City Council
Meeting Agenda

Tuesday, August 26, 2025

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

General order of Business

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

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

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

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

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

PUBLIC COMMENT:

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

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

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

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

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

LEVINE ACT:

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

ACCESSIBILITY

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

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

City of Belmont

City Council Regular Meeting Agenda
August 26, 2025
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

Amended Agenda - Attachment to Agenda Item 10A

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

1. CALL TO ORDER

- Roll Call

2. ITEMS BEFORE 7:00 PM

A. CLOSED SESSION - 6:30 PM

Public Employee Performance Evaluation Government Code Section 54957(b)
Titles: City Manager, City Attorney

B. STUDY SESSION (none)

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

C. SPECIAL SESSION/OTHER TOPICS (none)

ITEMS STARTING AT 7:00 PM

3. PLEDGE OF ALLEGIANCE

4. REPORT FROM CLOSED SESSION

5. SPECIAL PRESENTATIONS

A. National Night Out Recap

B. San Mateo Daily Journal 25th Anniversary Recognition

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

7. COUNCILMEMBER ANNOUNCEMENTS

8. CONSENT BUSINESS

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

A. Monthly Financial-May 2025
Attachments:
Monthly Financial Report May 2025

B. Belmont Library Interior Painting and Flooring Project Notice of Completion
Recommendation: Adopt a resolution accepting the construction work and authorizing the issuance of a Notice of Completion for the Belmont Library Interior Painting and Flooring Project, City Contract Number 2024-633, including release of retention 35 days after recording the Notice of Completion.
Attachments:
Staff Report
Resolution

C. Senior Management Analyst Job Classification and Salary Range and Modification to Payroll Manager Salary Range
Recommendation: Adopt a resolution approving the new Senior Management Analyst classification and salary range and adjusting the
Payroll Manager salary range.
Attachments:
Staff Report
Senior Management Analyst Job Description
Resolution
Master Employee Pay Schedule

D. Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation Project - Notice of Completion
Recommendation: Adopt a resolution accepting the work and authorizing the issuance of a Notice of Completion for Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation, City Contract Number 2023-623.
Attachments:
Staff Report
Resolution

E. Cycle 3 San Mateo County Transportation Authority (SMCTA) Measure A Alternative Congestion Relief (ACR) and Measure W Transportation Demand Management Program Funding
Recommendation: Adopt a resolution authorizing the City Manager to submit an application and execute other documents necessary for Cycle 3 San Mateo County Transportation Authority (SMCTA) Measure A Alternative Congestion Relief (ACR) and Measure W Transportation Demand Management Program Funding, making performance commitments, and authorizing expenditure of funds for the Belmont Transportation Demand Management Reform Project.
Attachments:
Staff Report
Resolution

F. Service Agreement with MNS Engineers, Inc. for transportation engineering services for the O'Neill Avenue Railroad Undercrossing Feasibility Study Project
Recommendation: Approve a motion authorizing the City Manager to negotiate and execute a Service Agreement with MNS Engineers, Inc., (MNS) for an amount not to exceed $374,895

to provide transportation engineering services for the O'Neill Avenue Railroad Undercrossing Feasibility Study Project.
Attachments:
Staff Report
Undercrossing Proposal MNS Engineers

G. Caltrans Sustainable Transportation Planning Grant Agreement for City of Belmont Transportation Master Plan
Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute Caltrans Sustainable Transportation Planning Grant Agreement, and any amendments thereto within the limits of the approved budget and funds appropriated for that purpose, with the California Department of Transportation for the City of Belmont Transportation Master Plan.
Attachments:
Staff Report
Resolution
Restricted Grant Agreement

H. Task Order with MNS Engineers, Inc. for professional engineering services for the 2026 Sanitary Sewer Rehabilitation Project
Recommendation: Approve a motion authorizing the City Manager to negotiate and execute an agreement with MNS Engineers, Inc. (MNS) for an amount not to exceed $228,720 to provide design, bidding, and engineering services during construction services for the 2026 Sanitary Sewer Rehabilitation Project.
Attachments:
Staff Report
Proposal from MNS

I. Agreement with Pavement Engineering, Inc. for civil engineering services for the 2026 Pavement Rehabilitation Project
Recommendation: Motion authorizing the City Manager to negotiate and execute an agreement with Pavement Engineering Inc. to provide design and construction support services for an amount no to exceed $288,720 for the 2026 Pavement Rehabilitation Project.
Attachments:
Staff Report
Attachment A

J. Service Agreement with Alliant Insurance for Insurance Brokerage Services
Recommendation: Authorize the City Manager to negotiate and execute a five-year agreement with Alliant Insurance Services, Inc. for insurance brokerage services, consisting of a three-year initial term at $85,733 annually for FY 2025–26 through FY 2027–28, with an option to extend for two additional years at a maximum annual increase of 2.5%.
Attachments:
Staff Report
Insurance Brokerage Services Agreement

K. Service Agreement Amendment with George Hills Company
Recommendation: Motion authorizing the City Manager to negotiate and execute Amendment No. 4 to the Service Agreement with George Hills Company for claims adjustment and administration services in an amount not-to-exceed $60,000 through June 30, 2026 for a total service agreement amount not-to-exceed $276,000.

Attachments:
Staff Report
GHC Fees

L. Fiscal Year (FY) 2025-26 California Highway Patrol Cannabis Tax Fund Grant Program
Recommendation: Adopt a resolution authorizing the city manager to submit a grant application for the FY 2025-26 California Highway Patrol Cannabis Tax Fund Grant for a total award of $77,503.62, making grant performance and funding commitments, and appropriating $77,504 grant revenue and associated expenditures in the current FY 2025-26 budget related to the Cannabis Tax Fund Program.
Attachments:
Staff Report
Resolution

9. PUBLIC HEARINGS (none)

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

A. Your Voice, Your Belmont and Community Polling Results
Recommendation: Receive a presentation on community polling results; no action required.
Attachments:
Staff Report
Exhibit A

B. Long Range Planning Update
Recommendation: Receive an update on the long-range planning efforts currently underway by the Community Development Department.
Attachments:
Staff Report

11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF
A. **Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments**
B. **Verbal report from City Manager**

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

13. ADJOURNMENT