



## City Council Meeting Agenda

Tuesday, January 27, 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
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  
Robin Pang-Maganaris, Vice Mayor  
Gina Latimerlo, Councilmember  
Tom McCune, Councilmember  
Cathy Jordan, Councilmember

### Staff

Afshin Oskoui, City Manager  
Scott Rennie, City Attorney  
Kathy Kleinbaum, Assistant City Manager  
Ken Stenquist, Police Chief  
Grace Castaneda, Finance Director  
Ann Ritzma, Interim Admin Services Director  
Carlos deMelo, Community Development Director  
Brigitte Shearer, Parks and Recreation Director  
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](http://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](mailto: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](http://www.Belmont.gov) Date: \_\_\_\_\_ Time: \_\_\_\_\_ /s/:

**City of Belmont**  
**City Council Regular Meeting Agenda**  
**January 27, 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**

- Roll Call

**2. ROLL CALL**

**3. ITEMS BEFORE 7:00 PM**

**A. CLOSED SESSION (6:30 PM)**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

**Government Code Section 54956.9(d)(1), three cases:**

- I.) Hamamjy v. City of Belmont,  
San Mateo Superior Court No. 24-CIV-05819
  
- II.) Friends of Waterdog Open Space, Deniz Bolbol, Joseph P. Cuviallo v. City of Belmont et al.  
San Mateo Superior Court No. 24-CIV-02320
  
- III.) McGuire and Hester v. Carmel Construction West, LLC,  
San Mateo Superior Court No. 25-CIV-00267
  
- IV.) Belmont Village Community Association v. City of Belmont,  
San Mateo Superior Court No. 26-CIV-00463

**B. STUDY SESSION**

*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**

**A. HIP Housing Calendar Presentation**

**B. Introduction of Poet Laureate**

**C. Mosquito Vector Control Annual Update**

**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 modification and approval of minutes

*Attachments:*

[December 9, 2025 Minutes](#)

**B. Monthly Financial Reports - October and November 2025**

*Recommendation:* Motion to approve financial reports.

*Attachments:*

[October 2025 COB Monthly Report](#)

[November 2025 COB Monthly Report](#)

**C. Belmont Creek Restoration Project - Accept construction and authorize issuance of Notice of Completion; initiate five-year habitat monitoring and maintenance plan project and authorize budget transfer**

*Recommendation:* Adopt a resolution (1) accepting the construction work and authorizing the issuance of a Notice of Completion for the Belmont Creek Restoration Project, City Contract Number 2024-6 35, including release of retention 35 days after recording of the Notice of Completion; and (2) initiate Belmont Creek Habitat Monitoring and Maintenance Plan and authorize budget transfer.

*Attachments:*

[Staff Report](#)

[Resolution](#)

[Scope and Fees](#)

**D. Belmont Village Pedestrian and Bicycle Improvements Project Shared Cost Agreement with Linc Housing Development**

*Recommendation:* Adopt a resolution authorizing the City Manager to negotiate and execute a Shared Cost Agreement with Linc Housing Development Project (Linc Project) for reimbursement of construction costs associated with overlapping improvements between the City of Belmont’s Belmont Village Pedestrian and Bicycle Improvements Project and the Linc Project’s frontage improvements, in the amount of \$187,004.15 plus a 10% contingency.

*Attachments:*

[Staff Report](#)

[Resolution](#)

[Linc Development Cost Estimate](#)

**E. Follow-Up: City Council Vice Mayor Appointment and Calendar Year 2026**

## **Intergovernmental Assignments**

*Recommendation:* Staff recommends that the City Council receive this report confirming the 2026 Vice Mayor appointment and Intergovernmental Assignments as discussed and approved at the December 9, 2025 meeting and review the current list of assignments to determine whether any changes are needed.

*Attachments:*

[Staff Report](#)

[2026 Assignments](#)

### **F. Establishment of Director of Special Projects Classification**

*Recommendation:* Adopt a resolution establishing the classification of Director of Special Projects, approving the associated job description, and authorizing the City Manager to implement the classification, including placement within the City's salary schedule.

*Attachments:*

[Staff Report](#)

[Resolution](#)

[Director of Special Projects Classification](#)

## **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. State Legislative Advocacy for the City of Belmont - 2026 Update**

*Recommendation:* Motion to reaffirm Belmont's and Federal Legislative Platform.

*Attachments:*

[Staff Report](#)

[Draft 2026 Legislative Platform](#)

### **B. Redwood Shores Sea Level Rise Protection Project**

*Recommendation:* This is an informational item only; no action is required.

*Attachments:*

[Staff Report](#)

[Presentation](#)

### **C. CalPERS 180-Day Waiting Period Exception – Interim Administrative Services Director Appointment**

*Recommendation:* Adopt a resolution approving an exception to the CalPERS 180-Day Waiting Period and Interim Appointment of Ann Ritzma to Administrative Services Director.

*Attachments:*

[Staff Report](#)

[Resolution](#)

[Annuitant Appointment](#)

## **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**

**December 9, 2025**

**1. CALL TO ORDER 6:30 PM**

**Roll Call**

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

**2. ITEMS BEFORE 7:00 PM**

A. CLOSED SESSION (none)

B. STUDY SESSION (none)

**C. SPECIAL SESSION/OTHER TOPICS**

**i. Community Service Award Presentation**

Council recognized residential property located at 1010 Notre Dame Ave and commercial properties – Jolly’s Old Fashioned Teas Cream (owners Jason Herrick and Vanessa Green), Salon 1322, Amara restaurant (owners Ajay Walia and Reena Miglani).

**ii. Beautiful Belmont Awards Presentation**

Council recognized Clarissa Naftzger and Karl Mittlestadt for their service to the Belmont Community.

**RECESS: 6:43 PM**

**RECONVENE: 7:00 PM**

**3. PLEDGE OF ALLEGIANCE**

Led by the Belmont Police Honor Guard.

**4. REPORT FROM CLOSED SESSION (none)**

**5. SPECIAL PRESENTATIONS**

**A. State Legislative Update - Assembly Member Diane Papan**

Assemblymember Diane Papan provided a State Legislation update.

**B. Proclamation Recognizing Outgoing Poet Laureate**

Monika Korde outlined her tenure as Belmont Poet Laureate.

Mayor Mates on behalf of Council presented a proclamation for Ms. Korde.

**C. Proclamation Recognizing Administrative Services Director Ann Ritzma Upon Her Retirement**

Mayor Mates on behalf of Council presented a proclamation to Ms. Ritzma

**D. Belmont Police Oath of Office**

Taken out of order following Assemblymember Papan presentation.

Police Chief Stenquist introduced Officers Fernanda Ramirez and Xavier Childs. Family members presented the officers with their badges, and City Clerk Plut administered the Oath of Office.

**E. Belmont Centennial Planning Update**

Parks and Recreation Director Shearer provided an update on ongoing planning efforts for Belmont's upcoming centennial.

6. **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Giuliano Carlini commented on the multimodal transportation needs in the City.

7. **COUNCILMEMBER ANNOUNCEMENTS**

Councilmembers announced the upcoming Santa at the Firehouse & Toy Drive event to be held at Belmont Fire Station 14 on December 11, 2025, including a sensory-friendly Santa visit followed by the traditional community toy drive event. And that the Belmont Police Department Santa Parade scheduled for December 18, 2025. Additionally, the Mayor announced that applications are being accepted for various City Commissions, with a submission deadline of January 9, 2026.

**RECESS: 8:27 PM**

**RECONVENED: 8:35 PM**

8. **CONSENT BUSINESS**

A. **Approval of Minutes** November 25, 2025

B. **Resolution 2025-78** to amend the City's Master Employee Pay Schedule to maintain ongoing compliance with California Public Employees' Retirement System (CalPERS) requirements.

C. **Resolution 2025-79** approving a Permanent Encroachment Agreement for the 800 Laurel Avenue townhome development project to allow for the relocation of an existing utility pole from the intersection of Laurel Avenue and Hill Street to the public right-of-way in front of Garden Hills Apartments at 941 Hill Street.

D. Motion to authorize the City Manager to negotiate and execute a contract with InCharge Energy, Inc. for the design, construction, and maintenance of electric vehicle chargers at three City sites in the amount of \$301,367.33 and to authorize a 15 percent construction contingency in the amount of \$45,000.

- E. **Ordinance 2025-1192** amending Belmont Zoning Ordinance Section 2 (Definitions), Section 4 (Residential), Section 5A (Corridor Mixed Use-CMU), Section 8 (Parking), Section 9.54 (Accessory Buildings), Sections 10 (Procedures), Section 13 (Design Review), and Section 31 (Village) with such amendments related to implementation of the certified Housing Element, development standards in the Corridor Mixed Use District, consolidation of parking requirements into one section of the Belmont
- F. Authorize the City Manager to negotiate and execute an amendment to the Services Agreement with Good City Company for the completion of the Harbor Industrial Area Specific Plan and Environmental Impact Report (EIR).

Brian Tsang commented on item 8E; Guiliano Carlini commented on item 8B.

**ACTION:** On a motion made by Vice Mayor Pang-Maganaris and seconded by Councilmember Latimerlo, the Consent Calendar was approved by a roll call vote of 5-0, with the exception of Item F, from which Councilmember Latimerlo recused herself due to her residence being within 500 feet in proximity to the project.

9. **PUBLIC HEARINGS (none)**

10. **GENERAL BUSINESS**

City Manager Oskoui introduced the Year in Review

**A. Appointment of Vice Mayor and Council Intergovernmental Assignments for Calendar Year 2026**

City Manager Oskoui introduced the item. City Clerk Plut presented the staff report regarding appointment of the Vice Mayor for 2026, intergovernmental assignments, and consideration of an Ad Hoc Housing & Long-Range Planning Subcommittee.

**ACTION:** On a motion made by and seconded by Councilmember Cathy Jordan was appointed Vice Mayor for Calendar Year 2026 by a roll vote (5-0).

Council reviewed the City Council Intergovernmental Assignments for Calendar Year 2026 no appoint were changed. Discussion ensued regarding the formation of a City Council Ad Hoc Housing & Long-Range Planning Subcommittee, including potential impacts on staff workload.

**ACTION:** On a motion made by Councilmember Latimerlo and seconded by Councilmember Pang-Maganaris, Council approved the formation of the City Council Ad Hoc Housing & Long-Range Planning Subcommittee and appointed Councilmembers Latimerlo and Jordan to serve on the subcommittee by a roll call vote (5-0).

**B. Reappointment to Mosquito and Vector Control District**

City Clerk Plut introduced the item, noting that the City Council should discuss and decide whether to reappoint Chuck Cotten to the San Mateo County Mosquito and Vector Control District and determine whether the appointment should be for a two-year or four-year term.

Council discussion ensued regarding the length of the term.

**ACTION:** On a motion made by Councilmember Latimerlo and seconded by Councilmember Jordan, Chuck Cotten was reappointed to the San Mateo County Mosquito and Vector Control District for a four-year term by a roll call vote of 5-0.

11. **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 extended Holiday wishes to Council, staff and the Belmont Community.

12. **MATTERS OF INTEREST/CLARIFICATION - none**

13. **ADJOURNMENT at 9:15 PM**

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

Meeting was video recorded.



## 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
- Development Services
- Belmont Fire Protection District
- Sewer Collection System
- Sewer Treatment
- Fleet and Equipment Management

**Notable Fund Balance Decrease compared to prior YTD:**

- Affordable Housing Successor

### BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

### CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

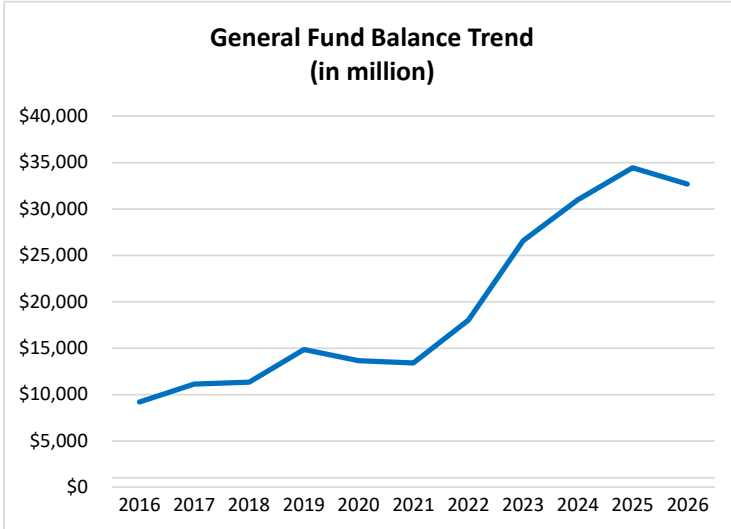
- Amounts equal to and above \$50,000

*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](mailto: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](http://www.belmont.gov).*



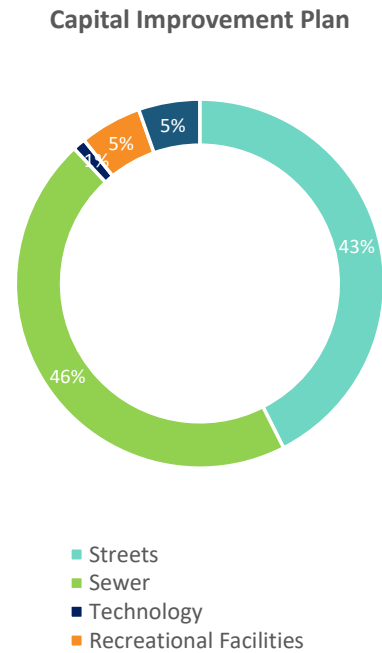
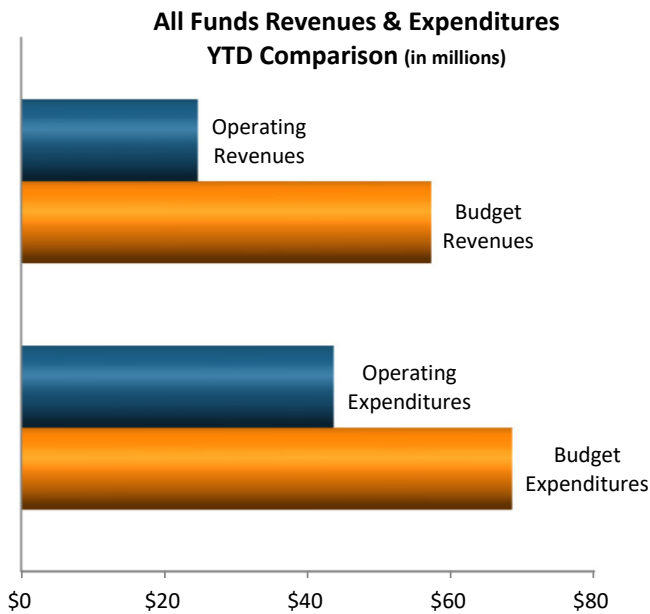
**City of Belmont  
Performance at a Glance  
Results for the Period Ended October 31, 2025  
(000's)**



**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
10/31/2025	2026	\$32,661	Unaudited

\* excludes Measure I



**General Fund**

The General Fund balance is \$32.7 million, a decrease of \$1.8 million compared to the amount at the prior fiscal year end. This is primarily due to the timing of semi-annual property tax receipts received in December and April.

**Fund Balance - YTD Fund Deficits**

As shown on the Fund Recap at a Glance (page 3), the Library Bond Debt Service Fund and Recreation Fund have deficits and are expected to be eliminated in a future period.

City of Belmont  
Fund Recap at a Glance  
Results for the Period Ended October 31, 2025  
(000's)



Fund	Fund Name	Audited Fund Balance 06/30/25 (1)	Revenues					Expenditures					Unaudited Fund Balance 10/31/25 (1)+(2)-(3)	PY YTD Fund Balance 10/31/2024
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Under (Over)	%	PY YTD Actual		
<b>GENERAL FUND</b>														
101	General	34,416	11,000	7,063	(3,937)	64%	6,920	11,530	8,818	2,712	76%	7,927	32,661	29,996
102	Measure I	3,599	835	367	(468)	44%	392	2,332	79	2,253	3%	2,639	3,887	2,217
<b>SPECIAL REVENUE FUNDS</b>														
205	Recreation	609	1,407	611	(796)	43%	619	1,428	1,515	(87)	106%	1,357	(295)	(341)
206	Library Maintenance & Operation	211	216	1	(215)	0%	8	191	203	(12)	106%	128	9	656
207	Athletic Field Maintenance	446	62	47	(15)	76%	83	115	39	76	34%	53	454	421
208	City Tree	230	5	5	0	100%	4	16	13	3	81%	11	222	245
209	Senior Services Donation	105	4	4	0	100%	8	5	0	5	0%	0	109	104
210	Development Services	2,814	1,912	2,518	606	132%	2,069	2,187	1,920	267	88%	2,084	3,412	2,006
212	General Plan Maintenance	854	419	182	(237)	43%	157	599	300	299	50%	309	736	1,341
223	Belmont Fire Protection District	31,502	6,633	911	(5,722)	14%	549	5,070	8,530	(3,460)	168%	7,415	23,883	19,016
225	Police Grants and Donations	35	0	0	0	N/A	1	8	0	8	0%	0	35	36
227	Supplemental Law Enforcement	166	64	6	(58)	9%	103	72	69	3	96%	30	103	144
231	Street Maintenance	1,988	969	315	(654)	33%	469	1,017	958	59	94%	836	1,345	998
232	RMRA Street Project	798	252	206	(46)	82%	200	506	573	(67)	113%	152	431	545
233	Measure W	2,618	171	95	(76)	56%	89	983	430	553	44%	0	2,283	2,384
234	Street Improvements	3,210	373	270	(103)	72%	280	1,140	12	1,128	1%	98	3,468	3,117
237	Traffic Impact	511	75	12	(63)	16%	1	0	0	0	N/A	0	523	101
239	Public Art	438	16	115	99	719%	4	87	0	87	0%	0	553	424
275	Affordable Housing Successor	4,034	221	42	(179)	19%	64	654	133	521	20%	162	3,943	5,958
277	Inclusionary Housing	3,541	14	11	(3)	79%	12	0	0	0	N/A	0	3,552	3,266
Total Special Revenue		54,111	12,813	5,351	(7,462)	42%	4,720	14,078	14,695	(617)	104%	12,635	44,767	40,422
<b>CAPITAL PROJECT FUNDS</b>														
308	General Facilities	581	8	6	(2)	75%	6	201	58	143	29%	2	529	625
310	Infrastructure	2,383	31	25	(6)	81%	22	825	1	824	0%	(172)	2,407	2,485
312	Comcast PEG Program	364	21	4	(17)	19%	4	15	0	15	0%	0	368	425
341	Planned Park	482	142	5	(137)	4%	8	232	0	232	0%	1	487	1,091
342	Park Impact	1,083	20	23	3	115%	7	364	0	364	0%	0	1,106	687
343	Open Space	54	1	1	0	100%	1	37	0	37	0%	53	55	52
399	Capital Improvement Projects	2,705	17,999	2,968	(15,031)	16%	3,247	19,354	2,943	16,411	15%	4,329	2,730	2,210
704	Special Assessment Districts	341	4	3	(1)	75%	3	0	0	0	N/A	0	344	331
Total Capital Projects		7,995	18,226	3,035	(15,191)	17%	3,298	21,028	3,002	18,026	14%	4,213	8,028	7,906
<b>DEBT SERVICE &amp; OTHER FUNDS</b>														
406	Library Bond Debt Service	346	238	1	(237)	0%	3	326	568	(242)	174%	550	(221)	(226)
501-505	Sewer Collection System	48,625	7,743	3,449	(4,294)	45%	6,499	11,610	7,828	3,782	67%	10,042	44,246	36,763
507	Sewer Treatment	30,304	1,162	30	(1,132)	3%	50	1,437	2,763	(1,326)	192%	2,458	27,571	26,426
525	Storm Drainage Enterprise	879	706	177	(529)	25%	214	1,107	685	422	62%	413	371	1,207
530	Solid Waste Management	2,370	259	191	(68)	74%	187	217	170	47	78%	182	2,391	2,115
570	Worker's Compensation	1,940	363	387	24	107%	346	312	788	(476)	253%	754	1,539	1,428
571	Liability Insurance	3,233	379	1,075	696	284%	303	480	671	(191)	140%	683	3,637	2,944
573	Fleet & Equipment Management	9,239	1,939	1,927	(12)	99%	1,715	2,175	1,550	625	71%	1,767	9,616	8,189
574	Facilities Management	925	1,076	1,110	34	103%	1,021	1,329	1,097	232	83%	989	938	398
575	Benefit Prefunding	1,627	534	511	(23)	96%	453	602	961	(359)	160%	292	1,177	1,474
Total Debt & Other		99,489	14,399	8,858	(5,541)	62%	10,791	19,595	17,081	1,514	87%	18,130	91,266	80,718
<b>Total All Funds</b>		<b>\$199,609</b>	<b>\$57,273</b>	<b>\$24,674</b>	<b>(\$32,599)</b>	<b>43%</b>	<b>\$26,121</b>	<b>\$68,563</b>	<b>\$43,675</b>	<b>\$23,888</b>	<b>64%</b>	<b>\$45,544</b>	<b>\$180,608</b>	<b>\$161,259</b>

**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 October 31, 2025  
(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
<b>REVENUES</b>												
Taxes	7,792	4,869	(2,923)	62% a	23,377	4,163	7,873	1,334	(6,539)	17% a	23,618	655
Licenses and permits	409	81	(328)	20% b	1,227	352	797	1,114	317	140% b	2,392	1,173
Intergovernmental	140	166	26	119% c	420	181	4,082	463	(3,619)	11% f	12,245	569
Charge for services	1,571	1,448	(123)	92% c	4,714	1,393	13,623	6,691	(6,932)	49% g	40,869	5,836
Fines and forfeits	38	29	(9)	76% d	113	29	-	-	-	N/A	-	-
Use of money and property	645	456	(189)	71% d	1,934	796	2,149	1,393	(756)	65% d	6,447	1,869
Miscellaneous	107	15	(92)	14% e	321	6	188	1,325	1,137	705% e	563	94
Transfers in	298	-	(298)	0% e	894	-	17,561	5,291	(12,270)	30% e	52,684	8,998
<b>Total Revenues</b>	<b>11,000</b>	<b>7,064</b>	<b>(3,936)</b>	<b>64%</b>	<b>33,000</b>	<b>6,920</b>	<b>46,273</b>	<b>17,611</b>	<b>(28,662)</b>	<b>38%</b>	<b>138,818</b>	<b>19,201</b>
<b>EXPENDITURES</b>												
General Government	2,786	2,436	(350)	87%	8,359	2,349	3,063	3,956	893	129% h	9,188	3,457
Public Safety	5,808	5,410	(398)	93%	17,425	4,732	5,026	8,226	3,200	164% i	15,078	7,479
Streets and Utilities	-	-	-	N/A	0	0	23,861	8,566	(15,295)	36%	71,583	10,037
Culture and Recreation	1,035	972	(63)	94%	3,105	846	3,883	2,971	(912)	77%	11,648	2,636
Urban Redevelopment	-	-	-	N/A	0	0	2,716	1,805	(911)	66%	8,147	2,031
Non Departmental	-	-	-	N/A	0	0	537	32	(505)	6%	1,610	94
Debt Service	-	-	-	N/A	0	0	1,988	4,012	2,024	202% j	5,965	2,885
Transfers out	1,900	-	(1,900)	0%	5,700	0	15,959	5,291	(10,668)	33%	47,878	8,998
<b>Total Expenditures</b>	<b>11,529</b>	<b>8,818</b>	<b>(2,711)</b>	<b>76%</b>	<b>34,589</b>	<b>7,927</b>	<b>57,033</b>	<b>34,859</b>	<b>(22,174)</b>	<b>61%</b>	<b>171,097</b>	<b>37,617</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>(\$529)</b>	<b>(\$1,754)</b>			<b>(\$1,589)</b>	<b>(\$1,007)</b>	<b>(\$10,760)</b>	<b>(\$17,248)</b>			<b>(\$32,279)</b>	<b>(\$18,416)</b>

**Management Discussion and Analysis**

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

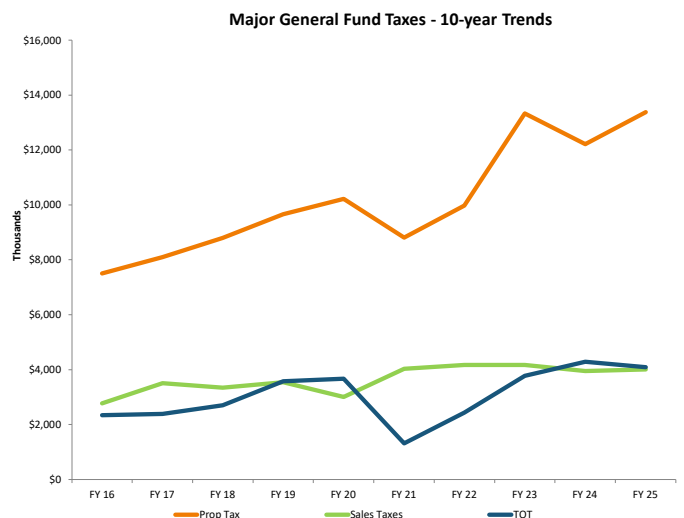
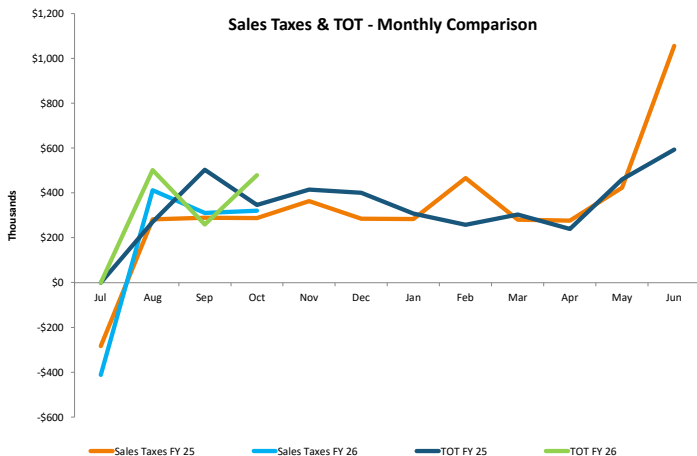
**Revenues**

- a) **Taxes** - The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April.
- b) **Licenses and Permits** - The budget variance is primarily due to the Business License Tax Revenue. All businesses' licensing periods (i.e., the "tax period") have transitioned to January 1 to December 31 and the majority of the revenue will be received at license renewal in December/January.
- c) **Charges for Services (General Fund)** - The budget variance is primarily due to the quarterly fire prevention and protection fee, which will be received in a future reporting period.
- d) **Use of Money and Property** - The budget variance is primarily due quarterly interest revenues which will be posted in December.
- e) **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.
- f) **Intergovernmental** - Grant revenue will be received and reported in a future reporting period.
- g) **Charges for Services (Other Funds)** - The Sewer User Fee (Collection & Treatment) is included as part of the City's Property Tax bill to be received semi-annually, typically in December and April.

**Expenditures**

- h) **General Government** - The variance is due to annual insurance premiums, pension, and OPEB contributions paid in July.
- i) **Public Safety** - The annual BSCFD contribution of \$2.1M was made in July, and the second quarter payment of \$2.6M to San Mateo Consolidated Fire Department was made in September.
- j) **Debt Service** - Annual debt service on bonds were paid in July.

**Trends**



**City of Belmont**  
**Disbursements & Purchase Order Activity Report**  
**Results for the Period Ended October 31, 2025**



**Disbursements Amounts Equal to \$50,000 and Above**

<b>Vendor</b>	<b>Description</b>	<b>Date</b>	<b>No.</b>	<b>Amount</b>
EDD	PAYROLL TAXES PPE 10/17/25	10/17/25	DAJ000010050	51,953.82
MISSIONSQUARE	DEF COMP ACCT#302442	10/6/25	DAJ000010054	59,350.64
MISSIONSQUARE	DEF COMP ACCT#302442	10/20/25	DAJ000010057	60,149.22
SM COUNTY TAX COLLECTOR	2025 PROPRTY TAXES	10/27/25	DAJ000010058	155,189.14
CALPERS	COB CONTRIBUTION PPE 10/03/25	10/6/25	DAJ000010059	141,932.06
CALPERS	PERS HEALTH PREMIUM OCTOBER	10/9/25	DAJ000010060	229,300.46
CALPERS	COB CONTRIBUTION PPE 10/17/25	10/27/25	DAJ000010061	143,693.22
ADP WAGE PPE 10/25/25	ADP WAGE PPE 10/25/25	10/17/25	DAJ000010075	502,819.92
ADP TAX PPE 10/25/25	ADP TAX PPE 10/25/25	10/31/25	DAJ000010078	120,560.27
ADP WAGE PPE 9/27/25	ADP WAGE PPE 9/27/25	10/3/25	DAJ000010065	480,866.68
ADP TAX PPE 09/27/25	ADP TAX PPE 09/27/25	10/3/25	DAJ000010068	116,194.62
ADP WAGE PPE 10/11/25	ADP WAGE PPE 10/11/25	10/17/25	DAJ000010071	529,852.27
ADP TAX PPE 10/11/25	ADP TAX PPE 10/11/25	10/17/25	DAJ000010074	139,552.74
JUL - SEP 25 LAIF INTEREST	JUL - SEP 25 LAIF INTEREST	10/15/25	IAJ000010082	819,160.82
JUL - SEP 25 LAIF INTEREST	JUL - SEP 25 LAIF INTEREST	10/15/25	IAJ000010083	818,424.39
PA2025-0054 Correction	PA2025-0054 Correction	10/31/25	DAJ000010102	151,442.00
<b>Total Disbursements in Excess of \$50,000</b>				<b>\$ 4,520,442.27</b>
<b>Total Count</b>				<b>16</b>

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

<b>Vendor</b>	<b>Description</b>	<b>Date</b>	<b>No.</b>	<b>Amount</b>
MNS ENGINEERS INC	2026 SANITARY SEWER REHAB	10/1/25	26 00048	228,720.00
EYEP SOLUTIONS	R7407 APPLIANCE 4NODE 48 T	10/14/25	26 00053	74,994.00
KONICA MINOLTA BUSINESS	9-BIZHUB C451I-45PM	10/29/25	26 00059	66,612.15
MATRIX CONSULTING GROUP	CAP/COMP FEE STUDY	10/29/25	26 00060	57,000.00
<b>Total Purchase Orders Issued in Excess of \$50,000</b>				<b>\$ 427,326.15</b>
<b>Total Count</b>				<b>4</b>

**CITY OF BELMONT  
TREASURER'S REPORT  
October 31, 2025**



**Agency Receipts and Disbursements Summary**

	<b>Beginning Balance September 30, 2025</b>		<b>Receipts</b>		<b>Disbursements</b>		<b>Ending Balance October 31, 2025</b>
City of Belmont	\$ 129,255,774.72	\$	5,001,638.36	\$	(5,058,911.71)	\$	129,198,501.37
Belmont Fire Protection District	23,386,040.50		699,016.24		(56,107.28)		24,028,949.46
<b>Total</b>	<b>\$ 152,641,815.22</b>	<b>\$</b>	<b>5,700,654.60</b>	<b>\$</b>	<b>(5,115,018.99)</b>	<b>\$</b>	<b>153,227,450.83</b>

**Balance Summary**

	<b>Deposit</b>		<b>Investments</b>		<b>Pool Total</b>
City of Belmont & Belmont Fire Protection District	\$ 1,504,630.91	\$	151,722,819.92	\$	153,227,450.83

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,

s/b Grace Castaneda

Grace Castaneda

City Treasurer

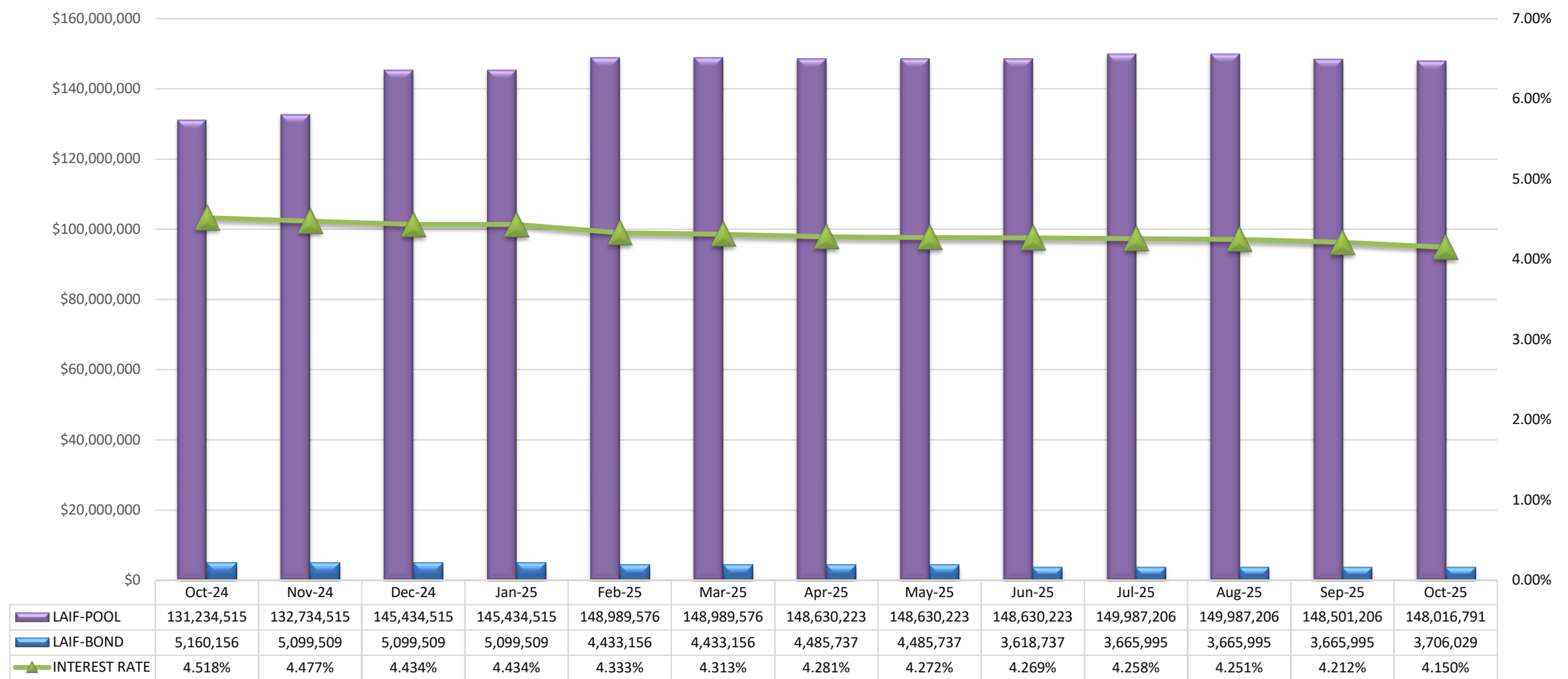
# CITY OF BELMONT TREASURER'S REPORT October 31, 2025



## Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest Total	Investment Period	Rate	Pricing Source	Manager
<b>Deposit</b>									
General Account	Wells Fargo		\$ 1,504,630.91	\$ 1,504,630.91				Bank	Bank
<b>Investments:</b>									
L.A.I.F.-POOL	State of California	Daily	148,016,790.71	148,302,401.10	511,891.40	90 days	4.150%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	3,706,029.21	3,713,180.29	12,816.68	90 days	4.150%	LAIF	LAIF
<b>Total</b>			<b>\$ 153,227,450.83</b>	<b>\$ 153,520,212.30</b>	<b>\$ 524,708.09</b>				

### City of Belmont Investment Portfolio Trends





## 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
- Development Services
- Belmont Fire Protection District
- Sewer Collection System
- Fleet & Equipment Management

**Notable Fund Balance Decrease compared to prior YTD:**

- Affordable Housing Successor

### BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

### CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

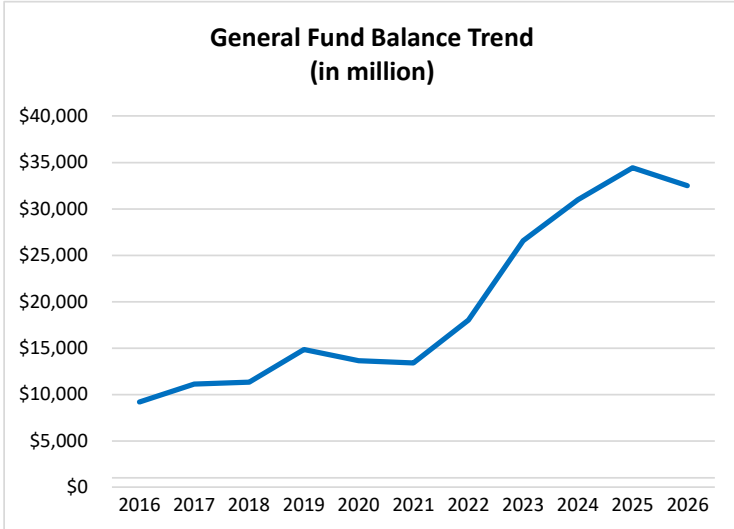
- Amounts equal to and above \$50,000

*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](mailto: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](http://www.belmont.gov).*



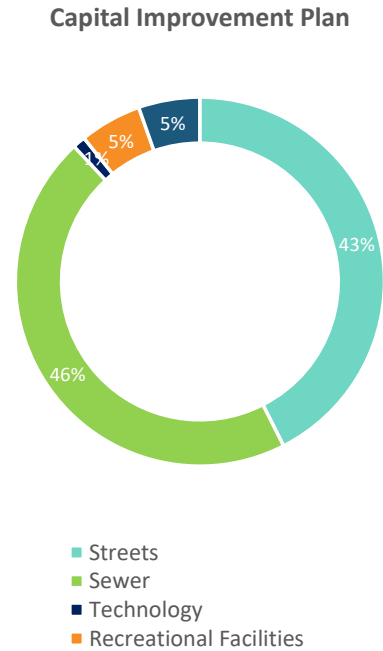
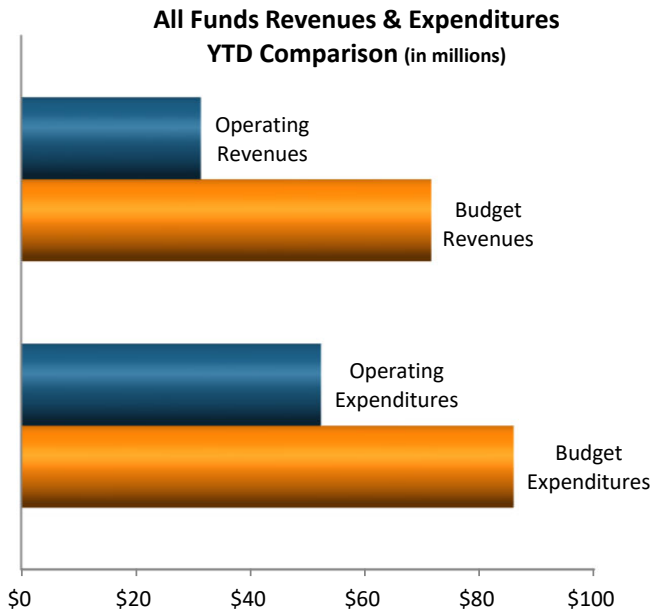
**City of Belmont**  
**Performance at a Glance**  
**Results for the Period Ended November 30, 2025**  
**(000's)**



**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
11/30/2025	2026	\$32,512	Unaudited

\* excludes Measure I



**General Fund**

The General Fund balance is \$32.5 million, a decrease of \$1.9 million compared to the amount at the prior fiscal year end. This is primarily due to the timing of semi-annual property tax receipts received in December and April.

**Fund Balance - YTD Fund Deficits**

As shown on the Fund Recap at a Glance (page 3), the Library Bond Debt Service Fund, Library Maintenance & Operation Fund, and Recreation Fund have deficits and are expected to be eliminated in a future period.

City of Belmont  
Fund Recap at a Glance  
Results for the Period Ended November 30, 2025  
(000's)



Fund	Fund Name	Audited Fund Balance 06/30/25 (1)	Revenues					Expenditures					Unaudited Fund Balance 11/30/25 (1)+(2)-(3)	PY YTD Fund Balance 11/30/2024
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance (Over)	%	PY YTD Actual		
<b>GENERAL FUND</b>														
101	General	34,416	13,750	8,976	(4,774)	65%	8,947	14,412	10,880	3,532	75%	10,514	32,512	29,436
102	Measure I	3,599	1,043	598	(445)	57%	598	2,915	141	2,774	5%	2,698	4,056	2,363
<b>SPECIAL REVENUE FUNDS</b>														
205	Recreation	609	1,759	719	(1,040)	41%	743	1,785	1,806	(21)	101%	1,693	(478)	(553)
206	Library Maintenance & Operation	211	269	1	(268)	0%	8	238	241	(3)	101%	153	(29)	631
207	Athletic Field Maintenance	446	78	48	(30)	62%	84	143	44	99	31%	61	450	413
208	City Tree	230	6	5	(1)	83%	5	21	17	4	81%	19	218	238
209	Senior Services Donation	105	6	4	(2)	67%	8	7	0	7	0%	0	109	104
210	Development Services	2,814	2,390	2,912	522	122%	2,431	2,734	2,431	303	89%	2,663	3,295	1,788
212	General Plan Maintenance	854	524	219	(305)	42%	178	749	349	400	47%	415	724	1,256
223	Belmont Fire Protection District	31,502	8,291	1,867	(6,424)	23%	2,031	6,338	8,569	(2,231)	135%	7,452	24,800	20,462
225	Police Grants and Donations	35	1	0	(1)	0%	1	10	0	10	0%	0	35	36
227	Supplemental Law Enforcement	166	80	6	(74)	8%	119	90	83	7	92%	41	89	150
231	Street Maintenance	1,988	1,211	403	(808)	33%	620	1,271	1,172	99	92%	1,048	1,219	937
232	RMRA Street Project	798	315	282	(33)	90%	272	633	595	38	94%	202	485	568
233	Measure W	2,618	214	132	(82)	62%	89	1,229	1,236	(7)	101%	86	1,514	2,298
234	Street Improvements	3,210	466	352	(114)	76%	391	1,425	15	1,410	1%	105	3,547	3,221
237	Traffic Impact	511	94	12	(82)	13%	1	0	0	0	N/A	0	523	101
239	Public Art	438	20	115	95	575%	4	108	0	108	0%	0	553	424
275	Affordable Housing Successor	4,034	277	44	(233)	16%	71	817	149	668	18%	183	3,929	5,944
277	Inclusionary Housing	3,541	18	11	(7)	61%	12	0	0	0	N/A	0	3,552	3,266
	Total Special Revenue	54,111	16,019	7,132	(8,887)	45%	7,068	17,598	16,707	891	95%	14,121	44,536	41,284
<b>CAPITAL PROJECT FUNDS</b>														
308	General Facilities	581	10	6	(4)	60%	6	252	59	193	23%	2	528	625
310	Infrastructure	2,383	38	25	(13)	66%	22	1,031	218	813	21%	(172)	2,190	2,485
312	Comcast PEG Program	364	26	4	(22)	15%	4	19	0	19	0%	0	368	425
341	Planned Park	482	178	5	(173)	3%	8	290	0	290	0%	2	487	1,090
342	Park Impact	1,083	25	23	(2)	92%	7	455	1	454	0%	0	1,105	687
343	Open Space	54	2	1	(1)	50%	1	46	0	46	0%	53	55	52
399	Capital Improvement Projects	2,705	22,499	4,630	(17,869)	21%	4,301	24,193	5,007	19,186	21%	5,198	2,328	2,395
704	Special Assessment Districts	341	6	3	(3)	50%	3	0	0	0	N/A	0	344	331
	Total Capital Projects	7,995	22,784	4,697	(18,087)	21%	4,352	26,286	5,285	21,001	20%	5,083	7,407	8,091
<b>DEBT SERVICE &amp; OTHER FUNDS</b>														
406	Library Bond Debt Service	346	298	1	(297)	0%	3	408	569	(161)	139%	557	(222)	(234)
501-505	Sewer Collection System	48,625	9,679	3,462	(6,217)	36%	6,517	14,512	8,693	5,819	60%	11,025	43,394	35,798
507	Sewer Treatment	30,304	1,452	30	(1,422)	2%	50	1,797	3,283	(1,486)	183%	2,579	27,051	26,305
525	Storm Drainage Enterprise	879	882	236	(646)	27%	345	1,384	840	544	61%	625	275	1,126
530	Solid Waste Management	2,370	323	246	(77)	76%	240	271	214	57	79%	232	2,402	2,119
570	Worker's Compensation	1,940	454	455	1	100%	442	389	788	(399)	203%	755	1,607	1,524
571	Liability Insurance	3,233	474	1,159	685	245%	370	600	706	(106)	118%	700	3,686	2,994
573	Fleet & Equipment Management	9,239	2,424	2,388	(36)	99%	2,124	2,997	1,936	1,061	65%	2,101	9,691	8,275
574	Facilities Management	925	1,345	1,367	22	102%	1,272	1,661	1,294	367	78%	1,144	998	494
575	Benefit Prefunding	1,627	668	621	(47)	93%	618	752	1,047	(295)	139%	404	1,201	1,527
	Total Debt & Other	99,489	17,999	9,965	(8,034)	55%	11,981	24,771	19,370	4,151	78%	20,122	90,084	79,928
	<b>Total All Funds</b>	<b>\$199,609</b>	<b>\$71,595</b>	<b>\$31,368</b>	<b>(\$40,227)</b>	<b>44%</b>	<b>\$32,946</b>	<b>\$85,982</b>	<b>\$52,383</b>	<b>\$32,349</b>	<b>61%</b>	<b>\$52,538</b>	<b>\$178,594</b>	<b>\$161,103</b>

**Fund Types:**

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

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City of Belmont  
Budget Variance Report  
General Fund / All Other Funds  
Results for the Period Ended November 30, 2025  
(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	%			
<b>REVENUES</b>												
Taxes	9,741	6,342	(3,399)	65% a	23,377	5,773	9,840	2,637	(7,203)	27% a	23,618	2,413
Licenses and permits	511	113	(398)	22% b	1,227	425	997	1,362	365	137% b	2,392	1,355
Intergovernmental	175	228	53	130% c	420	203	5,102	873	(4,229)	17% g	12,245	1,268
Charge for services	1,964	1,727	(237)	88% c	4,714	1,644	17,029	8,093	(8,936)	48% h	40,869	7,341
Fines and forfeits	47	37	(10)	79% d	113	40	-	-	-	N/A	-	-
Use of money and property	806	514	(292)	64% d	1,934	853	2,686	1,416	(1,270)	53% d	6,447	1,902
Miscellaneous	134	15	(119)	11% e	321	9	234	1,327	1,093	567% e	563	164
Transfers in	373	-	(373)	0% f	894	-	21,951	6,683	(15,268)	30% f	52,684	9,551
<b>Total Revenues</b>	<b>13,751</b>	<b>8,975</b>	<b>(4,776)</b>	<b>65%</b>	<b>33,000</b>	<b>8,947</b>	<b>57,840</b>	<b>22,392</b>	<b>(35,448)</b>	<b>39%</b>	<b>138,818</b>	<b>24,000</b>
<b>EXPENDITURES</b>												
General Government	3,483	3,005	(478)	86%	8,359	3,122	3,828	4,463	635	117% i	9,188	3,926
Public Safety	7,261	6,679	(582)	92%	17,425	6,274	6,282	8,279	1,997	132% j	15,078	7,527
Streets and Utilities	-	-	-	N/A	0	0	29,826	12,281	(17,545)	41%	71,583	12,256
Culture and Recreation	1,294	1,196	(98)	92%	3,105	1,117	4,853	3,536	(1,317)	73%	11,648	3,199
Urban Redevelopment	-	-	-	N/A	0	0	3,395	2,217	(1,178)	65%	8,147	2,583
Non Departmental	-	-	-	N/A	0	0	949	32	(917)	3%	2,277	96
Debt Service	-	-	-	N/A	0	0	2,485	4,012	1,527	161% k	5,965	2,885
Transfers out	2,375	-	(2,375)	0%	5,700	0	19,949	6,683	(13,266)	34%	47,878	9,551
<b>Total Expenditures</b>	<b>14,413</b>	<b>10,880</b>	<b>(3,533)</b>	<b>75%</b>	<b>34,589</b>	<b>10,513</b>	<b>71,567</b>	<b>41,503</b>	<b>(30,064)</b>	<b>58%</b>	<b>171,764</b>	<b>42,023</b>
<b>OVER/ (UNDER) EXPENDITURES</b>	<b>(\$662)</b>	<b>(\$1,905)</b>			<b>(\$1,589)</b>	<b>(\$1,566)</b>	<b>(\$13,727)</b>	<b>(\$19,111)</b>			<b>(\$32,946)</b>	<b>(\$18,023)</b>

**Management Discussion and Analysis**

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

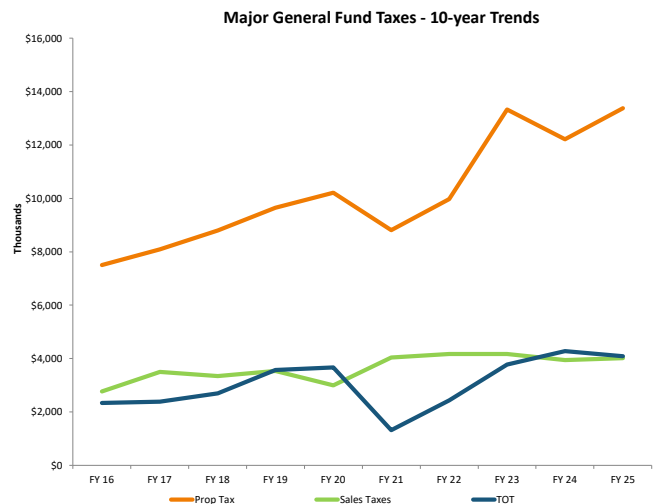
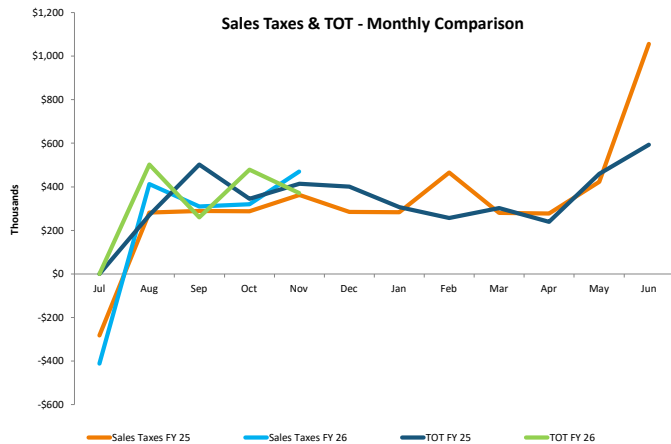
**Revenues**

- a) **Taxes** - The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April.
- b) **Licenses and Permits** - The budget variance is primarily due to the Business License Tax Revenue. All businesses' licensing periods (i.e., the "tax period") have transitioned to January 1 to December 31 and the majority of the revenue will be received at license renewal in December/January.
- c) **Charges for Services (General Fund)** - The budget variance is primarily due to the quarterly fire prevention and protection fee, which will be received in a future reporting period.
- d) **Use of Money and Property** - The budget variance is primarily due to quarterly interest revenues which will be posted in December.
- e) **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.
- f) **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.
- g) **Intergovernmental** - Grant revenue will be received and reported in a future reporting period.
- h) **Charges for Services (All Other Funds)** - The Sewer User Fee (Collection & Treatment) is included as part of the City's Property Tax bill to be received semi-annually, typically in December and April.

**Expenditures**

- i) **General Government** - The variance is due to annual insurance premiums, pension, and OPEB contributions paid in July.
- j) **Public Safety** - The annual BSCFD contribution of \$2.1M was made in July, and the second quarter payment of \$2.6M to San Mateo Consolidated Fire Department was made in September.
- k) **Debt Service** - Annual debt service on bonds were paid in July.

**Trends**



**City of Belmont**  
**Disbursements & Purchase Order Activity Report**  
**Results for the Period Ended November 30, 2025**



**Disbursements Amounts Equal to \$50,000 and Above**

<b>Vendor</b>	<b>Description</b>	<b>Date</b>	<b>No.</b>	<b>Amount</b>
MISSIONSQUARE	DEF COMP ACCT#302442	11/3/25	DAJ000010124	59,102.52
MISSIONSQUARE	DEF COMP ACCT#302442	11/17/25	DAJ000010127	58,642.09
CALPERS	COB CONTRIBUTION PPE 11/14/25	11/28/25	DAJ000010132	141,218.57
CALPERS	COB CONTRIBUTION PPE 10/31/25	11/5/25	DAJ000010128	143,883.55
CALPERS	HEALTH PREMIUM NOVEMBER	11/12/25	DAJ000010129	236,456.62
ADP WAGE PPE 11/08/25	ADP WAGE PPE 11/08/25	11/14/25	DAJ000010146	496,016.91
ADP TAX PPE 11/08/25	ADP TAX PPE 11/08/25	11/14/25	DAJ000010149	118,823.72
ADP WAGE PPE 11/22/25	ADP WAGE PPE 11/22/25	11/28/25	DAJ000010150	496,362.74
ADP TAX PPE 11/22/25	ADP TAX PPE 11/22/25	11/28/25	DAJ000010153	121,829.01
<b>Total Disbursements in Excess of \$50,000</b>				<b>\$ 1,872,335.73</b>
<b>Total Count</b>				<b>9</b>

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

<b>Vendor</b>	<b>Description</b>	<b>Date</b>	<b>No.</b>	<b>Amount</b>
GHIRARDELLI ASSOCIATES	TO#3 815 BELMONT AVE REVIE	11/10/25	26 00063	74,934.00
SATELLITE PAINTING INC	COMMUNITY LEARNING CENTER	11/10/25	26 00064	50,600.00
<b>Total Purchase Orders Issued in Excess of \$50,000</b>				<b>\$ 125,534.00</b>
<b>Total Count</b>				<b>2</b>

**CITY OF BELMONT  
TREASURER'S REPORT  
November 30, 2025**



**Agency Receipts and Disbursements Summary**

	<b>Beginning Balance October 31, 2025</b>		<b>Receipts</b>		<b>Disbursements</b>	<b>Ending Balance November 30, 2025</b>
City of Belmont	\$ 129,198,501.37	\$	3,206,057.97	\$	(5,415,817.57)	\$ 126,988,741.77
Belmont Fire Protection District	24,028,949.46	\$	956,242.41	\$	(183,359.33)	\$ 24,801,832.54
<b>Total</b>	<b>\$ 153,227,450.83</b>	<b>\$</b>	<b>4,162,300.38</b>	<b>\$</b>	<b>(5,599,176.90)</b>	<b>\$ 151,790,574.31</b>

**Balance Summary**

	<b>Deposit</b>		<b>Investments</b>	<b>Pool Total</b>
City of Belmont & Belmont Fire Protection District	<b>\$ 235,754.39</b>	<b>\$</b>	<b>151,554,819.92</b>	<b>\$ 151,790,574.31</b>

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,

s/b Grace Castaneda

\_\_\_\_\_  
Grace Castaneda  
City Treasurer

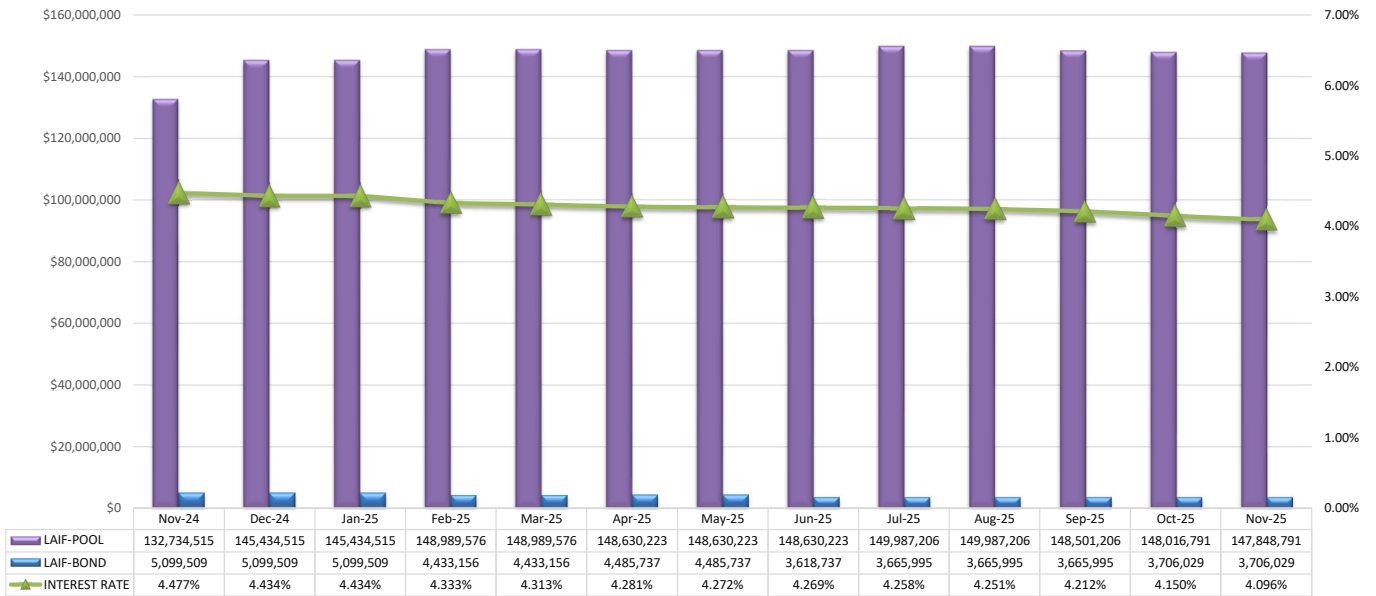
**CITY OF BELMONT  
TREASURER'S REPORT  
November 30, 2025**



**Investment Detail**

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest Total	Investment Period	Rate	Pricing Source	Manager
<b>Deposit</b>									
General Account	Wells Fargo		\$ 235,754.39	\$ 235,754.39				Bank	Bank
<b>Investments:</b>									
L.A.I.F.-POOL	State of California	Daily	147,848,790.71	148,134,076.93	504,657.21	90 days	4.096%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	3,706,029.21	3,713,180.29	12,649.91	90 days	4.096%	LAIF	LAIF
<b>Total</b>			<b>\$ 151,790,574.31</b>	<b>\$ 152,083,011.61</b>	<b>\$ 517,307.12</b>				

**City of Belmont Investment Portfolio Trends**





# STAFF REPORT

**Meeting Date:** January 27, 2026  
**Agency:** City of Belmont  
**Staff Contact:** Daniel Matthews, Assistant Civil Engineer, [dmatthews@belmont.gov](mailto:dmatthews@belmont.gov), (650)-637-2985  
**Agenda Title:** Belmont Creek Restoration Project - Accept construction and authorize issuance of Notice of Completion; initiate five-year habitat monitoring and maintenance plan project and authorize budget transfer.  
**Agenda Action:** Resolution

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## **Recommendation**

Adopt a resolution (1) accepting the construction work and authorizing the issuance of a Notice of Completion for the Belmont Creek Restoration Project, City Contract Number 2024-6 35, including release of retention 35 days after recording of the Notice of Completion; and (2) initiate Belmont Creek Habitat Monitoring and Maintenance Plan and authorize budget transfer.

## **Strategic Focus Area**

Infrastructure and Mobility

## **Background**

Belmont Creek originates in City of Belmont and flows through the Harbor Industrial Area of San Mateo County along the border of San Carlos before reaching Belmont Slough and the San Francisco Bay. Over many years, Belmont Creek within Twin Pines Park degraded due to increased urban runoff, historical channelization, invasive species, and other factors. These conditions resulted in bank erosion, fallen trees, and loss of riparian vegetation and habitat, which impaired water quality and exacerbated downstream flooding.

In 2019, the Belmont Creek Restoration Project was identified in City planning documents. In 2021, OneShoreline, the San Mateo County Flood and Sea Level Rise Resiliency District, successfully secured a \$1,000,000 Proposition 68 Urban Streams Restoration Grant from the California Department of Water Resources on behalf of the City of Belmont. In June 2021, City Council authorized the City Manager to accept the grant funds and execute the grant agreement.

On March 8, 2022, City Council authorized the City Manager to execute a funding agreement



Figure 1 - Typical creek conditions prior to project including failed banks, impaired water quality.



between Belmont, the City of San Carlos, and the County of San Mateo, for a combined amount of \$600,000 from the three agencies, and approved a design contract with Restoration Design Group.

In November 2024, City Council authorized the City Manager to execute construction contracts for both tree removal work and creek restoration work, and to negotiate and execute Amendment No. 1 to the funding agreement between Belmont, City of San Carlos, and the County of San Mateo. The amendment increased the combined agency contribution from \$600,000 to \$2,265,000.

Tree removal work, which included of the removal of 52 hazardous and non-native trees, began in January and was completed in March. Creek Restoration Work was advertised for bid in February, and the construction contract was awarded to Hanford Applied Restoration and Construction in an amount of \$1,764,341.50.

### **Analysis**

#### **Acceptance of Construction**

Work began on June 15, 2025. Construction was completed on schedule and in compliance with all applicable environmental permits, despite an approximate six-week work stoppage due to the inadvertent discovery of archaeological resources within the project area.

Three Contract Change Orders to Hanford's contract were approved during construction:

- Change Order No. 1 expanded the restoration scope to meet the mitigation requirements of the Belmont Creek Detention Basin Project for \$198,943.00.
- Change Order No. 2 addressed costs related to the temporary work stoppage resulting from the inadvertent discovery of archaeological resources. Staff directed the contractor to demobilize equipment where feasible to minimize costs, and extended shifts were required when construction resumed to ensure all work within the creek boundary was completed by the October 15 environmental permit deadline. The total cost of this change order is \$65,557.76.
- Change Order No. 3 provided for the purchase and installation of interpretive signage to educate park visitors of the project to fulfill grant requirements in an amount of \$5,160.88.



Figure 2 - Post-project conditions upstream of pedestrian bridge, featuring placed log structures and constructed riffles.

With the three change orders, the final construction contract totaled \$2,034,023.14. This figure does not include design, construction management, or other project related services. Following substantial completion of the project, a ribbon cutting event was held on December 4, 2025 to welcome the public



back to the restored creek area.

### Initiation of Required Five-Year Maintenance Project

While construction has been completed, additional work is required to satisfy environmental permits conditions, grant funding requirements, and long-term performance objectives of the restored creek corridor. The approved Habitat Monitoring and Maintenance Plan requires maintenance of planting and irrigation systems, as well as monitoring of site conditions, for a five-year period following construction.

To meet these requirements, staff determined that a qualified vendor is needed to perform regular maintenance activities. Following a solicitation process, Hanford Applied Restoration and Construction was identified as the most qualified firm to perform the work. The maintenance plan anticipates a higher level of effort during the first three years following construction, with estimated costs of \$70,000 per year. Maintenance during years four and five is anticipated to require a reduced level of effort with an estimated cost of \$25,000 per year. In addition, the monitoring of the maintenance and site performance by Restoration Design Group is estimated to cost \$58,700 over the five-year period. In total, the maintenance and monitoring project is estimated to be \$298,900.

Because ongoing maintenance is a required component of the capital project, staff recommends initiating a new capital project titled “Belmont Creek Habitat Monitoring and Maintenance Plan” and transferring \$298,900 in Measure I funds to support the estimated project costs. The requested Measure I funding is available and unencumbered in the 2025 Pavement Rehabilitation Project (Project 3117), which is coming in under budget and nearing substantial completion. Staff is requesting that the \$298,900 currently budgeted under the 2025 Pavement Rehabilitation Project (Project 3117) be transferred to the Belmont Creek Habitat Monitoring and Maintenance Plan (Project 3246).

### Alternatives

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

### Attachments

- A. Resolution
- B. Maintenance Proposal from Hanford Applied Restoration and Construction

### Fiscal Impact

No Fiscal Impact

Funding Source Confirmed:

\$2,034,023.14 was budgeted into Twin Pines Park Belmont Creek Restoration Project, Phase One (Project 3218) for the construction phase of the project, including \$820,000 in Proposition 68 Urban Streams Restoration Grant Funds, \$416,250 each from San Carlos and County of San Mateo, and \$832,500 in Belmont Infrastructure Repair Fund dollars for a total of \$1,665,000 from the three parties. Portions of these



revenue sources went to construction support services such as construction management and monitoring. The requested \$298,900 in Measure I dollars for the Belmont Creek Habitat Monitoring and Maintenance Plan (Project 3246) is available and unencumbered in the 2025 Pavement Rehabilitation Project (Project 3117).

**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 (1) ACCEPTING THE CONSTRUCTION WORK AND AUTHORIZING THE ISSUANCE OF A NOTICE OF COMPLETION, AND RELEASE OF RETENTION 35 DAYS AFTER RECORDATION, FOR THE TWIN PINES PARK BELMONT CREEK RESTORATION PROJECT, CITY CONTRACT NUMBER 2024-638, AND (2) INITIATING THE BELMONT CREEK HABITAT MONITORING AND MAINTENANCE PLAN AND APPROVING THE RELATED BUDGET TRANSFER**

---

WHEREAS, on November 26, 2024, the City Council authorized the City Manager to award a construction contract for the construction of the Twin Pines Park Belmont Creek Restoration Project (Phase One) for an amount not to exceed \$2,135,000; and

WHEREAS, following a competitive bidding process, the project was awarded to Hanford Applied Restoration and Construction in the amount of \$1,764,341.50; and

WHEREAS, during construction, three Contract Change Orders totaling \$269,681.64 to expand the restoration scope to meet mitigation requirements associated with the Belmont Creek Detention Basin Project, address unforeseen delay costs related to the inadvertent discovery of archaeological resources, and provide for the purchase and installation of interpretive signage required by grant conditions; and

WHEREAS, ongoing maintenance and monitoring are required to satisfy environmental permit conditions, grant requirements, and long-term performance objectives for the Belmont Creek Restoration Project, and such maintenance is a required component of the original capital improvement project; and

WHEREAS, staff recommends initiating a new capital improvement project # 3246 titled “Belmont Creek Habitat Monitoring and Maintenance Plan” and transferring \$298,900 in available and unencumbered Measure I funds from savings in the 2025 Pavement Rehabilitation Project (Project No. 3117) to fund the required maintenance and monitoring activities.

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

SECTION 1. Accepts the construction work for the Twin Pines Park Belmont Creek Restoration Project (Phase One) as complete.

SECTION 2. Authorizes the City Clerk to issue a Notice of Completion to Hanford Applied Restoration and Construction.

SECTION 3. Authorizes the City Clerk to file the Notice of Completion with the San Mateo County Clerk-Recorder’s office for the Twin Pines Park Belmont Creek Restoration Project (Phase One), City Contract Number 2024-638.

SECTION 4. Authorizes initiation of the Belmont Creek Habitat and Maintenance Plan Project and approves transfer of \$298,900 in Measure I funds from savings in the 2025 Pavement Rehabilitation Project (Project No. 3117) to support the new capital improvement project # 3246

titled “Belmont Creek Restoration Habitat and Maintenance Plan” for required maintenance and monitoring activities.

\* \* \*

ADOPTED January 27, 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



**Proposal Submittal**

*for*

**TWIN PINES MAINTENANCE**

*Prepared for*

**City of Belmont**

**Submission Date: December 3, 2025**

POC: Teddy Hanford  
Phone: (707) 292-0948  
Fax: (707) 996-6601



775 Baywood Drive, Suite 207  
 Petaluma, CA 94954  
 (707) 996-6633  
[www.hanfordarc.com](http://www.hanfordarc.com)  
[info@hanfordarc.com](mailto:info@hanfordarc.com)  
 CA LIC. 461167

## Twin Pines Park Belmont Creek Restoration Maintenance

**To: City of Belmont**  
 1 Twin Pines Lane  
 Belmont, CA 94002

**Hanford Contact:** Teddy Hanford  
**Phone:** 707-292-0948  
**Email:** T.Hanford@hanfordarc.com

**Attention:** Sean Rose  
**Phone:** (650) 226-6901  
**Email:** sean@sroseengineering.com

**Date:** 12/3/2025  
*Revision 2*  
**Quote valid for:** 30 days  
**Anticipated start:** April 2026

### Company Overview

Hanford Applied Restoration & Conservation (Hanford) is construction company that specializes in all aspects of ecological restoration project implementation. Hanford has extensive experience working under the various permits issued by CDFW, RWQCB, and USACE. Our crews often work in environments that are home to threatened and endangered species such as the California red legged frogs, steelhead trout, and the San Francisco garter snake which requires special working conditions. Hanford endeavors to cultivate a team with a strong knowledge base of federal, state, and local environmental permits and endangered species protection measures.

### Proposal

This proposal was prepared using the SOW document provided by the City of Belmont and details provided in a meeting with Sindhi Mekala and Sean Rose on behalf of the City.

### Purpose

This proposal is to perform maintenance activities during and following the plant establishment period of a planting area surrounding the Phase 1 Creek Restoration at Twin Pines Park in Belmont, CA. Maintenance will secure the survivability of the native planting, ensuring stability of the streambank, riparian habitat and natural resources enhancement, stormwater and sediment capture, and water quality improvement in the creek restoration area.

### Scope of work

Hanford will make regular visits to the site between April and November each year of the project duration. The crew will facilitate plant establishment through invasive plant control, irrigation system observation and maintenance, trash and debris removal, and dead plant replacement.



**Twin Pines Park Belmont Creek Restoration Maintenance – December 2025**

**Pricing**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit price</b>	<b>Ext. Price</b>
1	Year 1 Maintenance	1	LS	67,800.00	67,800.00

**Total**

(Cost breakdown into monthly charges on Page 5 - All pricing includes travel time)

Pricing for Years 2-5 shall be provided in accordance with Section 4(B) of the Agreement.

**Years 1-3 Plant Establishment Period**

Through Hanford’s extensive experience in maintaining existing planting areas, we believe that it is essential to invest in maintenance early in the project to ensure long-term survival. Plants that receive adequate care in the first year of establishment will reduce the number of replacement plants in future years. There will be a greater flush of invasive plants in the first years following streambank reconstruction. Consequentially, there will be an additional effort for invasive plant control and weed management in planting basins. The crew will make two 8-hour visits each month in April through July and one 8-hour visit each month from August through November in **Year 1** and **Year 2** for maintenance activities. Subsequent years will require less maintenance effort. **Year 3** will be reduced to one 8-hour visit every month from April-November. Pricing for Years 2-3 shall be provided in accordance with Section 4(B) of the Agreement.

**Year 4-5 Maintenance Period**

Hanford will continue to make regular visits to the Phase 1 restoration area for two years following the plant establishment period to ensure survivability and monitor success of the revegetation. By Years 4 and 5, the irrigation system will be removed, and maintenance activities will be reduced to invasive plant management and trash and debris removal. Continued monitoring of geomorphic stability is necessary, adaptive vegetation management measures may be taken depending on site conditions. Maintenance activities will include hand weeding, string trimming, and spot herbicide application. One 8-hour visit will be made every 3-4 months between April and November in both years. Pricing for Years 4-5 shall be provided in accordance with Section 4(B) of the Agreement.

**As-needed Maintenance**

The work area will require reactive maintenance based on changing site conditions. Damage may occur to the irrigation system, erosion control, plants, or seeding areas due to natural or anthropogenic causes. Repairs will be made as needed. Materials needed for on-call work will be cost of materials plus 20 percent markup. Additional administrative costs for ordering materials may apply. Materials will be selected and ordered when the need arises.



**Twin Pines Park Belmont Creek Restoration Maintenance – December 2025**

**Pricing**

<b>Laborers</b>	<b>April 2026 – June 2026</b>	<b>July 2026 – June 2027</b>	<b>July 2027 – June 2028</b>	<b>July 2028 – June 2029</b>	<b>July 2029 – June 2030</b>	<b>July 2030 – June 2031</b>
2	3,400.00	3,570.00	TBD	TBD	TBD	TBD
3	4,400.00	4,600.00	TBD	TBD	TBD	TBD
4	5,400.00	5,700.00	TBD	TBD	TBD	TBD

Pricing for Years 2-5 shall be provided in accordance with Section 4(B) of the Agreement.

**On-call Irrigation System Repair**

The irrigation system in the restoration area is designed to operate automatically. If the observing engineer sees a major break in the system that could jeopardize survivability, a crew will be sent out to repair the system before the next irrigation event.

**Dead Plant Replacement or Additional Plantings**

Dead woody plantings or cuttings may need to be replaced should plant survival fall below 70 percent. If vegetation cover criteria are not met, additional container plants or live pole cuttings may be required. Materials needed for a plant replacement event include correctly sized replacement container plants, fertilizer packets, irrigation supplies, and mulch to re-establish the planting area. Dead Plant Replacement could be a part of regular monthly maintenance if it is planned ahead by the Client. You are able to furnish plants and planting materials for the crew ahead of replacement planting, which may reduce overall cost because there is a markup for Hanford procurement and delivery.

**Replacement Seeding**

If native herbaceous vegetation cover criteria are not met, additional seeding may be required. The crew will hand-broadcast seed in the areas that failing the vegetation cover requirements.

**Mulching**


If deemed necessary, the crew may need to spread additional mulch to plant basins or seeded areas. The crew will perform mulching in addition to the regular maintenance tasks.

**Erosion Control**

In the event of erosional events, adaptive erosion control or repair to the existing erosion fabric or jute roll may be necessary.

**Animal Exclusion Cages**

If container shrubs or trees experience damage due to browsing or burrowing animals, existing and replacement plants may need to be caged as a preventative maintenance strategy. The crew will construct cages as-needed during plant replacement activities.

	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p><b>Twin Pines Maintenance — Monthly Charges</b></p> </div>							
	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
<b>2026</b>	\$ 11,300.00	\$ 11,300.00	\$ 11,300.00	\$ 11,300.00	\$ 5,650.00	\$ 5,650.00	\$ 5,650.00	\$ 5,650.00

Pricing for Years 2-5 shall be provided in accordance with Section 4(B) of the Agreement.

**Differing Site Conditions**

(A) Modifications. All City modifications to the work or project schedule, whether an addition, deletion, or revision, shall be made by written change order. Whenever the Consultant work is so changed and an equitable adjustment in the Agreement price and/or the Agreement time is appropriate, Consultant shall submit to City within a reasonable time a detailed estimate with supporting calculations and pricing together with any adjustments to the Agreement price and/or the Agreement time. Pricing of the adjustment shall be in accordance with the pricing structure of this Agreement.

(B) In the event Consultant discovers (a) subsurface or latent physical conditions at the site differing materially from those indicated in the Agreement documents or (b) previously unknown physical or other conditions at the site of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Contract, Consultant shall promptly, before such conditions are further disturbed, stop work and notify City in writing thereof. The discovery of Hazardous Material at the site shall be deemed to be a differing site condition pursuant to this article, provided it was not specifically identified, including its location, type, and quantity, in the City-provided documents or brought onto the site by Consultant or its lower-tier contracts for performance of the Work. City shall promptly investigate the conditions and, if it finds that such conditions do so materially differ and

cause an increase or decrease in the cost of, or the time required for, performance of this Agreement or any Work Authorization(s), City shall make an equitable adjustment in the Agreement price and/or the Agreement time.

(C) Consultant shall be responsible for all delays that it or its subcontractors and suppliers cause. However, the Agreement time shall be extended as a result of any act or omission of City or its other contractors cause, including resulting from City's suspension of all or some of the work, or any other cause which is beyond the control of Consultant, its subcontractors, or suppliers, or which Consultant could not have been reasonably foreseen, including, without limitation, acts of any governmental authority, acts of a public enemy, fire, flood, unusual delay in transportation, abnormal weather conditions, labor disputes, strikes, lack of worksite access, acts of God, natural disasters, pandemics, or acts of third parties.

**Insurance**

Pricing is based on the insurance standards provided. If the City changes or modifies any of the insurance requirements, the City will reimburse the Consultant for all additional costs resulting from such changes or modifications.



### ARROYO DE LA LAGUNA MITIGATION

Alameda County, CA

**Client:** Sequoia Ecological Consulting, Inc.  
1342 Creekside Drive Walnut  
Creek, CA 94596

**Contact:** Ari Rogers, Senior Biologist | Project Manager  
(512) 940-4049  
[arogers@sequoiaeco.com](mailto:arogers@sequoiaeco.com)

**Total Contract Amount:** \$488,220

**Contract Period:** 2023-2029

Hanford performs implementation of the Habitat Mitigation and Monitoring Plan within 6.81 acres of designated Mitigation Area along the Arroyo de la Laguna. This is done via several steps: invasive species management across the entirety of the site, with the objective being to reduce non-native plant populations both before and after planting efforts, installation of roughly 4,200 plants, willow poles, compost, wood chip mulch, browse protection caging throughout the riparian mitigation site, and lastly installation of an on-site irrigation system, consisting of PVC pipe, lateral poly drip tube lines, valves, and on-site holding tanks.

Hanford performs ongoing annual maintenance for six years after implementation. Maintenance includes supplemental watering through plant establishment during the dry season, twice annual mowing, direct removal of invasives, and replanting depending upon monitoring results.





**MAINTENANCE & MONITORING OF THE LAS GALLINAS CREEK WATERSHED RIPARIAN ENHANCEMENT PLANTING**  
Main County, CA

**Client:** Sonoma-Marín Area Rail Transit District  
5401 Old Redwood Highway, Ste. 200  
Petaluma, CA 94954

**Contact:** Negin Sagae  
(707) 285-8183  
[NSaghaee@sonomamarintrain.org](mailto:NSaghaee@sonomamarintrain.org)



**Total Contract Amount:** \$80,774  
**Contract Period:** 2022-2027

Hanford maintains the riparian enhancement site for years 5 through year 9 of the required monitoring period. Hanford works with a subcontractor for monitoring requirements. The purpose of the Project is to provide mitigation for riparian habitat impacts resulting from a Sonoma-Marín Area Rail Transit District (SMART) project through enhancement of riparian habitat. The mitigation project consists of at least 0.12 acre and 565 linear feet of riparian habitat, as prescribed in the October 2017 Las Gallinas Creek Watershed Riparian Enhancement Plan.

The scope of work generally consists of confirming planting success, maintaining and enhancing the mitigation plantings, removing invasive species, irrigation if needed due to drought conditions, and monitoring to provide the required annual report for agency submittal.





## NAPA RIVER OAKVILLE TO OAK KNOLL GROUP C RESTORATION & REVEGETATION

Napa County, CA

**Client:** Napa County Flood Control & Water Conservation District 804 1st Street, Napa, CA 94559

**Contact:** Michael Gordon, Specialist  
(707) 501-8201  
[michael.gordon@countyofnapa.org](mailto:michael.gordon@countyofnapa.org)

**Total Contract Amount:** \$1,244,366

**Contract Period:** 2018-2021

Hanford planted approximately 87,000 container plants and hundreds of harvested willows at restoration sites along the Napa River. Crews installed an in-house-designed irrigation system. Crews constructed and managed a shaded on-site nursery with associated infrastructure for 3 months during plant delivery and installation.

Three years of maintenance and monitoring followed the planting: routine visits the site to control non-native invasive plants, perform monitoring/survivorship assessments, maintain planting basins, and perform troubleshooting on the irrigation system. Initial construction and plant installation were completed in early 2019. All restoration goals for success and native cover were met or exceeded. Hanford completed this contract in 2021.



**SAN RAFAEL CREEK RIPARIAN ENHANCEMENT**

Marin County, CA

**Client:** Sonoma-Marín Area Rail Transit District  
5401 Old Redwood Highway, Ste. 200  
Petaluma, CA 94954

**Contact:** Negin Sagaee  
(707) 285-8183  
[NSaghaee@sonomamarintrain.org](mailto:NSaghaee@sonomamarintrain.org)

**Total Contract Amount:** \$266,600

**Contract Period:** 2021-2026



The San Rafael Creek Riparian Enhancement project enhances approximately 5,345 square feet (0.12 acres) of riparian habitat. Specifically, the footprint consists of three separate enhancement sites located on the San Rafael Creek. Hanford was responsible for planting, caging of plants, soil remediations, and installation of an irrigation system at the sites in late 2021 and is responsible for maintaining the sites until late 2026. Maintenance events include removal of weeds, garbage, and other debris that impede plant growth, watering and irrigation system repairs, cage adjustments, and replacement planting as needed. Hanford works with a subcontractor for monitoring requirements.



755 Baywood Drive, Suite 380  
 Petaluma, CA 94954  
 CA Lic. #461167  
 (707) 996-6633  
[info@hanfordarc.com](mailto:info@hanfordarc.com)

**ARI WILSON**

SENIOR PROJECT MANAGER – LAND MANAGEMENT

**Summary**

Ari has over fifteen years of experience in plant ecology, botany, and land management. She has worked in a wide array of fields: habitat restoration, conservation science, revegetation, invasive species management, arboriculture, horticulture, biological research and education, plant identification, environmental education, and laboratory coordination. Ari has worked at Hanford for over seven years, and has worked at every level of the organization, from laborer to management.

As a Senior Project Manager at Hanford, Ari manages projects from proposal to close-out. Additionally, she supports, supervises, and advises other Land Management team members on operations, billing, and project implementation. Active project scopes include weed management, riparian restoration, mitigation, fuel reduction, erosion control, and long-term site maintenance and monitoring.

Ari is also the primary botanist within Hanford’s Land Management division. She implements botanically enriching education for field staff to better hone their skills at plant identification at multiple phenological stages and be competent in field identification.

**Education & Certifications**

- Master of Science - Ecology, Evolution & Conservation Biology | San Francisco State University | 2019
  - Thesis Title: Turning over a new leaf: A centennial analysis of physiological changes in *Arctostaphylos* (Ericaceae) & *Ceanothus* (Rhamnaceae)
- Bachelor of Science - Botany | San Francisco State University | 2014
- International Certified Arborist | 2019 - present
- California Certified Naturalist | 2010 - present

**Relevant Project Experience**

Project	Description	Client
Fuel Reduction and Restoration   2020-2024	Mechanical and hand removal of non-native weeds, woody species from grasslands, defensible space, and fuel-break maintenance.	Marin Municipal Water District   Corte Madera, CA
Willits Mitigation Lands Maintenance and Enhancement   2023-2028	Shrub and tree planting, herbaceous plant site preparation and installation, mowing, target weed removal, other weed removal, watering, and seed collection on the Willits Bypass Mitigation Lands.	Mendocino County Resource Conservation District   Ukiah, CA
Oakville Revegetation Group C   2018-2021	Install native plants and perform invasive plant management to revegetate area along Napa river.	Napa Co. Flood Control & Water Conservation District   Napa, CA



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Petaluma, CA 94954  
CA Lic. #461167  
(707) 996-6633  
[info@hanfordarc.com](mailto:info@hanfordarc.com)

**PATRICK DOWNS**

SUPERINTENDENT – LAND MANAGEMENT

**Summary**

Patrick has more than 15 years of experience in habitat restoration, conservation-related work, and land management; 10 of these years have been with Hanford. Prior to joining Hanford, Patrick worked for the Conservation Corps North Bay where he supervised crews in native planting and invasive species removal, habitat restoration, litter abatement, irrigation installation, fire fuel reduction, creek habitat maintenance and restoration, and trail building. He also worked for the Sonoma County Water Agency as a Natural Resource Crew Supervisor.

As Superintendent at Hanford, Patrick supervises logistics for dozens of revegetation and restoration projects, overseeing 15-20 field personnel and an autonomous operations yard in Petaluma. Patrick’s responsibilities include plan and specification compliance, project field implementation, technical analysis and project documentation, personnel and resource management, job cost and productivity reporting, and inventory/maintenance of equipment.

**Education & Certifications**

- Naturalist Certification, Pepperwood Preserve Stewardship Program | Santa Rosa, CA | 2014
- Bachelor of Arts, Environmental Studies | UC Santa Cruz | 2014
- Qualified Applicator Certification | 2015 – 2024
- Qualified Applicator License | 2024 – present

**Relevant Project Experience**

Project	Description	Client
Denman Reach   2017 - present	Invasive plant management, irrigation maintenance, mowing, mulch replenishment, re-planting/re-seeding.	City of Petaluma   Petaluma, CA
Blankstein Wetland Mitigation   2015 - Present	New cage installation, existing cage relocation, planting basin maintenance, vegetation control, irrigation maintenance.	H.T. Harvey & Associates   Alameda County,
Las Gallinas Creek Enhancement   2018 - present	Planting, browse cages, seeding, irrigation installation, weeding/clearing, biological monitoring and maintenance. native plantings to convert vineyard to riparian habitat.	SMART   Marin County, CA



## Twin Pines Park Belmont Creek Restoration Maintenance – November 2025

### Exhibit A General Conditions

1. This proposal is valid for 30 days from the date submitted.
2. This proposal is contingent upon reaching mutually agreeable contract terms, with the understanding that all proposal terms and these General Conditions shall be incorporated into any resulting contract between the parties.
3. Any resulting contract will create an independent contractor relationship between the parties; no fiduciary duty or agency will be created.
4. In the event of any conflicts among the contract documents, Contractor's Scope of Work and any conditions or exclusions therefrom shall control.
5. Owner will obtain all permissions, permits, licenses, and inspections required for Contractor to perform the Work and shall pay all costs associated therewith, excluding only those licenses required to be held by Contractor to generally perform this type of work.
6. Owner will provide all plans, specifications, and other designs services required for the Work – no design services are included in Contractor's Scope of Work unless explicitly provided in the proposal.
7. Owner will provide unlimited and unrestricted access to the site area(s) necessary for the Work.
8. Owner will locate and mark or move, as necessary, any permanent or temporary utility, whether active or abandoned, that may be affected by the Work.
9. If vessel access is a component of the Work, the waterway shall be of sufficient depth for the vessel's required draft at the time(s) Contractor requires access.
10. Contractor will not perform any containment, cleanup, or disposal of hazardous materials that (a) were pre-existing at the Site or (b) if brought to the Site for the Project, were not released by Contractor. If Contractor encounters any hazardous materials at the site that have not been rendered harmless, Contractor shall immediately stop work in the affected area and report the condition to Owner. To the fullest extent permitted by law, Owner shall defend, indemnify, and hold harmless Contractor, its affiliates, officers, employees, directors, and agents from all claims, damages, losses, and expenses, included but not limited to attorneys' fees, arising out of or resulting from any pre-existing hazardous materials.
11. If Owner is providing any materials or equipment for Contractor's Work, they shall be provided at no cost to Contractor and shall meet the requirements of the Work, including applicable plans and specifications, without the need for any alteration or adjustment, and Contractor shall not be responsible for any defects therein, warranty thereto, or damage or loss thereto, except to the extent caused by Contractor or its lower tier contractors.
12. Contractor shall be entitled to rely on the accuracy, adequacy, and completeness of the information provided to it or authored by Owner or Owner's other contractors, including without limitation the plans and specifications, their compliance with applicable laws, codes, and standards, and any site data, including subsurface data, regardless of any disclaimer and regardless of when the information was provided to Contractor. Such information shall be incorporated into any resulting contract. Contractor shall not be required to independently verify the accuracy, adequacy, or completeness of such information, though Contractor shall promptly notify Owner of any deficiencies or discrepancies that it discovers therein. If any deficiency or discrepancy impacts the Work, it shall be addressed via change order.
13. Contractor shall perform the Work in one continuous, uninterrupted operation, 8 hours per day, 5 days a week, unless otherwise specifically provided in the proposal.



## Twin Pines Park Belmont Creek Restoration Maintenance – November 2025

14. Contractor shall commence and proceed with the Work according to a mutually agreeable schedule, which shall be incorporated into any resulting contract and which Owner may modify via change order. This change order shall encompass all related price and time impacts to Contractor.
15. If Contractor is unable to maintain a continuous operation due to circumstances beyond its control, including as a result of Owner's or Owner's other contractors' delays or Owner's suspension of the Work, Owner shall pay Contractor its standby rate unless otherwise specifically provided in the proposal.
16. If any delay/suspension not caused by Contractor exceeds ten consecutive working days, or twenty cumulative working days during the project, Contractor may, at its option, demobilize, to return at a future mutually agreeable date, at the cost of Owner.
17. Contractor will provide payment and performance bonds upon request at an additional cost. Contractor will not provide a letter of credit, nor will Contractor's owners or officers provide a personal guarantee.
18. Owner shall pay Contractor at least monthly for approved invoices, which shall include stored materials, within 30 days of submission, assuming Contractor has provided all reasonably requested prerequisites.
19. Owner shall not withhold any retention from its payments to Contractor.
20. Owner shall pay Contractor 100% of its price for mobilization upon completion thereof.
21. Late payments by either party shall bear interest at the same rate, which shall be 18% per annum, unless otherwise agreed.
22. If Owner has the right to deduct or offset any payment, Contractor shall have an equal right to do so.
23. Contractor may suspend Work if Owner fails to pay undisputed amounts when due and fails to cure the nonpayment within five business days from written notice thereof.
24. Statutory lien/bond claim waivers shall be used wherever required or available. If the Work is being performed in a state that does not have statutory lien/bond claim waivers required or available, the lien/bond claim waivers shall mirror California's statutory waivers.
25. Contractor's lien rights shall not be subordinated to any other claimant of Owner.
26. Contractor has performed a reasonable investigation of the site satisfying itself as to (1) the known and readily observable nature, location, and character of the site and the project, specifically including the surface conditions of the site and the surrounding area, and all structures and obstructions thereon, both natural and man-made, and any subsurface conditions disclosed in writing by Owner; (2) the nature, location, and character of the general area in which the project is located, including generally prevailing climatic conditions, labor supply, labor cost, equipment supply, and equipment cost; (3) the quality and quantity of all materials, supplies, tools, equipment, labor, and services necessary to complete the Work at the quoted price and according to the mutually agreed schedule; and (4) any requirements imposed by applicable laws and applicable permits, and Contractor shall not be entitled to any increase in the price or extension to the schedule for its failure to perform such a reasonable site investigation. Contractor's obligation to perform a reasonable site investigation shall not extend beyond the foregoing and Contractor specifically repudiates any obligation to assume the risk of (a) subsurface conditions not disclosed in writing by Owner, (b) differing site conditions, (c) abnormal weather conditions, or (d) delays not caused by Contractor, and Contractor shall be entitled to make a claim for an increase to the price and/or extension to the schedule caused thereby.
27. Contractor warrants that the Work shall be performed in a good and workmanlike manner, according to the plans and specifications, free from defects in design, material, and workmanship, and using new materials unless otherwise specified. Contractor specifically disclaims all other



## Twin Pines Park Belmont Creek Restoration Maintenance – November 2025

warranties implied by law, including the warranty of fitness for a particular purpose and warranty of merchantability, as well as any requirement to perform the Work according to Owner's intent.

28. The duration of Contractor's warranty shall not (a) for construction Work, exceed one year from the substantial completion date of its Work or (b) for dredging Work, exceed the date the area is surveyed for payment.
29. Contractor shall not bear the risk of loss for any loss or damage to the Work (a) caused by Owner, Owner's other contractors, any force majeure events, (b) covered by Owner's builder's risk policy, or, if not caused or covered by any of the foregoing, (c)(i) for construction Work, beyond the date of substantial completion or Owner's beneficial use (in whole or in part) of the Work, whichever occurs earlier, or (ii) for dredging Work, beyond the date the area is surveyed for payment.
30. The amount of liquidated damages to be assess for Contractor delays shall be negotiated and shall only apply to the extent Contractor and/or its lower tier contractors are responsible for causing the delay.
31. Contractor's liability and indemnity obligations for any property damage, physical injury, breach of contract, or other claim, loss, damage, or expense shall be proportional, to the extent of its or its lower tier contractors' acts or omissions. Contractor shall not be liable for Owner's or any other party's acts or omissions, whether active or passive, or be required to indemnify Owner or any other party for such. Owner shall have the same liability and indemnity obligations to Contractor.
32. Contractor's provision of insurance, including its primary response, additional insured endorsements, and waivers of subrogation, shall be limited to the extent of Contractor's proportional liability and indemnity obligations.
33. Contractor shall not be required to waive any rights available to it under the law unless equally applicable to and waived by Owner.
34. Except provisions for liquidated damages or damages that are a part of third-party claims that either Party has an obligation to indemnify the other Party from, neither party shall be liable to the other for indirect damages of any kind, including incidental, special, and consequential damages and encompassing, without limitation, loss of use, loss of profit, and loss of business opportunity.
35. Contractor may request a change order or pursue a claim against Owner for an increase to the price and/or extension to the schedule when Owner's or Owner's other contractors' acts or omissions, including delays, adversely affect Contractor's performance of the Work or otherwise cause damage, loss, or expense to Contractor.
36. Change orders, and any claimed accord and satisfaction associated therewith, shall encompass only the scope of the change order, not the entirety of the project performed up to the date of the change order.
37. Change order / claim notice deadlines shall not be less than ten business days from the date Contractor knew of the circumstance giving rise thereto.
38. A change order shall utilize the unit prices provided in the contract, if applicable. If no such unit price is applicable, the parties will negotiate to reach a mutually agreeable price for the work. If the parties are unable to reach an agreement, Contractor shall perform the work on a time and materials basis, plus a fee of twenty-four percent for all overhead and profit associated therewith.
39. Force majeure shall include labor, material, equipment, and lower tier contractor shortages due to any pandemic or epidemic, including COVID-19, and all abnormal climate conditions, which shall be defined as all precipitation days for the period of time in excess of the ten year average reported by the National Oceanic and Atmospheric Administration reporting station located closest to the Site. Contractor shall not be responsible for any delay damages and shall be entitled to make a claim for an increase to the price and/or an extension to the schedule if delayed as a result thereof.

**Twin Pines Park Belmont Creek Restoration Maintenance – November 2025**

40. Contractor shall be given the opportunity to cure any breach of contract or defect in the Work, which it shall commence and diligently continue within a minimum of ten business days from written notice thereof.
41. In the event of termination for default, Owner may take possession of Contractor's materials as well as equipment and tools specifically leased for the project. All equipment and tools owned or leased for non-project-related reasons by Contractor shall remain in the sole possession of Contractor.
42. In the event of termination for convenience, Contractor shall be paid (a) for mobilization, the Work completed to date, and demobilization, each at the rates provided, (b) reasonable costs of termination, and (c) twenty-four percent of those termination costs for overhead and profit.



# STAFF REPORT

**Meeting Date:** January 27, 2026  
**Agency:** City of Belmont  
**Staff Contact:** Brian Nguyen, Public Works, (650) 637-2998, bnguyen@belmont.gov  
**Agenda Title:** Belmont Village Pedestrian and Bicycle Improvements Project Shared Cost Agreement with Linc Housing Development  
**Agenda Action:** Resolution

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## Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute a Shared Cost Agreement with Linc Housing Development Project (Linc Project) for reimbursement of construction costs associated with overlapping improvements between the City of Belmont’s Belmont Village Pedestrian and Bicycle Improvements Project and the Linc Project’s frontage improvements, in the amount of \$187,004.15 plus a 10% contingency.

## Strategic Focus Area

Infrastructure and Mobility

## Background

The High-Intensity Activated Crosswalk (HAWK Project) was identified in the City’s 2016 Comprehensive Pedestrian and Bicycle Plan. The project includes installation of a HAWK at the El Camino Real and Hill Street intersection to improve pedestrian and bicycle connectivity and accessibility between surrounding residential neighborhoods, nearby housing developments, and Belmont’s Caltrain station.

In April 2023, the HAWK Project was initiated by the City as an independent project. At that time, no construction schedule had been established for the adjacent Linc Project. In late fall 2024, however, the Linc Project secured funding and subsequently obtained building permits in April 2025.

The Linc Project is scheduled to begin their frontage improvements in June 2026. During coordination meetings between City staff and Linc Housing in April 2025, the Linc Project requested that City delay the HAWK Project and allow the Linc Project to construct the overlapping portion of work along their frontage, as shown in the figure to minimize construction conflicts and associated rework of public improvements.





**Analysis**

Given the close proximity of the two projects and the overlap in required improvements, City staff has determined that allowing The Linc Project to perform the overlapping construction work is both prudent and cost-effective. This coordinated approach will support more efficient project delivery and optimize the use of public resources by:

- Preventing conflicts between public improvements
- Reducing constructability challenges
- Avoiding duplication of work and costly rework

Exhibit 1 provides a copy of LINC’s bid results for \$187,004.15 for the planned work, which came in below the City’s original estimate of \$289,550. Based on these estimates, allowing the LINC Project to construct the overlapping improvements would result in an estimated cost savings of \$102,545.85 for the City, while ensuring coordinated delivery of adjacent public and private improvements. .

**Alternatives**

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

**Attachments**

- A. Resolution
- B. Exhibit 1 – Linc Project Bid

**Fiscal Impact**

No Fiscal Impact

\$187,004.15 plus a 10% contingency is budgeted under Capital Improvement Program (CIP) Hill Street HAWK Signal Project# 3232 (Account 399-3-730-3232-9030), funded by the Measure A Street Improvement Fund and contribution from County of San Mateo.

Funding Source Confirmed:

**Source:**

Council

**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 CITY MANAGER TO NEGOTIATE AND EXECUTE A SHARED COST AGREEMENT WITH LINC HOUSING CORPORATION IN AN AMOUNT NOT TO EXCEED \$187,004.15 PLUS A 10% CONTINGENCY.**

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WHEREAS, the City of Belmont is implementing the Belmont Village Pedestrian and Bicycle Improvements Project (HAWK Project), which was identified in the City’s 2016 Comprehensive Pedestrian and Bicycle Plan and initiated as an independent project in April 2023; and

WHEREAS, the adjacent Linc Housing Development Project (Linc Project) obtained building permits in April 2025 and is scheduled to begin frontage improvements in June 2026; and

WHEREAS, during coordination meetings between City staff and Linc Housing Corporation in April 2025, Linc Housing requested that the City delay construction of the HAWK Project and allow Linc Housing to construct the overlapping portion of improvements along its project frontage; and

WHEREAS, due to the close proximity of the two project sites, City staff determined that allowing The Linc Housing Corporation to perform the overlapping construction work is both prudent and cost-effective, and will prevent conflicts in public improvements, minimize constructability challenges, and avoid duplication of work and costly rework; and

WHEREAS, cost estimates prepared by the City and by Linc Housing demonstrates that the overlapping improvements can be constructed at a lower cost if performed by Linc Housing Corporation.

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 Shared Cost Agreement with the Linc Housing Corporation in an amount not to exceed \$187,004.15 plus a 10% contingency.

\* \* \*

ADOPTED January 27, 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



Exhibit 1

7250 Redwood Boulevard,  
Novato, CA 94945  
+1 415-332-8390  
[tevans@precisiongc.com](mailto:tevans@precisiongc.com)

**HILL STREET APARTMENTS**

**Located at: 900 El Camino Real, Belmont, CA 94002**

Civil Drawings by: BKF	Dated: 01-15-25
Joint Trench Drawings by: Millennium Design & Consulting, Inc.	Dated: 07-19-23
Geotechnical Investigation by: ENGEO	Dated: 11-26-2024

We propose to furnish all labor, materials, transportation and services as per the itemized scope of work as listed below:

**A. BASE BID - Itemized Scope of Work: EXTRA SITE CONCRETE WORK AT HILL STREET**

- |  |    |           |
|--|----|-----------|
| <p>1.) <b>OFF-SITE - Place A.C. Pavement Plug at Curb &amp; Gutter - Install Approx. 4'0" Feet Each - Total of 8'0" Ln. Ft.; Approx. 12 Sq. Ft.</b></p> <ul style="list-style-type: none"> <li>- A.C. 11" Course, in 4 Lifts - Install Approx. 1 Tons</li> </ul>   | \$ | 1,246.88  |
|  |    |           |
| <p>2.) <b>OFF SITE - Place and Compact Recycle Aggregate Base &amp; Concrete Paving at Sidewalk</b></p> <ul style="list-style-type: none"> <li>- Concrete Sidewalks - 4" Base Rock Course x 276 Sq. Ft.; Approx. 7 Tons.</li> <li>- Concrete Sidewalks - 4" thick p.c.c.; Approx. 276 Sq. Ft.; Install Approx. 4 Cu. Yds.</li> <li>- A2-6 Curb &amp; Gutter - 6" Base Rock Course x 8 Ln Ft.; Approx. 1 Tons.</li> <li>- A2-6 Concrete Curb &amp; Gutter - 30" wide; Approx. 8 Ln. Ft.</li> <li>- Install Yellow Detectable Warning - Approx. 0 Sq. Ft.</li> </ul>   | \$ | 10,337.25 |
|  |    |           |
| <p>3.) <b>OFF-SITE - Joint Trench - Pedestrian Hybrid Beacon ( Ref. Dwg. : E-1, E-2, &amp; ED-1 )</b></p> <p style="margin-left: 20px;"><b>A. Pedestrian Hybrid Beacon</b></p> <ul style="list-style-type: none"> <li>- Saw Cut A.C. Paving at Utilities - Approx. 4" thick; Approx. 200 Ln. Ft.</li> <li>- Demo &amp; Remove A.C. Paving at Utilities - Approx. 4" thick; Approx. 2505 Sq. Ft.</li> <li>- Supply &amp; Install Approx. 258 Ln. Ft. of 2" Street Lights (SCH-40)</li> <li>- Asphalt Patch at Utility Trenches, 4" Section - Approx. 178 Sq. Ft.; Approx. 6 Tons</li> <li>- Trench Plates for Trench Protection Qty of 89 Each</li> <li>- Pothole Existing; Qty of 7 Each - <b>BUDGET</b></li> <li>- Install (1) Connection to Existing Enclosure/MH/Tel/Cable Box</li> </ul> | \$ | 49,952.35 |

ALTERNATE

**B. OFF-SITE - Pier Drilling & Installations of Hybrid Beacon** \$ 79,880.96

- Drill a Install (2) Type 2 Post ( Pier Holes ) - 1'6" Dia. x 1' 6" Deep - Approx. 3'0" V.L.F. Deep; Approx. 1 Cu. Yds. Spoils Off-Haul
- Form & Pour Qty of (2) Type 2 Post - Approx. 1/2 Cu. Yds P.C.C. w/ Rebar Cage
- Drill a Install (2) Type 1-B ( Pier Holes ) - 2'6" Dia. x 6'0" Deep - Approx. 6'0" V.L.F. Deep; Approx. 3 Cu. Yds. Spoils Off-Haul
- Form & Pour Qty of (2) Type 1-B - Approx. 2 Cu. Yds P.C.C. w/ Rebar Cage
- Drill a Install (1) Type 19-4-100 Pole ( Pier Holes ) - 3'6" Dia. x 1'0" Deep - Approx. 1'0" V.L.F. Deep; Approx. 1 Cu. Yds. Spoils Off-Haul
- Form & Pour Qty of (1) Type 19-4-100 - Approx. 1/2 Cu. Yds P.C.C. w/ Rebar Cage
- Drill a Install (1) Type 26-4-100 Pole ( Pier Holes ) - 3'6" Dia. x 1'0" Deep - Approx. 1'0" V.L.F. Deep; Approx. 1 Cu. Yds. Spoils Off-Haul
- Form & Pour Qty of (1) Type 26-4-100 - Approx. 1/2 Cu. Yds P.C.C. w/ Rebar Cage

**Install Approx. 275 Ln. Ft. of 2 - #14 & #10 AWG Wire**

- Qty of (4) - #5 - Splice Boxes
- Qty of (1) - #6 - Splice Boxes
- Qty of (2) - **Mast Arm Pole** ALTERNATE
- Qty of (2) - **Mast -3A Pedestrian Hybrid beacon signal head** ALTERNATE
- Install ( 2 ) R10-23A - Name Sign ALTERNATE
- Install ( 2 ) W11-15 - Sign 48" ALTERNATE

**C. OFF-SITE - Pier Drilling & Installations of Type III Service Cabinet** \$ 3,556.88

- Drill a Install (1) Type III - AF Pier Holes - 1'6" x 1'6" x 2'0" Deep - Approx. 2'0" V.L.F. Deep; Approx. 1 Cu. Yds. Spoils Off-Haul
- Form & Pour Qty of (1) Type III - AF - Approx. 1/2 Cu. Yds P.C.C. w/ Rebar Cage
- Install ( 1 ) Type III - AF Service Cabinet ALTERNATE

**D. OFF-SITE - Pier Drilling & Installations of Controller Cabinet with Battery Back up System** \$ 3,675.00

- Drill Cut & Off Haul - 9'9" x 4'2" x 4" Thick- Approx. 1 Cu. Yds. Spoils Off-Haul
- Form & Pour Qty of (1) Concrete Pad. Approx. 1/2 Cu. Yds P.C.C.
- Install ( 1 ) Model 332 LS Cabinet ALTERNATE
- Install ( 1 ) Model LX-BBS Cabinet ALTERNATE
- Install ( 1 ) Model 2070 Controller Assembly, Battery Backup system ALTERNATE

**4.) OFF-SITE Joint Trench by RVS for Permit ; 1 LS** \$ -

SUBTOTAL	\$	148,649.30
PGCC FEE @ 15%:	\$	22,297.40
<b>TOTAL</b>	<b>\$</b>	<b>170,946.70</b>



Attn: Tony Evans  
 7250 Redwood Boulevard,  
 Novato, CA 94945  
 +1 415-332-8390  
[tevans@precisiongc.com](mailto:tevans@precisiongc.com)

**HILL STREET APARTMENTS**

**Located at: 900 El Camino Real, Belmont, CA 94002**

Civil Drawings by: BKF	Dated: 01-15-25
Joint Trench Drawings by: Millennium Design & Consulting, Inc.	Dated: 07-19-23
Geotechnical Investigation by: ENGEO	Dated: 11-26-2024

We propose to furnish all labor, materials, transportation and services as per the itemized scope of work as listed below:

**A. BASE BID - Itemized Scope of Work: TRAILBLAZER RELOCATION**

- |   |    |          |
|---|----|----------|
| <b>13.) OFF-SITE - Joint Trench - Trailblazer New Location</b>  | \$ | 8,918.00 |
| <ul style="list-style-type: none"> <li>- Trench &amp; Backfill P2 - 18" W x 49" D - Approx. 10 Ln. Ft. at Dirt</li> <li>- Supply &amp; Install Approx. 113 Ln. Ft. of Approx. 2" Conduit (SCH-40)</li> <li>- Labor Wiring Installations - 1 LS</li> <li>- Misc Materials per applicant material list - ground rods, fittings, fault indicator, barrier post, bolts, screws, nuts, washers, bushings, connectors, fuses, cable &amp; wire, etc.</li> </ul> |    |          |
| <br><b>OFF-SITE - Pier Drilling &amp; Installations of Trailblazer new location</b>   |    |          |
| <ul style="list-style-type: none"> <li>- Drill a Install (1) Type 1-B ( Pier Holes ) - 2'6" Dia. x 6'0" Deep - Approx. 6'0" V.L.F. Deep; Approx. 1 Cu. Yds. Spoils Off-Haul</li> <li>- Form &amp; Pour Qty of (1) Type 1-B - Approx. 1 Cu. Yds P.C.C. w/ Rebar Cage</li> </ul>  |    |          |
| NOTE: Assuming reuse existing equipment, pole, and pull box.  |    |          |

	SUBTOTAL	\$	13,963.00
	PROFIT & OVERHEAD @ 15%:	\$	2094.45
	<b>TOTAL</b>	<b>\$</b>	<b>16,057.45</b>



# STAFF REPORT

**Meeting Date:** January 27, 2026  
**Agency:** City of Belmont  
**Staff Contact:** Jozi Plut, City Clerk, jplut@belmont.gov, 650-595-7414  
**Agenda Title:** Follow-Up: City Council Vice Mayor Appointment and Calendar Year 2026 Intergovernmental Assignments  
**Agenda Action:** Motion

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## **Recommendation**

Staff recommends that the City Council receive this report confirming the 2026 Vice Mayor appointment and Intergovernmental Assignments as discussed and approved at the December 9, 2025 meeting and review the current list of assignments to determine whether any changes are needed.

## **Strategic Focus Area**

Fiscal and Organizational Sustainability

## **Background**

At the December 9, 2025 Council meeting, the City Council appointed Councilmember Cathy Jordan as Vice Mayor for Calendar Year 2026 in accordance with the Council Protocols. At the same meeting, the Council reviewed and approved the 2026 Intergovernmental Assignments (IGR), including Council representation on external agencies, regional committees, boards, and City subcommittees.

Additionally, the Council established the Ad Hoc Housing & Long-Range Planning Subcommittee to provide a forum for ongoing review of state housing legislation and its impacts on Belmont's local policies and long-range planning efforts. This subcommittee consists of Councilmembers Latimerlo and Vice Mayor Jordan.

## **Analysis**

Following Council direction in December, staff has finalized the list of assignments for 2026. All appointments and subcommittee memberships are consistent with the Council's consensus and individual preferences expressed at the prior meeting. The assignments include:

- Vice Mayor: Cathy Jordan
- Regional Committees / Boards / Agencies: See Attachment A
- City Subcommittees / Liaison Roles: See Attachment A

The Council is asked to review the current list of assignments and determine whether any changes are needed. The Council may also consider eliminating subcommittees that are no longer active or adding new subcommittees, as appropriate. This review ensures that assignments reflect current priorities and Councilmember interests while providing clarity on roles and responsibilities for the calendar year.



**Alternatives**

1. Defer to a future meeting

Insert Alternatives – include all realistic options including “Take No Action”.

**Attachments**

- A. 2026 IGR Assignment List

**Fiscal Impact**

- No Fiscal Impact
- Funding Source Confirmed:

**Source:**

Staff

**Purpose:**

Council Vision/Priority

**Public Outreach:**

Posting of Agenda



## Council Committee and Intergovernmental Assignments (IGR) 2026

Committee	Delegate/ Representative	Alternates	Schedule	Meeting Location	Contact
<b>2+2 Ad hoc Committee with Mid-Peninsula Water District</b>	McCune Jordan	n/a	As Needed		Public Works Director
<b>2+2+2 BRSSD Committee</b> Multi agency committee to discuss/share issues of interest between the Belmont Redwood Shores School District, Redwood City, and Belmont"	Pang- Maganaris  Latimerlo	n/a	First Weds: October January May	FY 2025/26: School District FY 2026/27: Redwood City FY 2027/28: Belmont	City Manager
<b>Audit Committee</b> The Audit Committee provides independent review and oversight of the City's financial reporting processes, internal controls and independent auditors and participates in the budget review process	Vice Mayor- Jordan  Pang - Maganaris	Latimerlo	As Needed		Finance Director
<b>Belmont-SC Fire Dept JPA -</b> Oversight of the legacy Fire Department with San Carlos	Mates	McCune	As Needed		City Manager/ Finance Director
<b>(C/CAG)</b>  C/CAG operates as a Joint Powers Authority and has membership that includes each of	Mates	Pang- Maganaris	Monthly 2nd Thursday, 7:00 p.m..		650-599-1406 Public Works Director

the 20 cities and the County in San Mateo County. It works on issues that affect the quality of life in general; transportation, air quality, stormwater runoff, airport/land use compatibility planning, hazardous waste, climate planning, energy and water resource strategies, and solid waste and recycling.					
<b>Belmont Community Foundation Ad-Hoc Committee</b>	Mayor Mates and Pang-Maganaris				
<b>Four Corners Ad-hoc Committee</b> Alameda de Las Pulgas Corridor Improvement Project is a multi-agency regional transportation improvement project involving cities of Belmont, San Carlos, and two School Districts (Sequoia Union High School and San Carlos School District) along the Alameda de Las Pulgas and San Carlos Ave Corridor.	McCune and Pang-Maganaris	n/a	As Needed		City Manager Public Works Director
<b>Housing Ad-Hoc Sub-Committee</b> Provide the Council with developments, receive staff updates, and discuss emerging issues with new State housing laws and their direct implications for Belmont’s local planning and policy framework	Jordan Latimerlo	n/a	TBD		City Manager/ACM
<b>Liaison to Senior Citizen Advisory Committee</b>	McCune	Latimerlo	As Needed	Twin Pines Senior & Community Center Craft Room	Parks and Rec

<b>Liaison to Chamber San Mateo County – Governmental Relations Committee</b>	Mayor Mates	Jordan	Every other Month		Amy Buckmaster/ Mary Parden
<b>Public Safety Committee –</b> The Public Safety Committee’s duties are to consider policy matters related to police and public safety services in Belmont, provide a forum for presentation and discussion of specific information related to public safety policy and practices.	Vice Mayor Jordan and Latimerlo		Quarterly/As Needed		City Manager/ Police Chief
<b>Silicon Valley Clean Water JPA for Wastewater Treatment</b>	McCune	Jordan	Monthly, 2nd Monday, 8:00 a.m.		Teresa Herrera, P.E. Manager 650-832-6220
<b>Youth Advisory Committee -</b> Belmont Youth (grades 7-12) focused on civic engagement through planning and hosting activities and events.	McCune	Pang- Maganaris	YAC meetings 2x Month Thursdays 6:30 pm; school year only; Delegate attendance only as needed	Barrett Community Center; Hideout Room	Parks and Rec

## Joint Powers Authorities/Intergovernmental Agencies

<b>ABAG General Assembly -</b> Regional planning agency for land use, housing, environmental quality, and	Mayor Mates	Vice Mayor Jordan	April, November General		Fred Castro Clerk of the Board <a href="mailto:fcastro@bayareametro.gov">fcastro@bayareametro.gov</a>
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<p>economic development- Association of Bay Area Governments, mission is to strengthen cooperation and collaboration across local governments to build healthier, stronger communities.</p> <p>-ABAG is part regional planning agency and part local government service provider. We accomplish our goals by providing planning services and cost-effective ABAG member services to local governments struggling with rising costs and diminishing incomes</p>			Assembly Meetings		
<p><b>Caltrain Local Policy Maker Group (LPMG)-</b> LMPG provides policy and stakeholder input to Caltrain staff on the Caltrain Modernization Program (CalMod), and Business Plan.</p>	Pang-Maganaris	Jordan	Last Thurs of Month 6-8 pm		Bella Conferti, Government & Community Affairs Specialist Cell Phone: 650.647.3498 Email: <a href="mailto:Confertil@caltrain.com">Confertil@caltrain.com</a>
<p><b>Grand Boulevard –</b> The Grand Boulevard is a collaboration of 19 cities, counties, local and regional agencies united to improve the performance, safety, and aesthetics of El Camino Real. The initiative brings together all the agencies having responsibility for the condition, use and performance of the street.</p>	Mates	Pang-Maganaris	2-3 times annually		Community Development Director, Carlos de Melo
<p><b>Home For All Initiative -</b> The mission of Home for All initiative is to establish a climate in San Mateo County where a diversity of housing is produced and preserved so that San Mateo County is a culturally, generationally, and</p>	Mates	Latimerlo	As Needed		City Manager

economically diverse community with housing for all. Home for All SMC is a collaborative initiative comprised of the County of San Mateo, local governments, school districts, community-based organizations, faith-based organizations, advocacy groups and businesses.					
<b>Housing and Regional Trust (HEART) Member Agency Committee –</b> HEART is a 501(c)(3) that was founded in 2003 as a public/private partnership among the cities in San Mateo County, the County, and the business, nonprofit, education, and labor communities to create more affordable housing in San Mateo County. HEART’s mission is to create and preserve affordable housing for low- and moderate-income families by raising and investing money from public and private sources.	Latimerlo	Pang-Maganaris	2-3 annually, 3rd Wed, 7:30 a.m.		HEART Exec Director, (650) 204-5640
<b>Regional Housing Needs Policy Committee</b>	Latimerlo	Jordan	As Needed		Carlos de Melo C/CAG - Sean Charpentier (650)-599-1409
<b>Peninsula Traffic Congestion Relief Alliance (Commute.org) –</b> Commute.org’s mission is to reduce the number of vehicle miles traveled (VMT) by commuters to decrease congestion, improve the environment, and enhance quality of life. The Board has five scheduled meetings each year for the purpose of adopting a work plan and budget,	Latimerlo	Jordan	Even months 3rd Thursday, 8 am		Public Works Director

developing policy, and reviewing Commute.org performance.					
<b>Peninsula Clean Energy (PCE) -</b> Peninsula Clean Energy is a community-controlled, not-for-profit, joint powers agency formed as a Community Choice Aggregation (CCA) program by San Mateo County and all 20 of its cities and towns in 2016 and joined by the City of Los Banos in 2020.	McCune	Mates	4th Thursdays 6:30 p.m.		City Manager
<b>Peninsula Division, League of CA Cities -</b> State and local legislative issues (All Councilmembers invited)- The Peninsula Division includes 36 cities in San Francisco, San Mateo, and Santa Clara counties and provides members with the opportunity to exchange ideas and information and share the advantages of cooperative advocacy.	Mayor	Vice Mayor	Quarterly dinner meetings		League of CA Cities
<b>San Mateo County Library JPA -</b> Policy direction, oversee budget, services & library programs for the JPA related library system	Mates	Pang-Maganaris	Quarterly plus one 2nd Monday, 8:00 A.M.		Ann-Marie Despaine, Library Director
<b>San Mateo County Mosquito and Vector Control District -</b> Independent Special District, the Board of Trustees consists of 21 members, one from each city and one representative for the County at-large. Trustees are appointed by their respective City Council to govern the Mosquito and Vector Control District	Citizen Representative: Chuck Cotton Term expires 12/24	n/a	Monthly 2nd Tuesday, 7:30 pm		650-344-8592

<p><b>San Mateo County Pre-Hospital Emergency Services JPA –</b> The San Mateo County Pre-Hospital Emergency Medical Services Group provides service to the residents and visitors of San Mateo County to advance life support first response fire companies to respond to all 911 emergency medical requests, to work in tandem with hospital transport and support partners.</p>	Pang-Maganaris	McCune	Quarterly		North County Fire Authority (650) 991-5531 <a href="mailto:esolis@northcountyfire.gov">esolis@northcountyfire.gov</a>
<p><b>San Mateo County Emergency Service Council-</b> Disaster Preparedness</p>	McCune	Pang-Maganaris	Quarterly 3rd Thursday, 5:30 p.m., Courthouse		<a href="mailto:dem_roc@smcgov.org">dem_roc@smcgov.org</a> 650-363-7490
<p><b>San Mateo County Council of Cities/City Selection Committee-</b> (All Councilmembers invited)</p>	Mayor	Vice Mayor	Monthly- Dinner meeting 4th Friday, 6:00 p.m.		Sukhmani Purewal (650) 363-1802 <a href="mailto:spurewal@smcgov.org">spurewal@smcgov.org</a>
<p><b>SBWMA (South Bay Waste Management Authority – “RethinkWaste”)</b> - RethinkWaste, also known as the South Bayside Waste Management Authority (SBWMA), is a joint powers authority formed by eleven local government jurisdictions in San Mateo County, California. The agency provides oversight, support and management of service providers that collect, process, recycle and dispose of materials on behalf of RethinkWaste agencies.</p>	McCune	Latimerlo	4th Thursdays, 2:00 p.m., San Carlos		Public Works Director

<b>SFO Roundtable -</b> The Airport/Community Roundtable was established in 1981 to address community noise impacts from aircraft operations at San Francisco International Airport (SFO).	Jordan McCune		1st Wednesday of Month 6 x yr., 7:00 p.m.		Diane Estipona, Clerk of the Roundtable <a href="mailto:destipona1@smcgov.org">destipona1@smcgov.org</a>
<b>San Mateo Consolidated Fire Department -</b> established January 2019 The department was formed by the establishment of a Joint Powers Authority (JPA) and represents the merger of fire departments in San Mateo, Foster City, and Belmont. The Board of Directors for the Department is comprised of a Council member from each partner city.	Mates	McCune	Quarterly		City Manager

<b>THESE APPOINTMENTS ARE MADE BY THE CITY SELECTION COMMITTEE (Council of Cities):</b>		
<b>Association of Bay Area Governments</b> Regional planning agency for land use, housing, environmental quality, and economic development	<b>Local Agency Formation Commission (LAFCO)</b> Authority over all reorganizations & boundary changes within County	<b>Bay Area Air Quality Management District</b> Works to reduce air contaminants within the District
<b>Metropolitan Transportation Commission (MTC)</b> Reviews applications for state & federal transportation funds, maintains regional transportation plan for Bay Area	<b>California Identification System (Cal-ID)</b> Determine the placement of Random-Access Network equipment within the County	<b>Peninsula Corridor Joint Powers Board (Caltrain)</b> Set policy for operation of Peninsula Commute Service
<b>Community Development Committee</b>	<b>Supplemental Law Enforcement Oversight Committee</b> Review Supplemental Law Enforcement Service Fund expenditures	<b>Domestic Violence Council</b> Evaluate efforts to reduce domestic violence, raise public awareness and collect statistics

<b>San Mateo County Transit District (SamTrans)</b>	<b>San Mateo County Transportation Authority (SAMTAC)</b>	<b>HEART (Housing Endowment and Regional Trust) Board</b>
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<b>THESE APPOINTMENTS ARE MADE THROUGH C/CAG:</b>		
<b>2020 Peninsula Gateway Corridor</b>	<b>Airport Land Use Committee (ALUC)</b>	<b>Bicycle and Pedestrian Advisory Committee (BPAC)</b>
<b>Congestion Management Program and Environmental Quality Committee (CMEQ)</b>	<b>Congestion Management Program Technical Advisory Committee (TAC)</b>	
<b>National Pollutant Discharge Elimination Technical Advisory Committee (NPDES) -</b>	<b>Integrated Waste management (SWAC)</b>	<b>Utilities Sustainability Task Force (USTF)</b>



# STAFF REPORT

**Meeting Date:** January 27, 2026  
**Agency:** City of Belmont  
**Staff Contact:** Afshin Oskoui, City Manager  
**Agenda Title:** Establishment of Director of Special Projects Classification  
**Agenda Action:** Resolution

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## **Recommendation**

Adopt a resolution establishing the classification of Director of Special Projects, approving the associated job description, and authorizing the City Manager to implement the classification, including placement within the City’s salary schedule.

## **Strategic Focus Area**

Fiscal and Organizational Sustainability

## **Background**

The City continues to experience increasing complexity in policy development, project delivery, and intergovernmental coordination. Many of the City’s most significant initiatives require sustained executive attention, cross-departmental alignment, and coordination with external agencies, private-sector partners, and the community.

Historically, these responsibilities have been absorbed by the City Manager and department heads in addition to their core operational duties. As the scope and scale of City initiatives have expanded, this approach has become increasingly challenging and may impact the City’s ability to advance strategic priorities in a timely and coordinated manner.

The position is intended to provide senior-level leadership, coordination, and implementation capacity for high-priority initiatives that span multiple departments and external stakeholders, including economic development, capital improvement programs, housing initiatives, and policy development and implementation.

The proposed classification provides organizational flexibility to respond to evolving priorities without creating a new department or expanding existing departmental structures. This approach is consistent with best practices and aligns with the City’s strategic and operational needs.

## **Analysis**

The Director of Special Projects will serve as a senior advisor to the City Manager and executive leadership team, with responsibility for leading and coordinating complex initiatives that cut across departmental boundaries. Unlike department head positions, this role is not focused on the ongoing delivery of a single service area, but rather on achieving enterprise-wide outcomes and advancing City



Council priorities.

Key functional areas anticipated for this role include, but are not limited to:

- Economic development and strategic investment initiatives
- Capital improvement program coordination and delivery support
- Housing policy and implementation initiatives
- Special policy studies, succession planning and organizational initiatives
- Interagency and public-private partnership efforts

The flexible structure of the classification allows assignments to evolve based on City needs, emerging priorities, and Council direction. The proposed classification is appropriately positioned at a senior executive level, typically reporting directly to the City Manager and operating with a high degree of independent judgment and discretion.

Similar positions are commonly compensated at a level below Assistant City Manager classifications, reflecting the absence of direct departmental oversight while recognizing the high level of responsibility, political sensitivity, and organizational impact associated with the role.

#### Fiscal Impact

The establishment of the Director of Special Projects classification does not, itself, create a fiscal impact. Any future decision to fill the position would be subject to budget authorization through the annual budget process or separate City Council action.

Salary placement will be determined consistent with the City's compensation philosophy and salary schedule and is anticipated to be positioned below the Assistant City Manager classification.

#### Alternatives

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

#### Attachments

- A. Resolution
- B. Director of Special Projects – Job Description

#### Fiscal Impact

- No Fiscal Impact  
 Funding Source Confirmed:

#### 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 DIRECTOR OF SPECIAL PROJECTS CLASSIFICATION**

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WHEREAS, the City Council of the City of Belmont is committed to ensuring the effective implementation of City Council priorities and the efficient delivery of complex, cross-departmental initiatives; and,

WHEREAS, the City increasingly undertakes special projects and initiatives that require senior-level coordination across multiple City departments, external agencies, private-sector partners, and the community; and,

WHEREAS, the City Manager has identified a need for a flexible, executive-level classification within the City Manager’s Office to lead and coordinate high-priority initiatives related to economic development, capital improvement programs, housing, policy development, and organizational priorities; and,

WHEREAS, staff has reviewed comparable classifications in peer cities and agencies and determined that the creation of a Director of Special Projects classification is consistent with prevailing municipal best practices; and,

WHEREAS, establishing the Director of Special Projects classification will provide organizational capacity and flexibility without creating a new department or expanding existing departmental structures.

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

SECTION 1. The City Council hereby establishes the classification of Director of Special Projects, reporting directly to the City Manager or designee, and approves the associated job description on file with the Human Resources.

SECTION 2. The Director of Special Projects classification shall be designated as an at-will, unrepresented executive position, with salary placement to be established within the City’s salary schedule consistent with the City’s compensation philosophy.

SECTION 3. The City Manager is authorized to implement the Director of Special Projects classification and take all administrative actions necessary to carry out the intent of this resolution.

\* \* \*

ADOPTED January 27, 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

## **DIRECTOR OF SPECIAL PROJECTS**

### **DEFINITION**

Under the direction of the City Manager, the Director of Special Projects initiates, oversees, and leads complex, high-priority special projects and Citywide initiatives that span the interests of multiple City departments and external stakeholders. Projects frequently involve coordination with other governmental agencies, the private sector, and the general public. The position exercises a high degree of independent judgment, discretion, and political acumen in the formulation, coordination, and implementation of City policies, programs, and strategic initiatives.

The Director of Special Projects serves as a senior advisor to the City Manager and executive leadership team and plays a key role in advancing City Council and organizational priorities across a range of policy, operational, capital, economic development, and housing-related initiatives.

### **Distinguishing Characteristics**

This is a senior-level classification responsible for Citywide coordination and implementation of complex initiatives characterized by significant policy, operational, financial, and organizational impact. The position operates with broad authority to integrate work across departments, resolve competing priorities, and align resources in support of strategic objectives. The Director of Special Projects differs from department head classifications in that it focuses on cross-cutting initiatives and enterprise-wide outcomes, rather than direct management of a single service area.

### **Essential Function Statements**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- As assigned, initiates, leads, and serves as executive project manager for complex, multifaceted City initiatives, including but not limited to economic development, capital improvement programs, housing initiatives, policy development, and organizational priorities.
- Translates City Council and City Manager priorities into actionable work programs, implementation plans, and performance outcomes.

- Formulates, recommends, and administers policies, procedures, and implementation frameworks governing assigned special projects and Citywide initiatives.
- Establishes long-range goals, milestones, and performance measures for assigned initiatives and monitors progress toward outcomes.
- Positions the City to effectively implement multi-departmental projects characterized by policy, procedural, financial, and political complexity.
- Provides strategic advice, analysis, and recommendations to the City Manager, department heads, and City Council on assigned initiatives and emerging issues.
- Coordinates and facilitates collaboration among City departments, external agencies, community organizations, and private-sector partners.
- Identifies risks, interdependencies, and implementation challenges and recommends mitigation strategies.
- Prepares and presents reports, staff analyses, and policy recommendations to the City Manager, advisory boards and commissions, and City Council.
- Plans, assigns, and evaluates the work of professional, technical, and support staff, including project-based or matrixed supervision as assigned.
- Supports organizational change management and cross-departmental alignment related to assigned initiatives.
- Performs related duties and responsibilities as required.

### **Minimum Qualifications**

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge and skills, which would typically be acquired through:

- Possession of a Bachelor's degree from an accredited college or university. A Master's degree in Public Administration, Business Administration, Urban Planning, Engineering or a related field is preferred.
- Ten (10) years of progressively responsible management experience in a municipal government or comparable public-sector environment, with at least two (2) years at a department head, assistant department head, or equivalent executive management level.

An equivalent combination of education and experience that demonstrates the required competencies may be considered.

### **Knowledge, Skills, and Abilities**

- Knowledge of advanced project and program management principles, techniques, and best practices.
- Knowledge of municipal governance, organizational structures, and the delivery of public services.
- Knowledge of planning, land use, housing, economic development, and capital project processes as they relate to complex initiative coordination.
- Knowledge of governmental policy development, implementation, and evaluation processes.
- Knowledge of mediation, negotiation, and conflict-resolution techniques.

- Knowledge of public-sector finance sufficient to evaluate capital, development, and programmatic initiatives.
- Demonstrated ability to lead complex, cross-departmental initiatives and achieve measurable outcomes.
- Demonstrated ability to exercise sound judgment, discretion, and political sensitivity in a public-sector environment.
- Strong written and verbal communication skills, including the ability to prepare clear, concise reports and make effective presentations to elected officials and diverse audiences.
- Strong interpersonal skills and the ability to build collaborative relationships with staff, elected and appointed officials, community stakeholders, and external partners.
- Ability to manage multiple priorities, adapt to changing organizational needs, and operate effectively in an ambiguous environment.

### **Working Conditions / Physical Requirements**

Work is performed primarily in an office environment, with sustained posture in a seated position for prolonged periods of time. The position may require attendance at meetings outside of regular business hours.

Positions in this class typically require reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



# STAFF REPORT

**Meeting Date:** January 27, 2026  
**Agency:** City of Belmont  
**Staff Contact:** Afshin Oskoui, City Manager, (650) 595-7408, aoskoui@belmont.gov  
**Agenda Title:** State Legislative Advocacy for the City of Belmont – 2026 Update  
**Agenda Action:** Motion

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## **Recommendation**

Motion to reaffirm Belmont’s State and Federal Legislative Platform.

## **Strategic Focus Area**

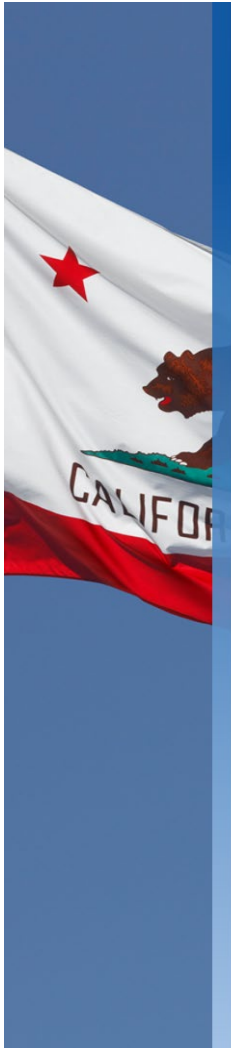
Fiscal and Organizational Sustainability

## **Background**

The City’s Legislative Platform was last modified and adopted by the City Council on March 11, 2025. The City has retained the California Public Policy Group (CPPG) for several consecutive years to provide state legislative advocacy and consulting services. CPPG provides guidance and advocacy on legislation affecting housing, land use, transportation, infrastructure, environmental sustainability, public safety, emergency management, local government finance, and governmental operations that may impact the City’s authority, operations, or fiscal condition.

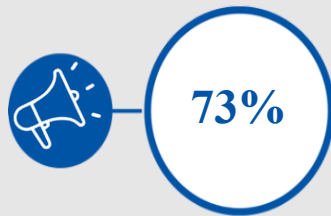
In November 2025, CPPG transmitted its End of Year Report summarizing advocacy activities conducted on behalf of the City during the 2025 legislative year. During this period, CPPG worked closely with City staff to advance Belmont’s priorities, mitigate adverse legislative impacts, and identify opportunities for funding and policy engagement. Advocacy efforts included legislative monitoring, bill analysis, direct engagement with state legislators and Administration officials, coalition coordination, budget advocacy, and the preparation of position letters and memoranda for City consideration.

Over the course of the year, CPPG tracked and assessed more than 900 pieces of legislation for potential impacts to the City. The City adopted formal positions on multiple legislative measures, achieving favorable outcomes or securing meaningful amendments in the majority of cases. CPPG also represented the City’s fiscal interests in ongoing Vehicle License Fee (VLF) advocacy, successfully restoring \$1.1 million of over \$1.8 million in previously expected revenue for the City in the FY 2025-26 state budget.



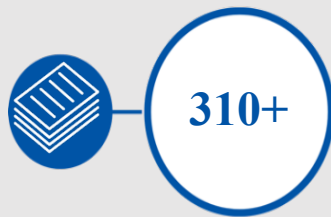
### PIECES OF LEGISLATION TRACKED ON BEHALF OF THE CITY

Legislation tracked and assessed for impacts on the City to its legal, operational, or fiscal authority and decision making.



### SUCCESS RATE ON LEGISLATIVE ENGAGEMENT—MAKING THE CITY'S VOICE HEARD

CPPG achieved the desired outcome or secured critical amendments to dramatically reduce adverse impacts to the City. (11 desired outcomes out of 15 total positions.)



### COMBINED DELIVERABLES AND TOUCHPOINTS

Legislative updates, position letters, policy and political analyses, and meetings with the City and/or with the Administration or the Legislature on behalf of the City.

*\*From November 1, 2024 to October 31, 2025.*

## **Analysis**

### **2026 Legislative Platform Overview**

The purpose of the City's Legislative Platform is to provide a clear policy framework to guide advocacy efforts and enable timely responses to proposed state and federal legislation. The Platform reflects the City Council's strategic priorities and supports staff and CPPG in engaging in issues affecting local control, public safety, fiscal stability, infrastructure investment, environmental sustainability, and quality of life for Belmont residents.

An active legislative advocacy program ensures that City leadership remains informed of evolving state initiatives and that the City's perspective is communicated early and effectively in the legislative process. The Platform also authorizes correspondence and engagement by the Mayor and City Council, City Manager, and CPPG with state and federal officials as needed.



### Review of the Current Legislative Platform:

In advance of the 2026 legislative session, CPPG conducted “deep dive” meetings with City leadership and department heads to review ongoing priorities, major projects, and anticipated policy and funding needs. These discussions informed a review of the City’s existing Legislative Platform to ensure alignment with current conditions and anticipated legislative activity.

Based on this review, CPPG has proposed targeted updates to the Platform in select policy areas, including:

- Fiscal And Administrative Initiatives
- Housing And Land Use
- Transportation

These proposed changes are intended to refine and clarify advocacy priorities rather than substantially alter the City’s policy direction. The Legislative Platform is designed to be a living document and is reviewed annually to remain responsive to changing legislative and fiscal conditions.

### Legislative Environment and Timing:

Year two of the 25-26 legislative session formally began on January 5, 2026. This session includes leadership changes in the Senate and several state lawmakers now vying for the newly drawn congressional maps under Proposition 50.

Housing affordability, homelessness, public safety, climate resilience, governmental accountability, and local government authority remain central themes.

### Key legislative dates include:

- January 31: Last day for two-year bills to advance out of their house of origin
- February 20: Last day for the Legislature to introduce bills
- March 25: Spring Recess begins upon adjournment
- April 6: Legislature reconvenes from Spring Recess
- Mid-May: Governor releases the May revision of the state budget
- May 29: Last day for the Legislature to pass bills out of their house of origin
- June 15: Legislature must pass the primary budget bill

### State Budget Overview and Implications for Local Government

In January 2026, the Governor released his proposed FY 2026-27 state budget, characterized by the Administration as a “workload” budget that largely maintains existing programs while addressing a projected \$2.9 billion deficit. While state revenues have benefited from stock market growth, both the Administration and the Legislative Analyst’s Office have cautioned about ongoing structural deficits, revenue volatility, and fiscal uncertainty driven by federal policy changes and economic conditions.

The proposed budget includes continued investment through the Climate Bond (Proposition 4), with funding allocated across categories such as water infrastructure, wildfire prevention, extreme heat mitigation, parks, and community resilience projects. These programs may present funding opportunities



for local agencies, though competition is expected to be significant.

The proposed budget again does not include full funding for outstanding Vehicle License Fee backfill obligations. CPPG will continue to work with the City, regional partners, and legislative leadership to pursue a permanent, policy-based solution.

### Key Policy Themes Affecting the City

*Local Government Revenue:* Ongoing fiscal pressure at the state level continues to create risk for local revenue sources. Proposals affecting transfer taxes, mitigation fees, and other local funding mechanisms are expected to reemerge. Protecting local fiscal authority remains a core advocacy priority heading into the 2026 legislative session.

*Housing and Land Use:* The Legislature continues to advance policies aimed at increasing housing production, often through limits on local discretion. While some policymakers have begun acknowledging broader market constraints, the overall trend toward state preemption of local land use authority is expected to continue. CPPG will monitor and engage on legislation affecting zoning authority, development fees, CEQA, and housing approvals.

*California Environmental Quality Act:* Major CEQA reforms enacted in 2025 addressed several long-standing issues but also created the potential for follow-up “clean-up” legislation in 2026. Additional statutory changes or ballot measure activity could further affect local implementation responsibilities and litigation exposure.

*Public Safety and Governmental Operations:* Public safety funding, implementation of voter-approved measures, labor-sponsored legislation, and proposals affecting transparency, contracting, and the use of artificial intelligence by public agencies are anticipated areas of legislative activity in 2026.

### CPPG Work Plan

Throughout the 2026 legislative session, CPPG will continue to engage with the City’s legislative delegation, state agencies, and legislative leadership to ensure the City of Belmont is informed and well-positioned. Ongoing services include:

- Monitoring, tracking, and analyzing legislation relevant to the City’s priorities
- Advising City staff and Council on legislative and budgetary developments
- Drafting position letters and advocacy materials as directed
- Engaging with state agencies and legislative committees
- Identifying and assisting with grant and funding opportunities
- Providing regular legislative updates and briefings

### Alternatives

1. Provide direction and postpone for future discussion.

### Attachments

- A. Redlined Draft revisions and comments to 2025 Legislative Platform



**Fiscal Impact**

- No Fiscal Impact
- Funding Source Confirmed:

**Source:**

Staff

**Purpose:**

Council Vision/Priority

**Public Outreach:**

Posting of Agenda



**City of Belmont  
STATE AND FEDERAL LEGISLATIVE PLATFORM  
2026 LEGISLATIVE PLATFORM UPDATE**

**Platform Overview**

The Legislative Platform contains broad policy statements pertaining to a variety of issues that impact the City of Belmont—reflecting the mission, vision and values of the City to enrich the quality of life for our community with services that provide for a safe, fulfilling and vibrant life. The Legislative Platform provides a policy framework for the City to respond to state and federal legislative issues important to the City in a timely manner. Outlining policy guidelines will also serve to provide direction to City staff and legislative consultants to engage on state legislation on behalf of the City in real time—including correspondence from the Mayor or City Manager to the Legislature and/or Congress.

The City’s primary legislative focus include: protecting local government control, improving public safety, maintaining local government revenue, obtaining funding for environmental sustainability, transportation, recreational, technology and infrastructure improvements. Furthermore, our focus remains committed to finding ways to work collaboratively with federal, state and local partners to further our City’s ability to achieve its strategic goals.

**Legislative Issues**

***Local Control***

The City values its ability and authority to exercise local control and to protect and enhance the quality of life for Belmont’s residents. Support Legislation that enhances local control of resources and that allows cities to address the needs of local constituents within a framework of regional cooperation. Encourage the use of federal and state incentives for local government action rather than mandates (funded or unfunded).

Oppose preemption of local authority whether by state or federal legislation or ballot propositions. Support efforts to streamline regulations that simplify the job of running a city and oppose efforts that erode the city’s authority to control its own affairs.

***Governmental Transparency and Public Access***

Support legislation that balances increased public trust, confidence, and access to public meetings while realizing the fiscal and operational constraints of local government.

Support legislation that would increase civic participation and engagement, including the allowance of legislative subcommittees, advisory committees, and commissions to participate virtually without physical location posting requirements under the Ralph M. Brown Act.

Monitor and Evaluate proposed policies related to the use of technology in government operations including the use of artificial intelligence pertaining to ethical considerations, privacy, and emerging technologies, and cybersecurity measures.

Monitor and Evaluate funding opportunities for local governments to bolster economic development with workforce training to evolve with emergent technologies, as well as protect local communications infrastructure and capabilities.

#### ***Fiscal and Administrative Initiatives***

Support fiscal sustainability and “best in class” administrative initiatives to ensure the delivery of superlative city services. Monitor initiatives which seek changes in fiscal relationships at the local, state and federal level, and support legislation that guarantees ongoing revenue sources for local government.

Support opportunities that allow the City to compete for its fair share of regional, state and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Pursue funding opportunities for public facilities and services including capital improvement projects, public works projects, homeland security, library, parks and social service facilities.

Support legislative, administrative and/ or funding mechanisms that enable the City to better provide core services and respond to the needs of its residents. Options may include regional service delivery, flexibility around seasonal workforce, project specific workforce or other innovate tools to adapt to changing fiscal conditions and resident’s needs.

Support long term statutory solutions to adequately reimburse cities from the Vehicle License Fee (VLF) Swap of 2004 as well as short term, temporary adjustments.

Oppose efforts to decrease, restrict, eliminate, seize, divert, supplant, or otherwise restrict local revenues. Oppose any efforts at the state level to eliminate, restrict, or redirect revenues currently dedicated to local government for state purposes.

[Oppose unfunded or underfunded mandates that undermine local fiscal solvency.](#)

Commented [CS1]: Proposed addition.

Support legislation that preserves the integrity of the local collective bargaining processes and maintains a level playing field for negotiations. Oppose measures that mandate specific benefits or terms that undermine the ability of local governments to engage in meaningful dialogue and reach mutually beneficial agreements with our bargaining units.

[Support legislation authorizing Job Order Contracting \(JOC\) for general law cities, allowing Belmont to efficiently deliver small- and medium-scale maintenance, repair, and energy-efficiency projects.](#)

Commented [CS2]: Proposed addition to advocate for JOC.

[Support alternative project delivery methods, including design-build for energy efficiency and EV infrastructure projects.](#)

Commented [CS3]: Proposed addition based upon trends.

### ***Housing and Land Use***

Support legislation that takes a comprehensive approach to housing production, recognizing all factors that contribute to the State’s housing crisis, and [worksworing](#) to close the economic gap, ensuring projects are feasible without imposing excessive financial burdens on cities.

Support incentive-based housing legislation to encourage expanding affordable housing supply including development of fiscal tools and incentives to assist local governments in their efforts to encourage housing, finance the infrastructure to support housing, establish an ongoing state commitment to funding affordable housing, and fund and support affordable housing programs, including supportive housing programs and necessary infrastructure.

Support funding programs that promote the development and enhancement of safe, affordable, and accessible housing within the City for all economic segments of the population, including workforce housing.

Support reforms and improvements to housing element law to provide clear processes and flexibility to allow regional cooperation and establish realistic housing goals and performance standards—including modifications in criteria to meet the State’s Regional Housing Needs Assessment (RHNA) goals.

[Support reforms to the Density Bonus Law and related statutes to restore local discretion, ensure concessions are demonstrably cost-justified, and prevent automatic waivers that undermine adopted community plans.](#)

Commented [DH4]: Proposed addition in response to 11/20 staff planning session.

Support legislation that provides incentives (tax benefits, grants, loans, credits for affordable units) to local agencies, private developers and non-profit groups in order to rehabilitate residential units and commercial properties.

Monitor and evaluate housing proposals that take a “one-size-fits-all” approach. Specifically, advocate for modifications in proposals to recognize and incentivize communities like Belmont that are good actors in addressing community-housing needs.

Oppose state mandated attempts to usurp local discretion over matters relating to local housing and land use policies. [Oppose legislation that overrides locally adopted specific plans.](#)

especially where the City has invested significant public resources in long-range planning efforts.

Oppose inflexible statutory deadlines, including completeness review mandates, that shift liability to local governments without providing additional resources or staffing support.

Advocate for recognition and use of inclusionary housing requirements as a condition of development and other tools in an effort to incorporate affordable housing into market rate development.

Support funding opportunities provided to local jurisdictions through statewide bond efforts.

Support efforts to provide dedicated funding and technical assistance to local governments to adopt and implement plans and process improvements and for the administration and ongoing compliance of state housing programs.

Review and evaluate legislation that would directly tie production mandates to the regional housing needs assessment process.

### ***Transportation***

Support state and federal legislation that enhances the safety of the City's streets for automobile, bicycle and pedestrian traffic, including issues related to speed enforcement, traffic congestion reduction programs and regional transportation improvements.

Support protection of dedicated transportation-related tax revenues and enhance the ability of local agencies to finance local transportation programs and facilities (e.g. Gas Tax, State bond funds).

Support efforts to maximize the State's purchasing power to lower materials costs for local streets and road repair.

Support federal and state funding and policy goals to enhance multi-modal transportation efforts.

Support and advocate for clear investments to make public transportation an accessible, affordable, and sustainable alternative to driving, especially efforts to enhance local multi modal transportation options.

Support legislation that strengthens safety standards for electric bicycles, including limits on user modification, enhanced rider training and licensing requirements, prohibitions on manufacturers or sellers encouraging or facilitating unlawful speed alterations, and age restrictions for higher-speed classes of e-bikes.

Commented [CS5]: Proposed addition in recognition of recent trends.

Commented [CS6]: Proposed addition in recognition of recent trends.

Commented [DH7]: Proposed addition in response to 11/20 staff planning session.

### ***Environmental Sustainability***

Support cost-effective, sustainable and responsible environmental policy programs in the areas of energy efficiency, greenhouse gases, climate change, wastewater, solid waste removal and stormwater, among others. Support measures that expand markets for recyclable materials and maintain local authority and flexibility to regulate solid waste and recyclables.

Oppose waste and resource recovery measures imposing state-mandated costs when there is no guarantee of local cost recovery or offsetting benefit.

### ***Community Services***

Support funding for ADA facility and park upgrades. Promote legislation that provides for increased services to or funding for youth and at-risk populations such as the frail elderly, homeless, disabled and other challenged populations.

Support funding for vital regional and community services including access to parks, open space, bike lanes, after school programming, youth services, senior services, food programs, facilities that provide critical community services, protect natural resources, promote resource management, and strengthen safety and security. Oppose efforts that erode funding for these vital regional and community services.

### ***Infrastructure Maintenance and Rehabilitation***

Support legislation and policies that promote investing in the maintenance and rehabilitation of aging infrastructure (streets, stormwater, wastewater, parks and facilities). Support the lowering of the threshold for voter-approved capital financing and opportunities for innovative public financing.

Support legislation and funding opportunities that would help the City fund improvements for parks, open space, green infrastructure, and fuel mitigation and reduction.

Support legislation and funding opportunities that enhance the capacity of local government to enact climate change adaptation and mitigation, promote disaster risk reduction and community resilience, and/or advance sustainability through capital improvement to City facilities.

### ***Utilities***

Support efforts that maintain the ability to retain existing fees on telecommunications services and for public, educational and governmental channels. Oppose efforts to restrict the authority of cities to zone and plan for the deployment of telecommunications infrastructure. Support the ability of cities to maintain and manage the public right-of-way and receive compensation for its use.

Support California PUC efforts to require enhanced, more effective and timely notification for planned and unplanned repairs resulting in power outages to customers. Monitor California PUC

regulatory system for impacts to overall safety, health, and quality of life of the residents of Belmont.

***Public Safety***

Support legislative efforts to improve local law enforcement, fire suppression and prevention, hazardous materials mitigation, rescue, emergency medical services, and disaster preparedness. Including legislation and grant funding opportunities for innovate fire mitigation planning suppression technology.

Support legislation that provides affordable home-insurance rates for at-risk residents including policies that stabilize the California FAIR plan.

Support legislation that promotes and strengthens law enforcement and first-responder access to mental health services, including peer support, training, family resources, suicide prevention, and other promising practices for wellness programs.

Support forward thinking legislative, administrative and funding polices that promote civic engagement, community partnerships and public education.

Support legislative efforts to grant state and federal funding to supplement local law enforcement to increase staffing, equipment and capital improvements to maintain public safety.

Evaluate legislation on implementation of best practices regarding law enforcement procedures and policies.



# STAFF REPORT

**Meeting Date:** January 27, 2026  
**Agency:** City of Belmont  
**Staff Contact:** Elizabeth Wada, Senior Civil Engineer, ewada@belmont.gov  
**Agenda Title:** Redwood Shores Sea Level Rise Protection Project  
**Agenda Action:** Discussion & Direction

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## Recommendation

This is an informational item only; no action is required.

## Strategic Focus Area

Infrastructure and Mobility

## Background

The Redwood Shores Sea Level Rise Protection Project is a multi-jurisdictional shoreline resilience and flood protection effort led by the City of Redwood City. The project is being developed to address existing and future tidal flooding risks within Redwood City identified by FEMA and regional sea level rise guidance by upgrading and adapting the Redwood Shores levee system between Belmont Creek and Pulgas Creek. Project partners include the Cities of Redwood City, Belmont, and San Carlos, along with San Mateo County, and SamTrans. Schaaf and Wheeler have been selected as project design consultant, with OneShoreline supporting the project in the spirit of multi-jurisdictional collaboration and project delivery as encouraged by the Regional Shoreline Adaptation Plan (RSAP) and Bay Conservation and Development Commission (BCDC).

The majority of the proposed levee improvements providing flood protection benefits are located within the City of Redwood City, with smaller portions within Belmont and San Carlos. Some portions of the regional levee system may also provide secondary or incidental flood protection benefits. The currently proposed scope of study is shown in Figure 1, with Figure 2 illustrating the Island Park alignment (in red) that could be added to the scope.

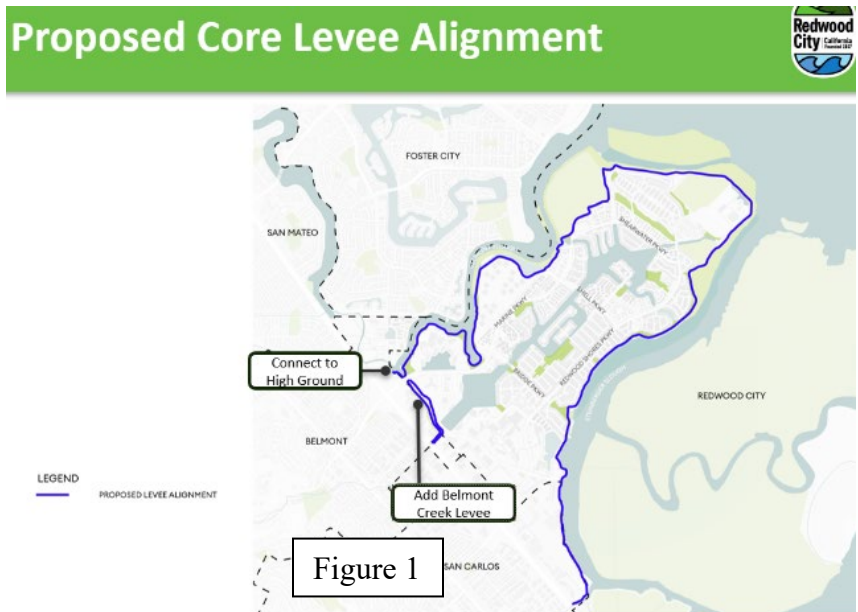




Figure 1

### Analysis

#### *Project Ownership and Belmont's Role*

Belmont's potential collaboration in the Redwood Shores Sea Level Rise Protection Project will be to evaluate the need and effectiveness of a potential Belmont Creek Levee as shown in Figure 1. Additionally, Redwood City has invited Belmont to evaluate whether levee protection measures in the Island Park neighborhood should be considered as a potential component of the broader regional project.

The potential inclusion of the Island Park neighborhood is at an early, exploratory stage. Unlike other portions of the regional levee system, levee improvements in the Island Park area would primarily benefit the City of Belmont. As a result, inclusion of this area would likely require Belmont to consider future funding and long-term maintenance responsibilities associated with any improvements specific to the Island Park neighborhood. No commitment has been made regarding project design, construction funding, or long-term maintenance responsibilities related to the Island Park neighborhood, and consideration of this area does not obligate the City to proceed with future project phases.

#### *Flood Risk and Regional Context*

Looking ahead, as sea level rise, higher tides, and storm surge intensify over time, the Island Park neighborhood is expected to become increasingly vulnerable to tidal flooding associated with San Francisco Bay and Belmont Slough. While these conditions are not currently being experienced, they represent foreseeable long-term risks. Existing flood protection in the neighborhood is primarily provided by privately owned seawalls along the island's perimeter, which may offer limited effectiveness as future conditions evolve. Addressing flood risk in Island Park as a standalone City project would likely be infeasible due to the high costs, extensive permitting requirements, and the need for coordinated planning and implementation with adjacent shoreline jurisdictions.

Shoreline protection projects of this type typically require permits and approvals from multiple regulatory



An aerial photograph showing a coastal landscape. In the foreground, a paved road curves through a field with visible tire tracks. A few trees and a person walking are visible on the road. The middle ground is dominated by a large, calm body of water. In the background, a winding river or channel flows through a marshy, brownish-green area. The sky is clear and blue.

# Redwood Shores Sea Level Rise Protection Project

*Presentation to Belmont City Council*

01.27.2026



Presentation materials prepared in collaboration with:

**Redwood City**

**Department of Engineering and Transportation**

*Schaaf & Wheeler Consulting Civil Engineers*

*CMG Landscape Architecture*

*Civic Edge Consulting, Community Engagement*

*ESA - Environmental Science Associates*

*ENGEO, Geotechnical Engineering*

# Why has Redwood City started this project?



Flooded Bay Trail along Belmont Slough (2024)  
California King Tides Project 88












# Land Use + Critical Infrastructure

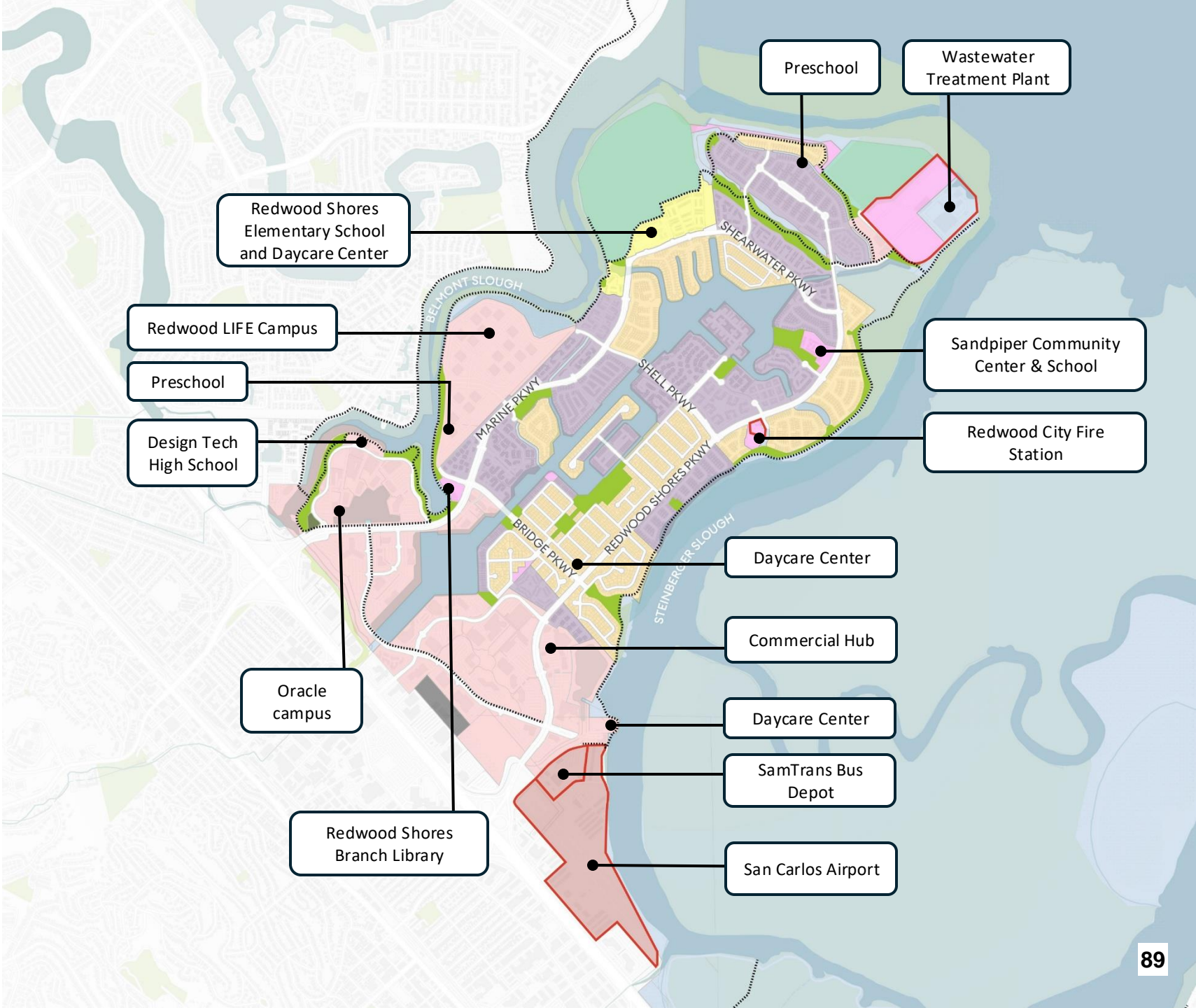
## What's at risk

The Redwood Shores Levee Project will protect private homes and assets as well as critical infrastructure, public amenities, and economy drivers.

This project is not just for Redwood Shores residents – **it has importance for the city and region more broadly.**

### LEGEND

-  BAY TRAIL
-  PARK
-  TIDAL PLAIN
-  TIDAL MARSH
-  PUBLIC FACILITY
-  SINGLE FAMILY
-  MULTI-FAMILY
-  INDUSTRIAL
-  MIXED-USE
-  COMMERCIAL
-  CRITICAL INFRASTRUCTURE



## Redwood City's Project Objectives

*Multi-benefit approach to flood protection*

*The Redwood Shores Sea Level Rise Protection Project will **protect homes, schools, businesses, and critical infrastructure** by addressing flood risk identified by FEMA and projected future sea level rise.*

*The project will also integrate **opportunities for nature-based solutions** where feasible along a raised and strengthened Redwood Shores levee, while **enhancing recreational amenities for the community**.*



# Project Setting

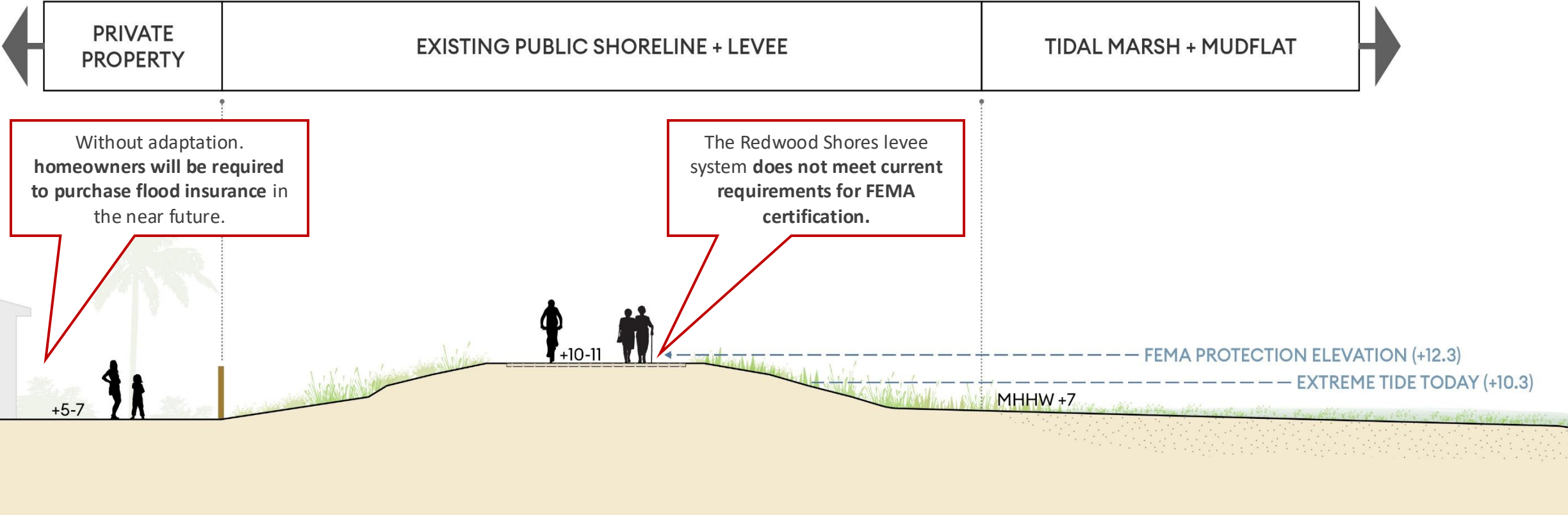


## LEGEND

 EXISTING LEVEE ALIGNMENT

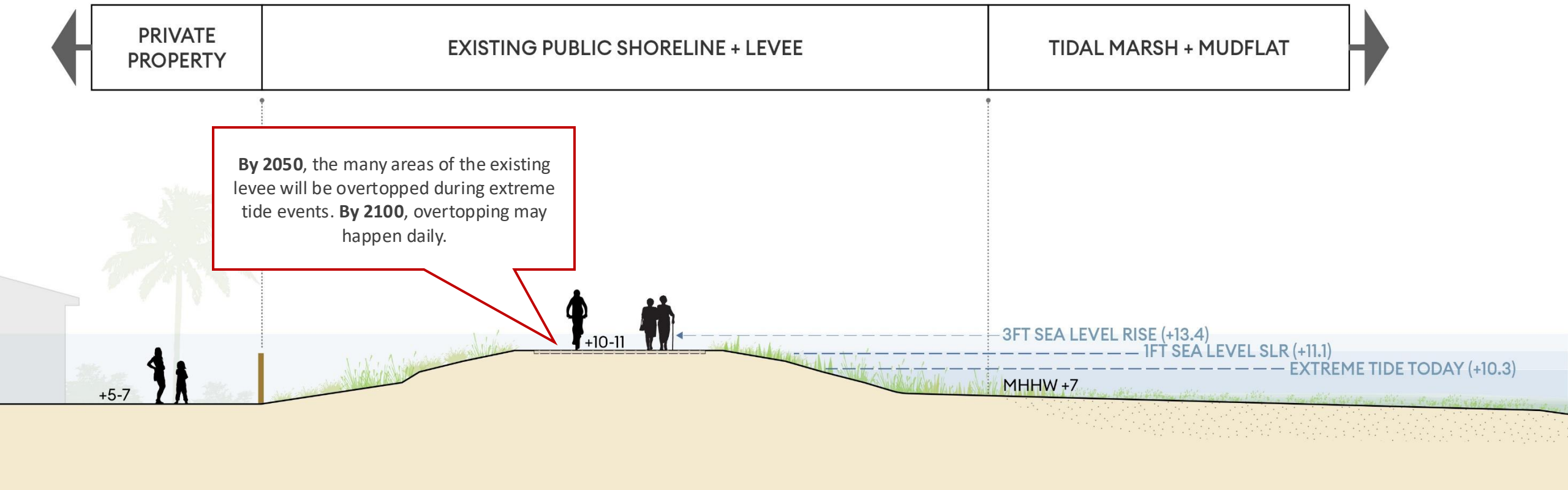
# Project Need

## FEMA Requirements

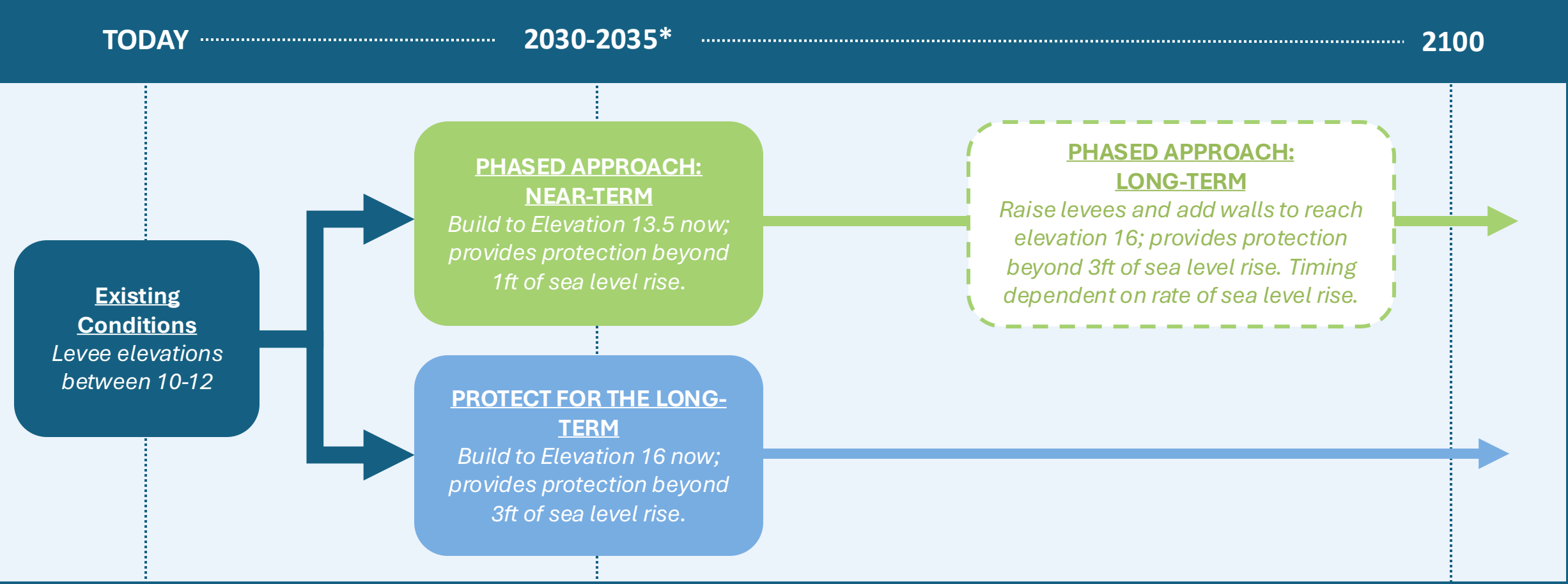


# Project Need

## Sea Level Rise and Future Coastal Flood Risk



**Redwood City Council will Decide**  
*How and when should we adapt?*

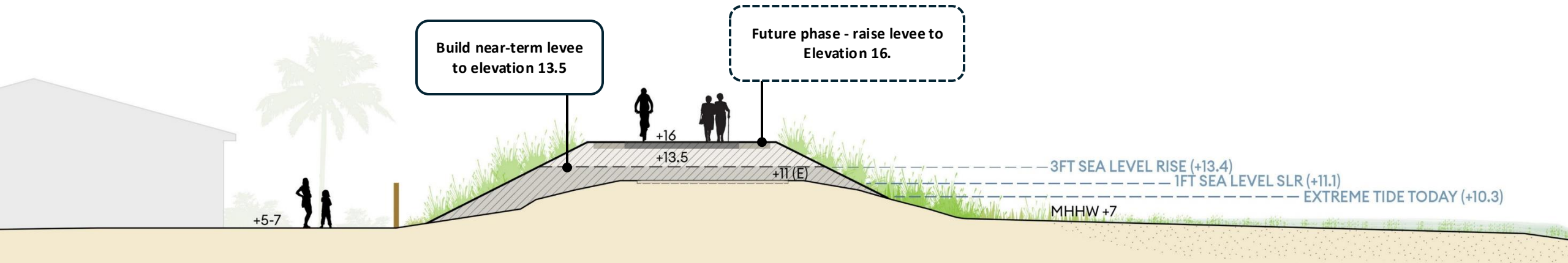


Both approaches will require periodic monitoring to assess rate of sea level rise and potential subsidence.

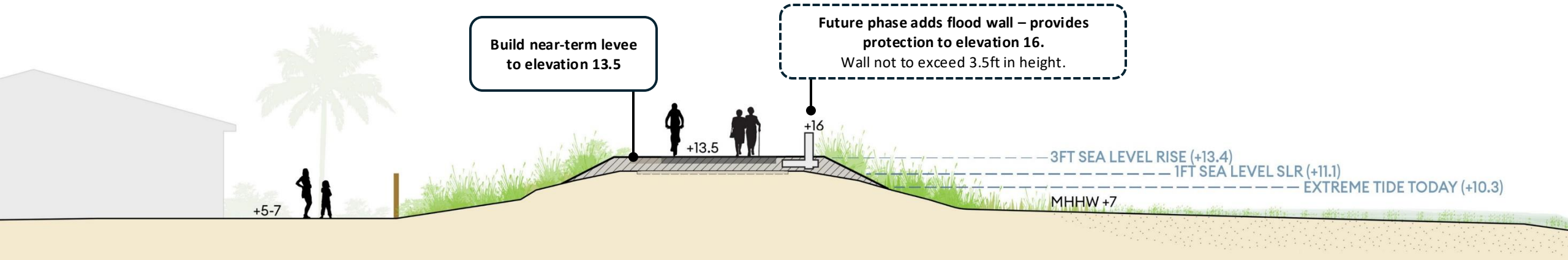
*\*Approximate project construction timeline.*

## Phased Approach

*Build to elevation 13.5 now; future adaptation to elevation 16*



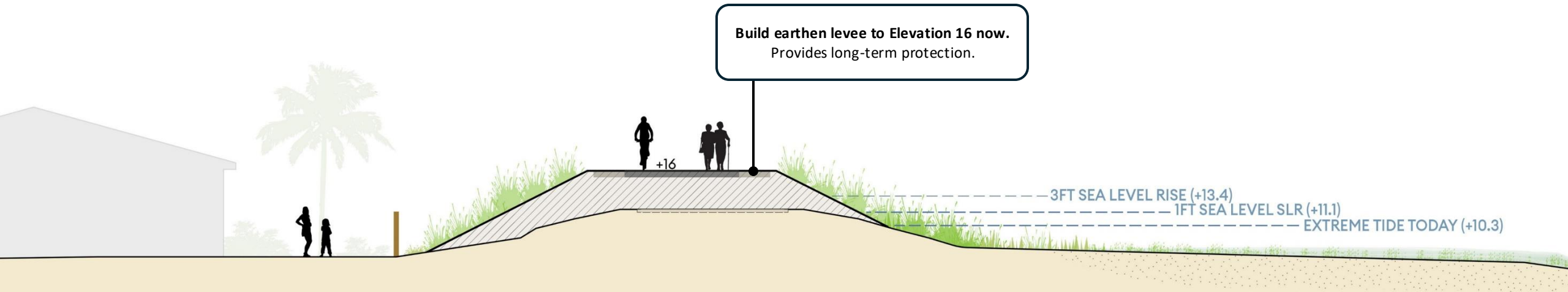
*Earthen Levee – where space and geotechnical considerations allow*



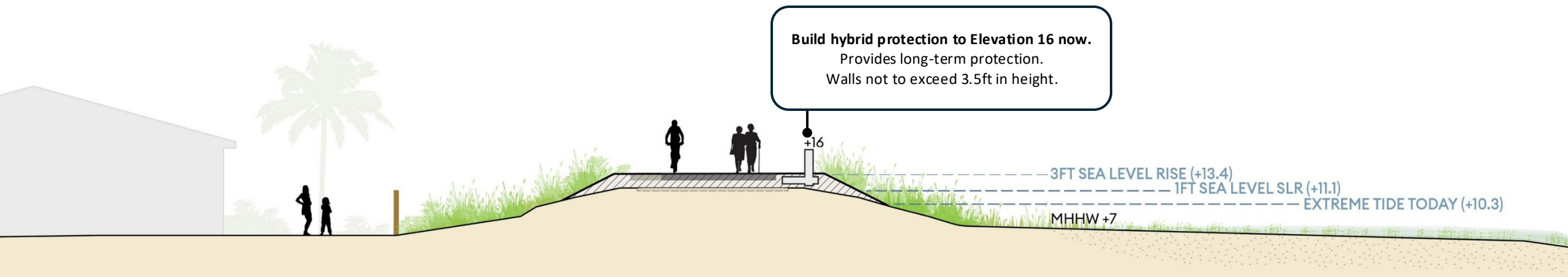
*Hybrid Approach – includes walls in some areas as required by spatial and geotechnical constraints*

# Build Long-term Protection Now

*Build to Elevation 16 in one phase*



**Earthen Levee** – where space and geotechnical considerations allow



**Hybrid Approach** – includes walls in some areas as required by spatial and geotechnical constraints

## Ecology

### *Design Goals and Considerations – Reflects Community Feedback to Date*

- **Protect habitat and** minimize construction impacts.
- **Improve habitat function** via native planting on all levee slopes.
- Identify opportunities to **enhance native ecologies** within the marsh transition zone.
- **Expand marsh habitat** where feasible – explore levee setback to create transition zones.
- Explore opportunities to **improve inland habitat** – transition horticultural landscapes to native planting.

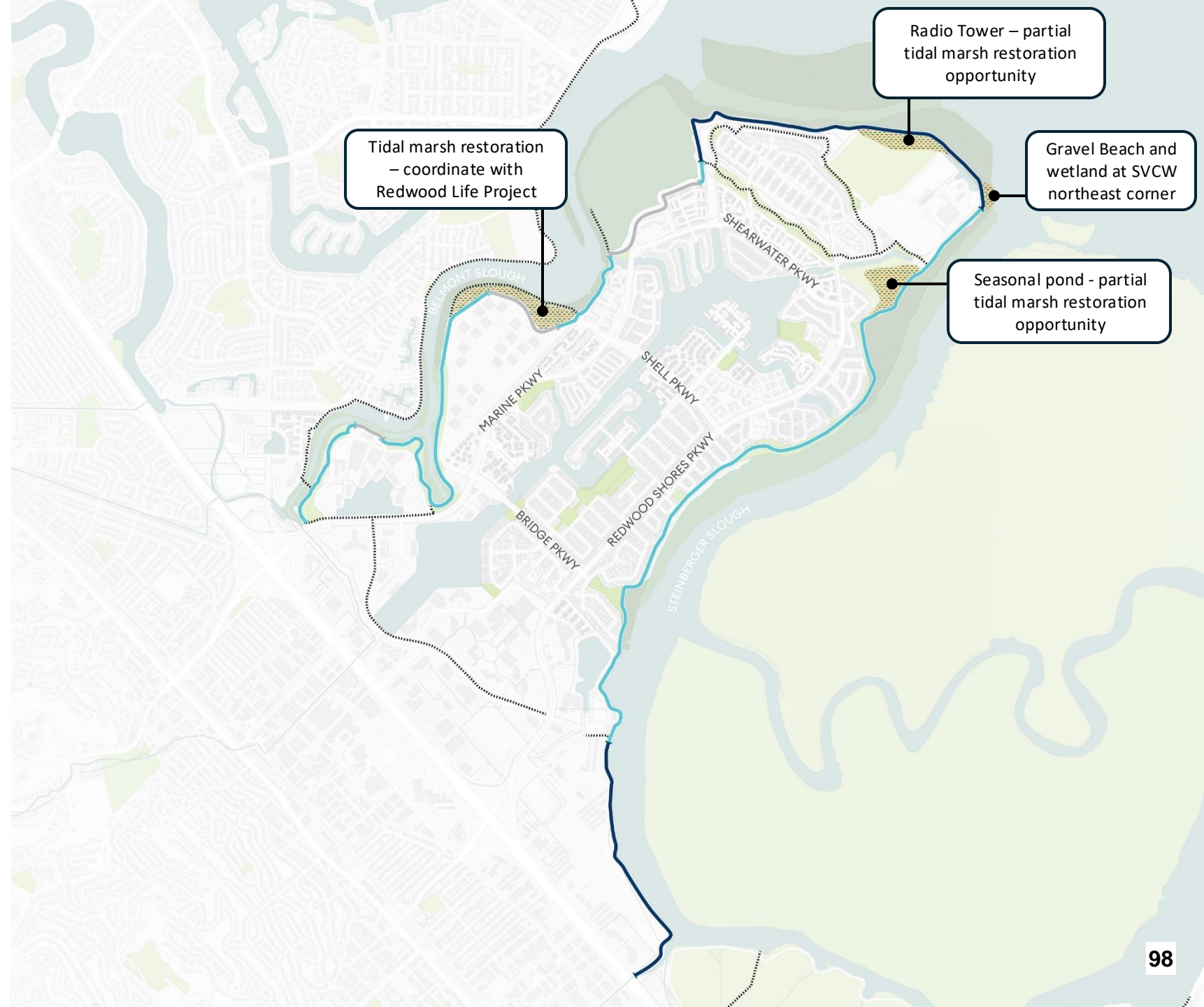


## Potential Ecological Measures

*Opportunity areas for large scale restoration or habitat expansion*

**The areas shown offer larger opportunities for ecological enhancements, including tidal marsh restoration and expansion.**

The ecological suitability and technical feasibility of these options will be assessed as the project moves forward.

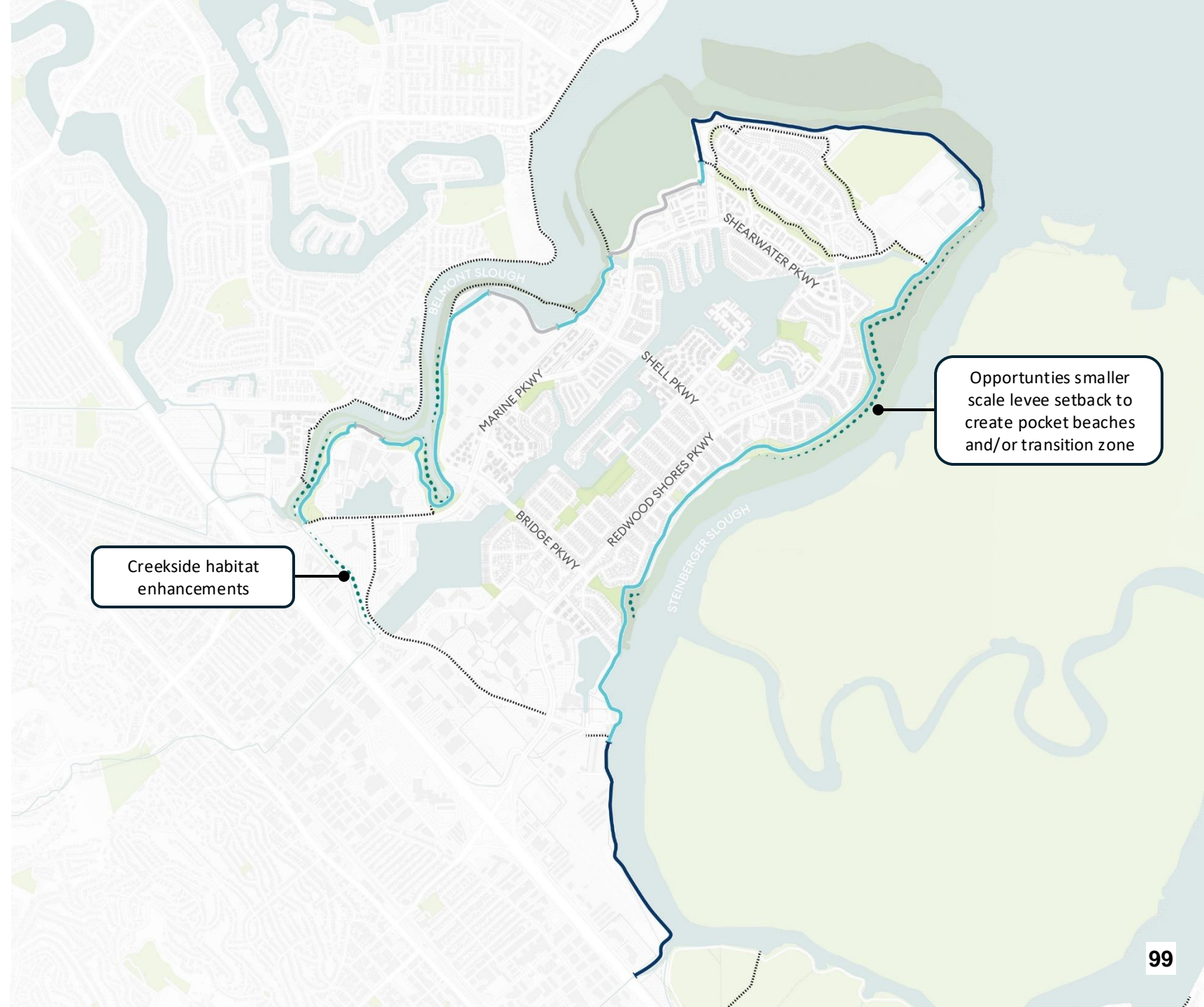


## Potential Ecological Measures

### *Shoreline areas with space for levee setback*

The areas shown offer more modest (but still valuable) opportunities for ecological enhancements.

Levee setback provides space for habitats to transition over time as sea levels rise. Habitat expansion can also improve ecosystem connectivity, supporting sensitive tidal wetland species.



Creekside habitat enhancements

Opportunities smaller scale levee setback to create pocket beaches and/or transition zone

- ..... EXISTING BAY TRAIL
- ADAPTED BAY TRAIL
- NEW BAY TRAIL
- WIDEN BAY TRAIL / NO ACTION
- EXISTING PARKS
- ..... LEVEE SETBACK OPPORTUNITY AREA

## Placemaking, Public Access, and Trail Amenities

### *Project Goals*

- **Provide improved trail amenities**, including seating, shade, and opportunities to connect to the Bay (get-downs and overlooks).
- **Maintain the natural character of the shoreline** and the visual connection between public shoreline and the Bay.
- **Identify opportunities to create new open space destinations** with a wider range of amenities at key shoreline connection points.














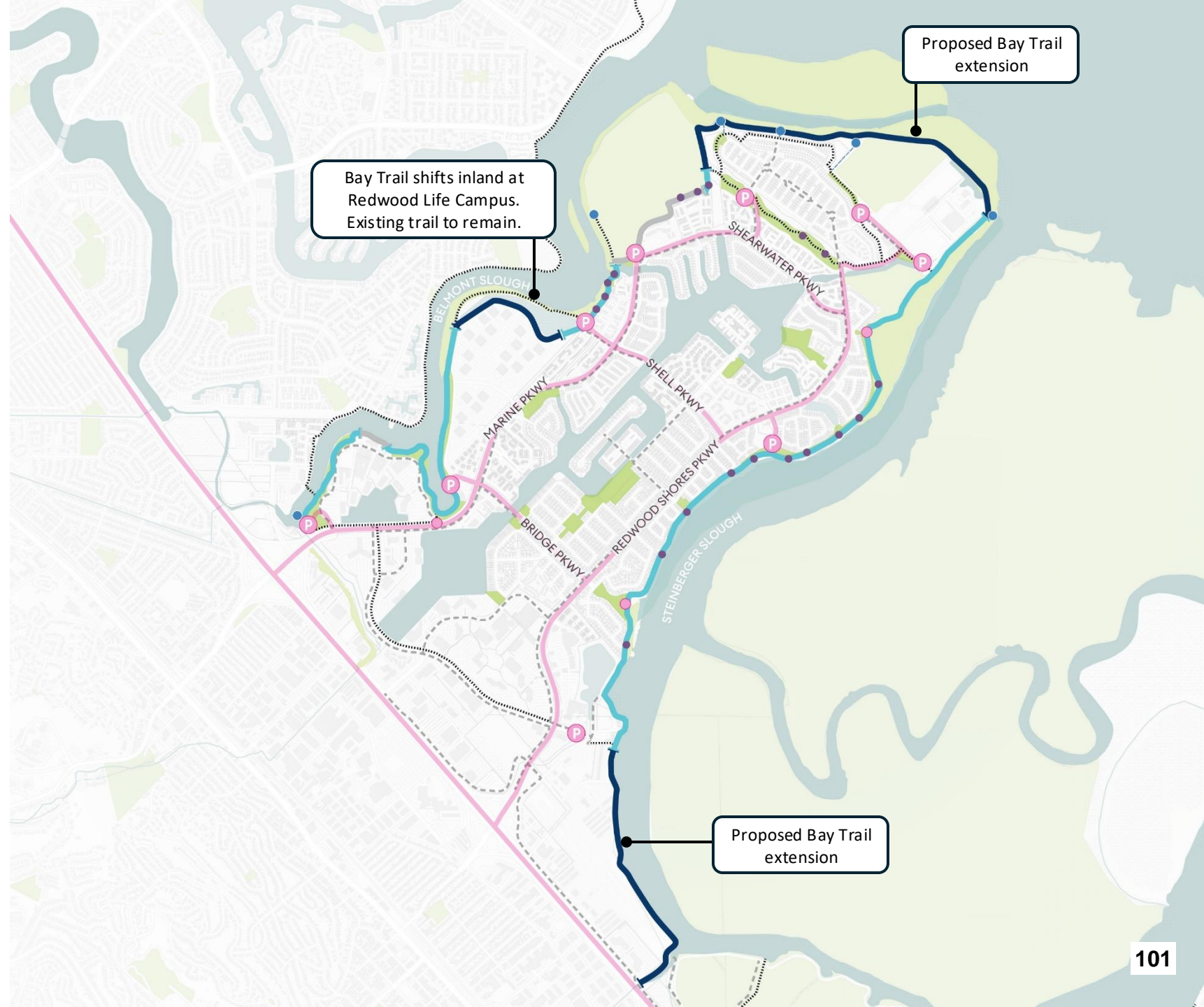
# Proposed Bay Trail Adaptation Improvement and Extension

The project includes adaptation and improvement of the existing trail and access points as well as two new stretches of Bay Trail.

The adapted Bay Trail will be located on the new levee and will meet current Bay Trail design standards for width, materiality, and accessibility.

## LEGEND

-  EXISTING BAY TRAIL
-  ADAPTED BAY TRAIL
-  NEW BAY TRAIL
-  WIDEN BAY TRAIL / NO ACTION
-  BIKE ROUTES
-  PRIMARY VEHICULAR NETWORK
-  PUBLIC ACCESS TO BAY TRAIL
-  PUBLIC ACCESS TO BAY TRAIL W/ PARKING
-  RESIDENTIAL/HOA ACCESS TO BAY TRAIL
-  EXISTING OVERLOOK W/ PUBLIC ACCESS
-  EXISTING PARKS



# Opportunities for Open Space Enhancement

## Building on Existing Community Assets



### LEGEND

- EXISTING BAY TRAIL
- ADAPTED BAY TRAIL
- BAY TRAIL GATEWAY
- EXISTING OVERLOOK
- EXISTING PARKS
- PARK ADAPTATION



# How does Belmont fit in?



Belmont Slough Overtops Island Park Levee (2026)  
25-year 104'e

# Multi-Jurisdictional Cooperation

*Redwood City needs Belmont*



**LEGEND**

 EXISTING LEVEE ALIGNMENT

# Multi-Jurisdictional Cooperation

## Redwood City can help Belmont

Opportunity to add a relatively small reach of protection for economies of scale. The Island Park reach represents a small incremental lift for Redwood City but would be a more difficult project to complete on its own.

Would need to resolve cost sharing and long-term maintenance responsibilities.



### LEGEND

— EXISTING LEVEE ALIGNMENT

## Multi-Jurisdictional Cooperation

### *Redwood City can help Belmont*

*Opportunity to add a relatively small reach of protection for economies of scale. The Island Park reach represents a small incremental lift for Redwood City but would be a more difficult project to complete on its own.*

*Would need to resolve cost sharing and long-term maintenance responsibilities.*



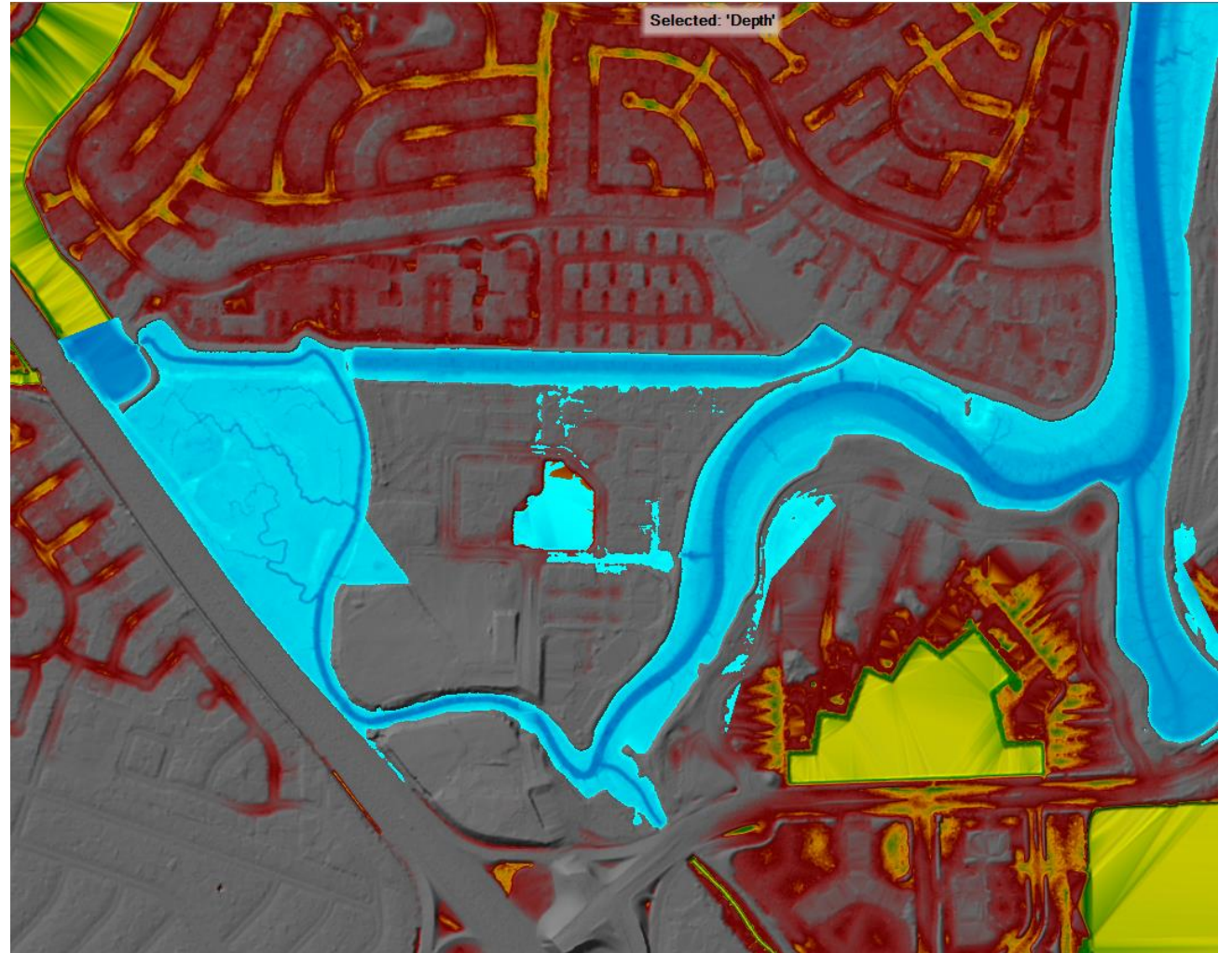
## Multi-Jurisdictional Cooperation

### *Redwood City can help Belmont*

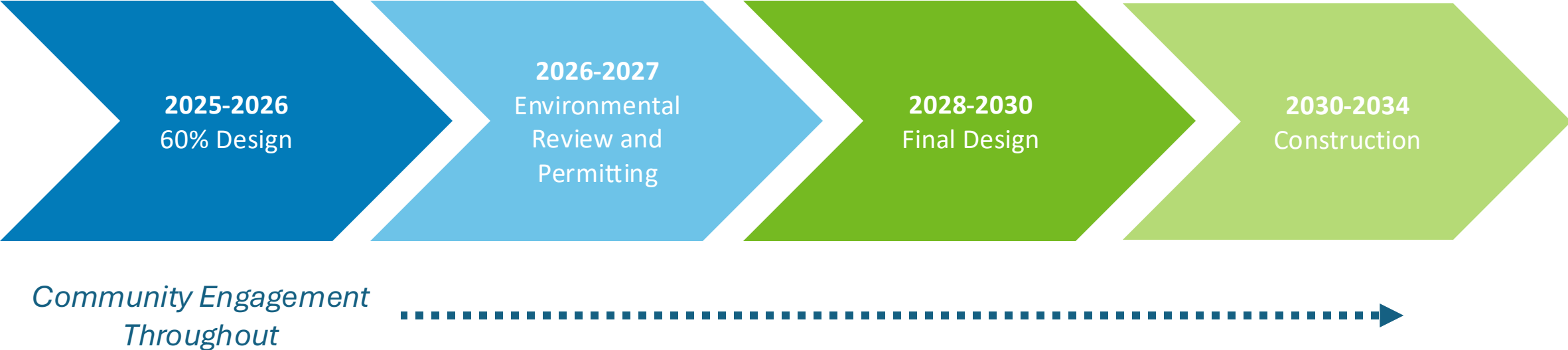
*Opportunity to add a relatively small reach of protection for economies of scale. The Island Park reach represents a small incremental lift for Redwood City but would be a more difficult project to complete on its own.*

*Would need to resolve cost sharing and long-term maintenance responsibilities.*

*Project improvements in Belmont would be designed with input from Belmont residents.*



# Taking Advantage of an Opportunity



# Taking Advantage of an Opportunity



An aerial photograph showing a coastal town in the foreground with houses, streets, and green spaces. In the middle ground, there is a large body of water, likely a bay or lagoon, with a winding channel. The background features a vast, flat wetland area extending to the horizon under a blue sky with scattered white clouds. The text "Thank you!" is centered over the water.

**Thank you!**



# STAFF REPORT

**Meeting Date:** January 27, 2026  
**Agency:** City of Belmont  
**Staff Contact:** Afshin Oskoui, City Manager, aoskoui@belmont.gov, 650-595-7408  
**Agenda Title:** CalPERS 180-Day Waiting Period Exception – Interim Administrative Services Director Appointment  
**Agenda Action:** Resolution

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## **Recommendation**

Adopt a resolution approving an exception to the CalPERS 180-Day Waiting Period and Interim Appointment of Ann Ritzma to Administrative Services Director.

## **Strategic Focus Area**

Fiscal and Organizational Sustainability

## **Background**

The Administrative Services Director is an executive management position responsible for overseeing the day-to-day operations and long-term strategic functions of the Human Resources and Information Technology divisions.

The City initiated recruitment for the Administrative Services Director position in advance of a planned retirement in October 2025. Despite extensive outreach and recruitment efforts, the position has not yet been filled.

To maintain continuity of leadership and ensure uninterrupted operations, staff recommends appointing an interim Administrative Services Director for the duration of the recruitment. Ann Ritzma has agreed to continue serving in the role on an interim basis following her retirement date, until a permanent replacement is hired. This interim appointment is expected to remain in place until the vacancy is filled and will not exceed the CalPERS limit of 960 hours in a fiscal year.

## **Analysis**

Under the California Government Code, a CalPERS retiree may return to work for a CalPERS employer in a retired annuitant position. The individual intended for the interim appointment is a CalPERS retiree; therefore, these requirements apply, including a mandatory 180 day waiting period following retirement before returning to work for any CalPERS employer.

There are limited exceptions to this waiting period. One such exception is the “interim vacant position” rule under Government Code section 7522.56, which allows a retiree to be appointed sooner if the position is deemed critically needed and the appointment is approved by the employer’s governing body at a public meeting. The City is requesting approval to use this exception for an interim vacant position. This would



allow the temporary appointment of a retiree on a limited basis while an active recruitment for a permanent replacement is underway. Under the law, this type of interim appointment may be approved only once for a vacant position. The City has already authorized and initiated the recruitment for the permanent position, consistent with Government Code sections 7522.56 and 21221(h).

In accordance with CalPERS regulations, compensation received by Ms. Ritzma will be no less than the minimum and does not exceed the maximum monthly base salary paid to other employees performing comparable duties. The retiree will not be eligible for any additional benefits, incentives, compensation in lieu of benefits, or any other form of compensation beyond this monthly pay rate.

**Alternatives**

- 1. Provide Alternative Direction
- 2. Take No Action

**Attachments**

- A. Resolution

**Fiscal Impact**

No Fiscal Impact

Funding Source Confirmed: The Administrative Services Director position is included in the current personnel budget for the Administrative Services Department. No additional appropriation is needed.

**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  
REQUESTING A CALPERS 180-DAY WAIT PERIOD EXCEPTION FOR AN  
INTERIM ADMINISTRATIVE SERVICES DIRECTOR APPOINTMENT**

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WHEREAS, in compliance with Government (Gov.) Code section 7522.56, the City Council must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date; and,

WHEREAS, Ann Ritzma, CalPERS ID 3272964754, retired from the City of Belmont in the position of Interim Administrative Services Director, effective December 27, 2025; and,

WHEREAS, Gov. Code section 7522.56 requires post-retirement employment commence no earlier than 180 days after the retirement date, which is June 26, 2026 without this certification resolution; and,

WHEREAS, Gov. Code section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and,

WHEREAS, the City Council, the City of Belmont and Ann Ritzma certify Ann Ritzma has not received a Golden Handshake or any other retirement-related incentive; and,

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and,

WHEREAS, the City Council has authorized the search for a permanent on October 31, 2025; and,

WHEREAS, the City Council hereby appoints Ann Ritzma as an interim appointment retired annuitant to the vacant position of Administrative Services Director for the City of Belmont under Gov. Code section 21221(h) effective February 1, 2026; and,

WHEREAS, this Gov. Code section 21221(h) appointment shall only be made once and there will end no later than February 1, 2027; and,

WHEREAS, the entire appointment document between Ann Ritzma and the City of Belmont has been reviewed by this body and is attached herein; and,

WHEREAS, no matters, issues, terms or conditions related to this employment or appointment have been or will be placed on a consent calendar; and,

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and,

WHEREAS, the compensation paid to retirees cannot be less than the minimum or exceed the maximum monthly base salary paid to other employees performing comparable duties, divide by 173.333 to equal the hourly rate; and,

WHEREAS, the maximum base salary for this position is \$22,617.41 and the hourly equivalent \$130.49, and the minimum base salary for this position is \$16,242.30 and the hourly equivalent is \$93.71; and,

WHEREAS, the hourly rate paid to Ann Ritzma will be \$130.49; and,

WHEREAS, Ann Ritzma has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and,

NOW, THEREFORE, the City Council of the City of Belmont hereby certifies the nature of the appointment of Ann Ritzma as described herein and detailed in the attached appointment document that this appointment is necessary to fill the critically needed position of Administrative Services Director for the City of Belmont by February 1, 2026 to ensure continuity of leadership and ensure uninterrupted operations

\* \* \*

ADOPTED January 27, 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



January 16, 2026

Ann Ritzma

Dear Ms. Ritzma:

I am pleased to offer you this interim appointment as a retired annuitant to vacant position of Administrative Services Director, effective February 1, 2026. Please note your employment is governed by CalPERS regulations and statutes. Attached for your reference is a copy of the CalPERS publication "A Guide to CalPERS Employment After Retirement" with general information on working after retirement.

This letter outlines the terms of the City's offer of a interim appointment as a retired annuitant to the position of Public Works Director.

1. A retired annuitant is classified as an hourly, temporary, at-will employee and is not represented by an of the City's bargaining groups.
2. Your hourly pay rate during your temporary appointment as Administrative Services Director will be **\$130.49**. This hourly rate is not less than the minimum rate of \$93.71 or more than the maximum rate of 130.49 for the vacant Administrative Services Director position as listed in the City's publicly available pay schedule.
3. You are not eligible to receive any benefit, incentive, compensation in lieu or benefits, or any other form of compensation in addition to the hourly pay rate. The City will not collect or pay any retirement contributions for your retired annuitant work.
4. In accordance with CalPERS regulations, the City will report your pay rate and all hours worked as a retired annuitant to CalPERS.
5. Should you accept appointment to this at-will, exempt, temporary position, you will serve at the discretion of the City Manager and the City may terminate your appointment at any time.
6. As a CalPERS retired annuitant, you will be subject to Government Code Section 21224 and can work no more than 960 hours in a fiscal year (July 1 – June 30), for employment with all CalPERS employers combined.

7. Upon accepting employment, you must certify in writing to the City that you did not receive any unemployment insurance payments within the twelve (12) months prior to this appointment for previous retired annuitant work with any CalPERS employer.

I know you will be a great asset to the City in this position and I look forward to continuing to work with you. Please let me know if you have any questions regarding this letter or any aspects of this offer of employment.

Sincerely,



Afshin Oskoui , P.E., PWLF  
City Manager

Enclosure

#### **ACCEPTANCE OF OFFER**

*Government Code Section 7522.56 provides that a retiree cannot be appointed to post-retirement employment if the retiree received unemployment insurance compensation for any prior retired annuitant work for any public employer during the twelve (12) months prior to the appointment date. I understand and certify that I am in compliance with this requirement.*

***I, Ann Ritzma, accept the retired annuitant appointment to the position of Interim Administrative Services Director with the conditions stated above effective February 1, 2026.***

*Ann Ritzma*

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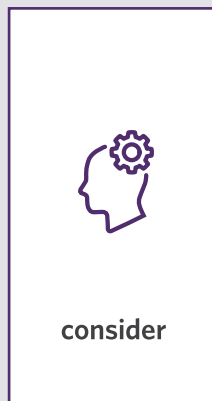
Signature

Date

# A Guide to CalPERS Employment After Retirement



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## Working After Retirement? Know the Rules

If you are planning to supplement your CalPERS pension by working after retirement, you need to know there are specific laws governing the type, timing, and amount of work you can accept without affecting your pension.

You should fully understand the rules surrounding employment after retirement and the consequences of unlawful employment. This publication is designed to help you navigate those rules and help you **avoid these potential pitfalls:**

- Termination of your monthly CalPERS retirement allowance
- Reinstatement from retirement
- Repayment of retirement benefits already received
- Payment of retroactive retirement contributions and interest
- Loss of cost-of-living increases
- Loss of golden handshake benefits

This publication also provides information about working for a CalPERS employer as an independent contractor, contract employee, or through a third-party employer, such as a temp agency. Additional CalPERS publications referenced within can be obtained on our website at **[www.calpers.ca.gov](http://www.calpers.ca.gov)** or by calling us at **888 CalPERS** (or **888-225-7377**).

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# Introduction

## Terms and Definitions

The following table lists key terms and definitions used in this publication.

Term	Definition
Reinstatement	Returning from retirement status to active employment with a CalPERS employer. Your retirement allowance is terminated until you re-retire in the future. You and your employer also resume making retirement contributions, and you earn service credit.
CalPERS Retiree	An employee of a CalPERS employer who terminates active employment and receives a monthly CalPERS retirement allowance.
Retired Annuitant	A CalPERS retiree working as an at-will employee for a CalPERS employer without reinstating from retirement.
Termination of Retirement	The cancellation of your monthly retirement allowance.
Unlawful Employment	Retiree employment found to be in violation of the retirement law and regulations.

### Partial Service Retirement

An alternative to service retirement and working as a retired annuitant is partial service retirement. This benefit is available to full-time state miscellaneous, full-time state industrial, and full-time public agency employees whose employer contracts for this benefit. Partial service retirees are not subject to the working after retirement rules.

The benefit works this way: With employer approval, an employee who meets the eligibility requirements can reduce his or her work time by at least 20% but not more than 60% and receive a retirement allowance for the balance.

For more information about partial service retirement, contact your employer and ask if they contract for this benefit and refer to ***A Guide to Your CalPERS Partial Service Retirement*** (PUB 14).

### Volunteering for a CalPERS Employer After Retirement

You may serve as a volunteer for a CalPERS employer after your retirement. Service as a bona fide volunteer is not subject to retired annuitant restrictions. However, you may not volunteer in a position that is normally compensated, and you may not volunteer in order to avoid retired annuitant restrictions. Service that is not in a bona fide volunteer position will have to comply with retired annuitant restrictions.

### Before You Retire

#### 1. Apply for Retirement and Select a Retirement Date

Separation from employment alone is not considered retirement — you must submit a retirement application to CalPERS to complete the retirement process. You must stop working in all CalPERS-covered employment, including all full-time and part-time positions and any elected or appointed offices for which you have CalPERS membership. Consider employment that you may be working in as noncontributory. If you cease working in a full-time position, noncontributory part-time positions will become contributory if you do not separate from them prior to retirement.

It is your responsibility to inform every CalPERS employer of your planned retirement date so that each employer can submit permanent separation information on your behalf. Your retirement date can be no earlier than the day after your last day on payroll with any CalPERS employer.

#### 2. Determine your “Normal Retirement Age”

You will want to know how we define “normal retirement age” if you intend on working for a CalPERS employer after retirement; this age determines if you will be subject to the bona fide separation requirement. Federal tax law and California retirement law require a retiring member who is younger than normal retirement age on his or her retirement date to meet a bona fide separation in service before working after retirement for a CalPERS employer.

Normal retirement age for CalPERS purposes is the age listed in your retirement benefit formula, for example, age 55 for the 2% at 55 formula or age 62 for the 2% at 62 formula. However, maximum normal service retirement age is never greater than 62, even for the 1.25% at 65 formula.

If your retirement allowance is based on more than one formula, regardless of when that formula was earned, the oldest benefit formula age determines your normal retirement age. If you are younger than the age in that formula on your retirement date, refer to the “Bona Fide Separation in Service Requirement” section on page 8.

To determine your normal retirement age, access your myCalPERS account through our website. Your normal retirement age is listed on the home page. You can also refer to your CalPERS Annual Member Statement or contact CalPERS.

To review your most recent Annual Member Statement, log in to your myCalPERS account at [my.calpers.ca.gov](https://my.calpers.ca.gov).

### Restrictions on Post-Retirement Employment

State and federal laws provide specific employment restrictions for retirees who return to work with an employer in the same public retirement system from which they receive a benefit.

These restrictions are intended to prevent the “double-dipping” of a retiree receiving a monthly CalPERS retirement benefit while also receiving a salary from permanent or regular staff employment with a CalPERS employer. Retirees may work in retired annuitant positions only. Refer to “Retired Annuitant Rules” beginning on page 7. Disability retirees are subject to additional requirements and restrictions. Also refer to “Disability Retirees – Additional Requirements and Restrictions” beginning on page 14.

When applying for employment with any employer, it is your responsibility to:

- Ask if the employer contracts with CalPERS for retirement benefits.
- Inform the employer you are a CalPERS retiree (receiving a retirement benefit from CalPERS) and specify the type of retirement, whether service, disability, or industrial disability.
- Apply for retired annuitant positions only. Disability retirees may work in a permanent position upon receipt of CalPERS' written pre-approval. Refer to "Working for a CalPERS Employer in a Permanent Capacity After Disability Retirement" beginning on page 15.

You and the employer are responsible for ensuring your employment complies with the retirement law when hired and during the entire course of your employment. Violating these laws and restrictions could financially impact you, so it is advised that you be aware of these laws and ensure you are in compliance.

### **Termination of Retirement (Reinstatement From Retirement) Due to Unlawful Employment**

Any retiree employment found to be in violation of the retirement laws and regulations is unlawful employment. If you are found to be employed in unlawful employment, you will be financially impacted due to the violation. This could result in your reinstatement from retirement, retroactive to the date the unlawful employment began.

If reinstated, your retirement allowance (pension payments) will stop and you will be required to reimburse CalPERS the amount of retirement allowance you received during the period of unlawful employment. In addition, you will pay your employer the member contributions plus interest owed retroactive to your reinstatement date. The employer who unlawfully employed you will submit your member contributions and pay employer contributions plus interest owed retroactive to your reinstatement date.

When you re-retire, be aware that your new retirement may not include the same benefits you had with your previous retirement. Reinstatement may result in a loss of medical coverage and adversely affect other benefits from your prior retirement, such as a golden handshake or reciprocity, if another system's final compensation was used to calculate your CalPERS allowance.

For information about voluntary reinstatement from retirement into active employment, review ***A Guide to CalPERS Reinstatement From Retirement*** (PUB 37).

# Post-Retirement Employment Scenarios

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## Private Sector Employment

If you are a service retiree, you can work for a private industry employer not associated with any CalPERS employer without restrictions and continue to receive your CalPERS retirement allowance.

If you are a disability retiree, there are limitations on private sector employment. If you are a disability or industrial disability retiree, be sure to review the “Disability Retirees – Additional Requirements and Restrictions” section beginning on page 14.

If you are either a service retiree or a disability retiree, and you want to work for a private industry employer who provides a service to a CalPERS employer, refer to the section on “Independent Contractor Employment” beginning on page 12.

## Employment in Other Public Retirement Systems

If you are a service retiree, you can work without restrictions in a position that qualifies for membership in any other defined benefit plan public retirement system without terminating your CalPERS retirement and continue to receive your CalPERS allowance. This includes certificated (teaching) positions covered by the California State Teachers’ Retirement System (CalSTRS).

If you are a disability retiree, there are restrictions on working for an employer in a different public retirement system. Refer to the section on “Disability Retirees – Additional Requirements and Restrictions” beginning on page 14.

## CalPERS/CalSTRS Election

The retirement system election to elect coverage under CalSTRS for a CalPERS-covered position or CalPERS for a CalSTRS-covered position under Government Code section 20309 only applies to active members. Retirees are ineligible for this election.

## Employment in JRS II

For information about employment in positions that qualify for membership in the Judges’ Retirement System II, call (916) 795-3688.

## Working for a CalPERS Employer

If your post-retirement plans include working for a CalPERS employer, you have these options: reinstating from retirement, under contract as an independent contractor, or retired annuitant employment. Disability retirees have another option, which is to work in a permanent position under Government Code section 21232. If you are a disability or industrial disability retiree, there are additional restrictions on the work you can do while retired. Review the “Disability Retirees – Additional Requirements and Restrictions” section beginning on page 14 for information on that option.

## Voluntary Reinstatement From Retirement

You should only apply for and accept a regular staff position with a CalPERS employer if you are voluntarily reinstating from retirement, and you and the employer have completed the **Reinstatement From Service Retirement Application** form or the **Reinstatement From Disability/Industrial Disability Retirement Application** form. For more information about voluntary reinstatement from retirement into active employment, review **A Guide to CalPERS Reinstatement From Retirement** (PUB 37).

## Post-Retirement Employment Scenarios (continued)

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### **Independent Contractor Employment**

You can be lawfully under contract with a CalPERS employer as an “independent contractor” or as an “employee of a third-party employer,” including your own business entity, if there is no common law employer-employee relationship between you and the CalPERS employer. Refer to the section on “Independent Contractor Employment” beginning on page 12.

### **Retired Annuitant Employment**

A retired annuitant is a CalPERS retiree who works as an at-will employee of a CalPERS employer with certain restrictions to avoid jeopardizing their retirement allowance (pension payments). Retired Annuitant positions must be temporary in nature and are not to be permanent, ongoing, or used to supplement a CalPERS retirees’ pension, but instead to fill a temporary void or business need of a CalPERS employer.

As a retired annuitant, you do not accrue service credit or otherwise acquire any additional retirement benefits from the employment. If you intend to remain retired and work for a CalPERS employer, you should only apply for and accept a retired annuitant position. Appointment to any permanent or regular staff position (part or full time, intermittent, hourly, seasonal, on call, exempt from civil service, exempt from membership, etc.) requires reinstatement from retirement. This applies to all CalPERS member classifications (miscellaneous, safety, police, fire, etc.).

# Retired Annuitant Rules

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There are two types of retired annuitant employment: “extra help” and interim (or acting) “vacant position” employment.

## Extra Help Positions

The retired annuitant employment restrictions for extra help positions are authorized by Government Code sections 7522.56, 21224, 21227, and 21229. All CalPERS-covered employers are able to use retirees to fill in for extra help positions. However, your employment must meet the following restrictions:

- **Limited-Duration Work**

You have skills needed to perform work of limited duration or your employment is needed during an emergency (such as floods, earthquakes, etc.) to prevent stoppage of public business. While these workloads may last more than one fiscal year, the employment should terminate when the limited-duration work you were hired to perform is completed. Examples of limited duration work are work to eliminate a backlog, work on a special project, and work that is in excess of what regular staff can do. You cannot be employed in any regular staff position such as “seasonal,” “permanent intermittent,” “exempt from civil service,” “exempt from membership,” “TAU,” or any other “temporary” position other than a retired annuitant position.

- **Compensation**

The hourly pay rate you receive cannot be less than the minimum or exceed the maximum paid to other employees performing comparable duties as listed in the employer’s publicly available pay schedule. Also, you cannot receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate. For example, longevity compensation, sick leave, or vacation benefits cannot be provided to a

retired annuitant. **The only exception** would be if the employee is being reimbursed dollar for dollar for job-related expenses. Items such as housing or commuting are not job-related expenses.

- **960-Hour Limit**

The hours you work cannot exceed 960 hours in a fiscal year (July 1 through June 30) for employment with all CalPERS employers combined. **There are no exceptions to this limit.** Your hours will reset each July 1, and you can work another 960 hours for the new fiscal year. Your employer must enroll and report your hours to CalPERS, per Government Code section 21220. Your total employer-reported retired annuitant hours from all employers can be found in your myCalPERS account.

California State University (CSU) academic staff retirees can work as retired annuitant academic staff for CSU employers as authorized by Government Code sections 7522.56 and 21227. However, the hours worked for all CSU employers cannot exceed 960 hours in a fiscal year or 50% of the hours employed during the last fiscal year prior to retirement, whichever is less.

- **Unemployment Insurance Payments**

You cannot be appointed as a retired annuitant if you received unemployment insurance payments for prior retired annuitant work for any CalPERS employer within 12 months prior to your appointment date. Upon accepting employment, you must certify in writing to the employer that you comply with this requirement. Review additional information in the section “Unemployment Insurance Payments” on page 9.

### Vacant Positions

A CalPERS-contracted public agency may appoint you to an interim position by the governing body of an employer, as authorized by Government Code sections 7522.56 and 21221(h). The employment must meet all the requirements listed on page 7 for extra help positions and the following additional requirements below. Examples of these positions include city manager, police chief, fire chief, individual department head, director, CEO, etc.

- **Active Recruitment**

Before you are hired, the employer must have in place an active recruitment for a permanent replacement for the vacant position.

- **Limited-Duration Work**

You can be hired only as an interim or acting appointment during the period of recruitment; you cannot work in a permanent capacity or for an indefinite period of time.

- **Single Appointment**

You can be appointed only once to the vacant position. If your contracted term ends and a replacement has not been found, you must vacate the position. If you continue after your contracted term expires, this is considered a second appointment and will result in unlawful employment.

- **Compensation**

Your hourly pay rate cannot be less than the minimum or exceed the maximum for the vacant position as listed on the employer's publicly available pay schedule. You cannot receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.

### Eligibility Requirements for Retired Annuitants

In addition to the requirements on the previous pages, all retirees must meet both of the following two requirements to be eligible to work for a CalPERS employer:

#### 1. Bona Fide Separation in Service Requirement

You cannot be employed as a retired annuitant if you are younger than the "normal retirement age" on your retirement date, unless both of the following conditions are met:

- There can be no verbal or written agreement to return to work as a retired annuitant between you and any CalPERS employer before you retire.
- There is a termination of employment (separation in service) for 60 days between your retirement date and the date your limited-duration employment as a retired annuitant will begin.

**Normal retirement age** is the oldest age listed in your retirement benefit formula(s) between all previous CalPERS employment. To find this age, log in to your myCalPERS account at [my.calpers.ca.gov](https://my.calpers.ca.gov).

All retirees who are under normal retirement age at retirement must meet the bona fide separation in service requirement even if an exception to the 180-day wait period applies. These two requirements may be served concurrently. The only exception to the 60-day wait period restriction is for employment due to the specific emergency conditions as defined in Government Code section 8558. A predetermined agreement can never exist if you are under your normal retirement age. This bona fide separation requirement is in California retirement law and regulations to comply with Internal Revenue Code tax regulations.

## Retired Annuitant Rules (continued)

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### 2. 180-Day Wait Period Requirement

You cannot be employed as a retired annuitant for a period of 180 days after your retirement date unless you qualify for one of the following exceptions. The 180-day wait period begins on your retirement date.

#### Exceptions

- Before you begin work, your employer must certify the nature of the employment and that the appointment is necessary to fill a critically needed position sooner than 180 days. The appointment must be approved by the employer's governing body, in a public meeting, and must be approved as an action item, rather than on a consent calendar.
- You will participate in the CSU Faculty Early Retirement Program (FERP) pursuant to a collective bargaining agreement with CSU that existed prior to January 1, 2013, or has been included in subsequent agreements.
- You are a retired firefighter or retired public safety officer as defined in Government Code section 3301 (peace officer) who will perform firefighter or peace officer retired annuitant work.
- You are a CalSTRS retiree who is subject to sections 24212, 24214.5, or 26812 of the Education Code. Call CalSTRS at (800) 228-5453 for more information.

If you receive a golden handshake or any other retirement or separation incentive, you must wait 180 days before returning to work and you are not eligible for any of the 180-day wait period exceptions.

### State Employer Civil Service Eligibility Requirement

Retired annuitant employment with a state agency is limited to retirees who have civil service eligibility from previous state agency employment or who qualify for appointment under an applicable civil service employment list. Visit the California Department of Human Resources (CalHR) website at [www.calhr.ca.gov](http://www.calhr.ca.gov) for more information. Retired State of California employees can apply for retired annuitant positions via the Boomerang website at [boomerang.ca.gov](http://boomerang.ca.gov).

### Unemployment Insurance Payments

California law prohibits appointment of a retired annuitant by a CalPERS employer if, during the 12-month period before an appointment, you received unemployment insurance compensation for prior retired annuitant employment with any CalPERS employer. Upon accepting employment, you must certify in writing to the employer that you comply with this requirement.

If you are working as a retired annuitant and it is discovered that during the previous 12 months you were paid unemployment insurance compensation based on prior retired annuitant employment with any CalPERS employer, your employment must be terminated on the last day of the current pay period. You will not be eligible for appointment as a retired annuitant with any CalPERS employer for 12 months following the termination date of the current employment. Violation of this unemployment insurance compensation restriction does not result in mandatory reinstatement from retirement.

### Exceptions to Retired Annuitant Requirements

#### Elected or Appointed Offices

As authorized by Government Code section 21231 (previously Government Code sections 21221(d) and 21222), a CalPERS retiree may serve in an elected or appointed office while retired. However, if all or part of your retirement allowance is based on service credit in that office, the portion of the retirement allowance based on that service credit is suspended during your time in office. The PERL requires your employer to immediately inform CalPERS of the appointment of any CalPERS retiree into an elective or appointed office. To notify CalPERS the employer must complete the ***Elective Officer Retiree Certification Form*** and send to **[working\\_after\\_retirement@calpers.ca.gov](mailto:working_after_retirement@calpers.ca.gov)** immediately upon you taking office. When you leave office, your allowance is unsuspending prospectively.

If you wish to elect membership to earn additional CalPERS service credit for your time in the elected or appointed office and that office is subject to CalPERS membership, you must reinstate from retirement.

An elected or appointed officer, who has elected membership for their current term, may not retire mid-term and continue to serve in the elected or appointed position. You must separate from this service prior to retiring. An elected or appointed officer may separate prior to being re-elected and then begin their next term after retirement. However, you need a Bona Fide Separation from service. For more information on Bona Fide Separations, review the section titled "Bona Fide Separation in Service Requirement" on page 8.

#### Special State Appointments

##### *Part-Time Member of State Board or Commission – CalPERS Retirees and Non-CalPERS Retirees*

You can serve without reinstatement from retirement as a salaried part-time member of a state board

or commission, where part time is defined as an appointment with a salary of no more than \$60,000 annually, which will be increased in any fiscal year in which a general salary increase is provided for state employees. The amount of the increase cannot exceed the percentage of the general salary increases provided for state employees during that fiscal year. You acquire no benefits, service credit, or retirement rights from this employment.

##### *Full-Time Member of State Board or Commission – CalPERS Retirees*

You can serve without reinstatement from retirement as a non-salaried full-time member of a state board or commission. You may receive only per diem authorized to all members of the board or commission. You do not earn any service credit or benefits in CalPERS or make any CalPERS contributions. If you accept the salary, you must reinstate from retirement.

##### *Full-Time Member of State Board or Commission – Non-CalPERS Retirees*

If you receive retirement from a public retirement system other than CalPERS, you can serve as a non-salaried full-time member of a state board or commission and continue to receive your retirement allowance in addition to any per diem authorized to all members of the board or commission. If you accept the salary, you must suspend your retirement benefit from the other system and enroll as a new member of CalPERS.

Upon retirement (1) the pensionable compensation earned from the service on this board or commission will not be eligible for reciprocity with any other retirement system or plan, and (2) you will be entitled to future reinstatement of any suspended benefits, including employer-provided retiree health benefits, for which you were entitled at the time of appointment to the board or commission.

## Retired Annuitant Rules (continued)

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*Full-Time Commissioner of the State Board  
of Parole Hearings or Full-Time Commissioner  
of the State Board of Juvenile Hearings -  
CalPERS Retirees and Non-CalPERS Retirees*

If you are appointed as a full-time commissioner of the California Board of Parole Hearings or the California Board of Juvenile Hearings, you may serve without reinstatement from retirement, and without loss or interruption of benefits provided by the retirement system. These appointments are made by the Governor and require confirmation by the California Senate.

# Independent Contractor Employment

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You can be lawfully employed by a CalPERS employer as an “independent contractor” or as an “employee of a third-party employer,” including your own business entity, without restrictions if there is no common law employer-employee relationship between you and the CalPERS employer.

If a common law employer-employee relationship exists, the employment is subject to the retired annuitant restrictions even if the employment agreement claims to be for an independent contractor. If the work you will perform is the same or similar to work you performed as an active employee or is work performed by an active employee of that employer, an employer-employee relationship exists and the employment is subject to the retired annuitant restrictions.

If you work as an independent contractor and are later determined to be an employee and that employment violates any of the retired annuitant restrictions, your retirement will be subject to reinstatement. Refer to “Termination of Retirement (Reinstatement From Retirement) Due to Unlawful Employment” on page 4 for details.

If you are planning to work as an independent contractor and the service is determined to be employment with a CalPERS employer, your service will need to adhere to all post-retirement employment requirements before you begin that service.

## Independent Contractor or Third-Party Employee

Independent contractors are not “employees” and are excluded from membership in CalPERS by Government Code section 20300(b). A true independent contractor is someone who contracts to provide a service or complete a task and is not subject to the CalPERS-covered entity’s control as to the manner and means by which the work is performed, only to acceptance of the end product. Often, but not always, third-party employees are considered employees of the CalPERS-covered entity, meaning retirees are still subject to the post-retirement employment restrictions identified in this publication.

We use the “common law control test” as a guide to determining independent contractor status. Many factors are considered, including the manner and means by which the work is accomplished. We will request and use all relevant information that provides evidence of the degree of control of the work being performed to make a determination.

The common law control test is a guide to determine whether a worker should be classified as an employee or an independent contractor.

You cannot be hired as an independent contractor or as an employee of a third-party employer for a position established by statute, city charter, or municipal code. Examples of these positions are city manager, police chief, fire chief, etc.

## Independent Contractor Employment (continued)

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### **Independent Contractor Determination**

To ensure a proposed employment agreement or position is a true independent contractor position, we recommend you obtain an independent contractor determination from CalPERS before you begin any such employment.

If you would like us to review your proposed independent contractor service agreement, send the complete agreement by mail, email, or fax as indicated below. We will review the contract within 60 days.

**Mail:**

Employer Account Management Division  
P.O. Box 942709  
Sacramento, CA 94229-2709

**Email:** [working\\_after\\_retirement@calpers.ca.gov](mailto:working_after_retirement@calpers.ca.gov)

**Fax:** (916) 795-4166

# Disability Retirees – Additional Requirements and Restrictions

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**In addition to being subject to all the rules and restrictions mentioned on the previous pages, disability and industrial disability retirees are subject to the following additional eligibility requirements and restrictions.**

If you are a **disability retiree**:

- You may work for a CalPERS-covered employer in a retired annuitant compliant position and continue to receive your CalPERS retirement allowance if the position is not the same position from which you retired nor includes duties or activities you were restricted from performing at the time of your disability retirement per Government Code section 21233. You will be subject to the 960-hour limit.
- You may work for a CalPERS-covered employer in a permanent position with CalPERS' written pre-approval and continue to receive your CalPERS retirement allowance per Government Code section 21232. You will be subject to an earnings limit if approved. Refer to "Working for a CalPERS Employer in a Permanent Capacity After Disability Retirement" on page 15 for requirements.
- You may work for a non-CalPERS covered employer and continue to receive your CalPERS retirement allowance subject to applicable limitations.
- If you are under the minimum service retirement age (50, 52, or 55) and work for a non-CalPERS-covered employer, your retirement benefit will be subject to an earnings limit under Government Code section 21432.
  - You are required to report your gross earnings to CalPERS annually.
  - The total employer-paid portion of your monthly retirement allowance and your new gross earnings cannot be greater than the current compensation of the position from which you retired. If the total is greater, your retirement allowance will be reduced.
  - Once you reach your minimum service retirement age, your employment is no longer subject to an earnings limit (Government Code section 21432). Call us toll free at **888 CalPERS** (or **888-225-7377**) to request a ***Disability Retiree's Report of Earnings*** form.
- If you are under the minimum service retirement age and are performing duties similar to those from which you were previously found disabled, CalPERS can reevaluate your medical condition to determine whether you should be reinstated from retirement. Refer to "Termination of Retirement (Reinstatement From Retirement) Due to Unlawful Employment" on page 4 for details.
- Your disability retirement requires you to inform CalPERS immediately if you are no longer incapacitated, or if your current employment is in a position similar to the one from which you retired.

## Disability Retirees – Additional Requirements and Restrictions (continued)

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If you are an **industrial disability retiree**:

- You may work for a CalPERS-covered employer in a retired annuitant compliant position and continue to receive your CalPERS retirement allowance if the position is not the same position from which you retired nor includes duties or activities you were restricted from performing at the time of your disability retirement per Government Code section 21233. You will be subject to the 960-hour limit.
- You may work for a CalPERS-covered employer in a permanent position with CalPERS' written pre-approval and continue to receive your CalPERS retirement allowance per Government Code section 21232. You will be subject to an earnings limit if approved. Refer to "Working for a CalPERS Employer in a Permanent Capacity After Disability Retirement" for requirements.
- You may work for a non-CalPERS covered employer and continue to receive your CalPERS retirement allowance subject to applicable limitations.
- Your retirement benefit is not subject to an earnings limit if you work for a non-CalPERS-covered employer per Government Code section 21432, even if you are under the minimum service retirement age.
- If you are under the minimum service retirement age and are performing duties similar to those from which you were previously found disabled, CalPERS can reevaluate your medical condition to determine whether you should be reinstated from retirement. Refer to "Termination of Retirement (Reinstatement From Retirement) Due to Unlawful Employment" on page 4 for details.

- Your disability retirement requires you to inform CalPERS immediately if you are no longer incapacitated, or if your current employment is in a position similar to the one from which you retired.

### **Working for a CalPERS Employer in a Permanent Capacity After Disability Retirement**

Under Government Code section 21232, disability or industrial disability retirees may seek permanent employment while receiving retirement benefits with CalPERS' written pre-approval. However, certain restrictions apply.

Your job duties must differ significantly from those required in the position from which you retired. The position should not be the same position from which you retired or in the same member classification, and the position should not include duties or activities you were restricted from performing at the time of your retirement. If you are approved to work, you will be required to report your earnings to CalPERS and your retirement allowance will be subject to an earnings limit.

To be eligible for employment, you must first meet the following requirements (refer to specific sections in this publication):

- The bona fide separation requirement, if applicable.
- The 180-day wait period requirement or an allowable exception.
- No receipt of unemployment insurance payments for previous retired annuitant employment for 12 months before the appointment.
- State Employer Civil Service Eligibility for employment with a state agency employer.

## Disability Retirees – Additional Requirements and Restrictions (continued)

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### Applying to Work Under Government

#### Code Section 21232

You must have CalPERS' written approval before beginning employment. To request approval to work for a CalPERS employer in any regular staff position including permanent part-time, full-time, seasonal or state limited-term positions, while receiving disability or industrial disability benefits, you must submit the following required documents to CalPERS:

- **Request to Work While Receiving Disability/Industrial Disability Retirement Benefits** form

- You complete and sign Section 1.
- Your prospective employer completes and signs Section 2.

- **Physical Requirements of Position/Occupational Title** form

- You and your prospective employer must complete all sections and sign jointly.

- **Position duty statement**

- The position duty statement provided by your prospective employer must describe the permanent position in which you wish to work.

- **Current medical report(s)**

- You must schedule an appointment with a specialist for the disabling condition(s) that precluded you from working, and you must provide the specialist with a copy of the position duty statement and the completed **Physical Requirements of Position/Occupational Title** form.

- Provide to CalPERS a current medical report from that specialist. If you had more than one disabling condition at the time of retirement, you must provide a medical report on appropriate letterhead from each medical specialist. The specialist(s) must include the following pertinent information in their medical report:

- Your name and the date of the most recent examination.
- Your current medical diagnosis.
- Confirmation that the specialist reviewed and discussed with you the position duty statement (by title) and the **Physical Requirements of Position/Occupational Title** form.
- A statement as to whether you are presently capable of performing all tasks involved in your new position with or without restrictions or limitations.
- If there are restrictions or limitations, include specific details about the restrictions for the new position.
- Specialist's signature, printed name, medical specialty, and contact information.

- **Additional required documents – local safety retirees**

- If you are a local safety disability or local safety industrial disability retiree, you must also submit the medical documentation used at the time of your retirement identifying the restrictions placed upon you. You must also submit a position duty statement describing the position you held when you became disabled.

- **Physician's Report on Disability** form is not required.

All the forms are available on our website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

## Disability Retirees – Additional Requirements and Restrictions (continued)

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For CalPERS to begin the determination process, which can take approximately three months to complete, you must submit all required documents with your request form. There are times when we may require additional information or an independent medical examination to supplement your medical specialist's report. If so, we will select the medical specialist, schedule the appointment, and pay for the examination.

All permanent employment under Government Code section 21232 requires CalPERS' written approval prior to employment; there are no exceptions. If you violate this law, you and your employer will be responsible for the unlawful employment. This could result in your mandatory reinstatement from retirement into the current position, whether or not the permanent position is part time or full time. Refer to "Termination of Retirement (Reinstatement From Retirement) Due to Unlawful Employment" on page 4 for details.

If you wish to change to a different employer, change job location, change to a different job (demotion, reclassification, lateral transfer, promotion, etc.), or restart employment in a previously approved position, you must reapply to CalPERS and await our written approval before beginning employment. If you do not receive prior written approval, you will be considered unlawfully employed and subject to reinstatement (i.e., termination of retirement). There are no exceptions to this requirement.

You cannot be concurrently employed in any other positions (retired annuitant, other temporary position, or another permanent position) with the employer you are approved to work for or any other CalPERS-covered employer(s). If you are found in violation of this requirement you will be subject to mandatory reinstatement from retirement into the approved position. Refer to "Termination of Retirement (Reinstatement From Retirement) Due to Unlawful Employment" on page 4 for details.

### **Once Approved Under Government Code Section 21232**

Retirees approved to work under Government Code section 21232 do not accrue service credit or otherwise acquire retirement rights for employment as a retiree.

You will be informed of the amount of your earnings limit and how to report your earnings. The total employer-paid portion of your monthly retirement benefit and your new earnings cannot be greater than the current compensation of the position from which you retired. If it is greater, your retirement benefit will be reduced. The earnings limitation continues as long as you are employed in the approved position; it does not end when you reach your service retirement age.

# How to Contact Us

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## Find Us Online

### **www.calpers.ca.gov**

Learn about your benefits and subscribe to email alerts. You'll also find all our publications and forms.

### **my.calpers.ca.gov**

Log in to access your account information or send us a secure message.

### **news.calpers.ca.gov**

Stay up to date on CalPERS news that matters to you.

## Call Us

Our offices are open Monday through Friday, 8:00 a.m. to 5:00 p.m. We're closed on state holidays.

Toll free: **888 CalPERS** (or **888-225-7377**)

TTY: (877) 249-7442

Fax: (800) 959-6545

International Calls: +1 916-795-3000

### **¿Hablas Español?**

Para servicio en español marque:

**888 CalPERS** (o **888-225-7377**)

## Write to Us

### **California Public Employees' Retirement System**

Employer Account Management Division

P.O. Box 942709

Sacramento, CA 94229-2709

## Experience CalPERS Through Social Media

Connect with us to get the latest CalPERS news.



# Visit Your Nearest CalPERS Regional Office

Go to [www.calpers.ca.gov/regionaloffices](http://www.calpers.ca.gov/regionaloffices) to learn how to make an appointment and prepare for your visit.



# Privacy Notice

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The privacy of personal information is of the utmost importance to CalPERS. The following information is provided to you in compliance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974.

## Information Purpose

The information requested is collected pursuant to the Government Code (sections 20000 et seq.) and will be used to conduct CalPERS Board of Administration duties under the Public Employees' Retirement Law, the Social Security Act, and/or the Public Employees' Medical and Hospital Care Act, as the case may be. Submission of the requested information is mandatory. Failure to submit the required information may result in CalPERS being unable to perform its functions regarding your status.

Please do not include information that is not requested.

## Social Security Numbers

Social Security numbers are collected either on a mandatory or voluntary basis. If this is CalPERS' first request for disclosure of your Social Security number, then disclosure is mandatory. If your Social Security number has already been provided, disclosure is voluntary. Due to the use of Social Security numbers by other agencies for identification purposes, we may be unable to verify eligibility for benefits without the number.

Social Security numbers are used for the following purposes:

1. Enrollee identification
2. Payroll deduction/state contributions
3. Billing of contracting agencies for employee/ employer contributions
4. Reports to CalPERS and other state agencies
5. Coordination of benefits among carriers
6. Resolving member appeals, complaints, or grievances with health plan carriers

## Information Disclosure

Portions of this information may be transferred to other state agencies (such as your employer), physicians, and insurance carriers, but only in strict accordance with current statutes regarding confidentiality.

## Your Rights

You have the right to review your membership files maintained by CalPERS. For questions about this notice, our Privacy Policy, or your rights, please write to:

CalPERS  
CalPERS Privacy Officer  
400 Q Street  
Sacramento, CA 95811

You may also call us at **888 CalPERS** (or **888-225-7377**).

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CalPERS is governed by the Public Employees' Retirement Law and the Alternate Retirement Program provisions in the Government Code, together referred to as the Retirement Law. The statements in this publication are general. The Retirement Law is complex and subject to change. If there is a conflict between the law and this publication, any decisions will be based on the law and not this publication. If you have a question that is not answered by this general description, you may make a written request for advice regarding your specific situation directly to the CalPERS Privacy Officer at 400 Q Street, Sacramento, CA 95811.

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**California Public Employees'  
Retirement System**

400 Q Street

P.O. Box 942701

Sacramento, California 94229-2701

**888 CalPERS** (or **888-225-7377**)

**[www.calpers.ca.gov](http://www.calpers.ca.gov)**

**PUB 33**

November 2024

2024.11.1












# Ritzma Retired Annuitant Appointment

Final Audit Report

2026-01-21

Created:	2026-01-17
By:	Laura Kirby (lkirby@belmont.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgvtg7kX8DxoQlyHwJlaqjBEsb5lljNou

## "Ritzma Retired Annuitant Appointment" History

-  Document created by Laura Kirby (lkirby@belmont.gov)  
2026-01-17 - 0:35:16 AM GMT- IP address: 108.77.237.28
-  Document emailed to Afshin Oskoui (aoskoui@belmont.gov) for signature  
2026-01-17 - 0:36:47 AM GMT
-  Afshin Oskoui (aoskoui@belmont.gov) has agreed to the terms of use and to do business electronically with City of Belmont  
2026-01-21 - 2:28:26 AM GMT- IP address: 76.14.93.98
-  Document e-signed by Afshin Oskoui (aoskoui@belmont.gov)  
Signature Date: 2026-01-21 - 2:28:26 AM GMT - Time Source: server- IP address: 76.14.93.98
-  Document emailed to Ann Ritzma (ann.ritzma@gmail.com) for signature  
2026-01-21 - 2:28:28 AM GMT
-  Email viewed by Ann Ritzma (ann.ritzma@gmail.com)  
2026-01-21 - 4:31:34 AM GMT- IP address: 98.37.165.81
-  Ann Ritzma (ann.ritzma@gmail.com) has agreed to the terms of use and to do business electronically with City of Belmont  
2026-01-21 - 4:33:15 AM GMT- IP address: 98.37.165.81
-  Document e-signed by Ann Ritzma (ann.ritzma@gmail.com)  
Signature Date: 2026-01-21 - 4:33:15 AM GMT - Time Source: server- IP address: 98.37.165.81
-  Agreement completed.  
2026-01-21 - 4:33:15 AM GMT