer, Storm, and Pavement Rehabilitation Project (Project). The project will focus on rehabilitating the sanitary sewer mains, storm water infrastructure and pavement for the following streets:

Road Name	Begin	End
SOLANA COURT	SOLANA DRIVE	END OF CUL DE SAC
SOLANA DRIVE	CHULA VISTA DRIVE	SOLANA COURT
ALTURA WAY	SOLANA DRIVE	END OF CUL DE SAC
DESVIO WAY	SOLANA DRIVE	END OF CUL DE SAC
SOLANA DRIVE	SOLANA COURT	END OF CUL DE SAC
MOLITOR ROAD	HARBOR BOULEVARD	SAN CARLOS CITY LIMIT / COP
MARSTEN AVENUE	CHRISTIAN DRIVE	ROBERT AVENUE
NORTH ROAD	IRENE COURT (CENTER @ MEDIAN)	RUTH AVENUE
NORTH ROAD	BERESFORD STREET	IRENE CT (CENTER @ MEDIAN)
NORTH ROAD	MALCOLM AVENUE	BERESFORD STREET
WEMBERLY DRIVE	COMSTOCK CIRCLE	HALLMARK DRIVE

The Project comprises approximately 7,400 linear feet of street rehabilitation and 51 sanitary sewer segments. As part of the project, any deficient City storm drain and sanitary sewer pipes and manholes within these streets will be rehabilitated prior to pavement restoration. The project will also require new ADA curb ramps and may require water quality treatment requirements (C3 regulations). Schaaf & Wheeler will provide the following scope of services.

Task 1: Coordination and Meetings

Schaaf & Wheeler coordinate with the City, subconsultants, and stakeholders throughout the project. Schaaf & Wheeler will also attend three (3) design review meetings with the City.

Task 2: Sewer and Storm Drain Assessment

Schaaf & Wheeler will review, assess, and prioritize all City sanitary sewer and storm drain pipes and manholes within the pavement rehabilitation areas. Schaaf & Wheeler will review CCTV inspection videos provided by the City to determine pipe rehabilitation needs, methodologies and associated construction costs.

Schaaf & Wheeler will conduct field investigations to inspect manholes, take field measurements, identify potential utility conflicts, and to document existing conditions.

Schaaf & Wheeler will incorporate sanitary sewer and storm drain rehabilitation into the design documents.

Task 3: Roadway Field Assessments

Schaaf & Wheeler will visit each site and take field measurements of the roadway, identify potential drainage issues that may require topographic surveying, document existing pavement striping and markers, and identify repair needs and requirements.

Task 4: ADA Curb Ramp Surveying and Design

Schaaf & Wheeler's subconsultant, Pavement Engineering Inc. (PEI) will design replacement of the ADA ramps within the project limits. PEI will provide topographic surveying in the areas of proposed curb ramps tied to local benchmarks, design the ADA ramps, and will prepare construction details and technical specifications. This scope assumes that there will be up to 12 ADA curb ramps included in the design.

Task 5: C.3 Compliance Assistance

Schaaf & Wheeler will evaluate water quality treatment requirements and determine recommendations per the Countywide technical guidance. Schaaf & Wheeler will attend one virtual meeting with the City and staff from the San Mateo Countywide Water Pollution Prevention Program to ensure assumptions and requirements are clearly understood. Schaaf and Wheeler will look into regional or in-lieu treatment measure that the City may choose to consider implementing instead of water quality treatment measures within the public right-of-way adjacent to the road reconstruction projects. Schaaf & Wheeler will provide concept level design for treatment measures and estimated costs. This scope of services does not include detailed design of treatment measures; however, it can be provided for an additional fee if deemed necessary.

Task 5: Utility Coordination

Schaaf & Wheeler will coordinate with utility companies to obtain their service maps and to coordinate the project. Utility maps will be used to develop the project basemap, this scope does not include any additional detailed utility investigations. Utility potholing is included as an optional task.

Schaaf & Wheeler will coordinate with Mid-Peninsula Water District throughout the design to determine sewer to water separation distances and associated design requirements. Schaaf & Wheeler will prepare figures and a memorandum documenting the proposed conditions and design considerations to accommodate locations where the separation distance is less than 10 feet.

Task 6: Topographic Surveying

Schaaf & Wheeler's subconsultant, Kier & Wright will perform topographic surveying in limited locations as deemed necessary. Surveying may include locations where the sewer main needs to be re-aligned due to water-sewer separation issues, or where there are roadway slope and/or drainage issues. This scope of work includes approximately three days of topographic surveying, additional surveying can be provided under the optional task if deemed necessary.

Task 7: 65% Design

Schaaf & Wheeler will initiate the detailed design effort which will include project basemapping, roadway rehabilitation plans, layouts of sewer lines, lateral locations based on CCTV data, utility

locations based on utility basemaps and site visits, construction details, construction cost estimate, and a construction schedule.

Schaaf & Wheeler's subconsultant, PEI, will provide recommendations for pavement rehabilitation treatments, conforms, and will provide QAQC review of the plans and technical specifications. This scope assumes that PEI will conduct deflection testing, coring of the existing pavement, and will develop pavement rehabilitation recommendations under a separate contract with the City.

This scope assumes the following:

- One set of bid documents will be prepared for the sewer, storm, and pavement rehabilitation of all locations.
- Total length of sewer mains and storm drains to be rehabilitated is estimated to be approximately 3,000 linear feet. This is based on review of similar sewer and storm drain mains throughout the City. If the total length of sewer and storm drain mains requiring repairs is larger than anticipated, additional fee may be required to proceed with detailed design.
- The detail and accuracy of the existing City's basemaps should be sufficient to develop construction documents for all rehabilitation projects. Easement research and easement acquisition are not included within this scope of services.
- This scope includes realignment of up to 5 sewer main pipe segments.

Task 8: 95% Design

After receiving and reviewing comments from the City, Schaaf & Wheeler will prepare the 95% construction documents. Construction documents will include detailed plans, technical specifications, and engineer's estimates.

The 95% pavement rehabilitation design will include detailed plans, roadway sections, and details. Schaaf & Wheeler's subconsultant, PEI, will provide QAQC review of the plans and technical specifications.

The 95% sewer and storm design will include detailed plan and profiles for all locations where open trench or pipe bursting are proposed. The location of all laterals will be identified based on CCTV data and will be shown on the plans. Sewer flow rates based on the City's modeling/master plan will be included on the Drawings for sewer bypass designs to be prepared by the Contractor.

Task 9: Final Design

After receiving and reviewing comments from the City Schaaf & Wheeler will prepare the final construction documents. Construction documents will include bid-ready plans, technical specifications, City front end specifications, and engineer's estimates.

Task 10: Bid Support Services

Schaaf & Wheeler will provide bid support services which may include attendance at the pre-bid meeting, responding to questions from bidders, prepare addenda, and evaluation of bids.

Task 11: Construction Support

Schaaf & Wheeler will be available to assist the City as desired throughout the construction process. Construction support assistance may include:

- Pre-construction meeting attendance;
- Review and approve shop drawings and submittals;
- Review contractor's request for information (RFIs) and furnish additional drawings and/or specifications for supplementing, clarifying, and/or correcting purposes;
- Attend meetings and site visits when necessary (up six online or telephone meetings and two on site meetings/visits are included);
- Assist with the review of construction, and other activities, as required;
- Prepare, review, and recommend approval of change orders as required;
- Provide one set of reproducible record drawings that reflect the changes to the work during construction based upon Contractor markups, drawings and other data furnished by the Contractor, City, and Consultants. The record drawings will also be provided in AutoCAD format.

Optional Task A: Additional Topographic Surveying

Schaaf & Wheeler's subconsultant, Kier & Wright will perform topographic additional necessary surveying where necessary to properly identify roadway widths, curb and sidewalk dimensions, sewer slopes, and utility locations. This scope of work includes approximately five days of topographic surveying.

Optional Task B: Utility Potholing

Schaaf & Wheeler's subconsultant, Level A Solutions, Inc., will perform utility locating where potential utility conflicts exist. Subtronic will USA all locations to be potholed. This scope includes up to two days of utility potholing; additional potholing can be performed for an additional fee if deemed necessary.

Assumptions

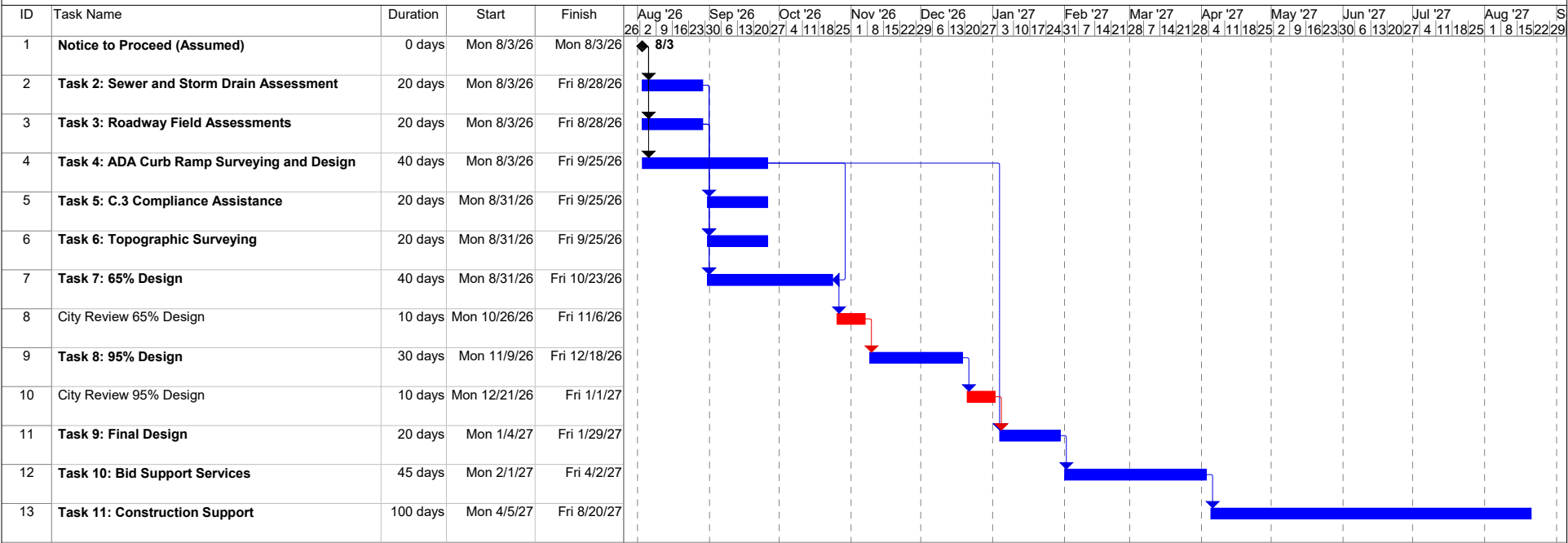
The tasks, approach, schedule and proposed fees included within this proposal assumes the following:

- Limited topographic surveying is included in this scope of services. The project basemap will be prepared based on existing available data and field measurements. If additional surveying is deemed necessary it can be performed as an optional task.
- This scope includes a limited amount of detailed utility investigations and potholing as an optional task. Additional utility investigations and potholing can be performed for an additional fee if deemed necessary.
- This scope excludes geotechnical investigations and assistance.
- This scope excludes easement research and obtaining title reports.
- This scope excludes material testing and field observations during construction.
- Detailed C.3 Compliance treatment design is excluded from this scope of services.

Schedule

See the attached project schedule. The schedule has an assumed notice to proceed date.

City of Belmont
 2027 Sewer, Storm, and Pavement Rehabilitation Project
 Project Schedule



Fee Proposal

 2027 Sewer, Storm, and Pavement Rehabilitation Project Fee Proposal July 1, 2026		Principal Project Manager	Senior Engineer	Assistant Engineer	Schaaf & Wheeler Total	PEI, Inc. - ADA and Pavement Rehab	Kier & Wright - Surveying	Level A Solutions - Utility Potholing	10% Markup	Total
Hourly Rates		\$305	\$255	\$205						
Task 1	Coordination and Meetings	33	9	0	\$12,360	\$0	\$0	\$0	\$0	\$12,360
	1.1 Project Coordination & Management	24			\$7,320				\$0	\$7,320
	1.2 Project Review Meetings (3)	9	9		\$5,040				\$0	\$5,040
Task 2	Sewer and Storm Drain Assessment	6	28	84	\$26,190	\$0	\$0	\$0	\$0	\$26,190
	2.1 Review CCTV Inspection Data and Identify Improvements	2	4	20	\$5,730				\$0	\$5,730
	2.2 Prepare Basemaps			40	\$8,200				\$0	\$8,200
	2.2 Sewer, Storm Drain, and Manhole Field Evaluation	4	24	24	\$12,260				\$0	\$12,260
Task 3	Roadway Field Assessments	4	28	28	\$14,100	\$0	\$0	\$0	\$0	\$14,100
	3.1 Roadway Field Measurements and Investigations	4	28	28	\$14,100				\$0	\$14,100
Task 4	ADA Curb Ramp Surveying and Design	4	8	0	\$3,260	\$61,560	\$0	\$0	\$6,156	\$70,976
	4.1 Surveying for ADA Ramps	2			\$610	\$41,040			\$4,104	\$45,754
	4.2 ADA Ramp Design	2	8		\$2,650	\$20,520			\$2,052	\$25,222
Task 5	C.3 Compliance Assistance	8	24	24	\$13,480	\$0	\$0	\$0	\$0	\$13,480
	5.1 C.3 Evaluation, Sizing, and Conceptual Design	8	24	24	\$13,480				\$0	\$13,480
Task 6	Topographic Surveying	6	0	4	\$2,650	\$0	\$16,500	\$0	\$1,650	\$20,800
	6.1 Topographic and Surface Utility Surveying	6		4	\$2,650		\$16,500		\$1,650	\$20,800
Task 7	65% Design	22	66	136	\$51,420	\$9,300	\$0	\$0	\$930	\$61,650
	7.1 Prepare 65% Plans	16	48	120	\$41,720	\$9,300			\$930	\$51,950
	7.2 Prepare 65% Specifications	4	16	8	\$6,940				\$0	\$6,940
	7.3 Prepare 65% Estimate	2	2	8	\$2,760				\$0	\$2,760
Task 8	95% Design	22	54	84	\$37,700	\$6,200	\$0	\$0	\$620	\$44,520
	8.1 Prepare 95% Plans	16	40	80	\$31,480	\$6,200			\$620	\$38,300
	8.2 Prepare 95% Specifications	4	12		\$4,280				\$0	\$4,280
	8.3 Prepare 95% Estimate	2	2	4	\$1,940				\$0	\$1,940
Task 9	Final Design	16	44	60	\$28,400	\$3,100	\$0	\$0	\$310	\$31,810
	9.1 Prepare Final Plans	12	32	60	\$24,120	\$3,100			\$310	\$27,530
	9.2 Prepare Final Specifications	2	8		\$2,650				\$0	\$2,650
	9.3 Prepare Final Estimate	2	4		\$1,630				\$0	\$1,630
Task 10	Bid Support Services	8	12	0	\$5,500	\$0	\$0	\$0	\$0	\$5,500
	10.1 Bid Support Services	8	12		\$5,500				\$0	\$5,500
Task 11	Construction Support	49	64	40	\$39,465	\$17,040	\$0	\$0	\$1,704	\$58,209
	11.1 Pre-Construction Meeting	2	2		\$1,120				\$0	\$1,120
	11.2 Review Submittals	8	16	24	\$11,440	\$11,360			\$1,136	\$23,936
	11.3 Review RFIs	8	12		\$5,500	\$5,680			\$568	\$11,748
	11.4 Attend Weekly Construction Meetings (16 Virtual Meetings)	16	16		\$8,960				\$0	\$8,960
	11.5 Attend Site Visits/Meetings (up to 3)	9	6		\$4,275				\$0	\$4,275
	11.6 Review Change Orders	4	8		\$3,260				\$0	\$3,260
	11.7 Prepare Record Drawings	2	4	16	\$4,910				\$0	\$4,910
Total (Excluding Optional Tasks)		178	337	460	\$234,525	\$97,200	\$16,500	\$0	\$11,370	\$359,595
Optional Tasks										
	Optional Task	6	8	0	\$3,870	\$0	\$32,500	\$18,000	\$5,050	\$59,420
	A Additional Surveying	2	4		\$1,630		\$32,500		\$3,250	\$37,380
	B Utility Potholing	4	4		\$2,240			\$18,000	\$1,800	\$22,040
Optional Tasks Subtotal		6	8	0	\$3,870	\$0	\$32,500	\$18,000	\$5,050	\$59,420
Total (Including Optional Tasks)		184	345	460	\$238,395	\$97,200	\$49,000	\$18,000	\$16,420	\$419,015



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Daniel Matthews, Assistant Civil Engineer, (650)-637-2985, dmatthews@belmont.gov
Agenda Title: Agreement with Pavement Engineering Inc. for construction inspection services for the 2026 Pavement Rehabilitation Project
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute an agreement with Pavement Engineering Inc. to provide construction inspection and materials testing services in an amount not to exceed \$258,730 for the 2026 Pavement Rehabilitation Project, and approve a \$100,000 budget transfer from the 2025 Pavement Rehabilitation Project to the 2026 Pavement Rehabilitation Project.

Strategic Focus Area

Infrastructure and Mobility

Background

On June 9, 2026, through Resolution 2026-37, the City Council approved plans and specifications for the 2026 Pavement Rehabilitation Project and authorized the City Manager to award a construction contract to the lowest responsive and responsible bidder. As the project moves into construction, the City requires construction inspection and materials testing services to verify the work is performed in accordance with the approved plans and specifications. This year, staff will expand its construction management responsibilities in-house to reduce costs and increase project oversight, while utilizing a consultant to provide quality assurance services, field inspection, and materials testing.

Analysis

Staff solicited proposals from qualified firms and selected Pavement Engineering Inc. to provide construction inspection and materials testing services in an amount not to exceed \$258,730.

The consultant will provide daily inspection and documentation of construction activities, including traffic control, concrete improvements, and asphalt rehabilitation, along with materials testing services to verify compliance with the project requirements. The inspector will also serve as the primary field representative for contractor coordination and as the on-the-ground point of contact to engage with residents along the project corridor.

The proposed scope includes both full-time construction inspection throughout the duration of the project and materials testing services as required to verify compliance with project plans and specifications.



The adopted FY 2025-26 Capital Improvement Program included \$3,500,000 for the 2026 Pavement Rehabilitation Project. Since the project scope expanded to advance several streets originally planned for the 2027 Pavement Rehabilitation Project, additional construction support costs are anticipated, including consultant inspection services, staff construction management, and community outreach.

The recently completed 2025 Pavement Rehabilitation Project is projected to close \$433,380.06 under budget. Staff recommends transferring \$100,000 from the 2025 project to the 2026 project. Following the transfer, the overall project budget will increase to \$3,600,000 while preserving \$333,380.06 in remaining savings from the 2025 project and into the fund balance upon close out of the project.

Alternatives

1. Refer back to staff for additional information
2. Take no action

Attachments

- A. Resolution
- B. Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Funding for the proposed agreement is available under Capital Improvement Program (CIP) 2026 Pavement Rehabilitation Project No. 3235 (Account No. 399-3-730-3235-9030) and is funded by RMRA, Measure I, and Measure W. The completed 2025 Pavement Rehabilitation Project No. 3117 (Account No. 399-3-730-3117-9030) is projected to have \$433,380.06 in savings and can support the transfer of \$100,000 to the 2026 Pavement Rehabilitation Project No. 3235.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT (1) AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH PAVEMENT ENGINEERING INC. FOR CONSTRUCTION INSPECTION AND MATERIALS TESTING SERVICES FOR THE 2026 PAVEMENT REHABILITATION PROJECT FOR AN AMOUNT NOT TO EXCEED \$258,730, AND (2) APPROVING THE TRANSFER OF \$100,000 FROM THE 2025 PAVEMENT REHABILITATION PROJECT TO THE 2026 PAVEMENT REHABILITATION PROJECT.

WHEREAS, on June 9, 2026, through Resolution 2026-37, the City Council approved the plans and specifications for the 2026 Pavement Rehabilitation Project and authorized the City Manager to award a construction contract to the lowest responsive and responsible bidder; and,

WHEREAS, the Department of Public Works solicited proposals from qualified firms for construction inspection and materials testing services for the 2026 Pavement Rehabilitation Project; and,

WHEREAS, Pavement Engineering Inc. was selected to provide the City with construction inspection and materials testing services for an amount not to exceed \$258,730; and,

WHEREAS, the 2025 Pavement Rehabilitation Project is projected to be completed under budget, and staff recommends transferring \$100,000 to the 2026 Pavement Rehabilitation Project to support construction phase activities.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an agreement with Pavement Engineering, Inc. to provide construction inspection and materials testing services for the 2026 Pavement Rehabilitation Project for an amount not to exceed \$258,730.

SECTION 2. Approves the transfer of \$100,000 in Measure I funding from the 2025 Pavement Rehabilitation Project No. 3117 to the 2026 Pavement Rehabilitation Project No. 3235 to support construction phase activities.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

June 25, 2026

MP26-421A

Daniel Mathews
Assistant Civil Engineer
City of Belmont
One Twin Pines Lane, Suite 385
Belmont, CA 94002

Subject: Provide Quality Assurance Services for the 2026 Pavement Rehabilitation Project (CCN 2026-647) in the City of Belmont.

Dear Daniel:

At your request, we are providing our proposal for quality assurance services for the subject project.

Our proposal includes providing complete public works inspection, additional quality assurance material inspection and material testing services during construction. The scope of work can be modified to reflect any areas where the City will provide services. All work will be overseen directly by a registered engineer. Inspection personnel will depend on the exact timing of the project work.

SCOPE OF WORK

Task 1 – Quality Assurance Inspection Services

PEI will provide full-time public works inspection services to the City for the duration of the project. The inspector will monitor all construction activities to assure the work is complying with plans, specifications, and applicable adopted standards. The inspector will be in continuous communication with the City's project manager to ensure the City is aware of any issues in the field.

PEI will inspect the construction of the Portland Cement Concrete (PCC) elements of the project. The PCC elements include curb and gutter removals, valley gutter repairs, driveways replacement and curb ramp construction. Our inspection services will assure the contractor is providing the required quality of workmanship and materials during construction.

When requested, PEI will test the aggregate base compaction placed under the PCC elements. Relative compaction will be based on relative wet density (CTM 216). PEI will cast PCC cylinders and perform slump testing periodically to verify the quality of the PCC materials being delivered to the job site.

During the Full Depth Reclamation (FDR) operations, PEI will provide an additional inspector to ensure material compliance. One inspector will monitor spread rate, perform depth checks and monitor compaction of the FDR material. The second inspector will perform moisture density curves (CTM 216) for compaction, run wet coarse gradations and fabricate unconfined compressive strength (UCS) specimens for laboratory testing.

During paving operations, PEI will provide one inspector who will perform laydown inspection including monitoring thickness and temperature as well as placement of the Hot Mix Asphalt (HMA). In addition, the inspector will provide field density tests using a nuclear density gauge to monitor the contractor's compaction efforts.

If compaction fails during construction, PEI is equipped to provide additional services, the core density/nuclear gauge correlation and/or core densities to establish compaction as outlined in the contract documents.

Our daily reports will include an account of the work performed each day related to temperatures, thickness, and placement.

Each inspector will also assist the City with other duties such as dialogue with the public, notification of Police and other City Departments when necessary.

Task 2 – Laboratory Testing

Laboratory testing for PCC elements will include breaking PCC cylinders for compression strength testing.

During FDR construction, PEI will be providing material testing in both the field and laboratory. PEI will perform moisture density curves (CTM 216), wet coarse gradation (CTM 202), moisture samples (CTM 226) and fabricate, cure and break UCS specimens.

During HMA construction, PEI will include laboratory testing of the HMA materials. We will collect asphalt concrete samples and perform mix tests from every day HMA materials are paved. HMA mix tests include determining the following: Stability (CTM 366), Bulk Specific Gravity (CTM 308), Rice Gravity (CTM 309), Asphalt Content (CTM 382) and Air Voids Content (CTM 367).

On the first day of paving, PEI will perform a production start-up. The production start-up includes coring the placed HMA to correlate the nuclear gauge density, running a full set of mix, running a Tensile Strength Ratio (CTM 371) and aggregate tests to verify the materials with the JMF (Job Mix Formula).

Task 3 - Verification and Determination of Compliance and Acceptance

PEI will monitor the materials and contractor's compliance with the plans and specifications throughout the project and will report non-compliant issues as soon as possible, so that the City can notify the contractor that the item will need to be addressed or that a deduction will be in order.

We will prepare a final report that summarizes all the laboratory tests and will address the contractor's compliance with specifications, plans, and applicable adopted standards. Copies of the compaction and laboratory test results will be included. The report will outline any areas of non-compliance.

In addition to the final report, PEI is committed to providing feedback throughout the project. Knowing immediately (in some cases the next day) that density was low, or the supplied material did not meet the specified criteria, creates a pro-active environment to correct the problems as they arise and not after the fact. Having up-to-date information on the contractor's ability to conform to project specifications during the project will assist the City in managing its project and will result in the best possible product.

PROPOSAL FEE AND FEE BREAKDOWN

PEI's fee for this work is based on our experience with similar projects and knowledge of similar construction. Our proposal covers an estimated 125 working day contract for public works inspection. We estimated 10 material inspection days for the pavement portion of the work, with the contractor placing approximately 4,000 tons of HMA and 27,000 square feet of digouts; and 2 material inspections days for the FDR work with the contractor treating approximately 60,000 square feet of material. The contractor's actual schedule may result in a different level of effort and a modified estimate.

The outlined level of effort is estimated based on an eight-hour day for public work inspection and a nine-hour day for material inspection, as well as laboratory material testing.

We will invoice our work on a time and materials basis. Individual fees associated with each task will serve as a guideline for progress payments. Additional materials tests will be invoiced per the enclosed fee breakdown. We will invoice for inspection services as follows:

Between 0 and 4 hours will be invoiced at 4 hours
Between 4 and 8 hours will be invoiced at 8 hours

Daniel Mathews
MP26-421A
June 25, 2026
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Our inspection fees account for prevailing wages. Overtime will apply for workdays exceeding eight hours. PEI requires a 72-hour notification of changes in the schedule or a full eight-hour day fee will apply.

This proposal assumes that the City will monitor the contractor pertaining to all labor compliance issues.

All fees and costs associated with this project are subject to final negotiation with the City of Belmont. The enclosed proposal conditions apply. Please feel free to contact me at (805)781-2265 with any questions.

Very truly yours,
PAVEMENT ENGINEERING INC.

A handwritten signature in blue ink, appearing to read 'J. Ririe', with a large loop at the start and a horizontal line extending to the right.

Joseph L. Ririe, P.E.
Senior Principal Engineer

Attachments: Estimated Fee Breakdown Schedule
 Proposal Conditions

pc: C File
 M File
 S File
 E File (dmathews@belmont.gov)

**City of Belmont
Estimated Fee Breakdown Schedule
Engineering Support and Quality Assurance Services
2026 Pavement Rehabilitation Project (CCN: 2026-647)**

Task 1 Quality Assurance Inspection				
Position		Units	Rate	Total
	Project Manager	25	\$200 / hour	\$5,000
	Public Works Inspector	1,000	\$165 / hour	\$165,000
	QA Additional Material Inspector	108	\$165 / hour	\$17,820
	Equipment / Vehicle Usage	137	\$200 / day	\$27,400
Estimated Task 2 Fees:				\$215,220
Task 2 Laboratory Testing				
Position		Units	Rate	Total
PCC Laboratory				
	PCC Cylinders	48	\$45 / test	\$2,160
	PCC Cylinders Pick up from Jobsite	8	\$250 / test	\$2,000
Soil & FDR Laboratory				
	Moisture Density Curve (CTM 216)	8	\$315 / test	\$2,520
	Wet Coarse Gradation (CTM 202)	4	\$200 / test	\$800
	Unconfined Compressive Strength (UCS)	4	\$550 / test	\$2,200
	Moisture Content (CTM 226)	4	\$75 / test	\$300
HMA Laboratory				
	Density Cores	3	\$80 / test	\$240
	1/2 inch HMA Production Start-up (Hveem)	1	\$2,500 / test	\$2,500
	3/8 inch HMA Production Start-up (Hveem)	1	\$2,500 / test	\$2,500
	Tensile Strength Ratio (TSR)	1	\$1,350 / test	\$1,350
	HMA Mix Tests (Hveem)	14	\$750 / test	\$10,500
	Burn-off Calibration (Oven Correlation)	2	\$700 / test	\$1,400
Estimated Task 3 Fees:				\$28,470
Task 3 Verification and Determination of Compliance and Acceptance				
Position		Units	Rate	Total
	Senior Principal Engineer	8	\$280 / hour	\$2,240
	Project Manager	24	\$200 / hour	\$4,800
	Lab Manager	40	\$200 / hour	\$8,000
Estimated Task 4 Fees:				\$15,040
Total Estimated Fees:				\$258,730

Overtime Rates	Time and a Half	Double Time
Inspection	240 / hour	320 / hour
Compaction Testing	240 / hour	320 / hour

PROPOSAL CONDITIONS

1. Proposal is valid for thirty days from the date of the proposal.
2. All work shall be performed utilizing common methods and practices of the civil engineering profession.
3. Fees for lump sum or unit price proposals will be charged at the quoted price. Fees for engineering technical services will be charged on a time and materials basis will be charged at the applicable hourly rates shown on the enclosed fee schedule.
4. The proposal is based upon providing liability insurance with limits up to \$1,000,000.
5. Payment: Invoices will be submitted monthly. All invoices are due within 30 days. Attorney fees or other costs incurred in collecting any delinquent amount shall be paid by the client.



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Brian Nguyen, Public Works Department (650) 637-2998
Agenda Title: Parcel Map for SB-9 Urban Lot Split at Miramar Terrace – APNs 045-140-410 and 044-211-090
Agenda Action: Resolution

Recommendation

Adopt a Resolution approving the Parcel Map for an Urban Lot Split under Senate Bill 9 (SB 9) for the properties located at APNs 045-140-410 and 044-211-090 and accepting the dedication of an Emergency Vehicle Access Easement (EVAE), Ingress/Egress Easement, and Public Utility Easement (PUE).

Strategic Focus Area

Economic Development and Housing

Background

The applicant has filed a Parcel Map application to implement an Urban Lot Split in accordance with California Government Code Section 66411.7 and Belmont Municipal Code (BMC) Chapter 26 (Subdivisions). This ministerial process allows the division of an existing single-family residential parcel into two separate lots.

The Parcel Map also dedicates public easements necessary to provide emergency access, utility service, and shared access to the newly created parcels.

Analysis

The City Engineer has examined the submitted Parcel Map for the Urban Lot Split and finds it substantially in conformance with the State Subdivision Map Act, California Government Code Section 66411.7, and the City of Belmont Subdivision Ordinance (BMC Chapter 26). The Parcel Map is technically correct and satisfies all objective local development standards.

The map establishes a shared common driveway to serve both newly created parcels. To ensure long-term functionality, safety, and utility service connectivity, the Parcel Map dedicates the following easements to the City of Belmont:

Emergency Vehicle Access Easement (EVAE): This easement covers the shared common driveway alignment to guarantee unobstructed access for emergency response personnel and equipment. The layout and width conform to the minimum standards required by San Mateo Consolidated Fire Department.

Ingress/Egress Easement: This provides legal, permanent access for vehicular and pedestrian traffic across



the shared driveway for both parcels.

Public Utility Easement (PUE): This easement allows for the installation, operation, and maintenance of electrical, gas, water, sewer, storm drainage, and communication utilities required to service both lots.

Pursuant to state law and BMC Chapter 26, the approval of an SB 9 Urban Lot Split is a ministerial action. The City is required to approve the map if it complies with all objective engineering standards and zoning criteria.

Alternatives

1. There are no alternative actions, as approval of this Parcel Map is ministerial once all objective conditions and technical engineering requirements are satisfied.

Attachments

- A. Resolution
- B. Parcel Map

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: Any applicable fees for the Final Parcel Map and development will be paid by the project applicant.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE PARCEL MAP FOR AN URBAN LOT SPLIT UNDER SENATE BILL 9 (SB 9) FOR THE PROPERTIES LOCATED AT ASSESSOR'S PARCEL NUMBERS (APNS) 045-140-410 AND 044-211-090 AND ACCEPTING THE DEDICATION OF RELATED PUBLIC EASEMENTS

WHEREAS, California Government Code Section 66411.7 and Belmont Municipal Code (BMC) Chapter 26 (Subdivisions) establish standard procedures and objective criteria for the ministerial approval of an Urban Lot Split Parcel Map; and,

WHEREAS, the applicant has filed a Parcel Map application to divide the existing single-family residential property located at Assessor's Parcel Numbers (APNs) 045-140-410 and 044-211-090 into two separate parcels; and,

WHEREAS, the City Engineer has examined the submitted Parcel Map and finds it substantially in conformance with the California Subdivision Map Act, California Government Code Section 66411.7, and the City of Belmont Subdivision Ordinance, and is satisfied that it is technically correct; and,

WHEREAS, the Parcel Map establishes a shared common driveway configuration to provide access to both newly created parcels; and,

WHEREAS, the development requires the dedication of specific public easements to ensure permanent access, utility service, and emergency access, including an Emergency Vehicle Access Easement (EVAE), an Ingress/Egress Easement, and a Public Utility Easement (PUE); and,

WHEREAS, the San Mateo County Fire Department has reviewed the proposed layout and confirmed that the EVAE complies with minimum local and regional emergency access width requirements; and,

WHEREAS, approval of an Urban Lot Split Parcel Map that satisfies all objective statutory criteria is a ministerial action under state law, rendering it exempt from the California Environmental Quality Act (CEQA).

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The map titled "PARCEL MAP URBAN LOT SPLIT (SB 9) OF THE LANDS OF HSU" is hereby approved. Recordation of said Parcel Map is subject to all requirements of law and the Subdivision Ordinance of the City of Belmont.

SECTION 2. The City Council hereby accepts on behalf of the public the offered dedications of the EVAE, the Ingress/Egress Easement, and the PUE as delineated and described on the approved Parcel Map.

SECTION 3. The City Clerk is hereby authorized and directed to endorse the City Council's approval on the Parcel Map, accept the offered public easements, and to affix thereto the corporate seal of the City of Belmont.

* * *

ADOPTED July 28, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

OWNER'S STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF, OR HAVE SOME RIGHT, TITLE OR INTEREST IN AND TO THE REAL PROPERTY INCLUDED WITHIN THE SUBDIVISION SHOWN UPON THIS MAP; AND WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS CLEAR TITLE TO SAID PROPERTY; AND WE HEREBY CONSENT TO THE MAKING AND RECORDING OF SAID MAP AND SUBDIVISION AS SHOWN WITHIN THE DISTINCTIVE BORDER LINE.

WE HEREBY DEDICATE TO PUBLIC USE AN EASEMENT FOR PUBLIC UTILITY PURPOSES AND APPURTENANCES THERETO AND THE RIGHT TO CONSTRUCT, INSTALL, USE, REPAIR, REPLACE AND MAINTAIN UTILITIES ON OR OVER THAT CERTAIN STRIP OF LAND DESIGNATED AND DELINEATED AS "PUBLIC UTILITY EASEMENT". SAID PUBLIC UTILITY EASEMENT SHALL BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES OF ANY KIND EXCEPT FOR LAWFUL FENCES, LAWFUL UNSUPPORTED ROOF OVERHANGS, IRRIGATION SYSTEMS, UTILITY COMPANY STRUCTURES AND APPURTENANCES THEREOF.

WE HEREBY DEDICATE TO PUBLIC USE AN EASEMENT FOR EMERGENCY VEHICLE INGRESS AND EGRESS PURPOSES ON OR OVER THAT STRIP OF LAND DESIGNATED AND DELINEATED AS "EMERGENCY VEHICLE ACCESS". THE PERPETUAL MAINTENANCE OF THE IMPROVEMENTS WITHIN THE EASEMENT AREA SHALL BE THE SOLE RESPONSIBILITY OF THE PROPERTY OWNERS.

WE ALSO HEREBY RESERVE PRIVATE EASEMENTS FOR INGRESS/EGRESS, STORM DRAIN AND SANITARY SEWERS, WITHIN PARCEL A FOR THE BENEFIT AND PRIVATE USE OF THE OWNER OF PARCEL B.

AS OWNERS:

HUNG CHUN HSU AND YU-MEI HSU CHANG, HUSBAND AND WIFE

HUNG CHUN HSU BY MENG CHIEH HSU, HIS ATTORNEY IN FACT

YU-MEI HSU CHANG BY MENG CHIEH HSU, HER ATTORNEY IN FACT

OWNER'S ACKNOWLEDGEMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
COUNTY OF _____)SS.

ON _____ BEFORE ME, _____

A NOTARY PUBLIC, PERSONALLY APPEARED

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE _____

NAME (TYPED OR PRINTED), NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE.

PRINCIPAL COUNTY OF BUSINESS:_____

COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____

CITY CLERK'S STATEMENT:

I, JOZI PLUT, CITY CLERK OF THE CITY OF BELMONT, STATE OF CALIFORNIA, HEREBY CERTIFY THAT THE CITY COUNCIL OF SAID CITY AT ITS REGULAR MEETING HELD ON _____, DULY APPROVED THE MAP SHOWN HEREON AND AUTHORIZED ITS RECORDATION, AND ACCEPTED ON BEHALF OF THE PUBLIC, SUBJECT TO IMPROVEMENTS, THE PUBLIC UTILITY EASEMENT AND EMERGENCY VEHICLE ACCESS EASEMENT SHOWN AND DESIGNATED ON SAID MAP AS BEING OFFERED FOR DEDICATION FOR PUBLIC USE IN CONFORMITY WITH THE TERMS OF SAID OFFER OF DEDICATION.

DATE: _____ JOZI PLUT, CITY CLERK

COUNTY RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____ 20____, AT _____M
IN BOOK _____ OF PARCEL MAPS AT PAGE(S) _____AT THE
REQUEST OF JOZI PLUT, CITY CLERK OF THE CITY OF BELMONT.

MARK CHURCH, SAN MATEO COUNTY RECORDER

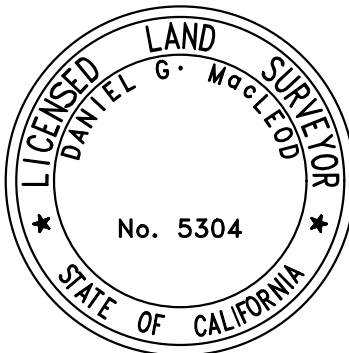
FILE NO.: _____

BY: _____
DEPUTY RECORDER

FEE: _____

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF HUNG CHUN HSU ON FEBRUARY 1, 2026. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY, AND THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.



DATE: _____ DANIEL G. MACLEOD L.S. # 5304

CITY ENGINEER'S STATEMENT

I HAVE EXAMINED THE HEREIN PARCEL MAP AND HAVE FOUND THAT THE SUBDIVISION AS SHOWN HEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AS AMENDED, AND ANY LOCAL ORDINANCE APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH.

DATED: _____
DENNY PHAN, CITY ENGINEER
R.C.E. C87369



CITY SURVEYOR'S STATEMENT

I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

DATED: _____
ANNE-SOPHIE TRUONG, CITY SURVEYOR
L.S. 8998



PARCEL MAP
URBAN LOT SPLIT (SB9)
OF THE LANDS OF HSU

BEING A TWO-LOT SUBDIVISION OF PARCEL I OF THE LANDS OF HSU, AS DESCRIBED IN DOC. NO. 1999-144172; BEING A PORTION OF LOTS 7 AND 11, AS SHOWN ON THE MAP ENTITLED "MAP OF MEZES RANCH NEAR BELMONT, SAN MATEO COUNTY, CAL." FILED JANUARY 10, 1889 IN BOOK A OF MAPS AT PAGE 77 AND COPIED INTO BOOK 1 OF MAPS AT PAGE 75 IN THE OFFICE OF THE RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA.

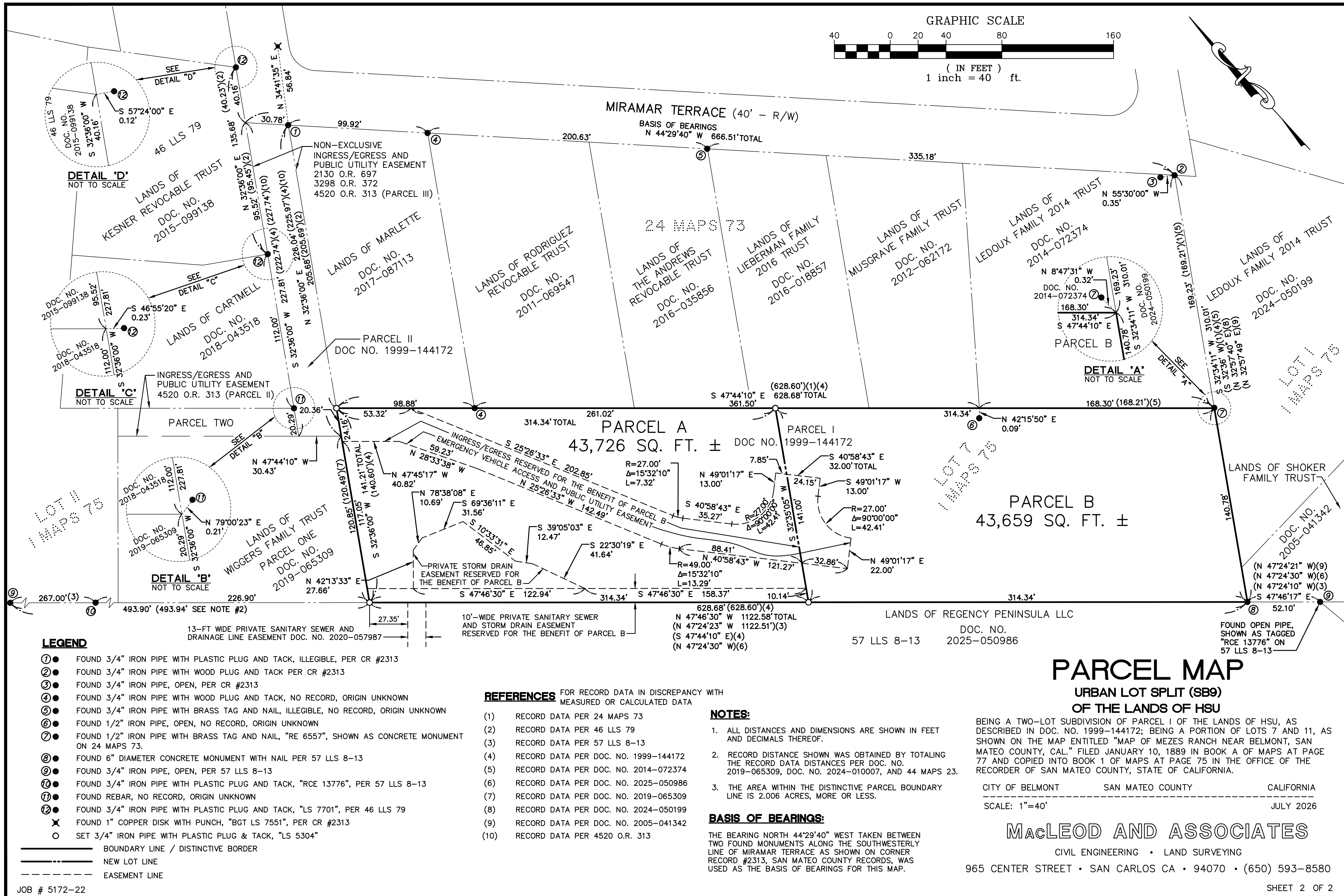
CITY OF BELMONT SAN MATEO COUNTY CALIFORNIA

JULY 2026

MacLEOD AND ASSOCIATES

CIVIL ENGINEERING • LAND SURVEYING

965 CENTER STREET • SAN CARLOS CA • 94070 • (650) 593-8580





STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Laura Kirby, Principal Management Analyst, lkirby@belmont.gov
Agenda Title: Revised Master Employee Pay Schedule – July 2026
Agenda Action: Resolution

Recommendation

Adopt a resolution updating the City's Master Employee Pay Schedule to meet California Public Employees' Retirement System (CalPERS) requirements.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

California Code of Regulations Section 570.5 and CalPERS regulations require the City to maintain accurate, up-to-date records for all established positions, documenting pay rates, effective dates, time base, and revision history. These regulations further require that any changes be brought before the City Council for approval.

Analysis

The revisions reflected in the updated Master Employee Pay Schedule (Exhibit A) are limited to the following:

BPOA and AFSCME Wage Increase – July 2026

Under their respective Memoranda of Understanding (MOUs) approved by the City Council, covering 2025–2028 for the Belmont Police Officers Association (BPOA) and 2025–2029 for the American Federation of State, County and Municipal Employees (AFSCME), safety employees in BPOA bargaining unit and all AFSCME employees will receive a wage increase effective July 5, 2026. The adjustment is tied to the Consumer Price Index (CPI) for the San Francisco Bay Area, which registered at 3.8% for the period of April 2025 through April 2026.

Per Diem/Hourly Rates

Adjustments to per diem hourly rates aligned with BPOA and AFSCME pay ranges.

Updates to Unrepresented Management Salary Ranges

Per the Compensation and Benefits Program for the Unrepresented Management group, ranges are updated annually to reflect current market conditions. Control points are set at the median top-step salary identified through a compensation study conducted each May, and each position's maximum salary is set at that control point.



Recreation Manager Salary Alignment

To address internal equity imbalance, effective July 5, 2026, the Recreation Manager salary range is being aligned with the Parks and Facilities Manager salary range.

Alternatives

1. Provide staff with alternate direction to proposed Master Employee Pay Schedule changes in whole or in part.
2. Take No Action

Attachments

- A. Resolution
Exhibit A – City of Belmont Master Employee Pay Schedule – July 2026

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The contractual salary increases reflected in the updated pay schedule have been incorporated into the FY 2026–27 budget. The fiscal impact resulting from the revised Recreation Manager salary range will be evaluated during the mid-year budget review process; any required supplemental budget appropriation will be requested at that time.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING THE REVISED MASTER EMPLOYEE PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPER) REQUIREMENTS

WHEREAS, California Code of Regulations Section 570.5 and CalPERS regulations require the City of Belmont to maintain an up-to-date and publicly adopted Master Employee Pay Schedule documenting pay rates, effective dates, time bases, and revision history for all established positions; and,

WHEREAS, the regulations further require that any revisions to the Master Employee Pay Schedule be approved by the City Council at a public meeting; and,

WHEREAS, the last revision to the City's Master Employee Pay Schedule was approved by City Council on May 26, 2026 via Resolution No. 2026-29; and,

WHEREAS, the City has completed updates to the Master Employee Pay Schedule to reflect changes effective July 5, 2026; and,

WHEREAS, the July 2026 updates reflect:

- A 3.8% CPI-based wage increase for Belmont Police Officers Association (BPOA) safety employees and American Federation of State, County and Municipal Employees (AFSCME) employees pursuant to Council-approved MOUs;
- Adjusted per-diem and hourly rates aligned with those bargaining units;
- Annual updates to Unrepresented Management salary ranges based on the City's market compensation study; and
- Alignment of the Recreation Manager salary range with the Parks and Facilities Manager range to address internal equity.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The Revised Master Employee Pay Schedule – July 2026 attached hereto as Exhibit A is approved and adopted.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

City of Belmont Master Employee Pay Schedule - Calendar Year 2026- 2027

Exhibit A

Adopted July 14, 2026

Position	Effective Date	Labor Group	Monthly Pay Rates					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accountant I	1/4/2026	MMCEA	\$ 7,634.28	\$ 8,015.99	\$ 8,416.79	\$ 8,837.63	\$ 9,279.51	\$ 9,743.49
Accountant II	1/4/2026	MMCEA	\$ 8,422.05	\$ 8,843.15	\$ 9,285.31	\$ 9,749.58	\$ 10,237.06	\$ 10,748.91
Accountant III	1/4/2026	MMCEA	\$ 9,745.90	\$ 10,233.20	\$ 10,744.86	\$ 11,282.10	\$ 11,846.21	\$ 12,438.52
Accounting Services Supervisor	1/4/2026	MMCEA	\$ 8,994.29	\$ 9,444.00	\$ 9,916.20	\$ 10,412.01	\$ 10,932.61	\$ 11,479.24
Accounting Technician I	7/5/2026	AFSCME	\$ 6,162.29	\$ 6,470.40	\$ 6,793.92	\$ 7,133.62	\$ 7,490.30	
Accounting Technician II	7/5/2026	AFSCME	\$ 6,778.70	\$ 7,117.64	\$ 7,473.52	\$ 7,847.20	\$ 8,239.56	
Accounting Technician III	7/5/2026	AFSCME	\$ 7,612.92	\$ 7,993.57	\$ 8,393.25	\$ 8,812.91	\$ 9,253.56	
Administrative Assistant	1/4/2026	MMCEA	\$ 6,507.77	\$ 6,833.16	\$ 7,174.82	\$ 7,533.56	\$ 7,910.24	\$ 8,305.75
Administrative Services Director	7/5/2026	Unrep	\$ 18,820.66					\$ 23,525.83
Assistant City Manager	7/5/2026	Unrep	\$ 20,832.89					\$ 26,041.11
Assistant Civil Engineer	1/4/2026	MMCEA	\$ 8,998.23	\$ 9,448.14	\$ 9,920.55	\$ 10,416.58	\$ 10,937.41	\$ 11,484.28
Assistant Planner	1/4/2026	MMCEA	\$ 8,001.76	\$ 8,401.85	\$ 8,821.94	\$ 9,263.04	\$ 9,726.19	\$ 10,212.50
Assistant PW Director/City Engineer	1/4/2026	MMCEA	\$ 15,283.91	\$ 16,048.11	\$ 16,850.52	\$ 17,693.05	\$ 18,577.70	\$ 19,506.59
Associate Civil Engineer	1/4/2026	MMCEA	\$ 10,220.57	\$ 10,731.60	\$ 11,268.18	\$ 11,831.59	\$ 12,423.17	\$ 13,044.33
Associate Planner	1/4/2026	MMCEA	\$ 9,015.36	\$ 9,466.13	\$ 9,939.44	\$ 10,436.41	\$ 10,958.23	\$ 11,506.14
Building Inspector I	7/5/2026	AFSCME	\$ 8,749.89	\$ 9,187.38	\$ 9,646.75	\$ 10,129.09	\$ 10,635.54	
Building Inspector II	7/5/2026	AFSCME	\$ 9,281.21	\$ 9,745.27	\$ 10,232.53	\$ 10,744.16	\$ 11,281.37	
City Attorney	10/12/2025	Unrep	\$ 27,469.35					
City Clerk/Constituent Services Manager	1/4/2026	City Clerk	\$ 12,589.70	\$ 13,219.19	\$ 13,880.15	\$ 14,574.16	\$ 15,302.87	\$ 16,068.01
City Manager	9/14/2025	Unrep	\$ 31,017.94					
Chief Building Official	1/4/2026	MMCEA	\$ 12,495.12	\$ 13,119.88	\$ 13,775.87	\$ 14,464.66	\$ 15,187.89	\$ 15,947.28
Code Enforcement Officer	7/5/2026	AFSCME	\$ 8,221.79	\$ 8,632.88	\$ 9,064.52	\$ 9,517.75	\$ 9,993.64	
Community Development Director	7/6/2026	Unrep	\$ 18,418.80					\$ 23,023.50
Community Engagement Specialist	1/4/2026	Unrep	\$ 9,516.89	\$ 9,992.73	\$ 10,492.37	\$ 11,016.99	\$ 11,567.84	\$ 12,146.23
Community Service Officer	1/4/2026	BPOA	\$ 5,778.91	\$ 6,067.86	\$ 6,371.26	\$ 6,689.81	\$ 7,024.31	\$ 7,375.51
Construction Inspector	7/5/2026	AFSCME	\$ 9,719.42	\$ 10,205.39	\$ 10,715.66	\$ 11,251.44	\$ 11,814.01	
Deputy Planning and Comm Dev Director	1/4/2026	Unrep	\$ 15,230.32	\$ 15,991.84	\$ 16,791.43	\$ 17,631.00	\$ 18,512.55	\$ 19,438.18
Deputy City Clerk	1/4/2026	MMCEA	\$ 6,875.19	\$ 7,218.95	\$ 7,579.90	\$ 7,958.90	\$ 8,356.85	\$ 8,774.69
Deputy Finance Director	1/4/2026	MMCEA	\$ 13,488.13	\$ 14,162.54	\$ 14,870.67	\$ 15,614.20	\$ 16,394.91	\$ 17,214.66
Electrician	7/5/2026	AFSCME	\$ 7,929.63	\$ 8,326.11	\$ 8,742.42	\$ 9,179.54	\$ 9,638.52	
Engineering Technician	7/5/2026	AFSCME	\$ 7,868.66	\$ 8,262.09	\$ 8,675.19	\$ 9,108.95	\$ 9,564.40	

City of Belmont Master Employee Pay Schedule - Calendar Year 2026 - 2027

Exhibit A

Adopted July 14, 2026

Position	Effective Date	Labor Group	Monthly Pay Rates					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Equipment Operator	7/5/2026	AFSCME	\$ 6,971.37	\$ 7,319.96	\$ 7,685.94	\$ 8,070.24	\$ 8,473.75	
Executive Assistant To City Manager	1/4/2026	MMCEA	\$ 7,572.83	\$ 7,951.47	\$ 8,349.04	\$ 8,766.49	\$ 9,204.81	\$ 9,665.05
Finance Director	7/5/2026	Unrep	\$ 18,418.80					\$ 23,023.50
Accounting/Budget Manager	1/4/2026	MMCEA	\$ 11,457.13	\$ 12,029.99	\$ 12,631.49	\$ 13,263.06	\$ 13,926.21	\$ 14,622.52
GIS Coordinator I	1/4/2026	MMCEA	\$ 8,249.07	\$ 8,661.52	\$ 9,094.60	\$ 9,549.33	\$ 10,026.80	\$ 10,528.14
GIS Coordinator II	1/4/2026	MMCEA	\$ 9,470.01	\$ 9,943.51	\$ 10,440.69	\$ 10,962.72	\$ 11,510.86	\$ 12,086.40
GIS Coordinator III	1/4/2026	MMCEA	\$ 11,113.28	\$ 11,668.94	\$ 12,252.39	\$ 12,865.01	\$ 13,508.26	\$ 14,183.67
Head Teacher	7/5/2026	AFSCME	\$ 5,144.66	\$ 5,401.90	\$ 5,672.00	\$ 5,955.60	\$ 6,253.37	
Housing and Economic Development Manager	1/4/2026	MMCEA	\$ 11,457.13	\$ 12,029.99	\$ 12,631.49	\$ 13,263.06	\$ 13,926.22	\$ 14,622.53
Housing Specialist	1/4/2026	MMCEA	\$ 9,015.36	\$ 9,466.13	\$ 9,939.44	\$ 10,436.41	\$ 10,958.23	\$ 11,506.14
IT Business System Analyst	1/4/2026	Unrep	\$ 12,225.64	\$ 12,836.92	\$ 13,478.77	\$ 14,152.70	\$ 14,860.34	\$ 15,603.36
Information Technology Manager	1/4/2026	Unrep	\$ 13,593.10	\$ 14,272.75	\$ 14,986.39	\$ 15,735.70	\$ 16,522.49	\$ 17,348.61
Lead Police Dispatcher	1/4/2026	BPOA	\$ 8,928.73	\$ 9,373.06	\$ 9,844.13	\$ 10,336.86	\$ 10,852.48	\$ 11,395.10
Maintenance Worker I	7/5/2026	AFSCME	\$ 5,764.24	\$ 6,052.44	\$ 6,355.07	\$ 6,672.82	\$ 7,006.46	
Maintenance Worker II	7/5/2026	AFSCME	\$ 6,380.65	\$ 6,699.68	\$ 7,034.66	\$ 7,386.39	\$ 7,755.72	
Management Analyst II	1/4/2026	MMCEA	\$ 9,359.91	\$ 9,827.90	\$ 10,319.29	\$ 10,835.26	\$ 11,377.02	\$ 11,945.87
Management Analyst I	1/4/2026	MMCEA	\$ 8,593.61	\$ 9,023.29	\$ 9,474.46	\$ 9,948.18	\$ 10,445.59	\$ 10,967.87
Mechanic	7/5/2026	AFSCME	\$ 7,069.24	\$ 7,422.70	\$ 7,793.83	\$ 8,183.53	\$ 8,592.70	
Office Assistant I	7/5/2026	AFSCME	\$ 5,470.49	\$ 5,744.02	\$ 6,031.22	\$ 6,332.78	\$ 6,649.41	
Office Assistant II	7/5/2026	AFSCME	\$ 6,077.28	\$ 6,381.15	\$ 6,700.22	\$ 7,035.22	\$ 7,386.98	
Parks & Recreation Director	7/5/2026	Unrep	\$ 18,748.00					\$ 23,435.00
Parks and Facilities Maintenance Worker I ⁵	7/5/2026	AFSCME	\$ 5,764.24	\$ 6,052.44	\$ 6,355.07	\$ 6,672.82	\$ 7,006.46	
Parks and Facilities Maintenance Worker II ⁵	7/5/2026	AFSCME	\$ 6,380.65	\$ 6,699.68	\$ 7,034.66	\$ 7,386.39	\$ 7,755.72	
Parks and Facilities Manager ⁵	1/4/2026	MMCEA	\$ 11,218.44	\$ 11,779.36	\$ 12,368.32	\$ 12,986.73	\$ 13,636.07	\$ 14,317.88
Parks and Facilities Supervisor	1/4/2026	MMCEA	\$ 9,026.79	\$ 9,478.12	\$ 9,952.02	\$ 10,449.63	\$ 10,972.11	\$ 11,520.71
Payroll Manager	1/4/2026	Unrep	\$ 11,457.13	\$ 12,029.99	\$ 12,631.49	\$ 13,263.06	\$ 13,926.22	\$ 14,622.53
Permit Technician	7/5/2026	AFSCME	\$ 7,456.12	\$ 7,828.93	\$ 8,220.37	\$ 8,631.39	\$ 9,062.95	
Planning Manager	4/28/2026	MMCEA	\$ 14,029.43	\$ 14,730.90	\$ 15,467.44	\$ 16,240.82	\$ 17,052.86	\$ 17,250.00
Planning Technician	7/5/2026	AFSCME	\$ 7,456.12	\$ 7,828.93	\$ 8,220.37	\$ 8,631.39	\$ 9,062.95	
Police Captain	1/4/2026	MMCEA	\$ 15,593.20	\$ 16,372.86	\$ 17,191.50	\$ 18,051.08	\$ 18,953.63	\$ 19,901.31
Police Chief	7/5/2026	Unrep	\$ 20,898.55					\$ 26,123.19
Police Corporal Advanced POST	7/5/2026	BPOA	\$ 11,784.08	\$ 12,373.29	\$ 12,991.95	\$ 13,641.55	\$ 14,323.62	\$ 15,039.80
Police Corporal Basic POST	7/5/2026	BPOA	\$ 10,689.78	\$ 11,224.26	\$ 11,785.47	\$ 12,374.75	\$ 12,993.48	\$ 13,643.16

City of Belmont Master Employee Pay Schedule - Calendar Year 2026- 2027

Exhibit A

Adopted July 14, 2026

Position	Effective Date	Labor Group	Monthly Pay Rates					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Corporal Intermediate POST	7/5/2026	BPOA	\$ 11,222.07	\$ 11,783.18	\$ 12,372.33	\$ 12,990.93	\$ 13,640.49	\$ 14,322.52
Police Dispatcher	1/4/2026	BPOA	\$ 7,901.29	\$ 8,296.35	\$ 8,711.17	\$ 9,146.73	\$ 9,604.07	\$ 10,084.27
Police Lieutenant	1/4/2026	MMCEA	\$ 14,063.46	\$ 14,766.63	\$ 15,504.96	\$ 16,280.21	\$ 17,094.22	\$ 17,948.93
Police Officer Advanced POST	7/5/2026	BPOA	\$ 11,222.07	\$ 11,783.17	\$ 12,372.33	\$ 12,990.94	\$ 13,640.49	\$ 14,322.52
Police Officer Basic POST	7/5/2026	BPOA	\$ 10,180.12	\$ 10,689.13	\$ 11,223.58	\$ 11,784.77	\$ 12,374.01	\$ 12,992.71
Police Officer Intermediate POST	7/5/2026	BPOA	\$ 10,689.78	\$ 11,224.27	\$ 11,785.47	\$ 12,374.75	\$ 12,993.48	\$ 13,643.15
Police Officer Recruit	1/4/2026	BPOA	\$ 7,293.98					
Police Records Specialist I	1/4/2026	BPOA	\$ 5,854.02	\$ 6,146.72	\$ 6,454.06	\$ 6,776.76	\$ 7,115.60	\$ 7,471.38
Police Records Specialist II	1/4/2026	BPOA	\$ 6,146.86	\$ 6,454.20	\$ 6,776.91	\$ 7,115.76	\$ 7,471.55	\$ 7,845.13
Police Sergeant Advanced POST	7/5/2026	BPOA	\$ 13,213.93	\$ 13,874.63	\$ 14,568.36	\$ 15,296.78	\$ 16,061.62	\$ 16,864.70
Police Sergeant Intermediate POST	7/5/2026	BPOA	\$ 12,582.54	\$ 13,211.67	\$ 13,872.26	\$ 14,565.87	\$ 15,294.16	\$ 16,058.87
Principal Management Analyst	1/4/2026	Unrep	\$ 12,461.27	\$ 13,084.33	\$ 13,738.55	\$ 14,425.48	\$ 15,146.75	\$ 15,904.09
Principal Planner	1/4/2026	MMCEA	\$ 12,739.60	\$ 13,376.58	\$ 14,045.41	\$ 14,747.68	\$ 15,485.06	\$ 16,259.31
Public Works Director	7/5/2026	Unrep	\$ 18,872.98					\$ 23,591.23
Public Works Field Supervisor	1/4/2026	MMCEA	\$ 9,026.79	\$ 9,478.13	\$ 9,952.04	\$ 10,449.64	\$ 10,972.12	\$ 11,520.73
Public Works Services Manager	1/4/2026	MMCEA	\$ 12,460.84	\$ 13,083.88	\$ 13,738.07	\$ 14,424.97	\$ 15,146.22	\$ 15,903.53
PW Lead Maintenance	7/5/2026	AFSCME	\$ 7,319.69	\$ 7,685.66	\$ 8,069.95	\$ 8,473.44	\$ 8,897.12	
Recreation Manager	1/4/2026	MMCEA	\$ 10,303.47	\$ 10,818.65	\$ 11,359.58	\$ 11,927.56	\$ 12,523.95	\$ 13,150.14
Recreation Coordinator I	1/4/2026	MMCEA	\$ 6,507.79	\$ 6,833.17	\$ 7,174.84	\$ 7,533.57	\$ 7,910.26	\$ 8,305.77
Recreation Coordinator II	7/1/2026	MMCEA	\$ 7,483.96	\$ 7,858.16	\$ 8,251.07	\$ 8,663.62	\$ 9,096.80	\$ 9,551.64
Recreation Specialist II	7/5/2026	AFSCME	\$ 4,555.57	\$ 4,784.07	\$ 5,023.37	\$ 5,275.25	\$ 5,537.94	
Recreation Supervisor	1/4/2026	MMCEA	\$ 8,607.89	\$ 9,038.28	\$ 9,490.19	\$ 9,964.70	\$ 10,462.94	\$ 10,986.08
Senior Civil Engineer	1/4/2026	MMCEA	\$ 12,569.52	\$ 13,198.00	\$ 13,857.90	\$ 14,550.79	\$ 15,278.33	\$ 16,042.25
Senior Management Analyst	1/4/2026	MMCEA	\$ 10,835.26	\$ 11,377.02	\$ 11,945.87	\$ 12,543.16	\$ 13,170.32	\$ 13,828.84
Senior Mechanic	7/5/2026	AFSCME	\$ 7,509.08	\$ 7,884.52	\$ 8,278.76	\$ 8,692.69	\$ 9,127.33	
Senior Permit Technician	7/5/2026	AFSCME	\$ 8,631.39	\$ 9,062.95	\$ 9,516.10	\$ 9,991.91	\$ 10,491.51	
Senior Planner	1/4/2026	MMCEA	\$ 10,269.16	\$ 10,782.62	\$ 11,321.75	\$ 11,887.84	\$ 12,482.23	\$ 13,106.34
Sr Parks and Facilities Maintenance Worker ⁵	7/5/2026	AFSCME	\$ 7,319.69	\$ 7,685.66	\$ 8,069.95	\$ 8,473.44	\$ 8,897.12	
Street Sweeper Operator	7/5/2026	AFSCME	\$ 6,667.94	\$ 7,001.33	\$ 7,351.41	\$ 7,718.96	\$ 8,104.92	
Teacher	7/5/2026	AFSCME	\$ 4,473.69	\$ 4,697.37	\$ 4,932.23	\$ 5,178.84	\$ 5,437.79	
Teacher's Aide	7/5/2026	AFSCME	\$ 3,916.86	\$ 4,111.17	\$ 4,316.28	\$ 4,533.98	\$ 4,760.68	
Technology Specialist I	1/4/2026	MMCEA	\$ 8,126.14	\$ 8,532.45	\$ 8,959.07	\$ 9,407.02	\$ 9,877.37	\$ 10,371.24
Technology Specialist II	1/4/2026	MMCEA	\$ 10,076.67	\$ 10,580.50	\$ 11,109.53	\$ 11,665.01	\$ 12,248.26	\$ 12,860.67
Technology Specialist III	1/4/2026	MMCEA	\$ 11,114.22	\$ 11,669.93	\$ 12,253.43	\$ 12,866.10	\$ 13,509.41	\$ 14,184.88

City of Belmont Master Employee Pay Schedule - Calendar Year 2026- 2027

Exhibit A

Adopted July 14, 2026

Unrepresented Per Diem Positions

Position	Effective Date	Hourly Pay Rates					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accounting Technician I ¹	7/5/2026	\$ 35.55	\$ 37.33	\$ 39.20	\$ 41.16	\$ 43.21	
Accounting Technician II ¹	7/5/2026	\$ 39.11	\$ 41.06	\$ 43.12	\$ 45.27	\$ 47.54	
Accounting Technician III ¹	7/5/2026	\$ 43.92	\$ 46.12	\$ 48.42	\$ 50.84	\$ 53.39	
Administrative Assistant ¹	1/4/2026	\$ 37.54	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.92
Associate Civil Engineer ¹	1/4/2026	\$ 58.96	\$ 61.91	\$ 65.01	\$ 68.26	\$ 71.67	\$ 75.26
Building Attendant I ^{4**}	1/1/2026	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.05	\$ 24.20	
Building Attendant II ^{4**}	1/1/2026	\$ 21.89	\$ 22.98	\$ 24.13	\$ 25.34	\$ 26.61	
Dispatcher, Per Diem ³	1/4/2026	\$ 51.51	\$ 54.08	\$ 56.79	\$ 59.64	\$ 62.61	\$ 65.74
Electrician ¹	7/6/2025	\$ 45.75	\$ 48.04	\$ 50.44	\$ 52.96	\$ 55.61	
Head Teacher ¹	7/5/2026	\$ 29.68	\$ 31.16	\$ 32.72	\$ 34.36	\$ 36.08	
Intern I	1/1/2026	\$ 18.95	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.05	
Intern II	1/1/2026	\$ 25.06	\$ 26.31	\$ 27.63	\$ 29.01	\$ 30.46	
Lifeguard/Swim Instructor I ***	1/1/2026	\$ 20.70	\$ 21.74	\$ 22.83	\$ 23.97	\$ 25.17	
Lifeguard/Swim Instructor II ***	1/1/2026	\$ 21.79	\$ 22.88	\$ 24.02	\$ 25.22	\$ 26.48	
Maintenance Worker I ¹	7/5/2026	\$ 33.26	\$ 34.92	\$ 36.66	\$ 38.50	\$ 40.42	
Nutrition Site Coordinator	1/1/2026	\$ 24.35	\$ 25.57	\$ 26.85	\$ 28.19	\$ 29.60	
Office Assistant I ¹	7/5/2026	\$ 31.56	\$ 33.14	\$ 34.80	\$ 36.54	\$ 38.36	
Office Assistant II ¹	7/5/2026	\$ 35.06	\$ 36.81	\$ 38.66	\$ 40.59	\$ 42.62	
Planning Technician ¹	7/5/2026	\$ 43.02	\$ 45.17	\$ 47.43	\$ 49.80	\$ 52.29	
Police Officer (Advanced POST), Per Diem ²	7/5/2026	\$ 61.66	\$ 64.74	\$ 67.98	\$ 71.38	\$ 74.95	\$ 78.70
Police Officer (Basic POST), Per Diem ²	7/5/2026	\$ 55.93	\$ 58.73	\$ 61.67	\$ 64.75	\$ 67.99	\$ 71.39
Police Officer (Inter POST), Per Diem ²	7/5/2026	\$ 58.74	\$ 61.67	\$ 64.76	\$ 67.99	\$ 71.39	\$ 74.96
Police Records Specialist I, Per Diem ¹	1/4/2026	\$ 33.77	\$ 35.46	\$ 37.23	\$ 39.10	\$ 41.05	\$ 43.10
Police Records Specialist II, Per Diem ¹	1/4/2026	\$ 35.46	\$ 37.24	\$ 39.10	\$ 41.05	\$ 43.11	\$ 45.26
Recreation Leader ⁴	1/1/2026	\$ 18.95	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.05	
Recreation Program Coordinator ¹	1/5/2025	\$ 37.54	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.92
Recreation Specialist I ⁴	1/1/2026	\$ 22.94	\$ 24.09	\$ 25.29	\$ 26.55	\$ 27.88	
Recreation Specialist II ⁴	1/1/2026	\$ 25.23	\$ 26.49	\$ 27.81	\$ 29.20	\$ 30.66	

City of Belmont Master Employee Pay Schedule - Calendar Year 2026 - 2027

Exhibit A

Adopted July 14, 2026

Unrepresented Per Diem Positions

Position	Effective Date	Hourly Pay Rates					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Pool Manager ^{4 ***}	1/1/2026	\$ 23.97	\$ 25.17	\$ 26.43	\$ 27.75	\$ 29.14	
Recreation Leader II ^{4 ***}	1/1/2026	\$ 20.85	\$ 21.89	\$ 22.98	\$ 24.13	\$ 25.34	
Street Sweeper Operator ¹	7/5/2026	\$ 38.47	\$ 40.39	\$ 42.41	\$ 44.53	\$ 46.76	
Teacher ¹	7/5/2026	\$ 25.81	\$ 27.10	\$ 28.46	\$ 29.88	\$ 31.37	
Teacher's Aide ¹	7/5/2026	\$ 22.60	\$ 23.72	\$ 24.90	\$ 26.16	\$ 27.47	
Technology Specialist I ¹	1/4/2026	\$ 46.88	\$ 49.23	\$ 51.69	\$ 54.27	\$ 56.98	\$ 59.83
Technology Specialist II ¹	1/4/2026	\$ 58.13	\$ 61.04	\$ 64.09	\$ 67.30	\$ 70.66	\$ 74.20
Technology Specialist III ¹	1/4/2026	\$ 64.12	\$ 67.33	\$ 70.69	\$ 74.23	\$ 77.94	\$ 81.84
Van Driver ⁴	1/1/2026	\$ 22.94	\$ 24.09	\$ 25.29	\$ 26.55	\$ 27.88	

Notes

Unrepresented per diem: A position having a workweek of fewer hours than the workweek established for full-time positions in the class

** Building Attendants I and II are eligible to receive a weekend differential of \$1.00 per hour for work performed on Saturdays and Sundays

*** Title changes approved by City Council via formal job description adoption March 24, 2026

¹ Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2080 (hours in work year)

² Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2184 (hours in work year)

³ Hourly pay rates derived by multiplying full-time Police Dispatcher by 12 (months in year) adding 13% and dividing by 2080 (hours in work year)

⁴ Tied to Belmont minimum wage as follows:

Recreation Leader - Adjusted to Minimum Wage

Building Attendant I*- 5% Above Above Recreation Ldr

Building Attendant II*- 10% Above Building Attendant I

Lifeguard I - 5% Below Lifeguard II

Lifeguard II - 15% Above Rec Leader

Nutrition Site Coordinator - Tied to Recreation Specialist II

Recreation Specialist I - 10% Above Sr. Rec Leader

Recreation Specialist II - 10% Above Rec Spec I

Sr Rec Leader - 10% Above Rec Leader

Sr. Lifeguard - 10% Above Lifeguard II

Van Driver - Tied to Recreation Specialist I

⁵ "Facilities" added to position title

City of Belmont Master Employee Pay Schedule - Calendar Year 2026 - 2027

Exhibit A

Adopted July 14, 2026

Revision History

Resolution 2018-04 Initial Adoption	March 13,2018
Resolution 2019-019 Revised Adoption	February 23,2021
Resolution 2022-093 Revised Adoption	September 27,2022
Resolution 2022-109 Revised Adoption	November 8, 2022
Resolution 2023-058 Revised Adoption	June 27, 2023
Resolution 2023-074 Revised Adoption	September 26, 2023
Resolution 2023-094 Revised Adoption	November 28, 2023
Resolution 2024-02 Revised Adpotion	January 9, 2024
Resolution 2024-19 Revised Adpotion	March 26, 2024
Resolution 2024-53 Revised Adoption	June 25, 2024
Resolution 2024-69 Revised Adoption	September 24, 2024
Resolution 2024-80 Revised Adoption	December 3, 2024
Resolution 2025-23 Revised Adoption	March 25, 2025
Resolution 2025-52 Revised Adoption	July 8, 2025
Resolution 2025-55 Revised Adoption	August 26, 2025
Resolution 2025-77 Revised Adoption	November 25, 2025
Resolution 2025-78 Revised Adoption	December 9, 2025
Resolution 2026-14 Revised Adoption	March 24, 2026
Resolution 2026-29 Revised Adoption	May 26, 2026



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Laura Kirby, Principal Management Analyst, lkirby@belmont.gov
Agenda Title: Approval of New and Revised Job Descriptions and Salary Ranges in the Parks and Recreation Department
Agenda Action: Resolution

Recommendation

Adopt a resolution establishing the Recreation Coordinator II classification, formalizing the Recreation Specialist II classification, updating the Recreation Coordinator and Supervisor job descriptions and revising the salary range and job description for the Recreation Manager classification.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

Human Resources partnered with the Parks and Recreation Department to develop a new Recreation Coordinator II classification to address operational and programmatic needs within the Department's recreation services.

The creation of this classification and job description prompted a broader review of existing Recreation job descriptions to ensure consistency across the departmental operating framework, clarify distinctions between entry-level and advanced professional roles, and support a well-defined career pathway within the department.

Analysis

The new Recreation Coordinator II classification fills an organizational need by establishing an advanced, journey level professional role responsible for program development, operational oversight, and coordination of recreation services.

This classification provides enhanced staffing flexibility by allowing the Parks and Recreation Director to assess operational needs and recruit at the Recreation Coordinator I or II level depending on experience required for specific program areas.

In addition to establishing the new classification and corresponding job description, Human Resources and department leadership conducted a comprehensive review of the Recreation job descriptions and corresponding salary ranges. This effort focused on:

- Ensuring clear differentiation between the Recreation Coordinator I and II
- Formalizing the Recreation Specialist II job description, originally adopted as Recreation



Specialist in 1997, which resides in AFSCME with an established salary range.

- Updating the job descriptions to reflect current operational practices, regulatory requirements, and program expectations.
- Aligning supervisory language and functional responsibilities where applicable.
- Strengthening internal consistency and career progression within the department.
- Modernizing terminology to meet current industry and legal standards.

These updates ensure that each job classification/description accurately reflects its intended scope of responsibility and supports the department's organizational structure.

A corresponding salary range for Recreation Coordinator II was developed based on a review of comparable agencies and internal alignment considerations to maintain both competitiveness and consistency with the City's compensation structure.

Recreation Coordinator II - Monthly Range

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$ 7,483.96	\$ 7,858.16	\$ 8,251.07	\$ 8,663.62	\$ 9,096.80	\$ 9,551.64

The new Recreation Coordinator II classification will be included in the Mid Management Confidential Association (MMCEA) employee bargaining group, and representatives have been provided the new and updated job descriptions for review.

The Recreation Manager position has grown in scope and responsibility over time and is expected to continue to evolve as the demands on the department increase. As the role continues to expand, it is appropriate to ensure that compensation reflects both the current and anticipated level of responsibility. To address this internal equity imbalance, staff recommends aligning the Recreation Manager salary with the Parks and Facilities Manager salary range.

Recreation Manager – Monthly Range

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$11,218.44	\$11,779.36	\$12,368.32	\$12,986.73	\$13,636.07	\$14,317.88

Upon approval, the salary range for Recreation Coordinator II and Recreation Manager salary ranges will be incorporated into the City's Master Employee Pay Schedule.

Alternatives

1. Provide staff with alternative direction.
2. Take No action.

Attachments

- A. Resolution



Fiscal Impact

☐ No Fiscal Impact

The establishment of the new Recreation Coordinator II classification results in an increase to personnel costs; however, the Parks and Recreation Department has defunded one Recreation Specialist position to fully offset this increase as reflected in the adopted fiscal year (FY) 2026-27 budget. As a result, there is no change to the department's authorized full time equivalent (FTE) headcount or overall budget. Any future adjustments to staffing levels or associated costs would require City Council approval.

☒ Funding Source Confirmed:

The fiscal impact of the increased salary range of the Recreation Manager will be incorporated as part of the FY 2026-27 mid-year budget review, and if needed any supplemental budget will be requested during that process.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ESTABLISHING THE NEW RECREATION COORDINATOR II AND RECREATION SPECIALIST II JOB CLASSIFICATIONS, ADOPTING REVISIONS TO THE RECREATION SUPERVISOR JOB DESCRIPTION AND REVISING THE SALARY RANGE AND JOB DESCRIPTION FOR THE RECREATION MANAGER CLASSIFICATION

WHEREAS, Human Resources partnered with the Parks and Recreation Department to develop a new Recreation Coordinator II classification to address operational and programmatic needs within the Department; and,

WHEREAS, the long-standing Recreation Supervisor and Manager job descriptions were reviewed and revised to more accurately reflect current responsibilities, reporting structure and statutory requirements; and,

WHEREAS, the Recreation Specialist job description was updated to formally align with the current Recreation Specialist II classification; and,

WHEREAS, the Recreation Manager salary was revised to address internal equity issues.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Approves the creation of a Recreation Coordinator II job classification in the Mid-Management Confidential Employee Association unit and corresponding job description and salary range (Exhibit A)

SECTION 2. Approves the Recreation Specialist II job classification.

SECTION 3. Approves the revision to the Recreation Manager salary scheduled as referenced in the City's Master Employee Pay Plan (Exhibit A)

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Recreation Coordinator I

DEFINITION

Under general supervision, assists in planning, organizing, coordinating, and implementing recreation programs and activities, which may include aquatics, special events, facilities, sports, teen, adult, senior, volunteer, neighborhood, cultural arts, and special interest classes. Assists with recruiting, coordinating, and leading part-time and volunteer staff; supports the preparation and monitoring of program budgets; assists with facility rentals, scheduling, and use; provides administrative and program support; works collaboratively with public and private groups; and performs related duties as assigned. Duties may vary depending on assignment.

DISTINGUISHING CHARACTERISTICS:

Recreation Coordinator I is the journey-level classification in the Recreation Coordinator series. Incumbents are responsible for coordinating and implementing assigned programs or functional areas with general supervision. Responsibilities typically focus on a defined program area and/or facility. Employees perform the full range of standard duties and are expected to work independently on routine assignments.

This classification differs from Recreation Coordinator II, which is characterized by a higher degree of independence, complexity, and scope of responsibility. Positions at the Recreation Coordinator II level coordinate multiple programs, program areas, or facilities and are responsible for planning and developing programs with minimal supervision.

SUPERVISION EXERCISED AND RECEIVED:

Receives supervision from an assigned Recreation Supervisor and may receive functional supervision from a Recreation Coordinator II. Exercises technical and functional supervision over part-time, seasonal, contract, and volunteer staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The following duties are representative of the range of duties assigned to this classification. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment.

Program Coordination & Oversight

- Oversee and coordinate assigned recreation program activities
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing recreation program services; implement policies and procedures.
- Monitor program performance; recommend and implement modifications to systems and procedures

Instruction & Contracts

- Coordinate youth/teen and adult enrichment classes; recruit and interview potential class instructors; collect class curriculum from instructors.
- Prepare, execute, and update instructor contracts; contact and notify instructors each season regarding class information deadlines.

Events, Camps & Marketing

- Plan and provide special events for the community; develop themes, purchase supplies, and recruit staff and/or volunteers.
- Coordinate seasonal camps; recruit and train camp staff; plan daily activities and purchase supplies.
- Prepare and collect evaluations of recreation programs, instructors and staff in various areas
- Promote and coordinate specific activities within a recreation program area; prepare program event and facility marketing materials including social media posts, news releases, flyers, schedules of events, pamphlets, and seasonal brochures.

Facilities & Administration

- Schedule usage of facilities for recreation program activities provide information and assistance to users of facilities.
- Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.
- Provide front counter and department administrative assistance; screen office visitors, answer multi-line telephone and route calls, and schedule appointments and facility rentals.
- Utilize Microsoft Office software to author reports, track, and compile data; prepare and collect evaluations of recreation programs, instructors, and staff.

Compliance & Professional Development

- Monitor program compliance with laws, rules, and regulations related to the provision of recreation programs and related services.
- Maintain awareness of new developments and trends in the field of recreation; incorporate new developments as appropriate into programs.
- Perform other related duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS

The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.

Knowledge of:

- Principles, practices, and techniques of recreation program development, implementation, marketing, evaluation, and continuous improvement,
- Community recreation needs, including recreational, cultural, age-specific, and social trends across diverse populations
- Marketing and outreach strategies and their application to public recreation programs and community engagement
- Operations, services, and functions of a municipal recreation department or comparable public agency setting
- Budget development, administration, and basic fiscal management principles related to recreation programs and events

- Principles and practices of leadership, staff supervision, training, and performance support
- Standard office procedures, technology, and systems, including computers and related software applications
- Applicable federal, state, and local laws, codes, and safety regulations governing public recreation programs, events, and facilities
- Customer service principles and practices for effectively working with the public, vendors, contractors, and City staff

Ability to:

- Plan, develop, coordinate, and implement a wide range of recreation programs and activities, including program content, promotion, scheduling, staffing, facility and equipment needs, and coordination with user groups and community partners
- Provide direction and work guidance to subordinate staff, including assigning tasks, reviewing work, and supporting skill development across multiple recreation areas
- Contribute to the development and implementation of program goals, objectives, and service improvements
- Prepare clear, organized, and professional reports, correspondence, and program documentation
- Communicate effectively in both oral and written form with individuals and groups from diverse ages, backgrounds, and communities
- Interpret, apply, and explain departmental and City policies, procedures, and operational guidelines
- Use standard office systems and technology, including Microsoft Office and related applications, to support program operations
- Exercise sound judgment, tact, and diplomacy when handling sensitive or complex situations
- Build and maintain effective, collaborative working relationships with staff, community members, contractors, and partner organizations

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education and/or Experience

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation, leisure studies, physical education, or a closely related field.
- A minimum of two (2) years of responsible experience coordinating recreation services with at least one year in the any of the following service areas: aquatics, special events, facilities, sports, teen, adult, senior, volunteer, neighborhood, cultural arts, and special interest classes.

License/Certification/Special Requirements

- Possession of, or ability to obtain, a valid California Driver's License is required.
- First Aid and CPR/AED certifications are required within six (6) months of appointment and must be maintained as a condition of continued employment.

- California Public Resource Code (Section 5163-5164) requires TB testing for park, playground and recreation employees upon initial employment and thereafter every four years.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS:

The physical and environmental demands described below are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

Work is performed in both office and field settings. Office work involves moderate noise levels and controlled temperature conditions. Field work may include exposure to loud noise levels, variable temperatures, outdoor environments, and potentially hazardous conditions. Incumbents may be required to wear appropriate attire for the recreation activity to which they are assigned and may interact with upset members of the public or staff in interpreting and enforcing departmental policies and procedures.

Physical demands include the ability to sit and stand for sustained periods, perform computer work, and communicate in person and over the telephone. Incumbents must possess the physical stamina to lift and move tables, chairs, and materials weighing up to 25 pounds; arrange facilities for community events and meetings; and occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities. Finger dexterity is needed to operate computers, keyboards, and standard office equipment.

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays at a variety of City facilities.

This job description is not a contract. The City may revise this job description at any time.

The City of Belmont is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

Adopted by City Council	1998
Revised by City Council	July 14, 2026
Bargaining Unit	MMCEA
FLSA	Exempt
DOT	No
Pre-Employment Physical	TB Testing
Safety Sensitive	No
Form 700 Filer	No

Recreation Coordinator II

DEFINITION

Under general direction, plans, organizes, coordinates, and provides direction and oversight for recreation programs and activities which may include: youth, teen, and adult services, aquatics, league sports, enrichment classes, special events, facility rentals, senior and childcare services, neighborhood, cultural arts, front desk operations, volunteers and interns. Recruits, coordinates, and leads regular, temporary, and volunteer staff; prepares program budgets and monitors expenditures; administers the rental, scheduling, and use of major recreation facilities; provides administrative support and program assistance; fosters cooperative working relationships with various public and private groups; and performs related work as required. Duties may vary depending upon assignment.

DISTINGUISHING CHARACTERISTICS:

Recreation Coordinator II is the advanced journey-level classification in the Recreation Coordinator series. Incumbents are responsible for coordinating and maintaining multiple recreation programs, program areas, or an assigned facility, and are accountable for the full scope of operations within those assignments. This classification is distinguished by the level of independence, responsibility, and complexity of work, as employees perform the most difficult and complex duties in the series.

This classification differs from Recreation Coordinator I, which is typically assigned responsibility for a single program area and performs more routine, standardized tasks. It is also distinguished from the higher-level Recreation Supervisor classification, which serves in a mid-management role with broader responsibility for multiple programs or facilities, including oversight of budgets, cost recovery, and administrative functions.

SUPERVISION EXERCISED AND RECEIVED:

Receives supervision from the assigned Recreation Supervisor or Recreation Manager. Exercises technical and functional supervision over full-time, part-time, seasonal, contract, and volunteer staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The following duties are representative of the range of duties assigned to this classification. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment.

Program Coordination & Oversight

- Oversee and coordinate assigned recreation program activities
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing recreation program services; implement policies and procedures.
- Monitor program performance; recommend and implement modifications to systems and procedures to improve service delivery and efficiency.
- Coordinate adult and youth sports leagues; provide league information to the public; create league schedules; compile and update rules each season.

Instruction & Contracts

- Coordinate youth/teen and adult enrichment classes recruit and interview potential class instructors; collect class curriculum from instructors.
- Prepare, execute, and update instructor contracts; contact and notify instructors each season regarding class information deadlines.

Events, Camps & Marketing

- Plan and provide special events for the community; develop themes, purchase supplies, and recruit staff and/or volunteers.
- Coordinate seasonal camps; recruit and train camp staff; plan daily activities and purchase supplies.
- Promote and coordinate specific activities within a recreation program area; prepare program event and facility marketing materials including social media posts, news releases, flyers, schedules of events, pamphlets, and seasonal brochures.

Facilities & Administration

- Schedule usage of facilities for recreation program activities; provide information and assistance to users of facilities.
- Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.
- Provide front counter and department administrative assistance; screen office visitors, answer multi-line telephone and route calls, and schedule appointments and facility rentals.
- Utilize Microsoft Office software to author reports, track, and compile data; prepare and collect evaluations of recreation programs, instructors, and staff.

Compliance & Professional Development

- Monitor program compliance with laws, rules, and regulations related to the provision of recreation programs and related services.
- Maintain awareness of new developments and trends in the field of recreation; incorporate new developments as appropriate into programs.
- Perform other related duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS

The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.

Knowledge of:

- Advanced principles, practices, and techniques of recreation program development, management, evaluation, and continuous improvement across diverse program areas

- Community recreation needs and trends, including demographic, cultural, age-specific, and social factors influencing program design and participation
- Advanced coordination and operational management of sports leagues, tournaments, and large-scale recreational activities
- Marketing, outreach, and engagement strategies, including targeted promotion and participation growth for public recreation programs and events
- Municipal recreation operations, including multi-program coordination, facility use, and service delivery in a public agency environment
- Budget development and fiscal oversight, including monitoring expenditures, tracking revenue, and recommending adjustments to support program sustainability
- Principles and practices of leadership, including staff development, performance management support, and oversight of part-time, seasonal, and volunteer personnel
- Modern office systems, recreation management software, and standard business applications used for program administration and reporting
- Federal, state, and local laws, codes, and safety requirements applicable to public recreation programs, facilities, and events
- Customer service principles and conflict resolution techniques for effectively working with the public, contractors, vendors, and City staff in complex or sensitive situations

Ability to:

- Independently plan, develop, coordinate, and evaluate a broad range of recreation programs and services, including responsibility for program design, scheduling, staffing plans, promotion, facility coordination, and operational execution
- Serve as lead staff for assigned programs or functional areas, providing direction, training support, and oversight to subordinate, seasonal, part-time, and volunteer staff
- Develop, recommend, and implement program goals, objectives, and performance measures to improve service delivery and community impact
- Analyze program performance and community needs to identify opportunities for expansion, improvement, or restructuring of services
- Prepare, manage, and monitor program budgets, including tracking expenditures and supporting revenue-generating activities
- Prepare clear, accurate, and professional reports, correspondence, program documentation, and operational materials
- Communicate effectively with diverse audiences, including residents, community groups, City leadership, vendors, and partner organizations

- Interpret, apply, and explain complex departmental and City policies, procedures, and operational standards
- Exercise independent judgment in resolving operational challenges and handling sensitive or complex issues with tact and diplomacy
- Establish, maintain, and strengthen effective working relationships with internal staff, external partners, and the community.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education and/or Experience

- Equivalent to a bachelor's degree from an accredited college or university in recreation, leisure studies, physical education, or a closely related field.
- A minimum of three (3) years' full-time professional recreation work experience as a Recreation Coordinator I or the equivalent.
- Experience in a California municipal government setting is highly desirable.

License/Certification/Special Requirements

- Possession of, or ability to obtain, a valid California Driver's License is required.
- First Aid and CPR/AED certifications are required within six (6) months of appointment and must be maintained as a condition of continued employment.
- California Public Resource Code (Section 5163-5164) requires TB testing for park, playground and recreation employees upon initial employment and thereafter every four years.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS:

The physical and environmental demands described below are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and field settings. Office work involves moderate noise levels and controlled temperature conditions. Field work may include exposure to loud noise levels, variable temperatures, outdoor environments, and potentially hazardous conditions. Incumbents may be required to wear appropriate attire for the recreation activity to which they are assigned and may interact with upset members of the public or staff in interpreting and enforcing departmental policies and procedures.

Physical demands include the ability to sit and stand for sustained periods, perform computer work, and communicate in person and over the telephone. Incumbents must possess the physical stamina to lift and move tables, chairs, and materials weighing up to 25 pounds; arrange facilities for community events and meetings; and occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities. Finger dexterity is needed to operate computers, keyboards, and standard office equipment.

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays at a variety of City facilities.

This job description is not a contract. The City may revise this job description at any time.

The City of Belmont is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

Adopted by City Council	July 14, 2026
Revised by City Council	NA
Bargaining Unit	MMCEA
FLSA	Exempt
DOT	No
Pre-Employment Physical	No
Safety Sensitive	No
Form 700 Filer	Yes

Recreation Manager

DEFINITION

Under general direction, directs, manages, supervises, and oversees all City recreation services, activities, and operations within the Parks and Recreation Department, including youth, teen, and adult services, aquatics, league sports, enrichment classes, special events, facility rentals, senior and childcare services, and volunteers and interns. Coordinates assigned activities with other divisions and departments, outside agencies, and the public; and provides highly responsible and complex staff support to the Parks, Recreation, Facilities and Culture Director.

DISTINGUISHING CHARACTERISTICS:

The Recreation Manager is the highest-level recreation classification below the Director and is responsible for the full scope of the Recreation Division's programs, staff, facilities, and budget. This class is distinguished from the Recreation Supervisor, which holds supervisory and administrative responsibility for an assigned program area or facility, but does not carry division-wide management responsibility. The Recreation Manager exercises direct supervision over all Recreation Division staff – including Recreation Supervisors, Coordinators, clerical, casual/seasonal, contract, volunteer, and intern staff – and provides complex staff support to the Director on policy, partnerships, and departmental planning.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from the Director. Exercises direct supervision over Recreation Division staff including Recreation Supervisors, Recreation Coordinators, clerical, casual/seasonal, contract, volunteer, and intern staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The following duties are representative of the range of duties assigned to this classification. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment.

Division Management & Oversight

- Direct, manage, and supervise the organization, staffing, and operational activities for recreation services and programs including youth, teen, and adult services, aquatics, league sports, enrichment classes, special events, facility rentals, senior and childcare services in the Recreation Division.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities; recommend, implement, and measure effectiveness of resulting policies and procedures.
- Identify opportunities for improving service delivery methods and procedures, including marketing and communications strategies; identify resource needs; review with appropriate management staff and implement improvements.
- Plan, direct, coordinate, and review the work plan for assigned recreation services and activities and division staff; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Events and Facilities

- Plan, manage, and coordinate various community special events; manage or delegate to recreation staff procurement of entertainment, food, and supplies needed for events.
- Oversee the scheduled use of recreation facilities for various meetings, rentals, celebrations, classes, and special events; coordinate routine maintenance of recreation facilities.

- Manage custodial contract and services for the recreation facilities.

Grants, Partnerships and Community Relations

- Assist in the coordination of grant applications and capital improvement projects related to recreation services and facilities.
- Coordinate recreation services and activities with those of other divisions, departments, the public, and outside agencies and organizations; develop partnerships where appropriate.
- Serve as the City liaison to local sports organizations and committees.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation; develop, implement, and evaluate programs to meet the needs of Belmont's diverse and changing community.

Staff Supervision and Development

- Select, train, supervise, motivate, and evaluate assigned recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee Recreation Division payroll
- Exhibit and practice support for management decisions; commit to creating an inclusive, cooperative, and productive work environment for all

Budget and Administration

- Manage and participate in the development and administration of the assigned Recreation Division budget; forecast funds needed for staffing, equipment, recreation facility maintenance, materials, and supplies; monitor and approve expenditures; recommend adjustments to budget as necessary.
- Provide highly responsible and complex staff support to the Parks and Recreation Director; assist with development and management of Joint Use Agreements with local school districts and schools; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- Serve as a department representative for Emergency Operations exercises and training.
- Address recreation-related consumer questions, complaints, and concerns; investigate and recommend corrective action as necessary.
- May be assigned to serve as Parks and Recreation Director in the Director's absence.
- Perform related duties and responsibilities as required.

KNOWLEDGE/ABILITIES/SKILLS

The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive recreation program; aquatics experience highly desirable
- Methods and techniques for recreation programs need assessment, planning, effectiveness, and cost recovery
- Methods and techniques of managing and coordinating facilities maintenance
- Marketing theories, principles, and practices and their application to public recreation programming and events
- Principles of program budget preparation, administration, and fiscal management
- Principles of supervision, training, and performance evaluation
- Principles of positive customer service delivery to a diverse community

- Modern computers and work-related software applications including e-mail, word processing, spreadsheet, online recreation registration, and other recreation-based programs
- Federal, state, and local laws, codes, and regulations pertaining to public recreation programs and facilities

Ability to:

- Plan, direct, supervise, and coordinate the work of recreation staff; select, supervise, train, and evaluate staff
- Interpret and explain City recreation program policies and procedures
- Develop, implement, and manage all recreation programs, services, and activities for the City
- Plan, manage, and coordinate community special events
- Manage, coordinate, and schedule facilities for meetings, rentals, celebrations, special events, and recreation programming
- Manage and schedule use of custodial services and routine maintenance for the recreation facilities
- Prepare clear and concise reports, correspondence, and other written materials
- Communicate clearly and concisely, both orally and in writing, with diverse audiences of varying ages and socioeconomic and ethnic backgrounds
- Handle sensitive situations with tact, diplomacy, and sound judgment
- Demonstrate proficiency with computers and work-related software applications including e-mail, spreadsheet, online recreation registration, and other recreation-based programs
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain physical condition appropriate for the performance of assigned duties and responsibilities

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Recreation, Physical Education, Kinesiology, Public Administration, Leisure Studies, Marketing, or a related field.
- A minimum of four (4) years of responsible recreation program experience, including two (2) years of administrative and/or lead supervisory experience.
- Experience in a California municipal government setting is highly desirable.

License/Certification/Special Requirements

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- First Aid and CPR/AED certifications are required within six (6) months of appointment and must be maintained as a condition of continued employment.
- California Public Resource Code (Section 5163-5164) requires TB testing for park, playground and recreation employees upon initial employment and thereafter every four years.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS:

The physical and environmental demands described below are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and field settings, including indoor and outdoor recreational facilities. Office work involves moderate noise levels and controlled temperature conditions. Field work may include exposure to loud noise levels, variable temperatures, outdoor environments, and potentially hazardous conditions. Incumbents may be required to wear appropriate attire for the recreation activity to which they are assigned and may interact with upset members of the public or staff in interpreting and enforcing departmental policies and procedures.

Physical demands include the ability to sit and stand for sustained periods, perform computer work, and communicate in person and over the telephone. Incumbents must possess the physical stamina to lift and move tables, chairs, and materials weighing up to 50 pounds; arrange facilities for community events and meetings; and occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities. Finger dexterity is needed to operate computers, keyboards, and standard office equipment.

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays at a variety of City facilities.

This job description is not a contract. The City may revise this job description at any time.

The City of Belmont is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

Adopted by City Council	2021
Revised by City Council	July 14, 2026
Bargaining Unit	MMCEA
FLSA	Exempt
DOT	No
Pre-Employment Physical	No
Safety Sensitive	No
Form 700 Filer	Yes

Recreation Supervisor**DEFINITION**

Under general supervision, plans, organizes, supervises, and coordinates assigned recreation program activities and operations within the Parks & Recreation Department. Program areas may include youth, teen, and adult services, aquatics, league sports, enrichment classes, special events, facility rentals, senior and childcare services, and volunteers and interns. Coordinates assigned activities with other divisions, outside agencies, and the public; and provides highly responsible and complex staff assistance to Parks & Recreation Management.

DISTINGUISHING CHARACTERISTICS:

The Recreation Supervisor is a mid-management classification responsible for more varied and complex tasks, with overall program, budgetary, cost recovery, and administrative responsibility for multiple recreation activities and facilities, or a comprehensive recreational program. This class is distinguished from the Recreation Coordinator II, which coordinates and maintains multiple programs or an assigned facility but does not carry overall administrative and budgetary responsibility for a division. It is distinguished from the Recreation Manager, which exercises direct supervision over all Recreation Division staff and holds full departmental management responsibility for all City recreation services.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from the Recreation Manager. Exercises technical and functional supervision over Recreation Coordinators, full-time, part-time, seasonal, contract, and volunteer staff assigned to the program area(s).

EXAMPLES OF ESSENTIAL FUNCTIONS:

The following duties are representative of the range of duties assigned to this classification. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment.

Program Coordination & Oversight

- Coordinate the organization, staffing, and operational activities for assigned recreation program areas
- Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Direct, coordinate, and review the work plan for assigned recreation services and activities; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Coordination of assigned program may include, but is not limited to: registration, admissions, attendance, orientations, curriculum development, fundraising, special guest presentations, special event coordination, facility scheduling, and seasonal activities.

Staff Supervision and Development

- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Contract for services with instructors; process instructor payments.

Budget and Administration

- Participate in the development and administration of the assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Provide staff assistance to the Parks & Recreation Director and Recreation Manager; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.

Community and External Relationships

- Coordinate assigned recreation program activities with those of other divisions and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the assigned field of recreation services.
- Research and apply for grant opportunities with community partner organizations; identify and solicit sponsorships with businesses and private corporations.
- Perform related duties and responsibilities as required

KNOWLEDGE/ABILITIES/SKILLS

The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.

Knowledge of:

- Operational characteristics, services, and activities of the assigned recreation program area
- Modern and complex principles and practices of recreation program coordination and implementation
- Methods and techniques of providing day care and pre-school services
- Principles used in coordinating community sports activities
- Various community education programs
- Various needs and interests of senior citizens within the community
- Principles of municipal budget preparation and control
- Principles of supervision, training, and performance evaluation
- Modern office procedures and equipment, including computers and related software applications
- Federal, state, and local laws, codes, and regulations pertaining to public recreation programs
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff

Ability to:

- Supervise, direct, and coordinate the work of lower-level staff
- Select, supervise, train, and evaluate staff
- Interpret and explain City recreation policies and procedures
- Supervise and coordinate assigned recreation program activities and operations
- Ensure program compliance with applicable laws, rules, and regulations
- Coordinate the provision of assigned recreation programs with contracted services
- Elicit community and organizational support for assigned recreation programs
- Prepare and administer assigned recreation program budgets
- Respond to requests and inquiries from the public

- Prepare clear and concise reports, correspondence, and other written materials

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Recreation, Physical Education, Kinesiology, Public Administration, Leisure Studies, Marketing, or a related field.
- A minimum of three (3) years of responsible recreation program experience, including one (1) year of administrative and/or lead supervisory experience.
- Experience in a California municipal government setting is highly desirable.

License/Certification/Special Requirements

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- First Aid and CPR/AED certifications are required within six (6) months of appointment and must be maintained as a condition of continued employment.
- California Public Resource Code (Section 5163-5164) requires TB testing for park, playground and recreation employees upon initial employment and thereafter every four years.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS:

The physical and environmental demands described below are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and field settings, including indoor and outdoor recreational facilities. Office work involves moderate noise levels and controlled temperature conditions. Field work may include exposure to loud noise levels, variable temperatures, outdoor environments, and potentially hazardous conditions. Incumbents may be required to wear appropriate attire for the recreation activity to which they are assigned and may interact with upset members of the public or staff in interpreting and enforcing departmental policies and procedures.

Physical demands include the ability to sit and stand for sustained periods, perform computer work, and communicate in person and over the telephone. Incumbents must possess the physical stamina to lift and move tables, chairs, and materials weighing up to 50 pounds; arrange facilities for community events and meetings; and occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities. Finger dexterity is needed to operate computers, keyboards, and standard office equipment.

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays at a variety of City facilities.

This job description is not a contract. The City may revise this job description at any time.

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Adopted by City Council	1998
Revised by City Council	July 14, 2026
Bargaining Unit	MMCEA
FLSA	Exempt
DOT	No
Pre-Employment Physical	No
Safety Sensitive	No
Form 700 Filer	Yes

Recreation Specialist II**DEFINITION**

Under general supervision, the Recreation Specialist II performs a range of professional and technical duties in the planning, organization, coordination, and evaluation of recreation programs, services, and events. This classification is responsible for overseeing program areas, supporting department-wide initiatives, and ensuring high-quality community engagement. Work involves significant interaction with participants, staff, community partners, and the public.

DISTINGUISHING CHARACTERISTICS:

This classification differs from the part-time Recreation Specialist I/II in that it carries broader program responsibility, greater independence, and regular oversight of seasonal staff and facility operations.

SUPERVISION EXERCISED AND RECEIVED:

Receives general supervision from Recreation Coordinator or Recreation Supervisor.. Provides guidance, direction, and oversight to casual and seasonal employees, volunteers, and contract instructors as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The following duties are representative of the range of duties assigned to this classification. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment.

- Plans, organizes, coordinates and monitors activities and performs a variety of duties related to recreation programs, department facilities, after school and seasonal programs and events.
- Directs, leads, trains, schedules and monitors the work of assigned staff.
- Acts as a liaison between the department and the community providing information to the community and responding to inquiries and requests from the public.
- Research program needs and makes recommendations for new/revised programs.
- Opens and secures facilities for special and regularly occurring activities and programs; monitors facility/site usage as needed.
- Collaborates with schools, nonprofits, and partner organizations to strengthen community engagement and expand recreational opportunities.
- Maintains accurate documentation including incident reports, attendance logs, staff schedules, and program evaluations.

KNOWLEDGE/ABILITIES/SKILLS

The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.

Knowledge of:

- Recreation principles, program planning, and community engagement strategies.
- Marketing, promotion, and outreach techniques, including social media and digital communications.
- Policies and procedures related to assigned area.
- Community organizations and resources related to assigned area.
- Customer service standards and techniques for working effectively with the public.
- Principles and techniques of planning activities and events for all ages.

- Principles of youth development, older adult engagement, and inclusive programming.

Ability to:

- Communicate clearly and concisely both orally and in writing.
- Understand and carry out oral and written instructions.
- Operate a personal computer and use applicable software to maintain records, prepare reports, develop electronic surveys, draft flyers and other publications.
- Build effective working relationships with colleagues, community groups, and the public.
- Ability to collaborate effectively with schools, community partners, and contracted vendors.
- Learn, understand and apply applicable policies and procedures.
- Establish and maintain effective relationships with those contacted in the course of work.
- Lead, train, and supervise assigned staff.
- Lift and move a variety of equipment and supplies weighing 50 pounds or less.
- Drive a vehicle on City business.
- Work flexible hours, including weekends, evenings, and holidays.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of increasingly responsible experience as a Recreation Specialist I or equivalent position.

Training: Completion of high school or equivalent supplement by college coursework in recreation, marketing or related field is desirable

License/Certification/Special Requirements

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- First Aid and CPR/AED certifications are required within six (6) months of appointment and must be maintained as a condition of continued employment.
- California Public Resource Code (Section 5163-5164) requires TB testing for park, playground and recreation employees upon initial employment and thereafter every four years.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS:

The physical and environmental demands described below are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and field settings, including indoor and outdoor recreational facilities. Office work involves moderate noise levels and controlled temperature conditions. Field work may include exposure to loud noise levels, variable temperatures, outdoor environments, and potentially hazardous conditions. Incumbents may be required to wear appropriate attire for the recreation activity to which they are assigned and may interact with upset members of the public or staff in interpreting and enforcing departmental policies and procedures.

Physical demands include the ability to sit and stand for sustained periods, perform computer work, and communicate in person and over the telephone. Incumbents must possess the physical stamina to lift and move tables, chairs, and materials weighing up to 50 pounds;

arrange facilities for community events and meetings; and occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities. Finger dexterity is needed to operate computers, keyboards, and standard office equipment.

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays at a variety of City facilities.

This job description is not a contract. The City may revise this job description at any time.

The City of Belmont is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

Adopted by City Council	1998
Revised by City Council	July 14, 2026
Bargaining Unit	AFSCME
FLSA	Non-Exempt
DOT	No
Pre-Employment Physical	No
Safety Sensitive	No
Form 700 Filer	No



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Jason Eggers, IT Manager, 650-598-4206, Jeggars@belmont.gov
Agenda Title: Server Replacement
Agenda Action: Resolution

Recommendation

Adopt a resolution 1) authorizing the City Manager to negotiate and execute the purchase of servers, equipment, implementation services, and 5-year support with Nutanix for a total amount not to exceed \$400,000; and 2) authorizing a budget appropriation of \$380,000 from the Fleet and Equipment Management Fund and \$20,000 from the Belmont Fire Protection District Fund.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

The City of Belmont Information Technology (IT) Division is responsible for maintaining the technology infrastructure that supports the delivery of essential municipal services. A critical component of this infrastructure is the City's server environment, which currently hosts and supports 41 business applications used by departments throughout the organization.

These applications include core systems such as the City's financial management software (Microsoft Dynamics GP), Police Department Records Information Management System (RIMS), Geographic Information Systems (GIS), email and network authentication services, file storage, and the City's local domain environment. Together, these systems enable employees to perform daily operations, support public safety functions, manage financial transactions, maintain records, and provide services to residents efficiently and securely.

In 2020, the City implemented a Dell VxRail hyperconverged infrastructure platform utilizing VMware virtualization software. The VxRail system consolidated the City's server environment and enabled IT staff to efficiently manage virtual servers and applications while improving reliability and reducing hardware complexity.

Since its implementation, the VxRail platform has served as the foundation for the City's virtual server infrastructure. However, the system has now reached a point where replacement is necessary due to aging hardware and changes in vendor support offerings. Dell has advised that support for the current environment will no longer include continued software support and maintenance under the City's existing configuration. While Dell initially indicated that support could be extended for approximately three



additional years at an annual cost of approximately \$30,000, the company subsequently clarified that ongoing support would require replacement of both the hardware and software platforms.

Failure to replace the existing infrastructure could expose the City to increased operational risks, including reduced vendor support, potential cybersecurity vulnerabilities, hardware failures, and service disruptions affecting critical business applications.

In addition, the City is currently modernizing portions of its technology environment. As part of the future Enterprise Resource Planning (ERP) implementation, certain applications, including Microsoft Dynamics GP, are expected to transition to cloud-based solutions. However, the majority of the City's applications will continue to rely on virtual server infrastructure and will require a reliable on-premises platform to support ongoing operations.

Analysis

The City has worked with Eaton and Associate, the City's IT Managed Service Partner, to obtain a quote for the needed replacement solution. The City's Purchasing Policy requires staff to maintain open competition for all purchases, with exceptions allowed only in narrowly defined situations such as true emergencies or verified single-source needs, as defined in Resolution 9444. This purchase qualifies as an emergency and a single-source need because building the specialized virtual machine environment required to support the City's technology infrastructure would take an estimated 6–9 months using a Dell VxRail configuration, whereas the proposed Nutanix-based build is estimated at 2–4 months.

Eaton was able to leverage pre-negotiated competitive pricing through a cooperative purchasing authority (NASPO) for the hardware components needed for this project. This Nutanix-based build is estimated to take between 2–4 months to complete. Given the increasing regional and national demand for data-center hardware, lead times and pricing for critical components have risen significantly. As a result, delaying procurement would expose the City to heightened financial and operational risk. In addition, vendors are no longer honoring quoted pricing for more than 30 days.

The City's existing VxRail stack will reach end of support in October 2026, at which point the platform will no longer receive software patches or security updates. Continuing to operate on an unsupported hyperconverged environment would expose the City to elevated operational and cybersecurity risks, including potential system instability and vendor limitations in resolving outages conditions that could disrupt many of the City's 41 business applications, as described in the existing server replacement analysis.

The assessment focused primarily on comparing replacement options from Dell and Nutanix. Due to the time-sensitive support deadline, and the operational risk of maintaining unsupported infrastructure, staff has determined that the Nutanix solution proposed by Easton is the best course of action to deliver the required configuration within the necessary timeframe.



Nutanix Solution

Nutanix offers an integrated hyperconverged infrastructure platform in which the company develops and supports both the hardware and software components. This single-vendor approach provides several advantages, including simplified system management, streamlined troubleshooting, and a single point of accountability for technical support. Because Nutanix controls both layers of the platform, compatibility and software integration issues are reduced. The cost of the proposed Nutanix solution is \$361,595.26, with current vendor pricing indicating a potential implementation cost closer to \$400,000 depending on final configuration and procurement negotiations. The proposed \$361,595.26 cost covers several components:

Hardware stack	\$239,765.00
5-year 24/7 production-level support for appliances (Oct 2027-Oct 2032)	\$20,187.00
5-year Cloud software license (Oct 2027-Oct 2032)	\$57,528.00
Migration: virtual machine migration with extra small environment planning	\$10,708.00
Infrastructure deployment and NCI Cluster setup	\$7,737.00
Taxes	\$25,670.26
Total	\$361,595.26

The proposed solution would provide the infrastructure necessary to continue hosting the City's 41 applications while supporting future growth and modernization efforts.

Dell Solution

A comparable Dell replacement solution would require the City to continue utilizing separate hardware and software components. While Dell owns and supports the hardware platform, VMware software licensing and support are managed separately, creating additional complexity in administration and vendor coordination.

The estimated cost to replicate the City's current Dell VxRail environment is approximately \$450,000. In addition to the higher capital cost, staff has observed changes in Dell's contracting and support practices over time. Contract terms have evolved from annual agreements to longer multi-year commitments, including three-year and five-year terms. Staff has also experienced challenges with customer service responsiveness and communication during discussions regarding future support options.

Operational Considerations

Regardless of the selected platform, all existing applications currently hosted on the VxRail environment will be migrated to the replacement virtual server infrastructure. While some systems may transition to cloud-based environments in the future, particularly following implementation of the City's enterprise resource planning (ERP) project in the next three years, the City will continue to require a robust virtual infrastructure to support the majority of its business applications and services.

The replacement platform must provide high availability, cybersecurity protection, scalability, and reliable vendor support to ensure uninterrupted operation of mission-critical systems. Given the importance of



these systems to daily City operations, staff believes proactive replacement of the aging VxRail infrastructure is necessary to maintain operational continuity and reduce long-term risk.

Fiscal Impact

The cost of the proposed Nutanix solution is \$361,595.26, with current vendor pricing indicating a potential implementation cost closer to \$400,000 depending on final configuration and procurement negotiations. A comparable Dell replacement solution is estimated at approximately \$450,000. Staff believes the Nutanix solution offers the most cost-effective and operationally advantageous option based on the evaluation criteria, providing both lower overall costs and a simplified support model through a single vendor responsible for both hardware and software components.

Staff did an analysis of the City's applications that will be hosted under the server infrastructure, and estimates that about 5% of activities from these applications are to support fire-related activities. For example, the City's financial management software Microsoft Dynamics GP supports not only general and enterprise-related financial transactions, but also fire-related financial transactions. Therefore, staff recommends that 95% of the server replacement cost be funded by the Fleet and Equipment Management Fund (which includes funding from the general and enterprise funds), and the remaining 5% be funded by the Belmont Fire Protection District Fund.

Alternatives

1. Take no action.
2. Return to staff for further development.

Attachments

- A. Resolutions
- B. Vendor Quote

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

A supplemental budget appropriation will be needed in the current fiscal year 2026-27 for the server replacement cost not to exceed \$400,000, with \$380,000 from the Fleet and Equipment Management Fund (573-0-000-9040) and \$20,000 from the Belmont Fire Protection District Fund (Account # 223-2-115-9040).

Source:

Council

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT TO EXECUTE A 5-YEAR SUPPORT AND MAINTENANCE FOR A NUTANIX VIRTUAL SERVER, IN AN AMOUNT NOT TO EXCEED \$400,000.

WHEREAS, the City of Belmont Information Technology Division is responsible for maintaining over forty applications on a virtual server that requires replacement due to aging hardware and changes in vendor support offerings. The server supports core systems such as the City's financial management software (Microsoft Dynamics GP), Police Department Records Information Management System (RIMS), Geographic Information Systems (GIS), email and network authentication services, file storage, and the City's local domain environment
; and,

WHEREAS, these systems enable employees to perform daily operations, support public safety functions, manage financial transactions, maintain records, and provide services to residents efficiently and securely; and,

WHEREAS, staff analyzed the options for replacing the virtual server in collaboration with the City's support IT consultant, Eaton & Associates and identified a Nutanix solution that provides both lower overall costs and a simplified support model through a single vendor responsible for both hardware and software components. The Nutanix solution is also available within the timeframe of the expiring support for the current system
.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Authorize the City Manager to negotiate and execute an agreement purchasing Nutanix from Eaton & Associates for an amount not to exceed \$400,000.

* * *

ADOPTED June 23, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Belmont - Nutanix/Levovo Solution			Quote: 20852
Prepared For: City of Belmont One Twin Pines Lane Jason Eggers jeggers@belmont.gov	Prepared By: Eaton & Associates Gabrielle Nelson gnelson@eatonassoc.com	Date Issued: Friday, June 19, 2026 Expires: Friday, July 03, 2026	

Hardware			\$335,925.00	
Product	Quantity	Price	Amount	
 7DG3S46T00 - Lenovo ThinkAgile HX630 V4 Three node cluster. Nutanix SW Stack on Nutanix AHV. ThinkAgile HX 2.5" U.2 VA 15.36TB Read Intensive NVMe PCIe 4.0 x4 HS SSD. Qty. 1 4x 1gig NIC. Each node config: 2 x Intel 6505P 12 Cores @ 2.20 GHz 768 GB RAM 41 TB RAW on NVMe. 5 yr warranty/support	1	\$239,765.00	\$239,765.00	
 S-HW-PRD 24/7 PRODUCTION LEVEL HW SUPPORT FOR NUTANIX HCI APPLIANCE	3	\$6,729.00	\$20,187.00	
 SUPPORT-TERM NTN-SUPPORT-TERM in months (Non-Taxable)	36	\$0.00	\$0.00	
 NTN-PLATFORM INTEGRATION PLATFORM INTEGRATION FEE.	1	\$0.00	\$0.00	
 SW-NCI-PRO-PR SUBSCRIPTION, NUTANIX CLOUD INFRASTRUCTURE (NCI) PRO SOFTWARE LICENSE & PRODUCTION SOFTWARE SUPPORT SERVICE FOR 1 CPU CORE (Non-Taxable)	72	\$799.00	\$57,528.00	
 TERM-MONTHS NUTANIX TERM IN MONTHS 3 year (36 months) (Non-Taxable) Special pricing - This deal only	1	\$0.00	\$0.00	
 CNS-INF-A-SVC-MIG-VMS-VIRT VIRTUAL MACHINE MIGRATION WITH VIRTUAL DELIVERY. FOR EACH PURCHASED, MIGRATION OF ALL VM PACKS IS LIMITED TO A SINGLE MIGRATION EVENT AND EACH PACK IS LIMITED TO MIGRATION OF 5 VMS OR 2.5TIB OF TOTAL DATA. MAX QTY = 100. MAX CONFIG. (Non-Taxable)	1	\$6,629.00	\$6,629.00	
 CNS-INF-A-SVC-DEP-ONP-AHV-VIRT INFRASTRUCTURE DEPLOY-ON-PREMISES NCI CLUSTER-NUTANIX AHV W/ VIRTUAL DELIVERY. FOR EACH PURCHASED, DEPLOYMENT IS LIMITED TO 1 NODE. MAX OF 64 NODES DISTRIBUTED IN UP TO 4 NCI CLUSTERS AT A 1 PHYSICAL SITE. MAX QTY = 64. MAX CONFIG. (Non-Taxable)	3	\$2,579.00	\$7,737.00	
 CNS-INF-A-WRK-MIG-VMS-SD-XSMALL-VIRT Service, Virtual MachineMigration Planning for ExtraSmall Environments withStandard Documentation andVirtual Delivery. For eachquantity purchased, migrationplanning is limited to 50 VMs.Delivery: Virtual PlanningSession and Documentation (Non-Taxable)	1	\$4,079.00	\$4,079.00	

Quotes are valid for 30 days from the quote date. Should sourcing prices substantially change during this period, we reserve the right to withdraw our quotes. Sales tax and shipping costs are an estimate and the final cost will be determined upon procurement. Additional taxes and fees may apply. A 4% fee will be added to all transactions paid by credit card, with a minimum of \$5 per transaction.

Subtotal	\$335,925.00
Shipping	\$0.00
Tax	\$25,670.26
Total	\$361,595.26

Authorized Signature

The undersigned agree to the terms and conditions defined in this Quote as a representative of their organization.

Signature

Date

Print Name

Title



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Andrew Armando, Acting Police Chief, (650) 595-7400
Agenda Title: Fiscal Year (FY) 2026-27 California Highway Patrol Cannabis Tax Fund Grant Program
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to submit and execute all necessary grant documents upon approval of its application for the FY 2026-27 California Highway Patrol Cannabis Tax Fund Grant for a total award of \$78,774.74, making grant performance and funding commitments, and appropriating \$78,774.74 grant revenue and associated expenditures in the current FY 2026-27 budget related to the Cannabis Tax Fund Program.

Strategic Focus Area

Public Safety

Background

The police department seeks a resolution to engage in an agreement with the State of California to enter into a law enforcement grant to provide financial assistance to the police department for the equipment, education, prevention, and the enforcement of laws related to driving under the influence of alcohol and other drugs, including cannabis and cannabis products.

The California Highway Patrol administers the Cannabis Tax Grant, and the intent of the program is to educate the public regarding the dangers of impaired driving, enforce impaired driving laws on the roadway, and improve the department's effectiveness through training and development of new strategies.

A requirement of the State of California Cannabis Tax Grant is to provide them with a copy of a resolution, order, motion, or ordinance of the local governing body, which by law, has authority to enter into a Grant Agreement, authorizing execution of the Grant Agreement.

Analysis

The fiscal year (FY) 2026-27 California Cannabis Tax Fund Program is awarded to law enforcement agencies to provide financial assistance to law enforcement agencies to purchase equipment related to the education and enforcement of laws related to driving under the influence of alcohol and other drugs. The police department submitted a request for grant funds to the State of California Cannabis Tax Fund Program and were awarded a total grant of \$78,774.74, pending approval of a resolution. The following points are outlined in further detail in the full grant agreement.



1. The State (the California Highway Patrol) hereby awards, to the Grantee, the sum of money stated on page one of this Grant Agreement. This funding is awarded to the Grantee to carry out the Project set forth in the Project Description and the terms and conditions set forth in this Grant Agreement.
2. The funding for this Grant Agreement is allocated pursuant to California Revenue and Taxation Code Section 34019(f)(3)(B). The Grantee agrees that the State's obligation to pay any sum under this Grant Agreement is contingent upon availability of funds disbursed from the California Cannabis Tax Fund to the State. If there is insufficient funding, the State shall have the option to either: 1) terminate this Grant Agreement; whereby, no party shall have any further obligations or liabilities under this Grant Agreement, or 2) negotiate a Grant Agreement Amendment to reduce the grant award and scope of work to be provided under this Grant Agreement.
3. The Grantee is not to commence or proceed with any work in advance of receiving notice that the Grant Agreement is approved. Any work performed by the Grantee in advance of the date of approval by the State shall be deemed volunteer work and will not be reimbursed by the State.
4. The Grantee agrees to provide any additional funding, beyond what the State has agreed to provide, pursuant to this Grant Agreement, and necessary to complete or carry out the Project, as described in this Grant Agreement. Any modification or alteration of this Grant Agreement, as set forth in the Grant Application submitted by the Grantee and on file with the State, must be submitted in writing thirty (30) calendar days in advance to the State for approval.
5. The Grantee agrees to complete the Project within the timeframe indicated in the Project Performance Period, which is on page one of this Grant Agreement.

The proposed resolution is attached as Attachment A, the FY 2026-27 Cannabis Tax Fund Grant Program Agreement is attached as Attachment B.

Alternatives

1. Approve resolution.
2. Refer to Staff with direction

Attachments

- A. Resolution
- B. FY 2026-27 California Highway Patrol Cannabis Tax Fund Grant Program Agreement

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: With Council approval on the Cannabis Tax Fund Grant Program Agreement, a budget appropriation for the \$78,774.74 grant revenue amount and associated grant fund activities



including equipment and staff training expenditures will be added to the current FY 2026-27 under the Police Department in the General Fund.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION FOR THE FY 2026-27 CALIFORNIA HIGHWAY PATROL CANNABIS TAX FUND AND APPROPRIATING GRANT REVENUE AND ASSOCIATED EXPENDITURES IN THE CURRENT FY 2026-27 BUDGET RELATED TO THE CANNABIS TAX FUND PROGRAM.

WHEREAS, the police department applied for the FY 2026-27 California Highway Patrol Cannabis Tax Fund Grant Program to obtain financial assistance for equipment, education, prevention and enforcement of laws related to driving under the influence of alcohol and other drugs; and

WHEREAS, the Legislature has delegated to the California Highway Patrol responsibility for the administration of the Cannabis Tax Fund Grant Program, setting up necessary procedures governing the application; and

WHEREAS, the procedures established by the California Highway Patrol require the Applicant to certify by resolution the approval of the application to the State; and

WHEREAS, the police department seeks to enter into an agreement with the California Highway Patrol to complete the Grant Scope; and

WHEREAS, the current FY 2026-27 budget does not include the awarded grant amount and associated grant expenditures, pending Council approval on the filing of the grant application.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1:

- (a) The Council approves filing an application and authorizes the city manager to apply for the FY 2026-27 cannabis tax fund grant program and awarded amount of \$78,774.74.
- (b) The Council certifies that the City has or will have available, prior to commencement of any work on the project included in this application, sufficient funds to complete the project if the grant is awarded.
- (c) The Council certifies that if the project is awarded, the City has or will have sufficient funds to operate and maintain the project.
- (d) The Council certifies that the City has reviewed, understands, and agrees to the General Provisions contained in the program regulations as outlined in the attached Cannabis Tax Fund Grant Program staff report and agreement.
- (e) The city manager is authorized to negotiate, execute, and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests,

which may be necessary for the completion of the Grant Scope.

(f) The City will comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines

SECTION 2:

The Council amends the FY 2026-27 budget by appropriating funds to reflect the grant award and associated grant expenditures as follows: \$78,774.74 to State grant revenue Account# 101-2-601-6359; \$41,413.56 to personnel expenditure Account#101-2-601-8111; \$20,524.72 to equipment expenditure Account# 573-0-000-9041; \$12,357.46 to equipment materials/supplies expenditure Account# 101-2-601-8613; \$4,479.00 to training and travel expenditure Account# 101-2-601-8580.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

1. GRANT TITLE FY26/27 CTFGP Law Enforcement – Belmont Police Department	
2. NAME OF ORGANIZATION/AGENCY Belmont Police Department	
3. ORGANIZATION/AGENCY SECTION TO ADMINISTER GRANT Belmont Police Department	
4. PROJECT PERFORMANCE PERIOD From: 07/01/2026 To: 06/30/2027	5. PURCHASE ORDER NUMBER
6. GRANT OPPORTUNITY INFORMATION DESCRIPTION Law Enforcement grants provide financial assistance to allied agencies for the education, prevention, and the enforcement of laws related to driving under the influence of alcohol and other drugs, including cannabis and cannabis products. The intent of the program is to educate the public regarding the dangers of impaired driving, enforce impaired driving laws on the roadway, and improve the Organization/Agency's effectiveness through training and development of new strategies.	
7. FUNDS ALLOCATED UNDER THIS GRANT AGREEMENT SHALL NOT EXCEED \$78,774.74	
8. TERMS AND CONDITIONS The Grantee agrees to complete the Project, as described in the Project Description. The Grantee's Grant Application, and the California Code of Regulations, Title 13, Division 2, Chapter 13, Sections 1890.00-1890.27, are hereby incorporated into this Grant Agreement by reference. The parties hereto agree to comply with the Terms and Conditions of the following attachments: • Schedule A – Project Description, Problem Statement, Goals and Objectives, and Method of Procedure • Schedule B – Detailed Budget Estimate • Schedule B-1 – Budget Narrative We, the officials named below, hereby swear, under penalty of perjury under the laws of the State of California, that we are duly authorized to legally bind the Grant recipient to the above-described Grant Terms and Conditions. IN WITNESS WHEREOF, this Grant Agreement is executed by the parties hereto.	
9. APPROVAL SIGNATURES A. AUTHORIZED OFFICIAL OF ORGANIZATION/AGENCY Name: Peter Lotti Title: Lieutenant Phone: (650) 595-7412 Address: 1 Twin Pines Lane Belmont, CA 94002 E-Mail: plotti@belmont.gov _____ (Signature) _____ (Date)	B. AUTHORIZED OFFICIAL OF CHP Name: Elliotte Johnson Phone: (916) 843-4360 Title: Captain Fax: (916) 322-3169 Address: 601 North 7th Street Sacramento, CA 95811 E-Mail: ElJohnson@chp.ca.gov _____ (Signature) _____ (Date)
C. ACCOUNTING OFFICER OF CHP Name: M. V. Fojas Phone: (916) 843-3531 Title: Commander Fax: (916) 322-3159 Address: 601 North 7th Street Sacramento, CA 95811 E-Mail: Michelle.Fojas@chp.ca.gov _____ (Signature) _____ (Date)	10. AUTHORIZED FINANCIAL CONTACT TO RECEIVE REIMBURSEMENT PAYMENTS Name: Grace Castaneda Title: Director Phone: (650) 595-7412 Address: 1 Twin Pines Lane Belmont, CA 94002

TERMS AND CONDITIONS

Grantee shall comply with the California Code of Regulations, Title 13, Division 2, Chapter 13 Section 1890, et seq. and all other Terms and Conditions noted in this Grant Agreement. Failure by the Grantee to comply may result in the termination of this Grant Agreement by the California Highway Patrol (hereafter referred to as State). The State will have no obligation to reimburse the Grantee for any additional costs once the Grant Agreement has been terminated.

A. EXECUTION

1. The State (the California Highway Patrol) hereby awards, to the Grantee, the sum of money stated on page one of this Grant Agreement. This funding is awarded to the Grantee to carry out the Project set forth in the Project Description and the terms and conditions set forth in this Grant Agreement.
2. The funding for this Grant Agreement is allocated pursuant to California Revenue and Taxation Code Section 34019(f)(3)(B). The Grantee agrees that the State's obligation to pay any sum under this Grant Agreement is contingent upon availability of funds disbursed from the California Cannabis Tax Fund to the State. If there is insufficient funding, the State shall have the option to either: 1) terminate this Grant Agreement; whereby, no party shall have any further obligations or liabilities under this Grant Agreement, or 2) negotiate a Grant Agreement Amendment to reduce the grant award and scope of work to be provided under this Grant Agreement.
3. The Grantee is not to commence or proceed with any work in advance of receiving notice that the Grant Agreement is approved. Any work performed by the Grantee in advance of the date of approval by the State shall be deemed volunteer work and will not be reimbursed by the State.
4. The Grantee agrees to provide any additional funding, beyond what the State has agreed to provide, pursuant to this Grant Agreement, and necessary to complete or carry out the Project, as described in this Grant Agreement. Any modification or alteration of this Grant Agreement, as set forth in the Grant Application submitted by the Grantee and on file with the State, must be submitted in writing thirty (30) calendar days in advance to the State for approval.
5. The Grantee agrees to complete the Project within the timeframe indicated in the Project Performance Period, which is on page one of this Grant Agreement.

B. PROJECT ADMINISTRATION

1. The Grantee shall submit all reimbursements, progress, performance, and/or other required reports concerning the status of work performed in furtherance of this Grant Agreement on a quarterly basis, or as requested by the State.
2. The Grantee shall provide the State with a final report showing all Project expenditures, which includes all State and any other Project funding expended, within sixty (60) calendar days after completion of this Grant Agreement.
3. The Grantee shall ensure all equipment which is purchased, maintained, operated, and/or developed is available for inspection by the State.
4. Equipment purchased through this Grant Agreement shall be used for the education, prevention, and enforcement of impaired driving laws, unless the Grantee is funding a portion of the purchased price not dedicated to impaired driving and that portion is not part of the Project costs. Equipment purchased under this Grant Agreement must only be used for approved Project-related purposes, unless otherwise approved by the State in writing.
5. Prior to disposition of equipment acquired under this Grant Agreement, the Grantee shall notify the State via e-mail, and by telephone, by calling the California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit at (916) 843-4360.

TERMS AND CONDITIONS

C. PROJECT TERMINATION

1. Grantee or the State may terminate this Grant Agreement at any time prior to the commencement of the Project. Once the Project has commenced, this Grant Agreement may only be terminated if the party withdrawing provides thirty (30) calendar days written notice of their intent to withdraw.
 - a. If by reason of force majeure the performance hereunder is delayed or prevented, then the term end date may be extended by mutual consent for the same amount of time of such delay or prevention. The term "force majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest, embargo, riot, war, insurrection or civil unrest, any act of God, any act of legally constituted authority, or any other cause beyond the Grantee's control which would excuse the Grantee's performance as a matter of law.
 - b. Grantee agrees to provide written notice of an event of force majeure under this Grant Agreement within ten (10) calendar days of the commencement of such event, and within ten (10) calendar days after the termination of such event, unless the force majeure prohibits Grantee from reasonably giving notice within this period. Grantee will give such notice at the earliest possible time following the event of force majeure.
2. Any violations of law committed by the Grantee, misrepresentations of Project information by the Grantee to the State, submission of falsified documents by the Grantee to the State, or failure to provide records by the Grantee to the State when requested for audit or site visit purposes may be cause for termination. If the Project is terminated for the reasons described in this paragraph, the State will have no obligation to reimburse the Grantee for any additional costs once the Grant Agreement has been terminated.
3. The State may terminate this Grant Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Grant Agreement at the time and in the manner herein provided. Furthermore, the Grantee, upon termination, shall return grant funds not expended by the Grantee as of the date of termination.
4. If this Grant Agreement is terminated, the State may choose to exclude the Grantee from future Grant Opportunities.

D. FINANCIAL RECORDS

1. The Grantee agrees the State, or their designated representative, shall have the right to review and to copy all records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated or required by law. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Furthermore, the Grantee agrees to include a similar right for the State to audit all records and interview staff in any subcontract related to performance of this Grant Agreement.

E. HOLD HARMLESS

1. The Grantee agrees to indemnify, defend, and save harmless the State, its officials, agents and employees from any and all claims and losses accruing or resulting to any and all Grantee's staff, contractors, subcontractors, suppliers, and other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, agency, firm, corporation who may be injured or damaged by the Grantee in performance of this Grant Agreement.

TERMS AND CONDITIONS

F. NONDISCRIMINATION

1. The Grantee agrees to comply with State and federal laws outlawing discrimination, including, but not limited to, those prohibiting discrimination because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics), sexual orientation, political affiliation, position in a labor dispute, age, marital status, and denial of statutorily-required employment-related leave. (GC 12990 [a-f] and CCR, Title 2, Section 8103.)

G. AMERICANS WITH DISABILITIES ACT

1. The Grantee assures the State it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

H. DRUG-FREE WORKPLACE

1. The Grantee shall comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the workplace.
 - ii. The person's or Organization/Agency's policy of maintaining a drug-free workplace.
 - iii. Any available counseling, rehabilitation, and employee assistance programs.
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the Project will:
 - i. Receive a copy of the company's drug-free workplace policy statement.
 - ii. Agree to abide by the terms of the company's statement as a condition of employment on the Grant Agreement.
2. Failure to comply with these requirements may result in suspension of payments under this Grant Agreement, or termination of this Grant Agreement, or both, and Grantee may be ineligible for award of any future Grant Agreements if the department determines that any of the following has occurred:
 - a. The Grantee has made false certification or violated the certification by failing to carry out the requirements, as noted above. (GC 8350 et seq.)

I. LAW ENFORCEMENT AGENCIES

1. All law enforcement Organization/Agency Grantees shall comply with California law regarding racial profiling. Specifically, law enforcement Organization/Agency Grantees shall not engage in the act of racial profiling, as defined in California Penal Code Section 13519.4.

TERMS AND CONDITIONS

J. LABOR CODE/WORKERS' COMPENSATION

1. The Grantee is advised and made aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Grant Agreement, (refer to Labor Code Section 3700).

K. GRANT APPLICATION INCORPORATION

1. The Grantee agrees the Grant Application and any subsequent changes or additions approved or required by the State is hereby incorporated into this Grant Agreement.

L. STATE LOBBYING

1. The Grantee is advised that none of the funds provided under this Grant Agreement may be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official, whose salary is supported by this Grant Agreement, from engaging in direct communications with the state or local legislative officials, in accordance with customary state and/or local practice.

M. REPRESENTATION AND WARRANTIES

1. The Grantee represents and warrants that:
 - a. It is validly existing and in good standing under the laws of the State of California, has, or will have the requisite power, authority, licenses, permits, and the like necessary to carry on its business as it is now being conducted and as contemplated in this Grant Agreement, and will, at all times, lawfully conduct its business in compliance with all applicable federal, state, and local laws, regulations, and rules.
 - b. It is not a party to any Grant Agreement, written or oral, creating obligations that would prevent it from entering into this Grant Agreement or satisfying the terms herein.
 - c. If the Grantee is a Nonprofit Organization/Agency, it will maintain its "Active" status with the California Secretary of State, maintain its "Current" status with the California Attorney General's Registry of Charitable Trusts, and maintain its federal and State of California tax-exempt status. If the Grantee subcontracts with a Nonprofit as part of this Grant Agreement, the Grantee shall ensure the Nonprofit will maintain its "Active" status with the California Secretary of State, maintain its "Current" status with the California Attorney General's Registry of Charitable Trusts, and maintain its federal and State of California tax-exempt status.
 - d. All of the information in its Grant Application and all materials submitted are true and accurate.

N. AIR OR WATER POLLUTION VIOLATION

1. Under the state laws, the Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

TERMS AND CONDITIONS

O. GRANTEE NAME CHANGE

1. Grantee agrees to immediately inform the State, in writing, of any changes to the name of the person within the Organization/Agency with delegated signing authority.
2. An Amendment is required to change the Grantee's name, as listed on this Grant Agreement. Upon receipt of legal documentation of the name change, the State will process the Amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said Amendment.

P. RESOLUTION

1. A county, city, district, or other local public body shall provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body, which by law, has authority to enter into a Grant Agreement, authorizing execution of the Grant Agreement.

Q. PAYEE DATA RECORD FORM STD. 204

1. This form shall be completed by all non-governmental Grantees.

R. FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA GOVERNMENT AGENCY TAXPAYER ID FORM

1. This form shall be completed by all Grantees.

S. CONFLICT OF INTEREST

1. This section serves to make the Grantee aware of specific provisions related to current or former state employees. If Grantee has any questions regarding the status of any person rendering services or involved with the Grant Agreement, the Grantee shall contact the State (California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit) immediately for clarification.
2. Current State Employees:
 - a. No officer or employee shall engage in any employment, activity, or enterprise, from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any state agency, unless the employment, activity, or enterprise is required, as a condition of regular state employment.
 - b. No officer or employee shall contract on their own behalf, as an independent Grantee, with any state agency to provide goods or services.
3. Former State Employees:
 - a. For the two-year period from the date they left state employment, no former state officer or employee may enter into a contract in which they engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to this Grant Agreement while employed in any capacity by any state agency.
 - b. For the 12-month period from the date they left state employment, no former state officer or employee may enter into a contract with any state agency if they were employed by that state agency in a policy-making position in the same general subject area as the proposed Grant Agreement within the 12-month period prior to their leaving state service.
4. The authorized representative of the Grantee Organization/Agency, named within this Grant Agreement, warrants their Organization/Agency and its employees have no personal or financial interest and no present or past employment or activity, which would be incompatible with

TERMS AND CONDITIONS

participating in any activity related to this Grant Agreement. For the duration of this Grant Agreement, the Organization/Agency and its employees will not accept any gift, benefit, gratuity or consideration, or begin a personal or financial interest in a party who is associated with this Grant Agreement.

5. The Grantee Organization/Agency and its employees shall not disclose any financial, statistical, personal, technical, media-related, and/or other information or data derived from this Grant Agreement, made available for use by the State, for the purposes of providing services to the State, in conjunction with this Grant Agreement, except as otherwise required by law or explicitly permitted by the State in writing. The Grantee shall immediately advise the State of any person(s) who has access to confidential Project information and intends to disclose that information in violation of this Grant Agreement.
6. The Grantee will not enter into any Grant Agreement or discussions with third parties concerning materials described in paragraph five (5) prior to receiving written confirmation from the State that such third party has a Grant Agreement with the State, similar in nature to this one.
7. The Grantee warrants that only those employees who are authorized and required to use the materials described in paragraph 5 will have access to them.
8. If the Grantee violates any provisions in the above paragraphs, such action by the Grantee shall render this Grant Agreement void.

T. EQUIPMENT-USE TERMS

1. The Grantee agrees any equipment purchased under this Grant Agreement shall be used for impaired driving efforts.
2. Law Enforcement Projects:
 - a. Oral Fluid Drug Screening Devices and Cannabis/Marijuana Breath Testing Equipment - The Grantee agrees to ensure all personnel using road-side drug testing equipment, including oral fluid drug testing devices and/or cannabis/marijuana breath testing devices, purchased with grant funds from this Grant Agreement, are trained to recognize alcohol and drug impairment. At a minimum, personnel using these devices should receive Standardized Field Sobriety Testing training. These personnel are also encouraged to attend Advanced Roadside Impaired Driving Enforcement and Drug Recognition Evaluator training. Prior to using these devices, the Grantee agrees to obtain permission from their local prosecutor's office, establish a policy ensuring appropriate use, and require the staff using these devices to receive appropriate training, which may include training from the manufacturer. This will help ensure the equipment is used appropriately. The Grantee shall advise the State (California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit) of any legal challenges or other items of significance that may affect the use or legal acceptance of these devices. Additionally, the State may request additional information about the performance of these devices, including information about their use, accuracy, and feedback from personnel using the devices.
 - b. Law Enforcement Vehicles – The Grantee agrees any law enforcement vehicles purchased with Grant funds, from this Grant Agreement, will be primarily used for the enforcement of driving under the influence laws and/or providing public education, related to the dangers of driving under the influence. Additionally, any vehicle purchased using funds from this Grant Agreement shall comply with all California Vehicle Code and California Code of Regulation requirements. The State may require the Grantee to mark these vehicles with a decal and/or emblem, indicating the vehicle is used for driving under the influence enforcement.

Schedule A

Belmont Police Department

The Grantor determined awards and adjustments based on the Project's merit, operational scale, compliance with the Request for Application (RFA), and program regulations. Certain activities or budget items proposed in Schedule A may have been deemed ineligible for funding. The final, binding list of authorized activities and expenses is set forth in Schedule B - Detailed Budget Estimate.

Project Description

The Belmont Police Department is seeking to sustain DUI/DUID enforcement activities in FY26/27. We are aiming to conduct one DUI/DUID checkpoint along our north/south corridor where 2 Cannabis retail establishments have opened for business in January 2026. We are also planning to conduct several saturation patrols for DUI/DUID. Equipment acquired via funds from the FY25/26 Cannabis Grant (SoToxa unit, computer, and motorcycle) will assist us with these enforcement activities. In the upcoming FY26/27 grant, we will be requesting additional funding for mouth pieces for our SoToxa unit, and scene lights for our checkpoint enforcement details.

Furthermore, we are aiming to increase public education and prevention through social media. We will be requesting funding for a message board trailer through the FY26/27 Cannabis Grant in order to conduct weekly messaging along our roadways in an effort to educate and deter motorist regarding impaired driving. We will also be requesting funding to send (3) new police officers for travel expenses related to DRE training.

Problem Statement

The City of Belmont is located in central San Mateo County and has a population of approximately 27,505 residents. Belmont has a growing population that is becoming more diverse, consisting of approximately 51% white, 29% Asian, 14% Hispanic and 2% African American. Belmont is accessible by Highway 92, Highway 280 and Highway 101, which leads to a heavy and consistent traffic driving through and visiting Belmont. There are 2 major thoroughfares within Belmont; El Camino Real and Ralston Avenue, which connect to the aforementioned highways. In addition to these roads being used for motorists to navigate within Belmont, they also are widely used to circumvent the heavily congested freeways from early morning through the evening commute.

Both roadways are heavily traveled and account for a large portion of the vehicle collisions with the City of Belmont. El Camino and Ralston Avenue are occupied by numerous businesses, including several bars and cannabis dispensaries. Many of the impaired driving arrests are patrons of the establishments in and around these two thoroughfares, along with three additional bars on Old County Road which runs parallel to El Camino Real. Impaired driving on these roadways is cause for a significant safety concern for motorists in Belmont.

With the opening of two cannabis dispensaries in January of 2026, we seek to continue our impaired driving enforcement efforts, while increasing our public education and prevention efforts in the coming fiscal year. The cannabis dispensaries have not been opened for a significant period, but we believe that these businesses will only lead to increased cannabis usage and impaired driving within our jurisdiction in the coming fiscal year. Our community has voiced a legitimate concern and believes that this could have a negative impact on the safety of our roadways.

Since 2022, the Belmont Police Department has made 66 DUI arrests, 7 DUID arrests and 10 DUI collisions. In 2025, Belmont PD Officers made 16 DUI arrests and there were no reported DUI/DUID related collisions. The Belmont Police Department also conducted 8 DUI/DUID saturation patrols which we believe contributes to the decreased amount of impaired driving-related collisions.

The Belmont Police Department intends to use the funds received from this grant to provide training to officers in the field of drug recognition, maintain a high level of specialized impaired driving enforcement activities, and to take preventative measures to discourage impaired driving and caution motorists in our jurisdiction about the dangers of impaired driving.

Schedule A

During FY26/27, the Belmont Police Department seeks to conduct 1 DUI/DUID checkpoint along our major north/south corridor, multiple saturation patrols, provide training to (3) new officers in the area of drug recognition, and provide educational and preventative messaging on our roadways weekly via an electronic messaging board. We also intend to improve the capabilities of our checkpoint by adding specialized scene lighting, making our checkpoints more visible, safer, and effective.

Electronic Message Board Trailer

The Belmont Police Department seeks to add an electronic message board trailer to our fleet for the purpose of educating and deterring impaired driving. We intend to use the message board to place it in multiple locations throughout the city and provide weekly messaging to the public on the dangers of impaired driving. The message board will also be used as a method of warning motorists during DUI/DUID checkpoints and saturation patrols. We currently have (2) message board trailers that are near the end of their service life (20+ yrs old). Message board trailers are very effective tools to get messaging out to motorists and to positively change driving behavior. Furthermore, they are portable and can easily be deployed in specific areas where more education is needed.

Enforcement Activities:

1 DUI/DUID Checkpoint (Q2), aiming to reduce DUI/DUID driving by 10%.

6 DUI/DUID Saturation Patrols (Q1=2, Q2=2, Q4=2), aiming to reduce impaired driving by an additional 10%.

Associated Direct Costs:

- Purchase of 2 boxes of Sotoxa mouth pieces (25/box) to be utilized during DUI/DUID enforcement activities (Q1 purchase, Q1 receive).
- Purchase of scene lights (LED, 360 degree) to be utilized during DUI/DUID checkpoints (Q1 purchase, Q1 receive).

Training:

- Send (3) officers to DRE school (Q4) to become certified drug experts, assisting them with DUID enforcement activities, investigations and courtroom testimony.

Equipment:

- Electronic Message Board Trailer (Q1 purchase, Q1 receive) to be utilized weekly for public messaging regarding impaired driving education/prevention, and to be utilized during DUID enforcement activities.

Performance Measures/Scope of Work (Proposed Solution)

Enforcement Activities:

1 DUI/DUID Checkpoint (Q2), aiming to reduce impaired driving collisions and impaired driving by 10%.

6 DUI/DUID Saturation Patrols (Q1=2, Q3=2, Q4=2), aiming to reduce impaired driving collisions and impaired driving by an additional 10%.

Other Direct Costs:

- Purchase (4) 360-degree LED scene lighting to enhance the safety and effectiveness of DUI checkpoints. Two lights will be placed where vehicles are directed into the checkpoint upon which the initial screening is conducted. The remaining two lights will be used at the location where vehicles and motorists are sent for further screening and field sobriety testing. These lights will allow Belmont PD to conduct impaired driving checkpoints in various locations within our jurisdiction safely and effectively.
- (2) boxes of mouth pieces for the Sotoxa machine used for impaired driving enforcement
- Drone board

Schedule A

Training:

Send 3 officers to DRE school (Q3) to become certified drug recognition experts and assist them with DUID enforcement and courtroom testimony.

Equipment:

Purchase an electronic message board trailer to assist with public messaging regarding the awareness and dangers of impaired driving. This trailer will allow us to increase our public outreach regarding the dangers surrounding impaired driving and to utilize it for impaired driving enforcement details such as checkpoints and saturation patrols. Because the message board is mobile, we will be able to utilize it in many different areas within the city and to promote widespread awareness regarding impaired driving to our motorists on a routine basis.

Project Performance Evaluation

The Belmont Police Department will use its CAD system (Computer Automated Dispatch) to chronicle statistics for each enforcement detail, to include the number of stops, citations, arrests, charges and location/person/vehicle information. The data gathered can be broken down into many different ways to include individual stops and/or overall statistical information for each event. Furthermore, we can use the statistics to produce reports which can easily be utilized to compare project objectives and to adjust our strategy if need be.

Quarterly reports will be reviewed by our Command Staff regarding impaired driving-related statistics and enforcements. This will assist us in monitoring our progress and determine how to best utilize our enforcement resources. The data collected from these reports can easily be converted to reports and/or spreadsheets so that we can use the information to improve or enhance our enforcement efforts and report to our stakeholders via our website or social media platforms.

It should be noted that Belmont PD has adequate staff with knowledge and experience to effectively manage the project and execute project expectations within the performance period.

Program Sustainability

The Belmont Police Department understands the seriousness of impaired driving, and we will carry out enforcement and education efforts beyond any potential grant funding. Funding received from this grant will provide immediate enforcement via saturation patrols and checkpoints, training (DRE school for 3 officers), public education and awareness via public messaging (electronic messaging board). We will have adequate staff (sworn, support and administrative staff) who have the experience and knowledge to continue our efforts to combat impaired driving, ultimately making our roadways safer to travel. It should also be noted that we work collaboratively with our neighboring agencies and can use mutual aid to assist with large enforcement events if need be. Furthermore, our social media team, along with the City's social media team will collaborate to bring awareness to our community regarding the dangers of driving while impaired.

Lastly, the Belmont Police Department has demonstrated our commitment to combat impaired driving in FY25/26, and we are determined to make our roadways even safer.

Administrative Support

The Belmont Police Department has familiarity with participating in enforcement-related grants. We received grant funding from the Office of Traffic Safety (OTS) in the past fiscal year, as well as the FY25/26 Cannabis Tax Fund Grant. In addition to our grant experience, we have the necessary staffing in our Operations, Support Services, and Administration Divisions to successfully implement the project and maintain enforcement efforts beyond the grant funding.

Schedule B

Detailed Budget Estimate

Award Number	Organization/Agency	Total Amount
30880	Belmont Police Department	\$78,774.74

Cost Category	Line Item Name	Total Cost to Grant
Other Direct Costs	DUI Checkpoint Materials & Supplies	\$12,357.46
Category Sub-Total		\$12,357.46
Personnel	DRE Training - Attend	\$7,277.76
	Backfill	\$10,917.12
	DUI Saturation Patrol	\$11,886.24
	DUI Checkpoint	\$11,332.44
Category Sub-Total		\$41,413.56
Travel	DRE Training - Attend Travel	\$4,479.00
Category Sub-Total		\$4,479.00
Equipment	DUI Message Board/Message Trailer	\$20,524.72
Category Sub-Total		\$20,524.72

Grant Total	\$78,774.74
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Schedule B-1 Budget Narrative

Belmont Police Department

Prior to engaging in grant-funded Saturation Patrols, DUI Checkpoints, or other enforcement activities in areas where the grantee does not have primary traffic jurisdiction, the grantee should consult with the agency having primary traffic jurisdiction.

Other Direct Costs

DUI Checkpoint Materials & Supplies

\$12,357.46

(2) boxes of SoToxa cartridges (25/box) = \$1370

(4) 360-degree portable scene lights for DUI Checkpoints totaling \$10,987.46.

Personnel

DRE Training - Attend

\$7,277.76

Cost associated for (3) police officers to attend DRE Training at \$75.81/hourly = \$7,277.76.

Backfill

\$10,917.12

DRE Training attend: Costs associated to backfill for (3) police officers to attend DRE training at \$113.72/hour = 10,917.12.

DUI Checkpoint

\$11,332.44

1 DUI/DUID Checkpoint up to 8 hours -Sergeant/Corporal/Officer

(2) Sgt, 8 hours OT at \$133.91 = \$2143.64

(2) Cpl, 8 hours OT at \$119.42 = \$1910.72

(8) Ofc, 8 hours OT at \$113.72 = \$7278.08

Total DUI/DUID personnel cost = \$11,332.44.

DUI Saturation Patrol

\$11,886.24

6 DUI/DUID Saturation Patrols (up to 8-hour shifts) staffed by 2 sworn officers/shift (combination of either officer, corporal or sergeant).

(6) Ofc at 8 hrs. of OT at \$113.72=\$5458.56

(6) Cpl at 8 hrs. of OT at \$119.42=\$5732.16

(6) Sgt at 8 hrs. of OT at \$133.91=\$6427.68

Assuming one sergeant and one officer work saturation patrols together, the estimated total budget would be \$11,886.24.

Travel

DRE Training - Attend Travel

\$4,479.00

Travel for sending (3) police officers to DRE Training at \$385 air transportation round trip = \$1155. Per Diem for sending (3) police officers to DRE Training at \$86/day = \$1032. Lodging to send (3) police officers to DRE Training at \$191/day = \$2,292.

Schedule B-1 Budget Narrative

Belmont Police Department

Prior to engaging in grant-funded Saturation Patrols, DUI Checkpoints, or other enforcement activities in areas where the grantee does not have primary traffic jurisdiction, the grantee should consult with the agency having primary traffic jurisdiction.

Equipment

DUI Message Board/Message Trailer

\$20,524.72

Wanco (or similar make/model) electronic message board trailer (display size: 55 x 93in) with a white frame.

Unit Price: \$17,597.00

Sales Tax: \$1,627.72

Freight: \$1,000

Total Cost: \$20,224.72

Outfit the message board trailer with police and grant decals \$300.



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Andrew Armando, Acting Police Chief (650) 599-7400
Agenda Title: Fiscal Year (FY) 2026-27 Board of State and Community Corrections (BSCC) Proposition 64 Public Health and Safety Grant Program
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to submit and execute all documents necessary to accept and administer the FY 2026-27 through FY 2030-31 Board of State and Community Corrections (BSCC) Proposition 64 Public Health and Safety Grant in the amount of \$999,447, make all required grant assurances and commitments, and appropriate \$246,007 in grant revenue and corresponding expenditures in the FY 2026-27 budget.

Strategic Focus Area

Public Safety

Background

The BSCC Proposition 64 Public Health and Safety Grant Program provides funding to local agencies to address the public health and safety impacts associated with cannabis legalization, including enforcement activities targeting illicit cannabis operations.

The Belmont Police Department applied for grant funding and has been awarded \$999,447 over a five-year period, contingent upon City Council authorization to execute the grant agreement. As required by the BSCC, the City must adopt a resolution authorizing the City Manager to enter into the grant agreement and administer the program.

Analysis

Grant funding will support the Police Department's continued enforcement efforts related to illegal cannabis activity. Specifically, the grant will fund approximately 47% of an existing Detective Corporal position, an unmarked enforcement vehicle in the first year, training, equipment and supplies, and a required grant closeout audit in the final year.

Grant funds are reimbursable and subject to continued availability through the State's Proposition 64 Public Health and Safety Grant Program. The City is responsible for any project costs that exceed the grant award. Work eligible for reimbursement may not begin until the grant agreement has been fully executed by the BSCC.



The grant funding is allocated as follows:

Fiscal Year	Budget and Expenditure	Fiscal Year Total
FY2026/27	Personnel, training, supplies and vehicle	\$246,007
FY2027/28	Personnel and training	\$183,360
FY2028/29	Personnel and training	\$183,360
FY2029/30	Personnel and training	\$183,360
FY2030/31	Personnel, training and grant audit	\$203,360
	TOTAL	\$999,447

Approval of the resolution will authorize acceptance of \$999,447 in grant funding over the five-year grant term. An appropriation of \$246,007 in grant revenue and corresponding expenditures is requested for FY 2026-27. Future year revenues and expenditures will be incorporated into the City's annual budget process.

Attachment A provides the resolution authorizing acceptance and administration of the FY 2026-27 through FY 2030-31 BSCC Proposition 64 Public Health and Safety Grant.

Alternatives

1. Approve the resolution.
2. Refer to staff with direction.

Attachments

- A. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

With Council approval of the BSCC Proposition 64 Public Health and Safety Grant Program Agreement, a budget appropriation for the \$246,007 grant revenue amount and associated grant fund activities including personnel, supplies and equipment expenditures will be added to the current FY 2026-27 under the Police Department in the General Fund. Grant revenues and associated grant activities in the remaining grant term from FY 2027-28 to FY 2030-31 will be incorporated as part of the annual budget development process.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY OF BELMONT TO PARTICIPATE IN THE PROPOSITION 64 HEALTH AND SAFETY GRANT PROGRAM, AND APPROPRIATING GRANT REVENUE AND ASSOCIATED EXPENDITURES IN THE CURRENT FY 2026-27 BUDGET RELATED TO THE PROPOSITION 64 HEALTH AND SAFETY GRANT PROGRAM

WHEREAS, in November of 2016, California voters approved Proposition 64, the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA). AUMA legalized the recreational use of marijuana in California for individuals 21 years of age and older. Proposition 64 also provides that a portion of the tax revenue from the cultivation and retail sale of cannabis or cannabis products will be appropriated. Section 34019 of the Revenue and Taxation Code (RTC), relating to cannabis, was amended by Senate Bill No. 141, CH. 18, in June 2025; and

WHEREAS, the Board of State and Community Corrections (BSCC) is responsible for making grants available to local governments to assist with law enforcement, fire protection, or other local programs addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act. A local government shall be eligible for a grant only if it either allows the retail sale of cannabis in storefronts or, for jurisdictions with a population of 10,000 residents or less, allows cannabis delivery in the jurisdiction that serves both medicinal and adult-use consumer; and

WHEREAS, the Board of State and Community Corrections shall prioritize grant awards for local governments whose grant application includes illicit cannabis enforcement. The board may award grants both competitively and based on a formula to provide consistent and ongoing funding for local governments to implement the programs described in this subparagraph; (Rev. & Tax Code, § 34019, subd. (f)(3)(C).); and

WHEREAS, the City of Belmont desires to participate in the Proposition 64 Public Health and Safety Grant Program funded through the California State and Local Government Law Enforcement Account and administered by the Board of State and Community Corrections; (hereafter referred to as the BSCC).

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. GRANT

(a) The Council approves filing an application and authorizes the city manager to apply for the FY 2026-27 through FY2030-31 BSCC Proposition 64 Public Health and Safety Grant Program and receive a grant award total of \$999,447. This grant has the following per year budget revenue and expenditure totals:

Fiscal Year	Budget and Expenditure	Fiscal Year Total
FY2026/27	Salary, training, supplies and vehicle	\$246,007

FY2027/28	Salary and training	\$183,360
FY2028/29	Salary and training	\$183,360
FY2029/30	Salary and training	\$183,360
FY2030/31	Salary, training and audit	\$203,360
TOTAL		\$999,447

(b) The Council certifies that the City has or will have available, prior to commencement of any work on the project included in this application, sufficient funds to complete the project if the grant is awarded.

(c) The Council certifies that if the project is awarded, the City has or will have sufficient funds to operate and maintain the project.

(d) The Council certifies that the City has reviewed, understands, and agrees to the General Provisions contained in the program regulations as outlined in the attached BSCC Proposition 64 Public Health and Safety Grant Program staff report and agreement.

(e) The city manager is authorized to sign the Grant Agreement with the BSCC, including any amendments thereof, and to negotiate, execute, and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope.

(f) The City will comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

SECTION 2. APPROPRIATION

The Council amends the FY 2026-27 budget by appropriating funds to reflect the grant award and associated grant expenditures as follows: \$246,007 to State grant revenue Account # 101-2-601-6359; \$54,647.00 to equipment expenditure Account #573-0-000-9041; \$8,000.00 to other professional/tech expenditure Account #101-2-601-8351; \$1,000.00 to training and travel expenditure Account #101-2-601-8580.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: July 14, 2026

Agency: City of Belmont

Staff Contact: Kevin Kobayashi, kkobayashi@belmont.gov, Director of Parks, Recreation & Culture; Karen Clark, Senior Management Analyst, kclark@belmont.gov

Agenda Title: Authorization of Change Order No. 4 with InCharge Energy, Inc. and Supplemental Budget Appropriation for the EV Charging Stations Project (CIP No. 8090)

Agenda Action: Resolution

Recommendation

Adopt a resolution (1) authorizing the City Manager to negotiate and execute Change Order No. 4 with InCharge Energy, Inc. in the amount of \$77,559 for the EV Charging Stations Project (CIP No. 8090), increasing the total contract amount to \$423,927 and (2) approving a \$90,000 supplemental budget appropriation to CIP No. 8090, funded by Westlight Energy's EV Ready Incentive Program.

Strategic Focus Area

Infrastructure and Mobility

Background

The City is committed to reducing greenhouse gas emissions and advancing sustainability in alignment with local, regional, and state climate goals. As part of this commitment, the annual Strategic Planning Workshop identified installing the City's first electric vehicle (EV) charging stations as a priority, which has been incorporated into the Capital Improvement Program (CIP) EV Charging Stations Project.

Grant Funding

In late 2023, the Westlight Energy (previously Peninsula Clean Energy) Board of Directors authorized a one-time distribution of surplus funds to member agencies through its Member Agency Energy Grants Program. Based on its year-end 2023 customer count and energy load, the City of Belmont was allocated \$379,799 from the program.

To secure full grant allocation, the City submitted a proposal to Westlight Energy to install EV charging stations at three City facilities for both public and municipal fleet use. Charger locations were identified in collaboration with Westlight Energy's EV Ready Technical Assistance Program, which evaluated each site's electrical capacity and ADA accessibility.

The selected sites, number and type of chargers, and intended use are as follows:

- *City Hall Complex – Police Lot:* Two Level 2 charging ports and two make-ready ports, designated for municipal fleet use
- *City Hall Complex – Manor House:* Four Level 2 charging ports and two make-ready ports, available for public use



- *Belmont Sports Complex*: Four Level 2 charging ports and six make-ready ports, available for public use.
- *Corporation Yard*: Two solar-powered Level 2 charging ports, designated for municipal use

In addition to the \$379,799 grant award, the City is eligible to receive up to \$80,000 in incentive funding through the Westlight Energy EV Ready Program upon project completion. Of this amount, \$10,000 is contingent upon installation of the two solar-powered charging ports, subject to available funding.

In March 2023, the City issued an Invitation for Sealed Bids for EV charger installations at two City Hall sites. No bids were received by the deadline. Under Public Contract Code Section 22038(c), when no bids are received, the City may proceed by negotiated contract without repeating the competitive bid process.

In September 2025, after securing the Westlight Energy grant, the City issued a Request for Proposals (RFP) for the design, installation, and maintenance of EV charging stations at the two City Hall sites and the Belmont Sports Complex, representing the full grant scope except for the Corporation Yard. The solar-powered chargers at the Corporation Yard were planned as a separate procurement following installation of the other chargers and were contingent upon available funding.

Three proposals were received in response to the RFP:

- InCharge Energy: \$282,343.64
- Ethos Electric: \$501,998.60
- Trico Construction: \$612,056.00

The City evaluated each proposal based on quality, service, price, and other criteria set forth in the RFP. Staff determined that InCharge Energy offered the best overall value and entered negotiations, resulting in several modifications to InCharge's original proposal, including a change from Autel to ChargePoint branded charging stations. The revised contract amount was \$301,367.33.

In July 2025, the City Council authorized the City Manager to negotiate and execute a contract with InCharge Energy, Inc. in the amount of \$301,367.33, plus a construction contingency of \$45,000, for a total not-to-exceed amount of \$346,367.33.

All chargers will be dual-port units equipped with cable management and load management technology to optimize charging capacity as additional make-ready ports are activated over time. The chargers will also support point-of-sale transactions allowing the City to collect user fees to offset electricity and operating cost and will include cloud-based software for billing, remote monitoring, and system management.

Prior to installation, the contractor will validate the design in the field and verify existing electrical infrastructure, including transformers, panels, breakers, conduits, wiring, and cellular connectivity, to ensure compliance with the applicable codes and project requirements. The contract also includes a five-year warranty and maintenance period beginning upon installation.



Environmental Review

This project is exempt from environmental review under CEQA Guidelines Section 15301 (Existing Facilities), which allows for minor alterations to existing facilities involving negligible or no expansion of use.

Analysis

As the project advanced through design, four change orders were identified. The first three were within the City Manager's approval authority, while Change Order No. 4 requires City Council authorization due to its cost. Although the project scope has evolved, its overall purpose remains unchanged: installing EV charging infrastructure at the originally identified City facilities to expand public charging access and advance the City's sustainability goals. The changes primarily resulted from field conditions and administrative corrections identified during the design process.

The change orders include:

- Change Order No. 1 (\$5,858) – Change from two dual-port chargers (four ports) to one dual-port charger and two single-port chargers (still four ports) at the *Sports Complex* location to facilitate the installation of an ADA curb ramp.
- Change Order No. 2 (\$3,635) – Addition of an electrical load study for the *Sports Complex* location to determine peak demand. Unlike the two City Hall sites, the PG&E bills for the Sports Complex did not contain this information, which is required for electrical design per Building Code.
- Change Order No. 3 (\$5,452) – Change from two single port chargers (two ports) to two dual-port chargers (four ports) at the *City Hall Complex – Manor House* location. This change corrects an administrative error and aligns with the City's originally requested layout.
- Change Order No. 4 (\$77,559) – Relocates the Police Lot charging stations from within the secured parking area to the center parking island between City Hall and the Manor House. The new location improves utility access, minimizes impacts to Police operations, and increases public accessibility. It also expands the installation from two to four charging ports while maintaining the original two make-ready ports for future expansion. The previous and proposed locations are shown in Attachment A.

With these modifications, the project will provide 12 publicly accessible charging ports, an increase of two from the original design, while retaining 10 make-ready ports to support future expansion.

The following tables summarize the full project budget including all change orders to date.

Revenue Sources		Amount
Member Agency Energy Grant (existing CIP Budget)		\$380,000
General Facilities Fund 308 (existing CIP Budget)		\$64,000
EV Ready Incentives (supplemental budget appropriation request)		\$90,000
Total Revenue		\$534,000
Expenses		
Original Contract Expenses		
Project and Construction Management (S.R. Rose Engineering, Inc.)		\$50,640
Construction Contract (InCharge Energy, Inc.)		\$301,367



<i>Subtotal</i>	\$352,007
Change Orders	
Change Order No. 1 (InCharge Energy, Inc.)	\$5,858
Change Order No. 2 (InCharge Energy, Inc.)	\$3,635
Change Order No. 3 (InCharge Energy, Inc.)	\$5,452
Change Order No. 4 (InCharge Energy, Inc.)	\$77,559
<i>Subtotal</i>	\$92,504
Total Expenses	\$444,511
Remaining Contingency	\$30,055
Total Authorized Expenses	\$474,566

Including all change orders, the project remains within its approved budget of \$533,799 and below the two alternative proposals received during procurement. Total project costs are now estimated at \$444,511, leaving \$30,055 in remaining contingency funds (the original \$45,000 less the sum amounts of Change Order Nos. 1-3).

If the Council approves the recommended action, staff will execute Change Order No. 4 and proceed with construction. Construction is anticipated to begin in late summer and be completed within two to three months.

Alternatives

1. Reject request for funding
2. Refer to staff for additional information

Attachments

- A. Location Map for CCO 4 Exhibit for Full Option

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

A \$444,000 budget for this project was approved in the Fiscal Year 2025-26 Capital Improvement Program (CIP) budget under EV Charging Stations Project No. 8090, with the Westlight Energy Member Agency Energy Grant and General Facilities Fund 308 revenue sources identified. The requested supplemental budget appropriation of an additional \$90,000 in funding to this project will be secured through the Westlight Energy EV Ready Incentives Program, bringing the total project budget to \$534,000. Grant revenue will be received in two installments: half upon entering the Grant Agreement and half following project completion. Incentives will be received following project completion.



Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE CHANGE ORDER NO. 4 IN THE AMOUNT OF \$77,559 FOR THE INCHARGE ENERGY, INC. CONTRACT FOR THE EV CHARGING STATIONS PROJECT NO. 8090, BRINGING THE TOTAL NOT-TO-EXCEED AMOUNT TO \$423,927 AND APPROVING A SUPPLEMENTAL BUDGET APPROPRIATION OF \$90,000 TO PROJECT NO. 8090 TO BE FUNDED BY WESTLIGHT ENERGY'S EV READY INCENTIVE PROGRAM.

WHEREAS, installation of the City's first electric vehicle (EV) charging stations has been identified as a strategic priority for the City and incorporated into the City's Capital Improvement Program as Project No. 8090; and,

WHEREAS, in late 2023 the Westlight Energy (formerly Peninsula Clean Energy) Board of Directors authorized a one-time allocation of \$379,799 to the City as part of their Member Agency Energy Grant Program; and,

WHEREAS, to secure its full grant allocation, the City submitted a proposal to Westlight Energy for EV charger installations at three City locations for a combination of public and municipal fleet use; and,

WHEREAS, all charger locations were identified in collaboration with Westlight Energy's EV Ready Technical Assistance Program, resulting in the selection of: the Belmont Sports Complex, City Hall (Manor House), and City Hall (Police Department lot); and,

WHEREAS, the City is eligible to receive additional funding through the Westlight Energy EV Ready Program, dependent on the final count of chargers and make ready ports; and,

WHEREAS, in March 2023 the City issued an invitation for bids to construct the project and no bids were received, and accordingly, the City proceeded under Public Contract Code 22038(c) which allows the City to procure the services by negotiated contract; and,

WHEREAS, in September 2025, following securing the Westlight Energy grant funds, the City issued a request for proposals for the design, construction, and maintenance of EV Chargers at the three locations and received three bids; and,

WHEREAS, on December 9, 2025, the City Council awarded the contract to InCharge Energy Inc. in the amount of \$301,367.33 and authorized a \$45,000 contingency budget; and,

WHEREAS, the design commenced in January 2026 and is currently ongoing; and

WHEREAS, during the design process, the City Hall (Police Department lot) location was changed to a publicly accessible location in front of City Hall, and two additional chargers have been added to that location, resulting in a total of twelve chargers and ten make ready ports installed; and

WHEREAS, in order to proceed with the aforementioned change to the former City Hall (Police Department lot) location, staff have negotiated a change order with InCharge in the amount of \$77,559; and,

WHEREAS, in order to fund the change, the authorized not-to-exceed amount of InCharge's contract must be increased by \$77,559; and,

WHEREAS, in addition to grant funds, the City is eligible to receive \$90,000 in incentives through the Westlight Energy EV Ready Program.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute Change Order No. 4 in the amount of \$77,559 for the InCharge Energy Inc. contract for the EV Charging Stations Project No. 8090, bringing the total not-to-exceed amount to \$423,927, and,

SECTION 2. A supplemental budget appropriation of \$90,000 to Project No. 8090 to be funded by Westlight Energy's EV Ready Incentive Program is hereby approved.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

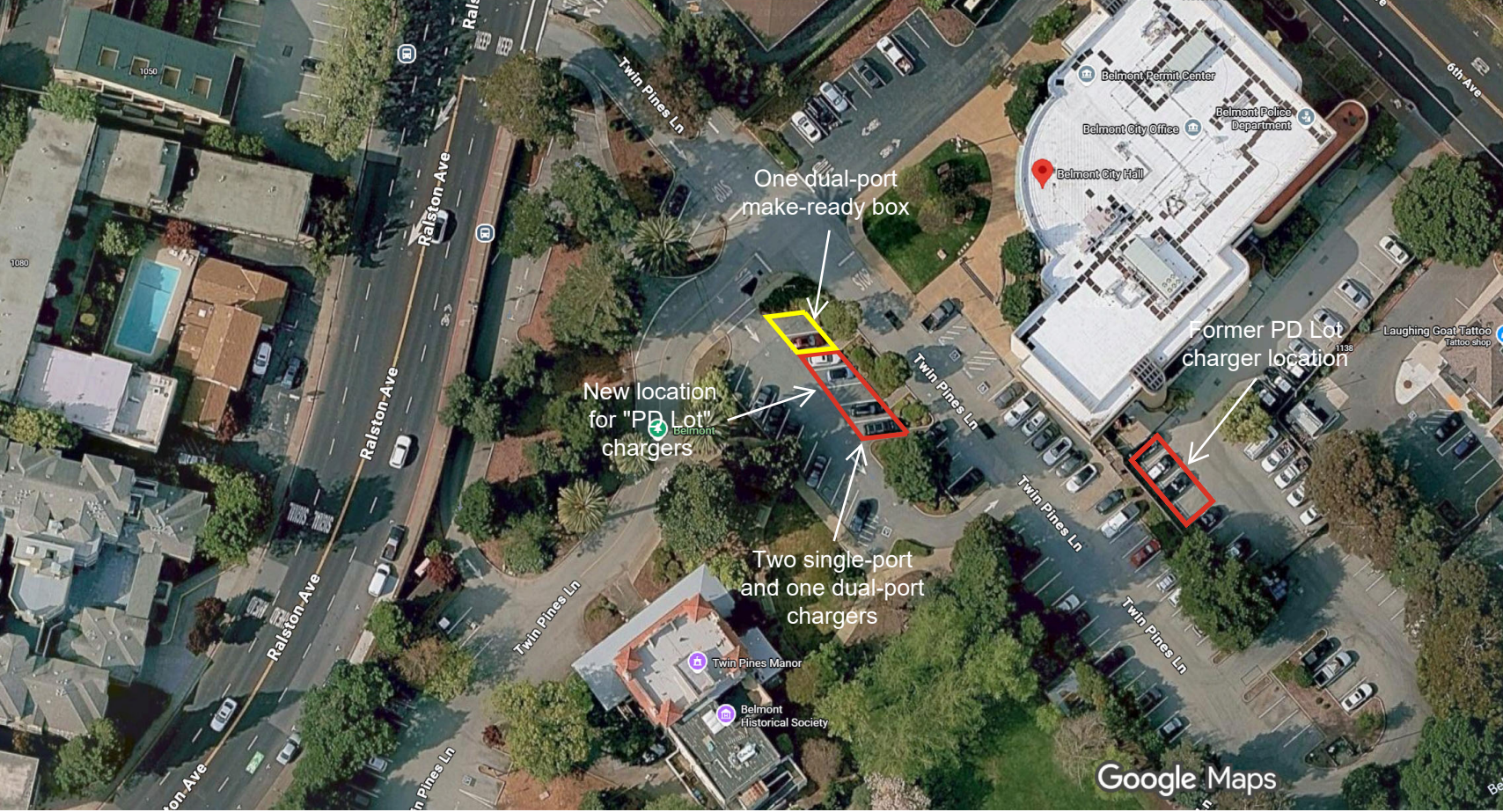
ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



One dual-port
make-ready box

New location
for "PD Lot"
chargers

Two single-port
and one dual-port
chargers

Former PD Lot
charger location

Google Maps



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Tobi Liebermann, Housing & Economic Development Manager,
tlibermann@belmont.gov
Agenda Title: 678 Ralston Ave and 951 Old County Rd. Loan Funding Agreement Amendment
Agenda Action: Resolution

Recommendation

Adopt a resolution 1) authorizing the City Manager to negotiate and enter into a modified loan funding agreement with CRP Affordable Housing and Community Development or affiliated entities or partners to provide up to \$1.5 million of Belmont affordable housing funds for construction of a 65-unit affordable housing project at 678 Ralston Ave., an increase of \$500,000 over the prior loan funding approval in May of 2025; and 2) authorizing a budget appropriation of \$1.5 million in FY 2026-27 from the Affordable Housing Fund.

Adopt a resolution authorizing the City Manager to negotiate and enter into a modified loan funding agreement with CRP Affordable Housing and Community Development or affiliated entities or partners to provide up to \$1.5 million of Belmont affordable housing funds for construction of a 63-unit affordable housing project at 951 Old County Rd., a decrease of \$500,000 from the prior loan funding approval of April 2026.

Strategic Focus Area

Economic Development and Housing

Background

CRP Affordable Housing and Community Development (CRP) has received City entitlements for two affordable housing projects at 678 Ralston Ave. (Ridge at Ralston) and 951 Old County Road (Ridge on Masonic). The City has committed Affordable Housing Funds to both projects in past actions.

678 Ralston Ave

On May 22, 2024, the City of Belmont granted ministerial approval of CRP's application for development of a 65-unit affordable housing project located at 678 Ralston Ave pursuant to Government Code Section 65913.4 (Senate Bill 35) streamlined processing.

The site is situated on a single parcel approximately 0.36-acres in size, located less than one-half (0.5) mile from the Belmont Caltrain station. The project will replace the existing commercial building with an eight-story residential building with seven residential levels over a nineteen-space, surface-level garage, and street-level building community spaces including a lobby, leasing/management office, and bike room.



The affordable housing plan for the project includes a range of unit sizes and affordability levels, as summarized below:

Unit Type	30% AMI	50% AMI	70% AMI	Mgr.	Subtotal	Percent
One-Bedroom	11	15	4	0	30	46%
Two-Bedroom	3	11	4	0	18	28%
Three-Bedroom	3	9	4	1	17	26%
Total	17	35	12	1	65	

In addition, 17 units (11 one-bedroom units, 3 two-bedroom units, and 3 three-bedroom units) are reserved for permanent supporting housing out of the 65 total units.

On May 27, 2025, the City of Belmont City Council approved funding the project with City of Belmont Affordable Housing Funds up to \$1.0 million via resolution No. 2025-36.

Since the approval of funding for the development in 2025, the project has made significant progress towards starting construction including securing a highly competitive low-income housing tax credit and tax-exempt bond award from State of California. The developer has also secured over \$22 million in San Mateo County affordable housing funds. The developer has been working extensively with the City on processing its building permit application and recently received a “permit ready” letter from the Building Department. The updated project financing plan submitted by the developer includes a combination of local, County, Low-Income Housing Tax Credits, and tax-exempt bond financing.

951 Old County Road

On January 23, 2025, the City of Belmont granted ministerial approval of CRP’s application for development of a 63-unit affordable housing project located at 951 Old County Rd. pursuant to Government Code Section 65913.4 (Senate Bill 35) streamlined processing.

The site is situated on a single parcel approximately 0.35-acres in size, located less than one-half (0.5) mile from the Belmont Caltrain station. The project site is currently developed with a two-story, retail building for commercial uses. The project will replace the existing commercial building with an eight-story residential building with seven residential levels over an eight-space, surface-level garage. The ground floor also includes corner retail and community space, a lobby, and a leasing/management office.

The affordable housing plan for the project includes a range of unit sizes and affordability levels, as summarized in the following table:

Unit Type	30% AMI	50% AMI	60% AMI	70% AMI	Mgr.	Subtotal	Percent
One-Bedroom	4	3	3	11	0	21	33.3%
Two-Bedroom	3	2	3	13	0	21	33.3%
Three-Bedroom	3	2	3	12	1	21	33.3%
Total	10	7	9	36	1	63	100%



In addition, 4 units are reserved for permanent supported housing out of the 63 total units.

On April 28, 2026 the City of Belmont City Council approved funding the project with City of Belmont Affordable Housing Funds up to \$2.0 million via resolution No. 2026-28.

The updated project financing plan submitted by the developer includes a combination of local, County, Low-Income Housing Tax Credits, and tax-exempt bond financing. To date, CRP has been awarded \$1 million in San Mateo County funding for both construction and permanent financing in 2025 and received an additional commitment of \$2 million for the project in federal HOME funds from the County in 2026.

Analysis

CRP is requesting an additional \$500,000 from the City of Belmont Affordable Housing Fund for the 678 Ralston Avenue project, increasing the City's commitment from \$1.0 million to \$1.5 million, as outlined in the funding request letter (Attachment C). The additional funding would be reallocated from the 951 Old County Road project, maintaining the City's total commitment of \$3.0 million across both CRP developments. The additional local funding is requested to address increased construction costs and demonstrate continued local support as the project advances toward financial closing and a planned Summer 2026 construction start. Despite extensive value engineering and other cost-saving measures, the project continues to have an approximately \$500,000 funding gap.

The requested reallocation is possible because CRP recently applied for, and expects to receive, approximately \$5 million in additional San Mateo County affordable housing funding for the 951 Old County Road project that was not previously anticipated. As a result, CRP has determined that a \$1.5 million City contribution will be sufficient to support that project's financial feasibility while maintaining competitiveness for tax credit financing. The City contribution remains an important component of the project's financing plan, demonstrating local commitment and strengthening its applications for other funding sources.

Housing Needs Analysis

The permit ready 678 Ralston Ave affordable housing project will provide 64 low, very low, and extremely low-income units plus one unrestricted managers unit that would contribute towards Belmont's Regional Housing Needs Allocation (RHNA) for 2026 when the permits are issued.

The 951 Old County Rd. affordable housing project will provide 62 low, very low, and extremely low-income units plus one unrestricted managers unit that would contribute towards Belmont's RHNA when building permits are ultimately issued.

Provision of lower-income units is critically important to meet housing needs and to support various special needs housing populations in Belmont that often face challenges such as overcrowding and cost-burdened households (i.e. paying more than 30-50% of income on housing costs). Development of lower-income units also typically requires larger public subsidies from a variety of funding sources.

Funding Availability

The City has sufficient funding available in the Affordable Housing Fund (Fund 275), comprised of



Housing Successor Agency funds, to provide the requested \$1.5 million loan for the 678 Ralston Avenue project. Although funding for the original loan was included in the Fiscal Year 2025-2026 budget, it was not expended due to changes in the project schedule. Accordingly, staff recommends appropriating \$1.5 million in the Fiscal Year 2026-2027 budget. The loan would be structured as a residual receipts loan, a common financing mechanism for affordable housing developments, and would be repaid from available project cash flow over the affordability term, which is anticipated to be at least 55 years.

The City also has sufficient funding available in Fund 275 to provide the revised \$1.5 million loan for the 951 Old County Road project. If approved, the loan is anticipated to be disbursed in Fiscal Year 2027-2028, contingent upon the project securing all financing, obtaining building permits, and being ready to commence construction. Similar to the 678 Ralston Avenue project, repayment would be made through residual receipts over the project's affordability term.

Alignment with Housing Element Priorities

The approval of the funding reallocation request is in line with Housing Element Program H1.2: Use Public Funding for Low/Moderate Income Housing. The Housing Element states that the City shall utilize local Affordable Housing Funds (Successor Agency Housing Funds, Inclusionary housing in-lieu funds, Commercial Linkage Fees, and Residential Development Mitigation Fees) to fund affordable housing development, and to leverage other public funding sources for affordable housing projects. Priority shall be given to development of housing at lower-income levels.

Alternatives

1. Take no action, leave funding project allocations as they are.
2. Provide alternative funding proposal.

Attachments

- A. Resolution 678 Ralston Loan Funding Amendment and Budget Appropriation
- B. Resolution 951 Old County Road Loan Funding Amendment
- C. CRP Affordable Housing Loan Funding Reallocation Request Letter

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The original funding for 678 Ralston was \$1 million dollars included in the FY 2025-26 budget from the Affordable Housing Fund (275-5-902-8589). Those funds were not expended. A supplemental budget appropriation is requested for \$1.5 million for FY 2026-27, which includes the original funding and reallocation described in this report. The reduced loan of \$1.5 million for the 951 Old County Rd. development will be incorporated as part of the annual budget development process in FY 2027-28. Funding will be provided to the project only if and when it is fully financed, has obtained building permits, and is ready to commence construction.



Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A LOAN FUNDING AGREEMENT WITH CRP AFFORDABLE HOUSING AND COMMUNITY DEVELOPMENT LLC OR AFFILIATED ENTITIES OR PARTNERS TO PROVIDE A LOAN OF UP TO \$1.5 MILLION FOR CONSTRUCTION OF AN AFFORDABLE HOUSING PROJECT AT 678 RALSTON AVENUE AND APPROVING A SUPPLEMENTAL BUDGET APPROPRIATION OF \$1.5 MILLION FROM THE AFFORDABLE HOUSING FUND

WHEREAS, on May 22, 2024, the City of Belmont provided ministerial approval of the development of the 678 Ralston Avenue project pursuant to Senate Bill 35 (SB 35) Streamlining provisions for a 65-unit affordable housing development; and,

WHEREAS, the Affordable Housing Plan for the project includes a range of unit sizes and affordability levels, with 17 units reserved for households making 30% or less of area median income, 35 units reserved for households making 50% or less of area median income, 12 units reserved for households earning 70% or less of area median income, and one unrestricted manager's unit, helping Belmont meet its Regional Housing Needs Allocation (RHNA) for provision of very-low and low-income housing units; and,

WHEREAS, the City acknowledges that contribution of local affordable housing funds is an important part of a comprehensive project financing strategy that also includes San Mateo County Affordable Housing Funds and State Low Income Housing Tax credits (LIHTC); and,

WHEREAS, the approval of the funding request is consistent with the adopted 2023-2031 Housing Element Program H1.2: Use Public Funding for Low/Moderate Income Housing; and,

WHEREAS, the project developer, CRP Affordable Housing and Community Development, is an experienced affordable housing development company that has demonstrated the professional capacity to plan, build, and manage large affordable housing projects; and,

WHEREAS, on May 27, 2025 the City approved a loan funding agreement of up to \$1.0 million for the 678 Ralston Avenue project via Resolution No. 2025-36; and,

WHEREAS, CRP Affordable Housing and Community Development has submitted a revised request to the City for a loan of \$1.5 million, an increase of \$500,000 over the prior approved amount to cover increased project costs. The loan will be repaid during the project affordability term through available residual receipts; and,

WHEREAS, the City has sufficient funds available in its Affordable Housing Fund (Fund 275), which is comprised of Successor Agency Housing revenues, to fund this loan request; and,

WHEREAS, the City Council supports the 65-unit affordable housing project and desires to see construction of more affordable housing units in Belmont.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute a loan funding agreement and all associated documents and agreements with CRP Affordable Housing and Community Development LLC or affiliated entities or other development team partners for an amount not to exceed \$1.5 million for construction of a 65-unit affordable housing project at 678 Ralston Avenue. The loan shall be repaid over the affordability term of the project from available project residual receipts.

SECTION 2. A supplemental budget appropriation of \$1.5 million from the Affordable Housing Fund (275-5-902-8589) to fund the loan is hereby approved.

SECTION 3. This Resolution replaces and supersedes Resolution No. 2025-36 that was adopted May 27, 2025

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A LOAN FUNDING AGREEMENT WITH CRP AFFORDABLE HOUSING AND COMMUNITY DEVELOPMENT LLC OR AFFILIATED ENTITIES OR PARTNERS TO PROVIDE A LOAN OF UP TO \$1.5 MILLION FOR CONSTRUCTION OF AN AFFORDABLE HOUSING PROJECT AT 951 OLD COUNTY ROAD

WHEREAS, on January 23, 2025, the City of Belmont provided ministerial approval of the development of the 951 Old County Road project pursuant to Senate Bill 35 (SB 35) Streamlining provisions for a 63-unit affordable housing development; and,

WHEREAS, the Affordable Housing Plan for the project includes a range of unit sizes and affordability levels, with 10 units reserved for households making 30% or less of area median income, 7 units reserved for households making 50% or less of area median income, 9 units reserved for households making 60% or less of area median income, 36 units reserved for households earning 70% or less of area median income, and one unrestricted manager's unit, helping Belmont meet its Regional Housing Needs Allocation (RHNA) for provision of very-low and low-income housing units; and,

WHEREAS, the City acknowledges that contribution of local affordable housing funds is an important part of a comprehensive project financing strategy that also includes San Mateo County Affordable Housing Funds and State Low Income Housing Tax credits (LIHTC); and,

WHEREAS, the approval of the funding request is consistent with the adopted 2023-2031 Housing Element Program H1.2: Use Public Funding for Low/Moderate Income Housing; and,

WHEREAS, the project developer, CRP Affordable Housing and Community Development, is an experienced affordable housing development company that has demonstrated the professional capacity to plan, build, and manage large affordable housing projects; and,

WHEREAS, on April 28, 2026 the City approved a loan funding agreement of up to \$2.0 million for the 951 Old County Road project via Resolution No. 2026-28; and,

WHEREAS, CRP Affordable Housing and Community Development has submitted a revised request to the City for a loan of \$1.5 million that will be repaid during the project affordability term through available residual receipts; and,

WHEREAS, the City has sufficient funds available in its Affordable Housing Fund (Fund 275), which is comprised of Successor Agency Housing revenues, to fund this loan request; and,

WHEREAS, the City Council supports the 63-unit affordable housing project and desires to see construction of more affordable housing units in Belmont.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute a loan funding agreement and all associated documents and agreements with CRP Affordable Housing and Community Development LLC or affiliated entities or other development team partners for an amount not to exceed \$1.5 million for construction of a 63-unit affordable housing project at 951 Old County Road. The loan shall be repaid over the affordability term of the project from available project residual receipts.

SECTION 2. The loan of \$1.5 million will be incorporated as part of the annual budget development process in FY 2027-28. Funding will be provided to the project only if and when it is fully financed, has obtained building permits, and is ready to commence construction.

SECTION 3. This Resolution replaces and supersedes Resolution No. 2026-28 that was adopted April 28, 2026.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

July 9, 2026

City of Belmont
1 Twin Pines Ln
Belmont, CA 94002

Subject: City of Belmont Funds Transfer from The Ridge on Masonic – 951 Old County Road Belmont, CA 94002 to The Ridge at Ralston – 678 Ralston Avenue Belmont, CA 94002 to

To the City of Belmont,

On behalf of CRP Affordable Housing and Community Development, we are writing to provide an update on our two projects in the city of Belmont: The Ridge at Ralston and The Ridge on Masonic

We are excited to announce that the Ridge at Ralston is progressing through construction loan closing calls with all applicable stakeholders. We have secured commitments with private construction lender First Citizens Bank, private permanent lender Capital One, and our tax credit syndicator CREA, LLC. Furthermore, we are coordinating with the city of Belmont's financing team and the Department of Housing of San Mateo County, who provided the necessary soft funding sources to assure the project's financial feasibility. As of June 29th, the project has received all necessary clearances and signoffs from the city of Belmont Community Development Department and is ready to issue permits. We are currently targeting an August construction loan closing and construction start.

For the Ridge on Masonic, we are also pleased to share an update since the city awarded funds in April of this year. The CRP team continues to secure the final piece of financing of low-income tax credits and tax-exempt bonds, while also securing gap financing for a more competitive CTAC/CDLAC application. In May of this year, we applied for gap financing of \$5.0 MM through the Department of Housing of San Mateo County. We have passed threshold and are presenting to the DOH on July 29th. Based on previous successful applications through the Department of Housing, we are likely to receive \$5.0 MM in financing, which we did not expect when we made our initial request to the city of Belmont earlier this year.

While there is much to be excited about for the progress of both projects, we face unprecedented construction cost increases in the past few quarters due to the current geopolitical landscape. For the Ridge at Ralston, we accepted our tax credit and tax-exempt bond award in December of 2025. At that time, we were confident in our award in relation to the budget based on actual subcontractor bids. We then secured financial commitments from the previously stated lenders and investors and started construction loan closing calls. In March of 2026, we were unpleasantly surprised by how high these subcontractor bids have increased due to the inflationary pressure caused by the geopolitical events of the past few months. In about six months, our construction budget increased by just over \$2.0 MM.

While this was an unexpected challenge for the Ridge at Ralston, we as a team have explored solutions for this unanticipated budget increase. We immediately explored value engineering options that would reduce costs, without sacrificing building, design, and construction quality. To accomplish this, we adjusted the design in April that included the following:

- Removed narrow windows along the south- and east-elevation of the building that was connected

to common areas. The reduction of windows reduced costs but had no impact on individual unit window access.

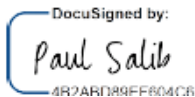
- The original design included tile, metal panels, and the standard fiber cement siding. While the tile and metal will remain on the first level, only fiber cement siding will remain on all upper levels. The removal of the enhanced materials to the upper levels of the exterior reduced costs, without sacrificing quality.
- Reduce to one transformer from two. The reduction of transformer cost only affected the elevator type and allowed us to maintain the original ground floor level design.
- Implemented a California Utility Allowance Calculator (CUAC) program with solar power. Not only does the solar infrastructure create a more sustainable and environmentally conscious building, but this reduced the utility allowance expenses. The reduced expenses increase our income, increase our permanent loan proceeds, and narrows the financing gap.

In addition to our value engineering efforts, we have also explored other financing sources such as additional funds from the Department of Housing of San Mateo County funding and Federal Home Loan Bank Affordable Housing Program sources. The DOH did not have any additional funds to offer and the project did not win funds in the most recent application rounds of AHP funding. We also believe that additional financing from the DOH is better reserved for the Ridge on Masonic, considering that the Ridge at Ralston is so close to starting construction.

All this being said, the CRP team is grateful for the city of Belmont's efforts in getting both projects where they are now. This includes entitlements, permit readiness for the Ridge at Ralston, and a combined \$3 MM of soft funding (\$1.0 MM for the Ridge at Ralston and \$2.0 MM for the Ridge on Masonic). Considering the recent construction cost increase challenges that we are seeing for the Ridge at Ralston, and the unexpected award of funds for the Ridge on Masonic, we are requesting that we transfer \$500,000 of funds from the Ridge on Masonic award to the Ridge at Ralston. We believe that this is the best interest of both projects and maximize new housing within the city of Belmont for the following reasons:

- The additional capital will combat increased construction costs at the Ridge at Ralston
- The City of Belmont still contributes \$1.50 MM to the Ridge on Masonic which complies with the most recent Department of Housing Funding Application.
- The city of Belmont does not have a dollar more than what was originally committed and will still allow the construction of 128 new homes in the city of Belmont.

Thank you for your consideration.

DocuSigned by:

487A8D89FF60C6

Paul Salib
Chief Executive Officer



Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440
cdemelo@belmont.gov
Agenda Title: CSG Consultants, Inc. Building Plan Review Services – Task Order #3
Agenda Action: Motion

Recommendation

Motion to authorize the City Manager to negotiate and execute Task Order #3 with CSG Consultants, Inc. (CSG) for Building Plan Review Services for Fiscal Year 26-27 for a not to exceed contract amount of \$480,000.

Strategic Focus Area

Economic Development and Housing

Background

The City contracts with CSG for on-call building plan review services. These services supplement internal staffing resources and provide specialized technical expertise not currently available within the Community Development Department. Engaging a consultant enables the City to uphold high standards in the permit review process while ensuring timely and efficient processing of applications.

In addition to Building Plan Review Services, CSG provides Inspection Services (as needed by the Public Works Department) and Permit Technician Services. These services offer the flexibility and technical capacity needed to support the City's development review workload.

Analysis

Task Order #3 establishes a not-to-exceed amount of \$480,000 to support the expected volume of plan review services anticipated for FY 2026-27. The consultant services are directly reimbursed by the plan review fees collected by the Building Division and therefore will not result in any additional burden on the City's General Fund.

CSG has demonstrated a consistent ability to deliver high-quality services, is well-versed in the City's development regulations and internal procedures and can respond effectively to changes in application volume and complexity. Their continued support remains essential to maintaining timely, accurate, and thorough permit review processes.



Alternatives

1. Refer back to staff for additional information.
2. Continue the item for further discussion.

Attachments

None.

Fiscal Impact

☒ No Fiscal Impact

Building plan review activities are accounted for in the Development Services Fund. There are adequate funds available for this amendment under the service agreement (Account# 210-5-904-8351), which will be applicant-funded via Plan Review/Services fees and not expected to have a direct financial impact to the City.

☒ Funding Source Confirmed

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Carlos de Melo, Community Development Director - Community Development Department (650) 595-7440, cdemelo@belmont.gov
Agenda Title: Amendment #1 to Service Agreement for Building Inspection Services from 4 Leaf, Inc.
Agenda Action: Motion

Recommendation

Motion to authorize the City Manager to negotiate and execute Amendment #1 to the Service Agreement with 4 Leaf, Inc. (4LEAF) to provide building inspection services for FY26-27 for \$180,000. This amendment would bring the total not to exceed cost for this contract to \$445,000.

Strategic Focus Area

Economic Development and Housing

Background

The City uses third-party building inspection services to support large-scale and complex development projects, as well as to provide coverage across all inspection disciplines. These services are essential when specialized expertise is required or when in-house staffing is insufficient to meet peak workload demands.

4LEAF currently supports the City on a project-by-project basis, offering flexible and reliable staffing solutions. Their team includes building professionals with a broad range of skill sets, enabling them to address the City's dynamic and technical inspection requirements as needed.

Analysis

Contracting with 4LEAF for third-party building inspection services remains essential due to the sustained development activity occurring citywide, particularly focused on multi-family housing projects currently under construction. These services provide critical support to manage peak demands, ensure timely plan reviews, minimize wait times for inspection requests, and help maintain the overall efficiency of the Permit Center's operations.

These services will be funded through building permit and inspection fees, and sufficient appropriations have been included in the Community Development Department's adopted budget to support this agreement.

All services under this agreement will be performed either directly by 4LEAF personnel or under their supervision. 4LEAF will determine the means, methods, and details of service delivery, consistent with the terms of the Service Agreement. The City retains 4LEAF in an independent contractor capacity and not as an employee of the City.



While third-party contracting is a cost-effective and flexible alternative to hiring permanent staff for temporary surges in development activity, the Community Development Department anticipates a future gradual reduction in reliance on these services. A full-time Building Inspector was hired in October 2024, and the Department expects to meet more of its inspection needs internally over the next six months as the new staff member becomes fully integrated.

Alternatives

- 1. Deny the request.
- 2. Continue the item for further discussion.

Attachments

None.

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Building inspection activities are accounted for in the Development Services Fund. There are adequate funds available for this amendment under the service agreement (Account# 210-5-904-8351), which will typically be funded by the applicant as part of Project Development Review/Inspection Services fees and not expected to have a direct financial impact to the City.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Jozi Plut, City Clerk, jplut@belmont.gov
Agenda Title: Citizen Initiative Community Center Tax Measure
Agenda Action: Resolution

Recommendation

1. Adopt a resolution calling a General Municipal Election on Tuesday, November 3, 2026, to submit to the voters a proposed citizen initiative special tax measure, requesting that the San Mateo County Board of Supervisors consolidate the municipal election with the statewide election and authorize the San Mateo County Clerk to conduct all election services, and direct the City Attorney to prepare the impartial analysis of the measure.
2. By motion, designate a two-member Council subcommittee to prepare and sign, if requested by the proponents, the argument in favor of the measure and any rebuttal.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On January 28, 2026, proponents of an initiative measure proposing a special tax on the square footage of improved property within the City of Belmont for the sole purpose of funding community center operations and services (“Initiative”) submitted a Notice of Intention and written text of the measure to the City Clerk. On February 5, 2026, as required by the Elections Code, the City Attorney prepared and provided an official ballot title and summary for the proposed Initiative for use by the proponents for publication and circulation of the petition.

The proponents submitted petition signatures to the City Clerk on June 3, 2026. Following a prima facie review, the petition was transmitted to the San Mateo County Elections Office for signature verification and certification. On June 30, 2026, the San Mateo County Elections Office certified that the petition contained 1799 valid signatures, exceeding the 1750 signatures required to qualify the measure for consideration by the City Council pursuant to Elections Code section 9215.

Analysis

Elections Code section 9215 establishes the procedures for initiative petitions signed by not less than 10 percent of the registered voters of the jurisdiction. Following certification by the San Mateo County Registrar-Recorder that the petition contains 1,799 valid signatures, the City Council is required to submit the proposed ordinance to the voters in accordance with Elections Code sections 9215 and 9118. The attached resolution calls the election, requests consolidation with the November 3, 2026, Statewide General Election, requests the County of San Mateo conduct the election, approves the form of the proposed ordinance for submission to the voters, and directs the City Attorney to prepare the impartial



analysis.

The City Attorney prepared the question to be presented to the voters which is as follows:

City of Belmont Community Center Tax Measure	
Shall the ordinance providing funding for and maintaining supervised children's play, youth, teen and adult programs, childcare, afterschool and senior programs in a disabled accessible, fire and earthquake resistant community center, usable as an emergency health and disaster relief facility, levying 33¢ per square foot of residential improvements and 54¢ per square foot of nonresidential improvements, providing \$7,100,000 annually until ended by voters, with senior exemptions and independent audits, increasing the appropriation limit, be adopted?	YES
	NO

Next Steps

If the City Council adopts the attached resolution, the City Clerk will transmit the certified resolution and attachments to the San Mateo County Elections Official by August 7, 2026. The City Attorney will prepare the impartial analysis, and ballot arguments and rebuttals will be prepared and submitted in accordance with the Elections Code and County deadlines.

The Council may also designate by motion a subcommittee of two Councilmembers who may, if requested by the proponents of the measure, participate in drafting and signing the argument in favor of the measure and any rebuttal, in accordance with the Elections Code.

Important Dates

<i>July 14, 2026</i>	<i>Adopt a resolution approving the ordinance for placement on the ballot and calling a municipal election on the measure</i>
<i>August 7, 2026</i>	<i>Ballot Measure arguments due to the County Elections (for and against)</i>
<i>August 18, 2026</i>	<i>Rebuttal Arguments due to the County Elections</i>
<i>November 3, 2026</i>	<i>County Election Certification</i>

Alternatives

1. Return to staff for additional information

Attachments

- A. Resolution Calling an Election for the Measure
- B. Ordinance
- C. San Mateo County Elections Certification



Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The fiscal year 2026-27 budget has allocated funds for election services under the Elections Division in the General Fund

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION ON TUESDAY, NOVEMBER, 3, 2026, FOR THE SUBMISSION OF AN ORDINANCE PROPOSED BY CITIZEN INITIATIVE

WHEREAS, on January 28, 2026, proponents of an initiative measure proposing a special tax on the square footage of improved property within the City of Belmont for the sole purpose of funding community center operations and services (“Initiative”) submitted a Notice of Intention and written text of the measure and requested that a title and summary be prepared by the City Attorney for the measure in order to circulate the petition; and,

WHEREAS, on February 5, 2026 the City Attorney prepared and provided an official ballot title and summary for the proposed Initiative for use by the proponents for publication and circulation of the petition; and,

WHEREAS, the number of registered voters in Belmont at the time of the initiative was 17750 submittal the initiative petition would require at least 1750 (10%) valid signatures to be sufficient to qualify for a regular or special election; and,

WHEREAS, the petitions regarding the initiative were filed with the City Clerk on June 3, 2026 and were then submitted to the San Mateo County Registrar-Recorder on June 4, 2026 for signature verification; and,

WHEREAS, the results of the signature verification conducted by the San Mateo County Registrar-Recorder established that 2084 of the 2702 signatures on the petition were examined of which 1799 were found to be sufficient; and,

WHEREAS, the number of signatures qualified, 1799, is in excess of the minimum number of signatures required for a regular or special election pursuant to Election Code Section 9215 and 1405; and,

WHEREAS, the San Mateo County Registrar-Recorder has prepared the Certificate of Sufficiency of the Initiative Petition, attached as Attachment 1; and,

WHEREAS, Elections Code Sections 9211 and 9114 requires that the voter initiative petitions be submitted to the City Council at the next regular City Council meeting following the certification;

WHEREAS, when a proposed tax initiative petition is signed by not less than 10 percent of the voters of the city, Elections Code Section 9215 requires the legislative body of the city to submit the proposed ordinance to the voters as provided in Elections Code Section 9118.

NOW, THEREFORE, the City Council of the City of Belmont, resolves as follows:

SECTION 1. Certificate of Sufficiency

The City Council acknowledges receipt of the Certificate of Sufficiency issued by the San Mateo County Registrar of Voters certifying that the initiative petition contains the requisite number of valid signatures.

SECTION 2. Call for Municipal Election

(a) A municipal election in the City of Belmont is called for Tuesday, November, 3, 2026, a general election, for the purpose of submitting to the electorate a ballot measure approving an ordinance levying a special tax on the square footage of improved property within the City of Belmont that will continue until changed by the voter, the proceeds of which will be deposited to a restricted special fund and used for the sole purpose of funding community center operations and services.

(b) Notice of the time and place of holding the election is to be given and the City Clerk is authorized to give further notice of the election as required by law.

SECTION 3. Consolidation with Statewide General Election

(a) The City Council orders the municipal election consolidated with the statewide general election on Tuesday, November 3, 2026.

(b) In accordance with Elections Code Sections 10002 and 10403, the City Council requests the County of San Mateo Board of Supervisors consolidate the municipal election with the statewide election.

(c) The question to be presented to the voters is as follows:

City of Belmont Community Center Tax Measure	
Shall the ordinance providing funding for and maintaining supervised children's play, youth, teen and adult programs, childcare, afterschool and senior programs in a disabled accessible, fire and earthquake resistant community center, usable as an emergency health and disaster relief facility, levying 33¢ per square foot of residential improvements and 54¢ per square foot of nonresidential improvements, providing \$7,100,000 annually until ended by voters, with senior exemptions and independent audits, increasing the appropriation limit, be adopted?	YES
	NO

This question requires the approval of the majority of qualified electors casting votes.

(d) The City Council acknowledges that the consolidated election will be held and conducted in the manner prescribed in Election Code Section 10418.

SECTION 4. Conduct of Election

In accordance with Elections Code Section 10002, the City Council requests the County of San Mateo Board of Supervisors authorize the County Clerk to render all services necessary for the conduct of the election regarding the general tax measure and agrees to reimburse the County of San Mateo for the costs of conducting this election.

SECTION 5. Proposed Ordinance

(a) The ordinance authorizing the community center special tax to be approved by the voters is as set forth in Attachment 2 hereto.

(b) The City Council hereby approves the ordinance, the form thereof, and its submission to the voters of the City at the November 3, 2026 election.

(c) The ordinance authorizes the tax beginning July 1, 2027, and establishes rates of \$0.33 per square foot of improvements for dwelling units and \$0.54 per square foot of improvements for all other property for that tax year, and requires revenue from the tax be deposited into a “Community Center Special Fund” and restricts uses of that fund to the purposes described in the measure, which include construction of a disabled-accessible, fire- and earthquake-resistant community center usable for emergency health and disaster relief purposes; operations, staffing, maintenance, repair, and capital improvements; maintaining, improving, and expanding the community center’s programs; and administering the tax. Identifies spending priorities including senior, adult, youth, and teen programs, supervised children’s play, childcare and after-school programs, emergency preparedness and disaster relief, indoor and outdoor recreation areas, health, wellness, and fitness programs, improving accessibility and energy efficiency, and maintaining weekend and evening hours. Seniors 65 years of age or older who own and reside in their dwelling unit are exempt. Rates may increase in subsequent tax years by the percentage increase in specified regional indexes. The tax authorization will continue until ended by voters. The ordinance also increases the City’s constitutional appropriation limit by an amount equal to the revenue derived from the tax for four years, requires an independent annual audit and report on the status of projects funded by the tax, and is estimated to generate revenue of approximately \$7 million for the first tax year.

(d) The City Council requests the County of San Mateo Board of Supervisors to order the County Clerk to set forth in the voter information portion of all sample ballots to be mailed to the qualified electors of the City the full text of the Ordinance and to mail with the sample ballots to the electors printed copies of the full text of the Ordinance, together with the primary arguments and supporters for and against the measure, and to provide absent voter ballots for the election for use by qualified electors of the City who are entitled thereto in the manner provided by law.

SECTION 6. Publication of Synopsis

The City Clerk is directed to publish a synopsis of the measure in the manner required by Elections Code Section 12111 at least one week before the election.

SECTION 7. Submission to County Officials

The City Clerk is directed to file a certified copy of this Resolution, with Attachments, with the County of San Mateo Board of Supervisors and the County Elections Official no later than close of business on Friday, August 7, 2026.

SECTION 8. Impartial Analysis

The City Clerk is directed to transmit a copy of the measure to the City Attorney who is directed to prepare an impartial analysis of the measure in accordance with Elections Code Section 9280.

SECTION 9. Ballot Arguments

(a) Ballot arguments for or against the measure may be submitted in accordance with this resolution and applicable provisions of the law.

(b) The City Council may designate by motion a subcommittee of two councilmembers who may, if requested by the proponents of the ballot measure, participate in drafting and signing the argument in favor of the measure and any rebuttal. Arguments and rebuttals shall otherwise conform to and comply with all applicable provisions of the Elections Code and be submitted by the deadline required by the County of San Mateo Elections Official.

* * *

ADOPTED July 14, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

The people of the City of Belmont do ordain as follows:

SECTION 1. Title. This measure shall be known and may be cited as the Build Belmont Together Measure (the “Measure”).

SECTION 2. Amendment of the Belmont City Code. Article VII is hereby added to Chapter 23 of the Belmont City Code to read as follows:

ARTICLE VII COMMUNITY CENTER SPECIAL TAX

Sec. 23-300 Imposition of special tax for new community center.

- (a) This article may be referred to as the “Build Belmont Together Tax Ordinance.”
- (b) The City Council of the City of Belmont may impose the tax authorized by this article at the rate and subject to the inflation adjustments set forth in Section 23-302.
- (c) This special tax is imposed under the authority granted to the City of Belmont by Article II, Section 11, Article XI, Section 7, and Article XIII A, Section 4 of the California Constitution and California Government Code Sections 37100, 37100.5, and 50075.

Sec. 23-301 Definitions.

The definitions in this section apply to the words and phrases used in this article unless the context clearly indicates otherwise.

- (a) “Building” means any structure with substantial walls and roof securely affixed to the land and entirely separated on all sides from any other structure by space or by walls in which there are no communicating doors, windows or openings, which is designed or intended for the shelter, enclosure or protection of persons, animals, chattels or property of any kind.
- (b) “City” means the City of Belmont.
- (c) “City Council” means the City Council of the City of Belmont.
- (d) “Dwelling” means a building, or portion thereof, containing one or more dwelling units. The term dwelling does not include any trailer, motel, hotel or boarding house.
- (e) “Dwelling unit” means one or more rooms designed for or used as a residence for not more than one family, including all necessary household employees of such family, and constituting a separate and independent housekeeping unit with a single kitchen permanently installed. The term does not imply or include such types of occupancy as a lodging or boarding house, club, sorority house, fraternity house or hotel.
- (f) “Family” means one or more persons related by blood, marriage, or adoption, and, in addition, any domestic servants or gratuitous guests thereof who are living together in a single dwelling unit and maintaining a common household. Family shall also mean all unrelated persons who live together in a single dwelling unit and maintain a common household.
- (g) “Improvements” means all buildings or structures erected or affixed to the parcel.

(h) “Parcel” means any real property designated by an assessor’s parcel map and parcel number and shown on the equalized property tax roll of the County of San Mateo as of January 1 of each tax year.

(i) “Special Tax” means the Special Tax imposed by this article.

(j) “Square footage” means the total gross horizontal areas of all floors, including usable basement and cellars, below the roof and within the outer surface of the main walls of buildings (or the center lines of party walls separating such buildings or portions thereof) or within lines drawn parallel to and two feet within the roof line of any building or portion thereof without walls (which includes, notwithstanding paragraph 3 below, the square footage of all porches), and including pedestrian access walkways or corridors, but excluding the following:

(1) Areas used for off-street parking spaces or loading berths and driveways and maneuvering aisles relating thereto.

(2) Areas which are outdoor or semi-outdoor areas included as part of the building to provide a pleasant and healthful environment for the occupants thereof and the neighborhood in which the building is located. This exempted area is limited to stoops, balconies and to natural ground areas, terraces, pools, and patios which are landscaped and developed for active or passive recreational use, and which are accessible for use by occupants of the building.

(3) Arcades, porticoes, and similar open areas which are located at or near street level, which are accessible to the general public, and which are not designed or used as sales, display, storage, service or production areas.

(k) “Structure” means anything constructed or erected, except fences not exceeding four feet in height, which require permanent location on the ground or is attached to something having location on the ground.

(l) “Tax year” means the period from July 1 to June 30.

Sec. 23-302 Tax authorized – Tax rate – Adjustments for inflation.

(a) There is hereby imposed each tax year a tax on the square footage of all improvements in the City, except where the improvements are otherwise exempt from taxation by this article.

(b) The rate of tax for the tax year 2027-2028 shall be as follows:

(1) For all dwelling units, the tax shall be imposed at the rate of \$0.33 per square foot of improvements.

(2) For all other property, the tax shall be imposed at the rate of \$0.54 per square foot of improvements.

(c) Each tax year, the City Council may increase the tax rate by up to the greater of either (1) the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U)

for San Francisco-Oakland-Hayward for the immediately preceding complete calendar year (January through December) or (2) the percentage increase in per capita personal income in the State of California for the immediately preceding complete calendar year (January through December) as verified by the United States Bureau of Labor Statistics. If either of these indices is discontinued, the City Council may use any successor index specified by the applicable agency, or if there is none, the most similar index then in existence.

Sec. 23-303 Exemptions.

(a) The tax imposed by this article shall not apply to parcels and improvements exempt from taxation by the City pursuant to the laws or constitutions of the United States or the State of California.

(b) The tax imposed by this article shall not apply to the owner of a dwelling unit that resides in such dwelling unit and who is sixty-five (65) years of age or older on or before June 30 of the tax year immediately preceding the year in which the tax would apply.

(c) Any person or entity claiming an exemption from the tax imposed by this article shall submit an application on a form prescribed by the City Manager prior to May 1st of the tax year for which the exemption is sought.

Sec. 23-304 Term of special tax.

The tax imposed by this article shall be operative from July 1, 2027, until ended by voters.

Sec. 23-305 Purpose.

The tax imposed under this article is solely for the purpose of funding community center operations and services, including, but not limited to, construction, maintenance, repair, operations, programs, and staffing, for any direct and indirect administrative expenses associated with this special tax, and for maintaining, improving, and expanding the community center's programs. Because the proceeds of the tax will be deposited into one (1) or more special funds restricted for the services, programs, and facilities specified herein, the tax is a special tax.

Sec. 23-306 Special fund.

(a) The proceeds of the tax imposed by this article shall be deposited into one (1) or more separate special funds to be used only for the purposes and uses authorized by this article. This fund, or these funds, shall be known as the "Community Center Special Fund."

(1) Funds in the Community Center Special Fund shall be distributed for the purposes and uses listed herein, after deducting amounts necessary to pay the fees charged by the County of San Mateo to collect and remit the special tax.

(2) Funds in the Community Center Special Fund shall be used for the construction, operations, staffing, maintenance, repair, and capital improvements of the new Barrett Community Center, for any direct and indirect administrative expenses associated with this special tax, and for maintaining, improving, and expanding the

community center's programs, as described in Section 23-307. If this article or the use of special tax funds is legally challenged, special tax funds may be used to reimburse the City, County, and the community center for their costs of legal defense, including attorneys' fees and other expenses.

Sec. 23-307 Spending priorities.

The following list of spending priorities shall be considered by the City when spending the proceeds of the special tax imposed by this article. Nothing in this section shall be construed to limit the scope of permissible uses of the proceeds of this tax, as set forth in Section 23-305. The proceeds of the special tax authorized and collected pursuant to this article shall be used for:

(a) The construction, operations, staffing, maintenance, and capital improvements of the new Barrett Community Center, including, but not limited to:

- (1) Increasing fire prevention, earthquake resistance, disaster relief, and other emergency preparedness;
- (2) Improving accessibility;
- (3) Improving energy efficiency and reliability;
- (4) Improving community outreach;
- (5) Providing indoor and outdoor recreation areas;
- (6) Providing flexible spaces able to support multiple programs;
- (7) Maintaining and operating facilities;
- (8) Maintaining appropriate staffing;
- (9) Maintaining weekend and evening hours;
- (10) Maintaining and improving visitor services; and
- (11) Constructing, expanding, remodeling, renovating, furnishing, equipping, or financing existing or new facilities and infrastructure.

(b) Maintaining, improving, and expanding the community center's programs, including, but not limited to:

- (1) Senior programs;
- (2) Adult programs;
- (3) Youth programs;
- (4) Teen programs;
- (5) Supervised children's play activities;
- (6) Childcare programs;

- (7) After school programs;
- (8) Recreation programs;
- (9) Art programs;
- (10) Educational and other skill-related programs;
- (11) Health, wellness, and fitness programs; and
- (12) Cultural, civic, and community-building programs.

Sec. 23-308 Duties and authorities of the City Manager.

(a) It shall be the duty of the City Manager, or the City Manager's designee, to collect and receive all taxes imposed by this article, and to keep an accurate record thereof.

(b) The City Manager, or the City Manager's designee, in consultation with the City Attorney, is hereby charged with the enforcement of this article, except as otherwise provided herein, and may prescribe, adopt and enforce rules and regulations relating to the administration and enforcement of this article.

Sec. 23-309 Collection with property tax – Interest and penalties.

The City Council is authorized to have the taxes imposed by this article collected by the County of San Mateo in conjunction with the county's collection of property tax revenues for the City. In the event that the County of San Mateo collects the taxes imposed by this article, the imposition of penalties, additional fees, and interest upon persons who fail to remit any tax imposed by this article, or who fail to remit any delinquent remittance under this article, shall be subject to and governed by the laws, rules, regulations, and procedures utilized by the County of San Mateo in its collection of property taxes for the City and in its collection of this additional tax for the City. Every penalty imposed and such interest as accrues under the provisions of this article shall become a part of the tax herein required to be paid.

Sec. 23-310 Refunds.

Whenever the amount of any tax, penalty or interest has been paid more than once or has been erroneously or illegally collected or received by the City under this article, a claim for refund may be provided as specified in article XI of Chapter 2 of this code or any such successor article.

Sec. 23-311 Collection of unpaid taxes.

The amount of any tax, penalty, and interest imposed under the provisions of this article shall be deemed a debt to the City. Any person owing money under the provisions of this article shall be liable to an action brought in the name of the City for the recovery of such amount.

Sec. 23-312 Violation - Penalty.

Any person who fails to perform any duty or obligation imposed by this article shall be guilty of an infraction as set forth in Section 1-8 of Chapter 1 of this code. The penalties provided in this section are in addition to the several remedies provided in this article.

Sec. 23-313 Errors not binding on the city.

No error by the City Manager or any other officer, employee, or agent of the City in the application of this article shall prevent, prejudice, or estop the collection by or for the City of the full amount of tax owed by any person under this article.

Sec. 23-314 Amendments.

(a) The tax adopted herein may be increased only by a vote of the people of the City in accordance with California Constitution Article XIII C, Section 2.

(b) Except as provided in subsection (a), the provisions in this article may be amended and supplemented by an ordinance adopted by the City Council.

Sec. 23-315 Annual audit.

By no later than April 1 of each year or such date as coincides with the completion of other reoccurring City audits, the Director of Finance shall complete and file a report with the City Council to verify that the taxes levied under this article in the preceding year have been properly applied, exempted, collected, and remitted in accordance with the law, and the status of any project required or authorized to be funded by this Special Tax.

SECTION 3. Effective Date and Implementation.

A. This Measure shall be effective upon the earliest date legally possible after the elections official certifies the vote on the Measure by the voters of the City of Belmont, pursuant to the Elections Code (the “Effective Date”).

B. Upon the Effective Date of this Measure, the City is directed to promptly take all appropriate actions needed to implement this Measure, including and not limited to taking any administrative steps necessary to administer and collect the Special Tax authorized herein and to update any City codes or any other documents maintained by the City so they conform to the legislative policies set forth in this Measure.

C. The City may reorganize, renumber, and/or reformat the Belmont City Code provisions included in Section 2 of this Measure, provided that the full text is inserted in the Code without alteration, unless amended by an ordinance passed by the City Council of the City of Belmont pursuant to Section 23-314 of Article VII of Chapter 23 of the Belmont City Code.

SECTION 4. Adjustment of Appropriations Limit. Pursuant to Article XIII B of the California Constitution and any applicable laws, the appropriations limit for the City is hereby increased by an amount equal to the revenue derived from the Special Tax for the maximum period of time as allowed by law.

SECTION 5. Severability.

A. If any section, subsection, sentence, clause, or phrase of this Measure is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Measure. The people of the City of Belmont declare that this Measure, and each section, subsection, sentence, clause, phrase, part, or portion thereof, would have been adopted or passed irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, part, or portion is found to be invalid. If any provision of this Measure is held invalid as applied to any person or circumstance, such invalidity does not affect any application of this Measure that can be given effect without the invalid application.

B. If any portion of this Measure is held by a court of competent jurisdiction to be invalid, we the people of the City of Belmont indicate our strong desire that: (i) the City Council of the City of Belmont use its best efforts to sustain and re-enact that portion, and (ii) the City Council implements this Measure by taking all steps possible to cure any inadequacies or deficiencies identified by the court in a manner consistent with the express and implied intent of this Measure, including adopting or reenacting any such portion in a manner consistent with this Measure.

SECTION 6. Conflicting Measures. To ensure that the intent of the voters is not frustrated, this Measure is presented to the voters as an alternative to, and with the express intent that it will compete with or take precedence over, any and all voter Measures or City-sponsored measures placed on the same ballot as this Measure and which, if approved, would adopt a special tax to authorize and/or fund the planning and construction of a new community center which would frustrate the purpose and intent of this Measure (each, a “Conflicting Measure”). In the event that this Measure and one or more Conflicting Measures are adopted by the voters at the same election, then it is the voters’ intent that only the measure which receives the greatest number of affirmative votes shall control in its entirety and said other measure or measures shall be rendered void and without any legal effect with respect to such matters. If this Measure is prevented from going into effect by a Conflicting Measure approved by the voters at the same election, and such Conflicting Measure is later held invalid, this Measure shall be self-executing and given full force of law. Notwithstanding the foregoing provisions of this Section, in the event that both this Measure and another measure(s) are adopted by the voters at the same election, but the two measures can be harmonized in a manner that permits this Measure to be implemented upon its adoption without imposing any inconsistent requirement(s), then it is the voters’ intent that both the other measure and this Measure shall be given full force and effect regardless of which measure receives the greatest number of affirmative votes.



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
ASSESSOR-COUNTY CLERK-
RECORDER & CHIEF ELECTIONS OFFICER

June 30, 2026

Jozi Plut, City Clerk
City of Belmont
1 Twin Pines Ln
Belmont, CA 94002

Dear City Clerk Plut,

We have completed our review of the signatures submitted for the Initiative Petition titled Provides dedicated local funding for a new Barrett Community Center by Levying a special tax on the square footage of improved property within the City of Belmont for the sole purpose of funding community center operations and services requested and filed by you on June 4, 2026.

Of the 2,702 signatures submitted, 2,084 were examined, and 1,799 were verified as valid.

An invoice for our services will be sent separately.

Should you have any questions, please feel free to contact Hillary O'Connor, Elections Supervisor, at 650.312.5294.

Sincerely,

Mark Church



Petition Summary Report

City of Belmont Levy Tax

City of Belmont Levy Tax

Signatures Required	1750		
Raw Count	2,702		
Sample Size	2,702	<i>Percent of Sigs</i>	<i>Percent of</i>
Sigs Checked	2,084	<i>Checked</i>	<i>Sample Size</i>
Sigs Not Checked	618		22.9 %
Sigs Valid	1,799	86.3 %	66.6 %
Sigs Invalid	285	13.7 %	10.5 %
Duplicated	23	1.1 %	0.9 %
Non-duplicate Invalids	262	13.0 %	9.7 %

RESULT ABBR	RESULT DESCRIPTION		
Approved	Approved	1,799	86.3 %
1 - NotReg	Not Registered	154	7.4 %
7 - RegDiffAdd	Registered at a Different Address	21	1.0 %
3 - OutOfDist	Out of District	22	1.1 %
2 - CantID	Cannot Identify	31	1.5 %
15 - Cancelled	Cancelled Status	3	0.1 %
11 - Duplicate	Signed more than once	23	1.1 %
9 - NoSig	No Signature	3	0.1 %
6 - Sig No Match	Signatures Don't Match	15	0.7 %
4 - Withdrawn	Withdrawn	1	0.0 %
13 - NoResAdd	No Residence Address Given	4	0.2 %
12 - Wrong County	Page Filed in Wrong County	2	0.1 %
13 - Incomp Add	Incomplete Address	6	0.3 %

STATISTICS SUMMARY	Value	% Raw	% Req		
Pages Processed	288	100.0 %			
Total Signatures Checked	2,084	77.1 %	119.1 %		
Uncorrected Valid	1,799	66.6 %	102.8 %	Min Required (95%):	1662.5
Duplicate Adjustment	0			Min Required to pass	
Estimated Valid	1,799	66.6 %	102.8 %	Based on Sample (110%):	1925.0



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont City Council
Staff Contact: Laura Russell, Deputy Community Development Director, lrussell@belmont.gov
Agenda Title: Belmont Harbor Industrial Area (HIA) Specific Plan Update
Agenda Action: Discussion & Direction

Recommendation

Receive an update on the Belmont Harbor Industrial Area (HIA) Specific Plan Project and provide feedback and direction on the proposed development standards for the O'Neill Avenue and Karen Road Residential Transition Areas, and the new Master Plan concept.

Strategic Focus Areas

Economic Development and Housing

Background

The City is currently engaged in the preparation of a specific plan for the Belmont Harbor Industrial Area (HIA). The 62.9-acre area is bounded by O'Neill Avenue and the existing city limits on the north, US 101 to the east, Belmont Creek, and the City of San Carlos to the South, and Old County Road and the existing City limits to the west.

The Harbor Industrial Area has been a commercial and industrial hub for the Belmont area for a century. The Specific Plan is not intended to significantly alter the fundamental purpose of the area but is instead intended to guide its future modernization. The HIA's commercial and industrial land use designations have been consistent across key policy documents for decades. The City's General Plan, Belmont Village Specific Plan, Climate Action Plan, and the County's General Plan and Comprehensive Airport Land Use Compatibility Plan confirm the emphasis on commercial and business-friendly land uses.

Community Engagement and Policy Revisions

The HIA Specific Plan process commenced in early 2023, with data collection and development of a community engagement plan. Between May and November 2023, community engagement activities included six stakeholder meetings focused on property owners, businesses, and the Belmont Mobile Home Park; one virtual workshop; two online surveys; five pop-up events; one presentation to the Planning Commission; and one presentation to the City Council. In addition, the project was introduced at meetings of the Homeview and Sterling Downs Neighborhood Associations, Belmont Business Committee of the Chamber San Mateo County, and Harbor Industrial Area Business/Property Owner Group.

On [January 23, 2024](#) the City Council affirmed a set of Guiding Principles for the plan, including local-serving neighborhoods, safety for all modes, green space, entrepreneurship, affordable housing, context-sensitive design, creek revitalization, meaningful engagement, and district connections. These principles



provide the framework for policy development, shape responses to existing conditions, and guide ongoing community engagement.

Additionally, at the January 2024 meeting, the staff/consultant team presented the land use framework for the HIA for Council review. The framework included maintaining the mobile home park, allowing for limited residential zoning along Old County Road between O'Neill and Harbor, and with the remainder of the HIA zoned for industrial/commercial uses. The framework also included active ground floor uses along Harbor Boulevard to accommodate services and retail to serve the broader community.

Potential building height within the HIA is limited by the Airport Land Use Compatibility Plan (ALUCP) for the San Carlos Airport. In order to maintain safety for the airport, there are restrictions on height. In January 2024, the preliminary approach was to retain the current height limit of 65 feet, but to allow a discretionary process for seeking approval of additional height up to the maximum allowed by the ALUCP to be considered through a community benefit process. The ALUCP height limits are 155' and 205' for different parts of the HIA area.

On May 12, 2025, the City held a community workshop to provide an update on the HIA Specific Plan progress to date and receive feedback on the proposed development standards and public realm improvements. Approximately 40 people attended, including residents, property owners and business owners. The [presentation](#) covered a range of topics with the greatest community interest centered around the development standard, especially the building height and setbacks in the O'Neill Avenue Residential Transition Area.

On August 2, 2025, the City hosted a community meeting specifically for residents of the Mobile Home Park, with approximately 15 attendees. Staff provided a presentation consistent with the May 12, 2025 community meeting, along with additional information regarding a potential future policy on relocation assistance for mobile home park residents.

Building on extensive community feedback and technical analysis, the staff and consultant team refined the conceptual policies and presented revised development standards to the City Council on [October 14, 2025](#). Although the proposed building height was reduced, members of the public expressed continued concerns about the O'Neill Avenue transition area. Ongoing themes included concerns about light from tall office buildings, privacy impacts of office occupants' views into neighboring yards, and the general proximity to single family homes. City Council Members expressed appreciation for the proposed changes, noted that the modifications are going in the right direction, and requested additional consideration of the O'Neill Avenue transition area.

In response to community feedback, staff proposed an optional residential zone on the south side of O'Neill Avenue, across from the existing single-family homes. This option would have allowed applicants to develop residential use within the first 90 feet of property fronting O'Neill, creating the potential for residential uses on both sides of the street and a more cohesive neighborhood edge. The 90-foot depth was designed to support townhouse-style development, consistent with the area's residential character, while being less suitable for larger multi-story, multi-family buildings. Staff noted that any new residential development would be subject to applicable State housing laws, including the State Density Bonus Law, which allows for potential modifications to local development standards or increases in density under



certain conditions. While the proposed zoning would have provided a framework for neighborhood-compatible residential development, some uncertainty would remain regarding the ultimate form of future projects that may take advantage of these State provisions.

The optional residential zone on O'Neill Avenue was not supported by several neighborhood residents that spoke at the meeting. They noted the uncertainty of applying residential zoning to this area in light of State housing laws. There were also concerns expressed by residents about the possibility of opening up the dead-end streets in the Homeview Neighborhood that are currently blocked at O'Neill Avenue. The draft HIA Plan policies do not propose to open these dead-end streets, but neighbors may have been unclear on the proposal. After discussion, City Council did not support the idea of townhouse zoning on O'Neill Avenue.

Discussion

The HIA presents a significant opportunity to attract investment and strengthen the City's long-term fiscal sustainability. To maximize these benefits, the Specific Plan encourages high-quality, higher-intensity development that generates additional property, sales, and business license tax revenue. Accordingly, the Plan proposes a community benefits framework that establishes a base height limit while allowing additional building height in exchange for community benefits.

The financial markets have seen significant changes since the Specific Plan was initiated. The associated volatility has underscored the need for flexibility in land use regulations since this is a long-range plan that is anticipating development over the next 30 years, which will include several additional market cycles. As a result, the proposed approach to land use is to allow for a range of more intensive commercial/industrial development while continuing to support land uses that serve the local community, including commercial, services and recreation that benefit residents. The appropriate amount of residential development to support the overall vision is also an important consideration.

A key objective of the HIA Plan is to balance market feasibility with community priorities. To achieve the Plan's economic and fiscal objectives, development standards must encourage high-quality investment at a scale that generates sufficient revenue to support City services while remaining responsive to community concerns. The project team have revisited the development standards to work toward that balance. Staff met with major property owners and an architect experienced in comparable Peninsula developments, and the proposed development standards reflect that input, with modifications to address community priorities.

Residential Transition Area Development Standards

Consistent with past City Council direction, the Specific Plan will include residential transition areas adjacent to existing homes on O'Neill Avenue and Karen Road. These transition zones are intended to increase compatibility between existing residences and future development by creating a height transition. The discussion below is focused on the bonus height with community benefits, as the base height of 65' already addresses some of the concerns raised through the community feedback. Accordingly, the transition zones have been refined two times in response to City Council and community feedback.

Attachment A illustrates the development standards presented during community outreach and how they have evolved in response to public feedback. For the O'Neill Avenue transition area, the current proposal



includes a 35-foot landscaped setback along O'Neill Avenue and a 65-foot building height limit within the transition zone. Buildings exceeding 65 feet would be required to be set back at least 200 feet from O'Neill Avenue and could reach a maximum height of 155 feet through the community benefits program. The table below summarizes the key revisions made in response to community input.

Table 1- Revisions to Development Standards for Bonus Height in O'Neill Transition Zone

	May 2025	October 2025	Current - July 2026
O'Neill Ave Setback	15'	25'	35'
Maximum Height	185'	155'	155'
Distance from O'Neill to tallest point of a new building	120' setback to 145' tall building	125' setback to 155' tall building	200' setback to 155' tall building
	160' setback to 185' tall building	N/A (185' no longer proposed)	N/A (185' no longer proposed)

The Karen Road transition area standards would align with the O'Neill Avenue standards, with a 65' building height in the transition zone, with the taller buildings up to 155' set back 200' from Karen Road.

In addition to development standards, the HIA Specific Plan will include design guidelines to further shape the character and quality of future development and illustrate the City's expectations for new projects. The guidelines also provide an opportunity to address community concerns regarding the residential transition areas along O'Neill Avenue and Karen Road. To respond to concerns about privacy and lighting, staff proposes the following design guidelines for development adjacent to these neighborhoods:

- When new development in the O'Neill Avenue transition area includes parking garages, those garages should be located close to O'Neill Avenue as an additional buffer to residential development. These garages will be finished with high quality materials and include design elements such as vertical landscaping, screening, architectural details and public art. Plain, concrete parking structures would not meet this standard.
- Locating parking structures in the residential transition area would reduce potential privacy impacts, as these structures lack the regular occupancy and windows associated with office and industrial uses. Further, parking structures could be designed with adequate lighting inside for safety with limited light spill out of the structure.
- New development in a residential transition area with a building facade facing O'Neill Avenue or Karen Road would be required to install automatic window shades that would close in the evening, limiting light spill from building windows.
- Exterior lighting would be downlit and shielded to reduce light pollution. No architectural/decorative lighting would be allowed on building facades facing O'Neill Avenue or Karen Road in the residential transition areas.

Master Plan Concept

In recent months, staff have received feedback from two significant property owners and prospective developers that greater land use flexibility would improve the Plan's ability to respond to changing market



conditions. Specifically, they requested allowing additional residential uses to support the vision of a vibrant, transit-oriented district that attracts new businesses and community-serving amenities. Integrating multifamily residential with office and industrial uses could improve project feasibility during challenging market conditions.

Staff evaluated this request cautiously, recognizing the City's goal of achieving positive fiscal and community focused outcomes and the uncertainties associated with the State housing laws. Based on that evaluation, the project team developed a potential approach that would allow limited residential uses while preserving City discretion to the greatest extent possible. This proposal is described in Attachment B and summarized below:

- Create an application pathway in the HIA Specific Plan for a Master Plan that would include residential uses
- Make the Master Plan process a legislative action, requiring City Council approval
- Make the Master Plan process available only to larger development sites to avoid piecemeal approaches
- Utilize the City's existing Planned Development process to implement a Master Plan including a Conceptual Development Plan and Detailed Development Plan
- Include guardrails on Master Plans to address community priorities such as:
 - Require that Master Plans comply with residential transition standards
 - Ensure Master Plans are fiscally positive, and new development pays its share of City services
 - Establish findings for approval that require projects to include land uses that benefit the community, such as ground floor commercial, community serving uses such as small-scale recreation, or pocket parks/open spaces

Next Steps

Following City Council feedback on the proposed development standards and Master Plan concept presented in this report and presentation, the project team will finalize the draft HIA Specific Plan for public review. The Environmental Impact Report (EIR), which is being prepared concurrently, will also be released for public review and comment.

The next phase of the project will include additional opportunities for community input and public hearings before the Planning Commission and City Council on both the Draft Specific Plan and EIR. These discussions will help refine the Plan and ensure it reflects community priorities while advancing the City's long-term goals.

Additional information and project updates are available at www.belmonthiaplan.com.

Alternatives

1. Recommend alternative approaches to the proposed development standards or Master Plan approach



Attachments

- A. Development Standards in Residential Transition Areas
- B. Master Plan Concept

Fiscal Impact

☒ No Fiscal Impact

There is no direct fiscal impact related to this update.
Development of the HIA Specific Plan is budgeted and
accounted for in the General Plan Maintenance Fund.

☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

* E-Notification of agendas; email notification to HIA Specific Plan interest list

BELMONT HARBOR INDUSTRIAL AREA SPECIFIC PLAN

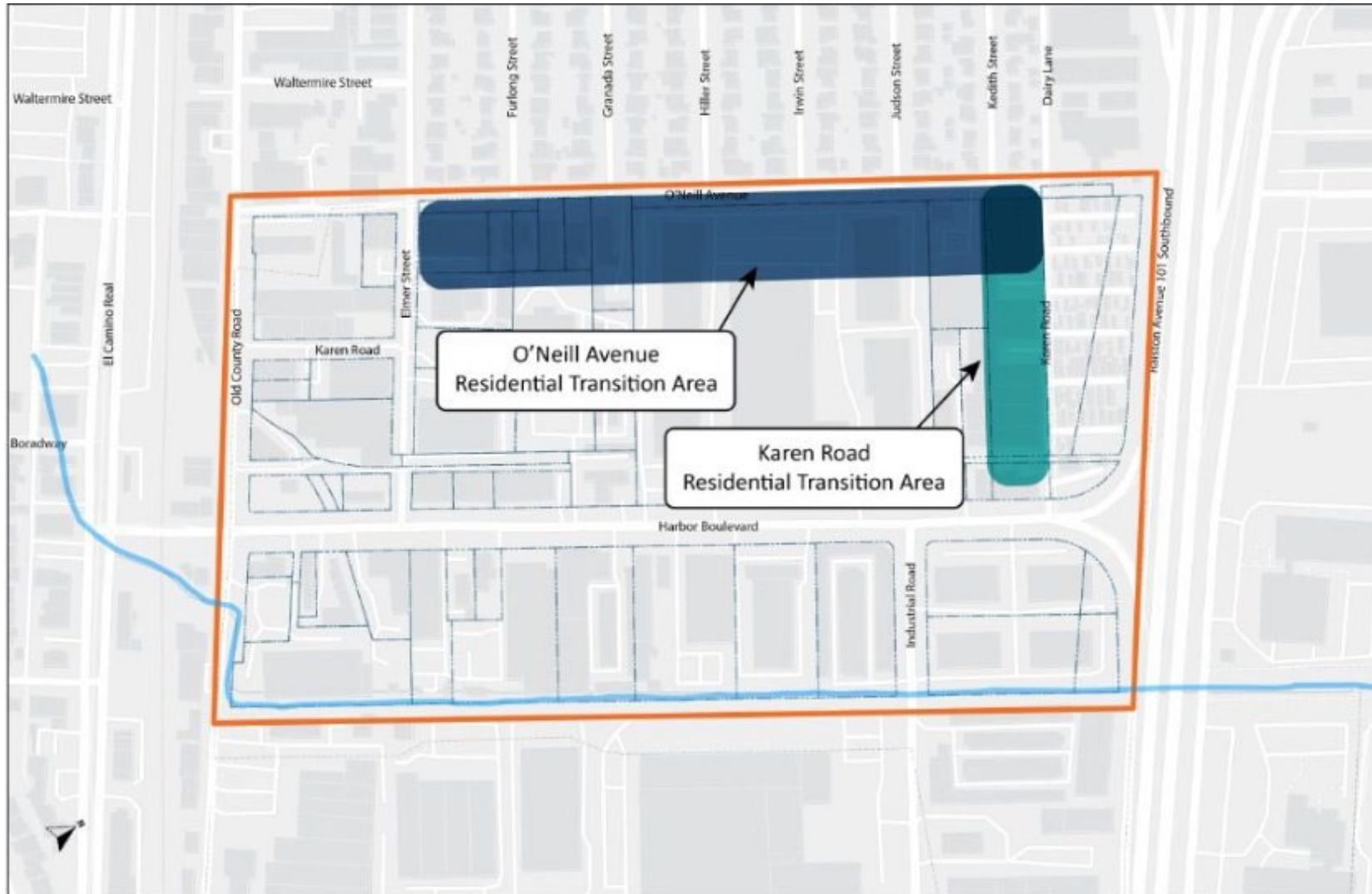


City Council

July 14, 2026

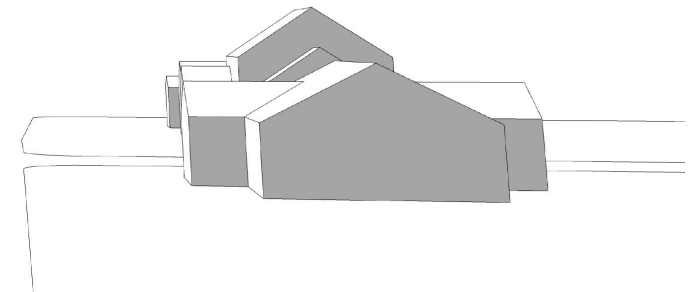
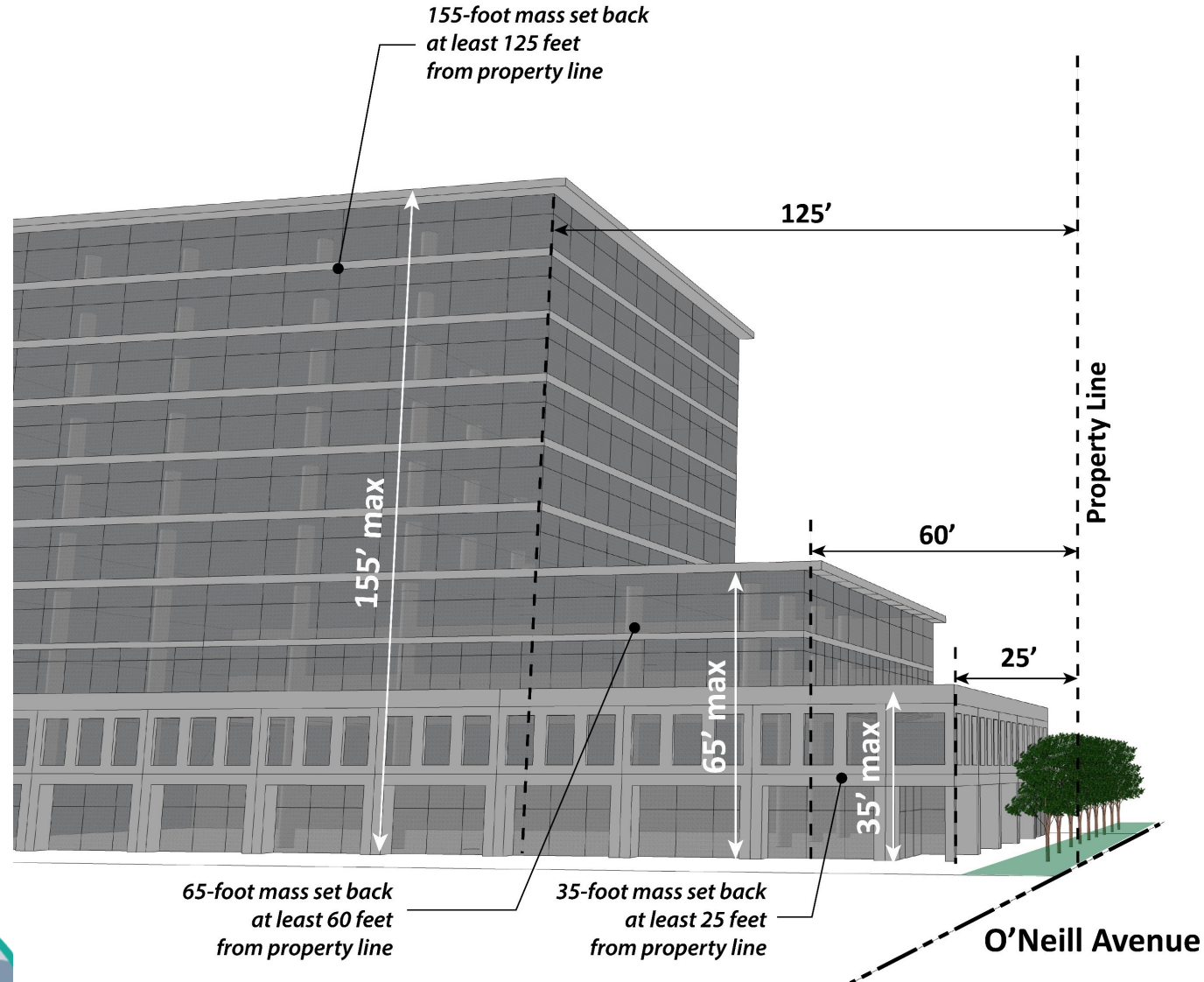
Laura Russell, Deputy Community Development Director

RESIDENTIAL TRANSITION AREAS

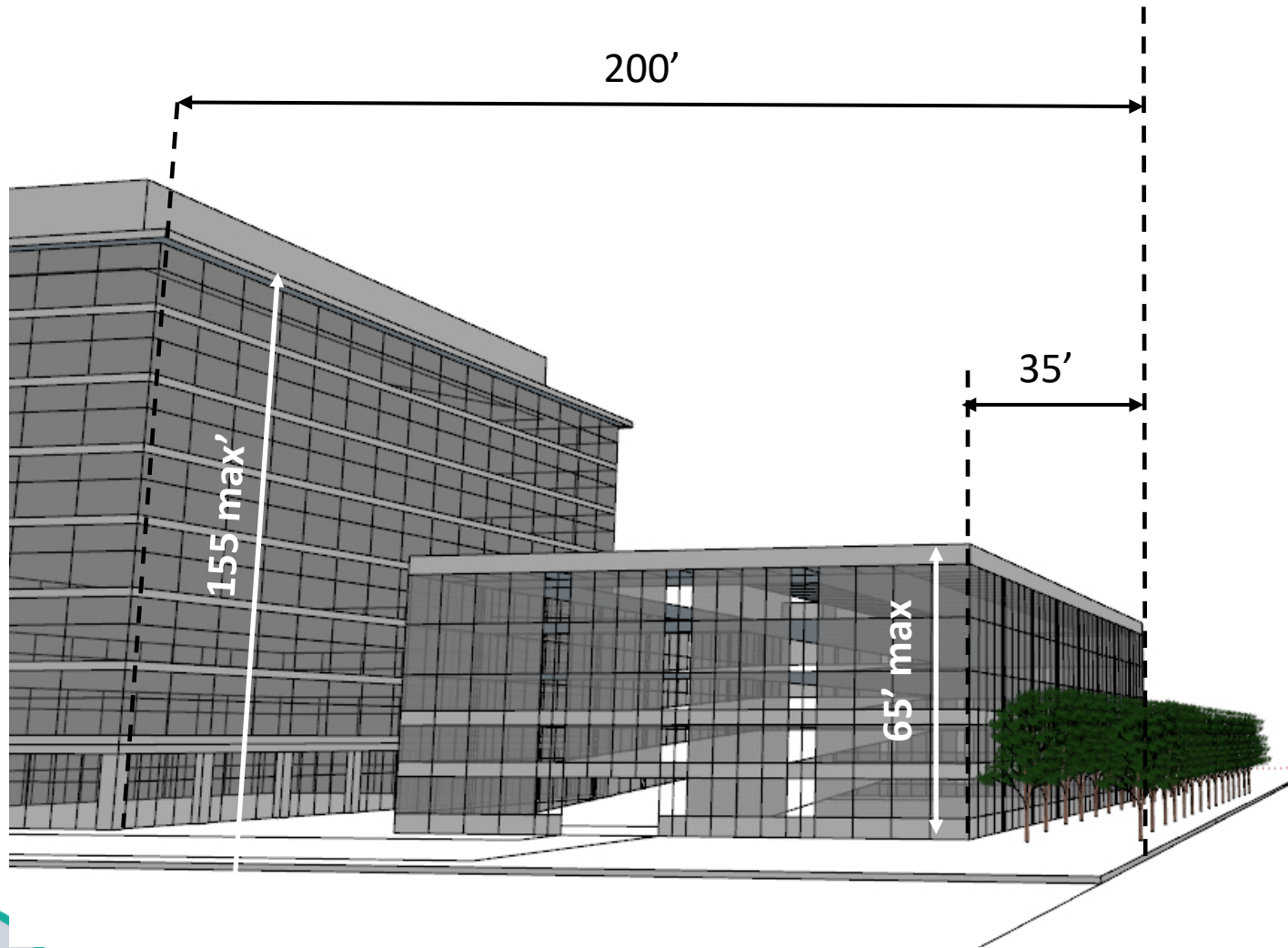


O'NEILL AVENUE RESIDENTIAL TRANSITION AREA – BONUS HEIGHT

October 2025 Proposal
(Modified From Previous)

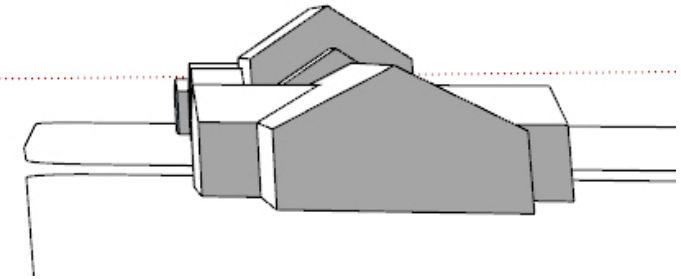


O'NEILL AVENUE RESIDENTIAL TRANSITION AREA – BONUS HEIGHT



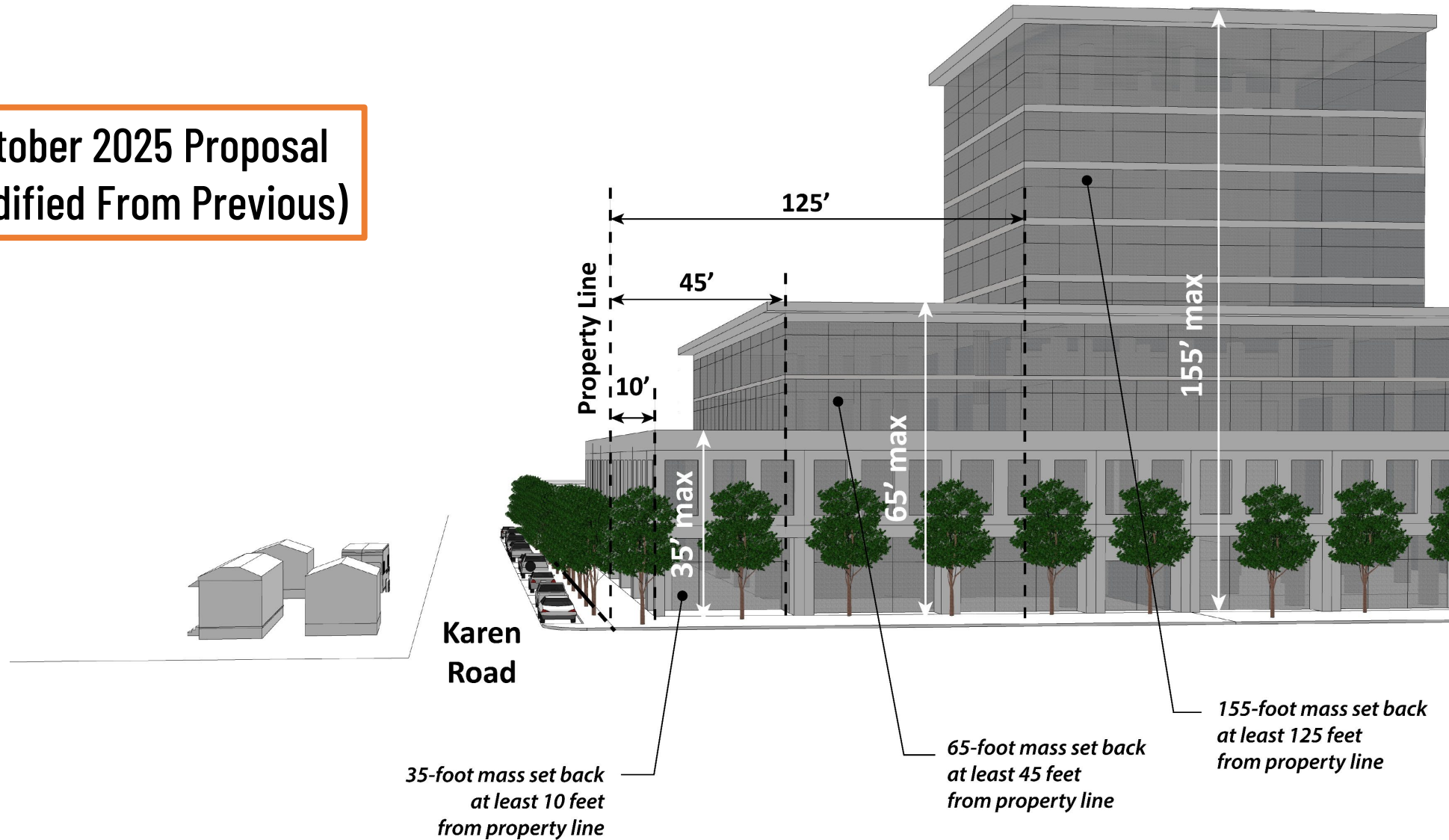
July 2026 Proposal

- Increase setback from 25' to 35' to allow for landscaped area
- Remove front massing block that was 35' tall
- Increase setback for tallest portion of the building from 125' to 200'



KAREN ROAD RESIDENTIAL TRANSITION AREA – BONUS HEIGHT

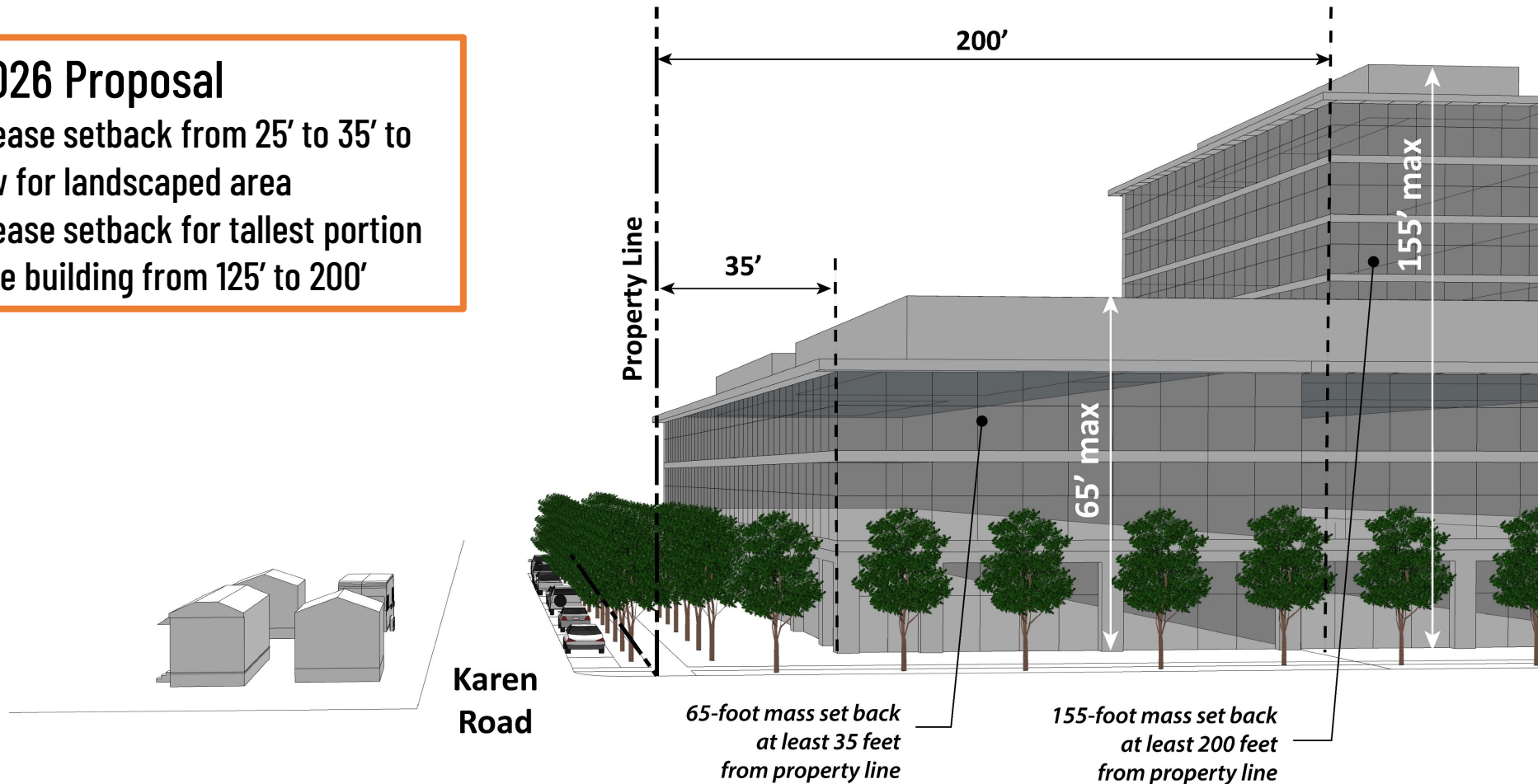
October 2025 Proposal
(Modified From Previous)



KAREN ROAD RESIDENTIAL TRANSITION AREA – BONUS HEIGHT

July 2026 Proposal

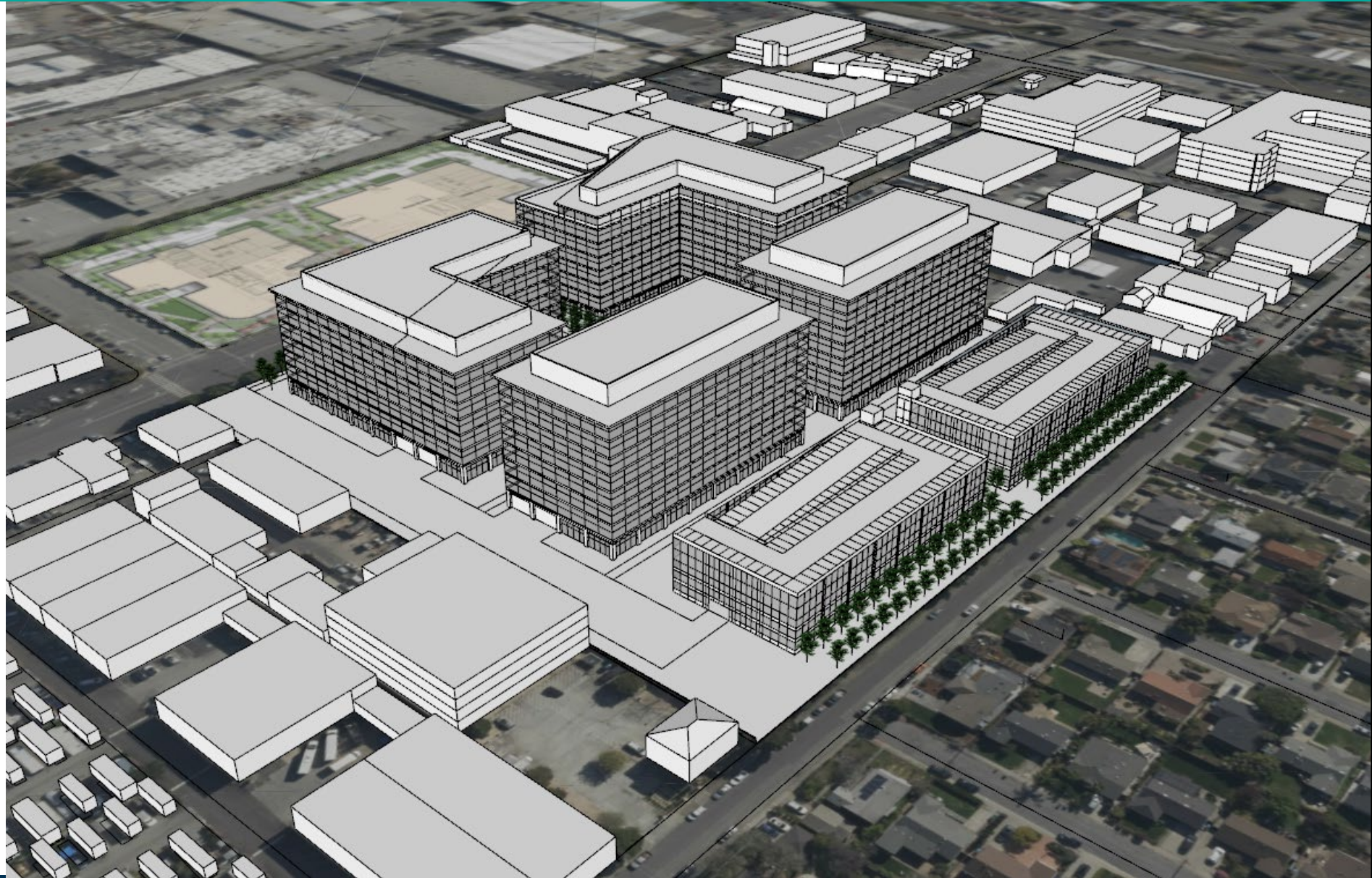
- Increase setback from 25' to 35' to allow for landscaped area
- Increase setback for tallest portion of the building from 125' to 200'



HYPOTHETICAL EXAMPLE OF BUILD OUT WITH TRANSITION STANDARDS

July 2026 Proposal

- 155' height limit at Harbor Boulevard side
- 65' height limit at O'Neill Avenue side
- 35' landscaped setback on O'Neill Avenue side
- Tallest buildings set back 200' from O'Neill Avenue

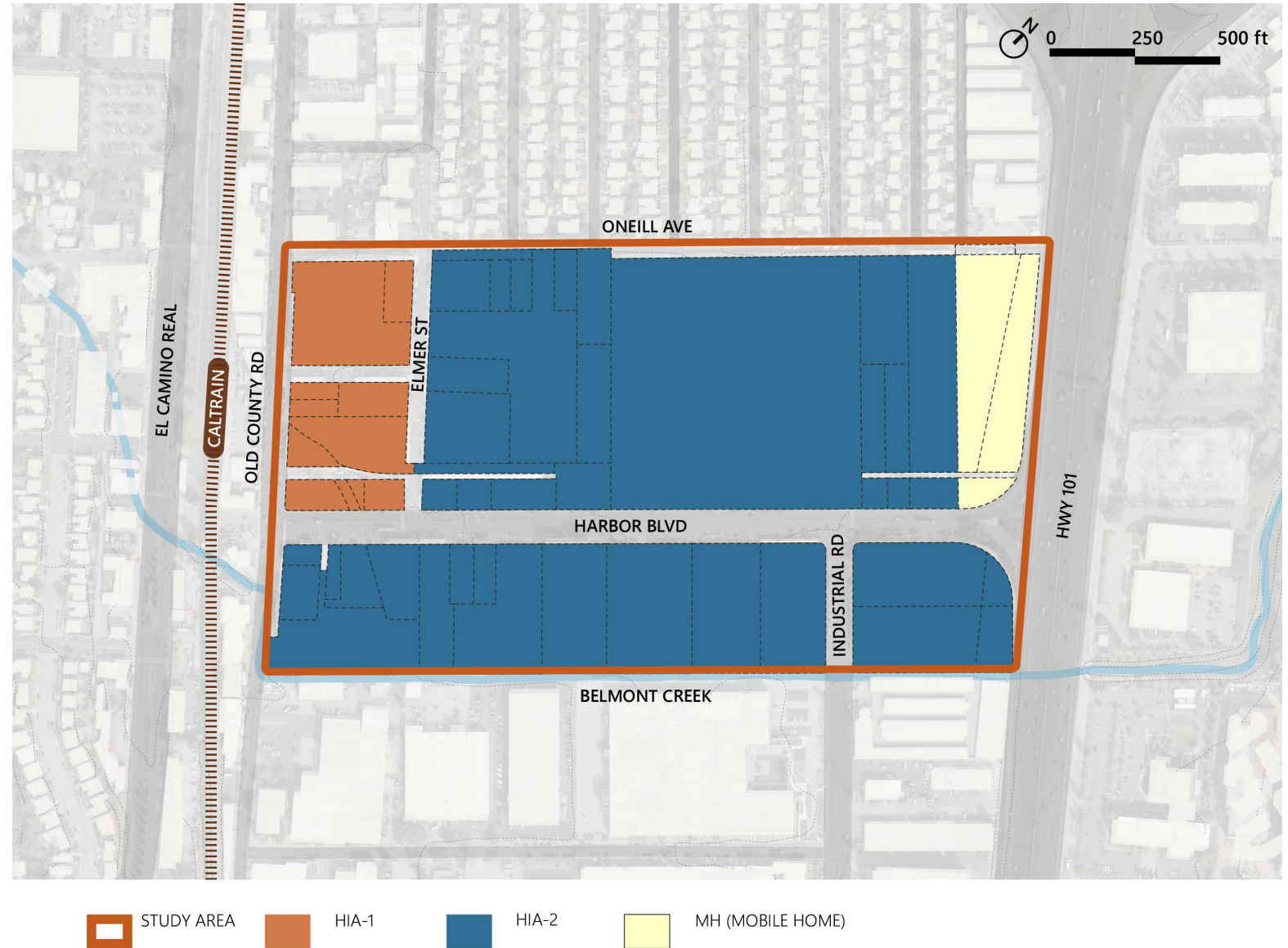


HYPOTHETICAL EXAMPLE OF BUILD OUT WITH TRANSITION STANDARDS



MASTER PLAN APPROACH - BACKGROUND

- Currently only HIA-1 (orange area) allows new housing
- Property owners are requesting housing in HIA-2 due to market conditions
- If housing is an allowed use, State law severely limits the City's ability to shape a project
- A Master Plan process is a potential path to allow residential development, while keeping as much City discretion as possible



MASTER PLAN APPROACH – PROJECT TYPES

The HIA Specific Plan will have different project types with different approval pathways.
A new project type could be added for a Master Plan that includes residential uses in the HIA-2 area.

TYPE 1

Standard Project

Height of 65 feet or less
under base zoning

Subject to Planning
Commission authority
for Design Review and
other minor
entitlements.

TYPE 2

Bonus Project

Greater than 65 feet in
height under bonus
height scenario

Subject to City Council
approval with
community benefits.

TYPE 3

Legal Non- Conforming Expansion

Expansion of
nonconforming
businesses and
structures. Reviewed by
the Zoning
Administrator or
Planning Commission.

TYPE 4

Master Plan

New project type for
applications that
include residential uses
with employment uses

MASTER PLAN APPROACH – CONCURRENT REVIEW

A Master Plan application would require a legislative action with a Planning Commission recommendation and City Council approval

General Plan Amendment

Redesignates the parcel in the General Plan to allow residential, moving it from HIA-2 to HIA-1 (which already allows housing).

Specific Plan Amendment

Amends the HIA Specific Plan to reclassify the parcel from HIA-2 to HIA-1.

Conceptual & Detailed Development Plan

Belmont's existing Planned Development process

Development Agreement (DA)

Secures community benefits (especially the commercial component of mixed or multi-site projects), controls phasing, and provides vesting

MASTER PLAN APPROACH – GUARDRAILS

A Master Plan application would require a legislative action with a Planning Commission recommendation and City Council approval

Limitations:

- For larger sites with potential for a true master plan
- Minimum parcel size would apply; multiple sites may be combined
- Expectation for comprehensive approach with focus on employment uses
- No density bonus or other mechanism used to avoid the Residential Transition Area standards

Include new required findings:

- Residential Transition Areas are respected—taller buildings are set back; height limit is not exceeded
- Land uses that benefit the community are included. May include ground floor commercial, small scale commercial recreation, or park/public open space
- Project is fiscally positive for the City; projects pay their own way for infrastructure and ongoing services



STAFF REPORT

Meeting Date: July 14, 2026
Agency: City of Belmont
Staff Contact: Jozi Plut, City Clerk, jplut@belmont.gov, 650-595-7414
Agenda Title: Designation of Voting Delegate and Alternate for League of California Cities Annual Conference September 23-25, 2026
Agenda Action: Motion

Recommendation

That the City Council, by motion, designate a voting delegate and up to two alternate voting delegates for the upcoming League of California Cities (Cal Cities) Annual Conference and authorize the voting delegate to represent the City during the General Assembly.

Strategic Focus Area

Not Applicable

Background

The League of California Cities (Cal Cities) requires each member city to designate, by City Council action, one voting delegate and up to two alternate voting delegates to represent the City during the General Assembly and Business Meeting held as part of the Cal Cities Annual Conference, September 23–25, 2026.

Analysis

To participate in voting during the League of California Cities General Assembly, the City Council must designate one voting delegate and up to two alternate delegates. The designated delegate, or an alternate if the delegate is unavailable, is authorized to cast the City's vote on matters presented to the General Assembly. Voting delegates and alternates must be elected or appointed officials and be registered to attend the Annual Conference.

Conference registration opened on June 2, 2026. As of the date of this report, Mayor Julia Mates and City Manager Oskoui are registered to attend the conference. Following Council action, the City's designated voting delegate and alternate(s) must be submitted to the League of California Cities no later than September 1, 2026.

At the time this report was prepared, no General Assembly resolutions have been scheduled for consideration. However, petitioned resolutions may be introduced during the conference and presented to the General Assembly for action.



Alternatives

1. Choose not to appoint a delegate.

Attachments

- A. Designation of Voting Delegates and Alternates Instructions

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

There is no direct fiscal impact in appointing a voting delegate. Registration to the conference and related conference costs are budgeted in the General Fund of the current fiscal year 2026-27 budget in the respective budgets of the City Council, City Manager's Office.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

Council Action Advised by September 1, 2026

DATE: Wednesday, May 13, 2026

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 23-25, 2026
Anaheim Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Friday, Sept. 25, 2026 the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Tuesday, Sept. 1, 2026. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration opens June 2.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and



alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Anaheim Convention Center, will be open at the following times: Wednesday, Sept. 23, 8:00 a.m.-6:00 p.m. and Thursday, Sept. 24, 7:30 a.m.-4:00 p.m. On Friday, Sept. 25, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Tuesday, Sept. 1. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).