CITY OF BELMONT
CITY COUNCIL

www.belmont.gov

CITY COUNCIL REGULAR MEETING AGENDA
Tuesday, October 22, 2024
6:00 PM
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

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

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

PUBLIC COMMENT:

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

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

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

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

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to conduct themselves with civility and courtesy at all times. All

persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks, cursing and outbursts from the audience in support or opposition to a speaker are not tolerated in order to foster an environment where everyone feels welcome to speak.

1. CALL TO ORDER

2. ROLL CALL

3. CLOSED SESSION [6:30 P.M.]

A. **Conference with Labor Negotiators (Govt Code Section 54957.6)**
Agency designated representatives: Afshin Oskoui, City Manager
Employee organization: Mid-Management Confidential Employee Association (MMCEA) and Belmont Police Officers Association (BPOA)

4. PLEDGE OF ALLEGIANCE

REGULAR MEETING ITEMS [7:00 P.M.]

5. REPORT FROM CLOSED SESSION

6. SPECIAL PRESENTATIONS [none]

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

8. COUNCILMEMBER ANNOUNCEMENTS

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

A. **Approval of Minutes**
Recommendation: Consider modifications and approve meeting minutes

Attachment(s):
City Council September 10, 2024
City Council September 24, 2024
City Council October 8, 2024

B. **Task Order with Parametrix for the Belmont Village Bicycle Improvement Project Phase 2 Design**
Recommendation: Adopt a resolution to 1) authorize the City Manager to negotiate and execute a Task Order with Parametrix to provide design, bid and construction support engineering services for the Belmont Village Bicycle Improvement Project Phase 2 for an amount not to exceed $53,480, and 2) authorize a budget appropriation to the Belmont Village Bicycle Improvement Project in the amount of $530,000, to be funded by $330,000

of TDA grant funding and $200,000 from the Street Improvement Fund

Attachment(s):

Staff Report
Resolution
Attachment B - Parametrix Consultant Proposal
Attachment C - 30% Concept Plans

C. **Service Agreement Amendment with Eaton & Associates**
Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute an amendment to the Service Agreement with Eaton & Associates for managed information technology services that aligns the existing compensation and terms for City and Police Department services to a new term of twenty-four months with no increases to fees and an option to extend the agreement for an additional twelve months.

Attachment(s):

Proposal Exhibit D
Staff Report
Resolution
Amendment #3 for Eaton Managed IT Services

D. **Granicus Website Redesign and Software Solutions**
Recommendation: Adopt a motion authorizing the City Manager to negotiate and execute an amended agreement with Granicus LLC for purchase of the "Service Cloud" product to redesign the City's website and the associated annual subscription fees for the product, and to retain GovDelivery, GovMeetings, CampaignDocs, Service Request Management, Open Platform Suite, Peak Agenda Management, Encoding Appliance, and all other products as part of the Granicus software solutions suite used by the City, in an amount not to exceed $384,897 over five-years.

Attachment(s):

Staff Report
Exhibit A - Granicus Quote

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. **City Owned Property Status and Disposition Options**
Recommendation: Provide guidance on the possible disposition of three city-owned residential properties at 730 El Camino Real, 503 Crest View Drive, and 1000 O'Neill Avenue (Emmett House)

Attachment(s):

Staff Report

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

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

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

MINUTES OF SPECIAL AND REGULAR CITY OF BELMONT CITY COUNCIL AND BELMONT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETINGS
City Council Chambers, City Hall, One Twin Pines Lane, Belmont, California

TUESDAY, SEPTEMBER 10, 2024

SPECIAL MEETING

CALL TO ORDER: 6:00 PM

ROLL CALL
COUNCILMEMBERS PRESENT: Mates, Hurt, McCune, Pang-Maganaris
COUNCILMEMBERS ABSENT: Latimerlo

ITEMS OF BUSINESS

CLOSED SESSION

Conference with Labor Negotiators (Government Code Section 54957.6)
Agency designated representatives: Davina Hurt and Robin Pang-Maganaris; Unrepresented Employees: City Manager, City Attorney

Conference with Labor Negotiators (Govt Code Section 54957.6)
Agency designated representatives: Afshin Oskoui, City Manager, Employee organization: American Federation of State, County and Municipal Employee (AFSCME), Mid-Management Confidential Employee Association (MMCEA) and Belmont Police Officers Association (BPOA)

Continued to after the Regular meeting and Study Session Adjournment at this time being 7:00 PM

REGULAR MEETING

CALL TO ORDER: 7:00 PM

ROLL CALL
COUNCILMEMBERS PRESENT: Mates, Latimerlo, Hurt, McCune, Pang-Maganaris
COUNCILMEMBERS ABSENT: None

PLEDGE OF ALLEGIANCE
Led by Mayor Mates

REPORT FROM CLOSED SESSION
City Attorney Scott Rennie stated no reportable actions from the closed session.

SPECIAL PRESENTATIONS

Proclamation Designating September as Suicide Prevention Month
Mayor Mates read the Proclamation.

Proclamation Designating September 15 to October 15, 2024, as National Hispanic Heritage Month.
Mayor Mates read a proclamation.

The Centro Chileno Lautaro accepted the proclamation.

Proclamation National Preparedness Month
Mayor Mates read the proclamation.

Jim Yoke, Emergency Service Manager-SMC Fire provided tips to be prepared in case of an evacuation emergency.

National Night Out Recap
Police Captain Armando presented a recap of the successful 2024 National Night Out events

Presentation of MyBelmont - a new 311 Citizen Reporting App and Web Portal
IT Manager Jason Eggers provided a presentation of MyBelmont, a citizen streamlines reporting tool for quick access to city website, news, event calendar, park information, permit center, and social media.

Presentation of Certificate of Appreciation
Mayor Mates presented a Certificate of Appreciation to Doug Smith, Belmont Broadcaster for his dedication, to the successful broadcasting of Belmont's public meetings.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
None

COUNCILMEMBER ANNOUNCEMENTS
Assistant City Manager, Kathy Kleinbaum introduced the new Public Works Director Nisha Patel.

Mayor Mates provided updated on City and local events.
The Stanford Belmont Campus EIR comment period will end September 16, 2024.
Caltrain goes electric September 21, 2024. Belmont to host a public event to celebrate Caltrans new electric train on September 22, 2024.
San Mateo Consolidated Fire Department honors 911 at each fire station. Ceremony will be held at San Mateo Station 21.

CONSENT BUSINESS

Regular Meeting Minutes July 23,2024

Resolution 2024-60 accepting work and authoring the Issuance of a Notice of Completion for the Demolition of City-Owned Properties Project, City Project No: 2023-626, for a final Contract Cost of $106,390.

Resolution 2024-61 appropriating $28,900 of Street Improvement (Measure A) funds to the Ralston Avenue Adaptive Signal Control Technology System Project and Authorizing the City Manager to Execute Amendment 2 to the Agreement with Kinley-Horn and Associates, Inc. for Additional Services to Prepare update Background Signal Coordination Plans for the Traffic Signals on Rolston Avenue between 6th Avenue and the US-101 SB Ramps for an amount not to exceed $28,990, bringing the total Agreement not to exceed amount of $301,770.

ITEMS REMOVED FROM THE CONSENT AGENDA

Mayor Mates stated that staff removed (Belmont Library Exterior Improvement) for further consideration.

Councilmember McCune recused himself from voting "Banking Services Contract Amendment with Wells Fargo Bank" noting an employment conflict.

Vice Mayor Latimerlo requested clarification regarding the Ralston Avenue Adaptive Signal Control Technology System Project. Public Works Director Patel explained that the updates to the traffic signal at Old County Road are currently disrupting the adaptive signal phasing. This project aims to assess the entire corridor to address and resolve these issues.

Public comment

Pria and Chris Jacobs provided comments on the encroachment agreement for the retaining wall within the public right-of-way at 0 Longfellow Drive.

ACTION: On a motion made by Councilmember Pang-Maganaris and seconded by Councilmember Hurt the Consent Business items were unanimously approved as amended by a roll call vote. (5-0 Councilmember McCune recused from the Banking Services Contract Amendment with Wells Fargo Bank)

ITEMS REMOVED FROM THE CONSENT AGENDA FOR SEPARATE CONSIDERATION

0 Longfellow Drive Permanent Encroachment Agreement

Public Works Director Patel explained that the encroachment does not impede on the roadway and is within seven feet of the public right of way. Community Development Director de Melo further explained that the project was approved in 2021 and met all lawful variances.

ACTION: On a motion made by Councilmember Latimerlo and seconded by Councilmember Pang-Maganaris **Resolution 2024-59** approving a permanent Encroachment Agreement for

the retaining wall within the public right-of-way at 0 Longfellow Drive (APN 043-222-350) was unanimously approved by a roll call vote (5-0).

PUBLIC HEARINGS

Adoption of the Revised Housing Element 2023-2031

Assistant City Manager Kathy Kleinbaum provided a brief update on process that commenced in May 2021. She provided an overview of the revisions from prior adoptions including addition of new policies to meet requirements to Affirmatively Further Fair Housing (AFFH) by encouraging affordable housing development in Belmont, standardized the approach and assumptions for housing sites inventory analysis and reformatted the document to be more consistent with other City plan documents. She noted that with Council approval, Staff will resubmit and final approval to be received within sixty days from the California Department of Housing and Community Development (HDC.

Mayor Mates opened the Public Hearing.
No public comments.
Mayor Mated closed the Public Hearing.

No Council discussion on this item.

ACTION: on a motion made by Councilmember Hurt and second by Councilmember Pang-Maganaris, **Resolution 2024-62** Adopting A General Plan Amendment To Repeal The Previously Adopted 2023-2031 Housing Element And Adopt The Revised Housing Element Of The 2035 General Plan For The Period Of 2023-2031, In Compliance With State Housing Element Law was unanimously approved by a roll call vote (5-0).

GENERAL BUSINESS

Review Solid Waste Rate Application and Revise Maximum Rates for Collection Service for 2025

City Consultant Shawn Koorn, Associate Vice President-HDR Engineering, Inc. provided a review of the proposed rates. He noted that the 2025 rate year is the fifth year of the amended and restated agreement and if the rates with a 2.04% are adopted would go into effect on January first.

Council discussion on the calculations ensued.

No public comment received.

ACTION: on a motion made by Councilmember Pang-Maganaris and seconded by Vice Mayor Latimerlo **Resolution 2024-63** Stating It Intent To Adjust The Maximum Rates That May Be Charged For Solid Waste, Recyclable Materials, And Organic Materials Collection Services Effective January 1, 2025 And Setting A Public Hearing unanimously approved by a roll call vote. (5-0).

Twin Pines Park Stormwater Detention Basin EIR Certification

Sean Rose, S.R, Rose Engineering Inc, and Merryl Taylor Craftwater Engineering, provided an overview of the project background and objectives and provided the project schedule scheduled to begin in 2025 or 2026 during the stream construction season. Darcy Kremin, Environmental Science Associates provided CEQA findings. Mr. Rose noted that the approval of plans and specifications will come at a later date and that staff currently seeks CEQA approvals.

Council discussion ensued regarding funding and grant potential, system operation, safety, and preservation of native land.

No public comment received.

ACTION: on a motion made by Councilmember McCune and seconded by Councilmember Hurt **Resolution 2024-64** Making The Findings Required By The California Environmental Quality Act (Ceqa), Adopting The Mitigation Monitoring Program (MMRP), And Adopting The Statement Of Overriding-Considerations For The Twin Pines Park Stormwater Detention Basin Project was unanimously approved by a roll call vote (5-0).

First Amendment to Employment Agreement between the City of Belmont and City Attorney Scott M. Rennie and Second Amendment to the Employment Agreement Between the City of Belmont and City Manager, Afshin Oskoui

Interim Administrative Services Director Ritzma provided a brief background on the process of the performance evaluation conducted by a Council and compensation determined by a Council appointed subcommittee to be effective retroactively to September 2023 and September 2024 for the City Manager and October 2023 and October 2024 for the City Attorney.

Council concurred with staff recommendation.

ACTION: on a motion made by Councilmember McCune and seconded by Vice Mayor Latimerlo **Resolution 2024-65** Establishing Compensation For The City Attorney And Authorizing The Mayor To Execute Amendment No. 1 To The City Attorney Employment Agreement and
Resolution 2024-066 Establishing Compensation For The City Manager; And Authorizing The Mayor To Execute Amendment No. 2 To The City Manager Employment Agreement were unanimously approved by a roll call vote (5-0)

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

Councilmembers reported on their assignments.
Councilmember Hurt commented on a job well done by Belmont Finance Department in working with Silicon Valley Clean Water on debt reserve.

Verbal report from City Manager

Assistant City Manager Kleinbaum stated that Parks Director Shearer will host community center conversation September 12, 2024. She announced the upcoming Coastal cleanup event on September 21, 2024. And invited those interested to participate in the City Centennial volunteers survey.

MATTERS OF INTEREST/CLARIFICATION

None

ADJOURNMENT at this time being 9:24 P.M. in memory of Sekope Tagilala, Code Enforcement Officer, Belmont Police Department

Submitted by
Mara Perez, Deputy City Clerk

CITY OF BELMONT CITY COUNCIL REGULAR MEETING MINUTES
City Council Chambers, City Hall, One Twin Pines Lane, Belmont, California

TUESDAY, SEPTEMBER 24, 2024

CALL TO ORDER: 7:00 PM

ROLL CALL
Councilmembers Present: Pang-Maganaris, Hurt, McCune, Latimerlo, Mates
Councilmembers Absent: None

CLOSED SESSION [NONE]

PLEDGE OF ALLEGIANCE
Led by Mayor Mates

REPORT FROM CLOSED SESSION [NONE]

SPECIAL PRESENTATIONS

Recognition of Indigenous Peoples' Day October 14, 2024
Mayor Mates read a proclamation designating October 14, 2024, as Indigenous People's Day. Jonathan Cordero, Founder and Executive Director of the Association of Ramaytush Ohlone, accepted the proclamation.

Recognizing October 6-12, 2024 as Fire Prevention Week
Mayor Mates read a proclamation designating the week of October 6, 2024, as Fire Prevention Week.

Fire Marshall Workman, San Mateo Consolidated Fire provided information on the fire prevention in homes.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
William Blight commented on issues with a sewer lateral at his home.

COUNCILMEMBER ANNOUNCEMENTS
Councilmembers reported on events they attended. Mayor Mates announced numerous Community events including the official opening or the Caltrain electrification corridor.

CONSENT BUSINESS
City of Belmont's response letter to the San Mateo County Civil Grand Jury Report dated July 9, 2024, entitled, "Restaurant Exteriors: The Neglected Space"

Resolution 2024-67 authorizing the City Manager to execute amendments to the Water Infrastructure Finance and Innovation Act (WIFIA) Loans, and all associated
Resolution 2024-68 revising the City's Conflict of Interest Code and Updating the Appendix of Designated Employees

No public comment received.

ACTION: On a motion made by Councilmember Hurt and seconded by Councilmember McCune the Consent Business items were unanimously approved by a roll call vote (5-0).

PUBLIC HEARINGS

1041 Hill Street - New Memory Care Facility Recommendation

Senior Planner Rob Gill provided an overview of the project, he noted that the Planning Commission conducted a public hearing on August 24, 2024, and voted in favor recommend the City Council approval of the project entitlements.

Council discussion ensued.

Mayor Mates opened the public hearing
No speakers came forward
Mayor Mates closed the public hearing

ACTION: On a motion made by Councilmember Latimerlo and seconded by Councilmember Pang-Maganaris to an introduce the Ordinance for a Planned Development Zone Amendment and associated Conceptual Development Plan (CDP) was unanimously approved by a roll call vote (5-0)

GENERAL BUSINESS

Designation of Voting Delegate and Alternate for League of California Cities Annual Conference October 16-18, 2024

City Clerk Plut explained that this is a routine item that comes before the Council ahead of the annual CalCities conference, this year occurring on October 16 thru 18. The Council is asked to designate a voting delegate for the resolution to be considered at the Conference Business Meeting. Mayor Mates is registered to attend the conference as well as the City Manager and City Attorney.

No public comment received.

ACTION: On a motion made by and seconded by Councilmember Pang-Maganaris and seconded by Councilmember Latimerlo Mayor Mates was designated as voting delegate and City Manager Oskoui as alternate for the upcoming League of California Cities (Cal Cities) Annual Conference.

Revised Master Employee Pay Schedule

Interim Administrative Services Director Ritzma stated that at its last meeting Council approved a new pay scale for both the City Manager and City Attorney, in order to comply with CALPERS a revised pay schedule must be adopted the Council action will acknowledge the retroactive 2023 and 2024 pay schedules.

ACTION: On a motion made by Councilmember McCune and seconded by Councilmember Pang-Maganaris **Resolution 2024-69** approving revisions to the City's Master Employee Pay Schedule to ensure compliance with California Public Employees Retirement System (CalPERS) regulations was approved by a roll call vote (5-0).

No public comment received.

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

Councilmembers reported on their assignments.

Verbal report from City Manager

On behalf of City Manager Oskoui, Community Development Director de Melo thanked staff for Successful, the Caltrain Electrification Opening and the Annual Coastal Clean-Up Day events over the weekend. He noted that the Harbor Industrial Plan environmental review is underway.

MATTERS OF INTEREST/CLARIFICATION

None

ADJOURNMENT at this time being 7:55 pm

CITY OF BELMONT CITY COUNCIL REGULAR MEETING MINUTES
City Council Chambers City Hall, One Twin Pines Lane, Belmont, California

TUESDAY, OCTOBER 8, 2024, 6:00 PM

CALL TO ORDER 7:00 PM

ROLL CALL
Councilmembers Present: Pang-Maganaris, McCune, Hurt, Latimerlo, Mates
Councilmembers Absent: None

PLEDGE OF ALLEGIANCE
Led by the Belmont Softball Player

CLOSED SESSION (none)

STUDY SESSION (none)

REPORT FROM CLOSED SESSION (none)

SPECIAL PRESENTATIONS

Proclamation Recognizing October as Domestic Violence Awareness Month
Mayor Mates read the proclamation.
Maria Bastardo, Mental health Services Manager (CORA) provided information on (CORA) services.

Recognition of Belmont Softball League Summer Success
Mayor Mates recognized the players and coaches with certificates of recognition.

Parks and Recreation Department Update
Parks and Recreation Director Shearer and Staff presented an overview of the numerous programs available at the Belmont Parks and Recreation.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
Chris Lu, Belmont Library Manager, provided updates on upcoming community events taking place at the library.

COUNCILMEMBER ANNOUNCEMENTS
Councilmembers provided information on upcoming events throughout the City and County.

CONSENT BUSINESS
Authorizing the City Manager to negotiate and execute Amendment to Task Order No. 13 and Task Order No. 14 to the Master Service Agreement with NBS for tax roll billing and Proposition

218 services, and Library Community Facility District administration and continuing disclosure services, respectively, consistent with the 5-year fee schedules
Resolution 2024-70 approving an amendment to the to the contract with Bear Electric Solutions Inc. (Bear Electric) for the Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation for an amount not to exceed $71,870.52, and authorizing the City Manager to approve contract change orders up to a total contingency amount of $107,370.52 for a total not to exceed contract amount of $462,370.52 for the Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation, City Contract Number 2023-623
Received an update to the City of Belmont Strategic Plan

ITEMS REMOVED FROM THE CONSENT BUSINESS
Resolution adopting the Second Revised and Restated Emergency Services Council Joint Powers Agreement (JPA) was returned to staff.

City Manager Oskoui addressed the Council inquiry on the traffic signal timing at the intersections of Ralston and El Camino Real, noting that staff is aware of issues and is working with Caltrans to remedy the issues.

ACTION: On a motion made by Councilmember Hurt and seconded by Councilmember Pang-Maganaris the consent Business Items were unanimously approved by a roll call vote (5-0).

PUBLIC HEARINGS

1041 Hill Street – New Memory Care Facility
Senior Planner Gill presented an overview of the project details.

Mayor Mates Opened the Public Hearing
No member of the public came forward to speak
Mayor Mates closed the Public Hearing

Council concurred on staff recommendation.

City Attorney Renne read the title of the ordinance for the record.

ACTION: On a motion the following made by Councilmember Latimerlo and seconded by Councilmember Hurt the following actions were taken:
An impact fee agreement resolving fee dispute;
Ordinance 2024-1180 (2nd Reading) for a Planned Development Zone Amendment and associated Conceptual Development Plan (CDP);
Resolution 2024-71 Approving A Conditional Use Permit, Detailed Development Plan, Design Review, Grading Permit, And Tree Removal Permit At 1041 Hill Street (Appl. No. 2023-0006);
Resolution 2024-72 Determining That The Project Is Exempt From Environmental Review Pursuant To CEQA Guideline Section 15332 (In-Fill Development) To Construct A New Memory

Care Facility At 1041 Hill Street (Appl. No. 2023-0006) was unanimously approved by a roll call vote. (5-0)

GENERAL BUSINESS (none)

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments
Councilmembers reported on their assignments.

Verbal report from City Manager
None

MATTERS OF INTEREST/CLARIFICATION

ADJOURNMENT at this time being 8:15 pm

STAFF REPORT

Meeting Date:	October 22, 2024
Agency:	City of Belmont
Staff Contact:	Brian Nguyen, Public Works, (650) 637-2998, bnguyen@belmont.gov
Agenda Title:	Task Order with Parametrix for the Belmont Village Bicycle Improvement Project Phase 2 Design
Agenda Action:	Resolution

Recommendation

Adopt a resolution to 1) authorize the City Manager to negotiate and execute a Task Order with Parametrix to provide design, bid and construction support engineering services for the Belmont Village Bicycle Improvement Project Phase 2 for an amount not to exceed $53,480, and 2) authorize a budget appropriation to the Belmont Village Bicycle Improvement Project in the amount of $530,000, to be funded by $330,000 of TDA grant funding and $200,000 from the Street Improvement Fund.

Strategic Focus Area

Infrastructure and Mobility

Background

In 2016, the City Council adopted the City of Belmont 2016 Comprehensive Pedestrian/Bicycle Plan. The plan provided operational planning and guiding principles to improve walking and biking as modes of travel for both commuting and recreational purposes. The primary objective of the plan is to increase usage of public facilities by pedestrians and bicyclists with benefits in health, reduction in vehicular traffic, air pollution, and energy consumption.

In 2017, the City Council approved the Belmont Village Specific Plan (BVSP). The BVSP updated land use in the downtown and transit-oriented core area to accommodate planned affordable housing and multi-family mixed use developments. Several new multi-family developments have been built or are under construction since BVSP update. The pedestrian and bicyclist activity are steadily increasing within the city limits and particularly around the Belmont Village core.

In August 2022, San Mateo County Transportation Authority (SMCTA) announced the Cycle 6 Pedestrian and Bicycle Program to help fund local projects that improve accessibility and safety for walking and bicycling. City staff has an action plan to implement the recommendations set forth by both the Comprehensive Pedestrian/Bicycle Plan and the BVSP with the Belmont Village Pedestrian/Bicycle Improvement Project (Project).

City Staff applied for and received Metropolitan Transportation Commission (MTC) Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle project funding in the amount of $330,000 for the Belmont Village Bicycle Improvement Project (Project) – Phase 2 on November 13, 2023.

Analysis

The multi-phased Project proposes additional Class II and Class III bike lanes to close current network gaps and improve connectivity for regional bike lanes and routes throughout the City as recommended in the 2016 Comprehensive Pedestrian/Bicycle Plan. Phase 1 of the Project proposes installation of a High-Intensity Activated Crosswalk (HAWK) at the El Camino Real / Hill Street intersection to improve safety and accessibility for the surrounding residential neighborhoods and affordable housing developments crossing El Camino Real to Belmont's Caltrain station. Phase 2 of the Project implements new bike facilities, including Class II and Class III bike lanes, along segments of Ralston Avenue, 5th Avenue, 6th Avenue, and O'Neill Avenue, Emmett Avenue, Hiller Street, and Old County Road, as shown in the concept plans provided with Attachment C.

On October 9, 2024, Parametrix provided a proposal to develop the plans, specifications, and estimate package for Phase 2 of the Belmont Village Bike and Pedestrian Project for an amount not to exceed $53,480. The scope of work includes the following major items:

- Preparation of 95% and 100% project plans, specifications, and estimates for the Class II and III bike lane facilities.
- Coordination with Caltrans for review and permits
- Construction coordination to respond to bid questions, submittal reviews, requests for information, and prepare addenda, as needed.
- Public outreach support including presenting at City Parks and Recreation Commission Meeting and Parking Traffic and Safety Committee meeting, providing presentation material, and providing staffing at one pop-up booth at a City sponsored event.

Staff reviewed the proposal from Parametrix and finds the scope and fee acceptable. The proposal will be an exhibit to the Task Order with Parametrix for Phase 2 of the Belmont Village Bike and Pedestrian Project. Design of Phase 1 of the Project is currently underway under a separate Capital Improvement Project and task order with Parametrix.

The design work will begin upon execution of the task order and construction of the Phase 2 of the Project is anticipated for summer 2025. The total cost for both design and construction is currently estimated at approximately $530,000. At the June 25, 2024, regular Council meeting, the Council had approved Phase 2 of the Project to be added to the Capital Improvement Program and a budget appropriation totaling $530,000. However, an incorrect project# was cited, and as such, the budget appropriation was never executed. To correct this administrative error, staff is recommending that Council reapprove a budget appropriation of $530,000 to the Belmont Village Bicycle Improvement Project – Phase 2, that is funded from $330,000 of awarded TDA grant and $200,000 from the Street Improvement Fund. Construction funding will be provided by the $330,000 TDA grant and $100,000 of City of Belmont match contribution from the Street Improvement Fund. Phase 2 of the Project will utilize the remaining requested $100,000 from the Street Improvement Fund for design and design services during construction.

Alternatives

1. Take no action.

2. Refer back to staff for more information

Attachments

A. Resolution
B. Parametrix Consulting Proposal
C. 30% Concept Plans

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: A budget appropriation to the Belmont Village Bicycle Improvement Project - Phase 2 in the amount of $530,000, to be funded by $330,000 in TDA grant funding and $200,000 from the Street Improvement Fund.

Source:	**Purpose:**	**Public Outreach:**
Council	Statutory/Contractual Requirement	Posting of Agenda

RESOLUTION NO. 2024 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT TO 1) AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE A TASK ORDER WITH PARAMETRIX TO PROVIDE DESIGN, BID AND CONSTRUCTION SUPPORT ENGINEERING SERVICES FOR THE BELMONT VILLAGE BICYCLE IMPROVEMENT PROJECT PHASE 2 FOR AN AMOUNT NOT TO EXCEED $53,480, AND 2) AUTHORIZE A BUDGET APPROPRIATION TO THE BELMONT VILLAGE BICYCLE IMPROVEMENT PROJECT IN THE AMOUNT OF $530,000, TO BE FUNDED BY $330,000 OF TDA GRANT FUNDING AND $200,000 FROM THE STREET IMPROVEMENT FUND

WHEREAS, , the Belmont Village Bicycle Improvement Project – Phase 2 creates new bike facilities, including Class II and Class III bike lanes, along segments of 5th Avenue, 6th Avenue, O'Neill Avenue, and Belmont Canyon Road; and,

WHEREAS, Parametrix was selected to provide the City with on-call traffic and transportation engineering services for the Belmont Village Bicycle Improvement Project (Project) – Phase 2 for an amount not to exceed $53,480.

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

SECTION 1. The City Manager is authorized to negotiate and execute the Task Order for: design, bid and construction support engineering services for the Belmont Village Bicycle Improvements Phase 2 from Parametrix for an amount not to exceed $53,480.

SECTION 2. The City of Belmont City Council authorizes a budget appropriation to the Belmont Village Bicycle Improvement Project Phase 2 in the amount of $530,000, to be funded by $330,000 of TDA grant funding and $200,000 from the Street Improvement Fund.

* * *

ADOPTED October 22, 2024 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

Parametrix
let's create tomorrow, together

October 9, 2024

Brian Ngyuen
Belmont Public Works
1 Twin Pines Ln
Belmont, CA 94002

Re: Proposal to Prepare 100% Construction Documents for Belmont ATP Quick Build Projects

Dear Mr. Ngyuen:

Parametrix is pleased to present this proposal to prepare 100% construction documents for the City of Belmont's proposed Active Transportation Plan quick build project scope. Our proposed work plan consists of the following tasks:

Task 01 – Project Management

This task includes general management functions that include the following:

- Project Planning – Document and communicate the scope of work, budget, and schedule as a road map for the project team. Coordinate project team and issues throughout the project.
- Project Schedule Tracking – Establish project schedule within one week of project initiation and track progress against schedule milestones throughout the project.
- Budget Tracking – Track the project budget using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Monthly Progress Reports – Prepare a monthly invoice for services performed by Parametrix.
- Correspondence – Prepare written correspondence as needed to document project management issues and/or concerns.
- Monthly check-in meetings with the City of Belmont

Task 02 – Draft and Final Construction Documents (95% and 100% Bid Submittal)

Parametrix will prepare draft and final construction documents based on the conceptual plans prepared by Parametrix, "Active Transportation Plan, TDA Grant Quick Build Projects" dated Nov. 2023 (Attachment A). Our proposed work scope assumes that:

- Parametrix and the City will have one kickoff meeting to walk through the prior submittal to identify changes to the previously submitted conceptual striping and signage plans. Potential changes will be limited to traffic striping and signage, which may include posts and rubber curbs. Design elements that include civil demolition and construction will be subject to a scope and budget change.
- Our next two submittals will constitute the 95% and 100% submittal for this project.

Plans will be prepared on 22"x34" size sheets at 1" = 20' scale using the aerial based imagery submitted with the 65% Plans. A field visit will be conducted to verify existing conditions and curb-to-curb width within the project extents. Construction standards and specifications will be consistent with the latest version of City of Belmont Standard Plans and supplemented by latest State (Caltrans) Standard Plans. Cost estimates will follow the City standard format.

All deliverables will be submitted to the City for review. Responses to City comments at the 95% submittal will be discussed with City staff to see whether comments can be incorporated into the subsequent 100% submittal.

Deliverables for this task include:

1. One field visit to the project site
2. 95% Plans, Specifications and Estimate and will include:
    - Title sheet, notes and project layout (estimated 3 sheets)
    - Demolition Plans (estimated 4 sheets)
    - Signage and Striping Plans (estimated 10 sheets)
    - Engineer's Option of Cost (Cost Estimate) based on recent City project bids and supplemented by nearby projects sourced by Parametrix.
    - Technical Specifications. Front matter specifications are assumed as a City responsibility.
3. 100% Bid Plans, Specifications and Estimates and will include:
    - Updates to the 95% submittal package per city comments
4. Quality Assurance and Quality Control (QA/QC) review by a Parametrix reviewer outside of the plan development team for the draft and final submittals.

The proposed scope of work does not include temporary traffic control plans (TTCPs) during construction; preparation of the TTCPs is reserved as a responsibility of the striping contractor within their proposed means and methods. Review and approval of the TTCPs is assumed as a City responsibility.

Task 03 – Bid Support and Construction Coordination

Parametrix will provide support to the City in responding to questions during the bid, pre-construction, and construction stages. Parametrix will respond to product submittals and Requests for Information from the contractor and address other design issues raised during construction.

Task 04 – Public Outreach Support

Parametrix will provide support at City-led public meetings and outreach events that will include:

1. One presentation at the City Parks and Recreation Commission (in-person)
2. One presentation at the City Parking and Traffic Safety Committee (in-person)
3. Staffing at a City-organized pop-up event
4. Preparation of digital content (e.g., boards, exhibits, and renderings) for the City website
5. Prints for in-person events

Schedule

The project is estimated to require four months from the initiation of this contract. The following shows the expected duration of each deliverable, assuming the project commences on December 1, 2024. The proposed schedule will be amended in the case of scope changes.

- Project site visit within two weeks of Notice to Proceed, estimated January 2025.
- 95% Plans, Specifications and Estimate: Five weeks from site visit (4 weeks PS&E development and 1 week QA-QC), estimated end of February 2025.
- City review of 95% PS&E: Two weeks from 95% submittal, estimated second week of March 2025.
- 100% Plans, Specifications and Estimate: Four weeks from City comments (3 weeks PS&E revision and 1 week QA-QC), estimated middle of April 2025.
- Public Outreach per the City's schedule.

Our estimated cost to provide the services outlined above is $53,480 as noted on the next page.

City of Belmont
ATP Quick Build Projects
100% Construction Documents

FEE PROPOSAL and SCHEDULE

			Staff Name	Andrew Lee	Andres Gonzalez	Mac Grosel	Anh Do / Sydney Chen	Jeremy Thornton	Shannon Ihlen / Darlene Richter
			Project Role	QA/QC and PM Oversight	Project Manager / Engineer IV	Engineer III	Engineer I	Sr. Graphic Designer	Project Controls
			Rate / Hr	$265	$190	$165	$140	$170	$160
Task	Description	Labor Subtotal	Labor Hours						
1	Project Management	$4,090	22	2	12				8
2	Draft Construction Documents (95% and 100% Submittal)								
2.1	Site Visit	$2,640	16		8		8		
2.2	Draft 95% Plans, Specifications, and Estimate	$12,600	80		16	24	40		
2.3	Draft 100% Plans, Specifications, and Estimate	$6,300	40		8	12	20		
2.4	QA / QC Review	$6,360	24	24					
3	Bid Support and Construction Coordination	$8,450	50	2	24		24		
4	Public Outreach								
4.1	Presentation at Parks and Recreation Commission	$2,760	14	4	6		4		
4.2	Presentation at Parking and Traffic Safety Committee	$2,760	14	4	6		4		
4.3	Staffing at pop-up event	$1,700	10		6		4		

4.4	Digital content for City website	$5,020	30		2		4	24	
	Labor Totals	**$52,680**	**300**	**36**	**88**	**36**	**108**	**24**	**8**
	Reimbursable Expenses	**$800**							
	Parametrix Base Fee Proposal Total	**$53,480**							

We look forward to serving the City of Belmont on this important project. If you have any questions, please do not hesitate to contact me.

Sincerely,

Andrew Lee, PE, TE
Senior Consultant / PM Oversight

David Parisi, PE, TE
Principal Consultant / Principal in Charge

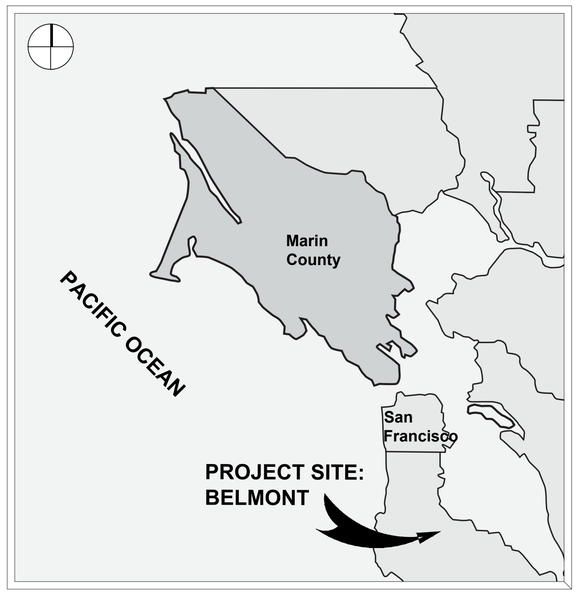
ATTACHMENT C

CITY OF BELMONT

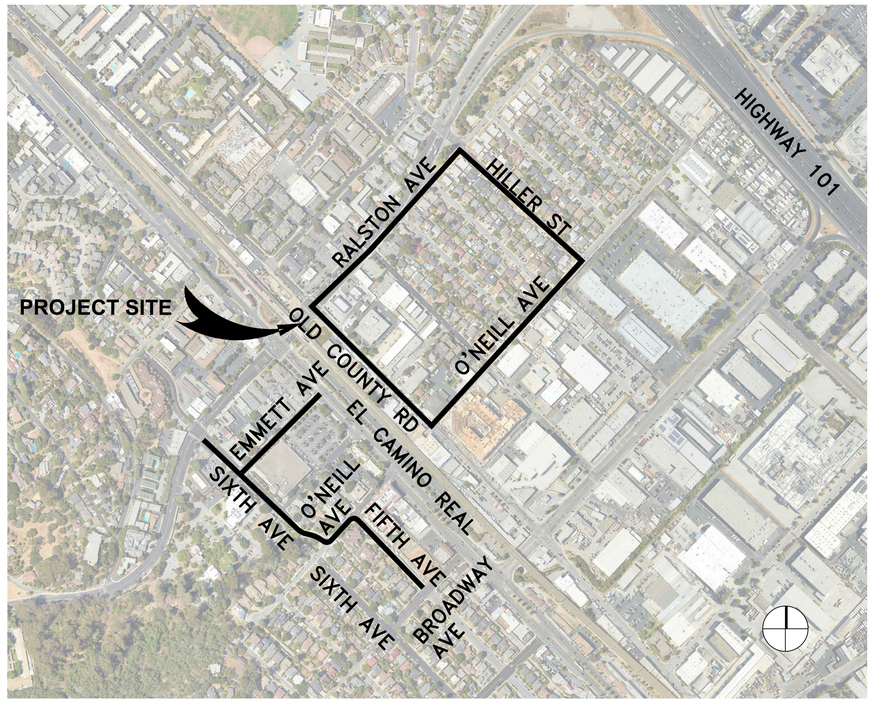
ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS

MARCH 2024

LOCATION MAP
NOT TO SCALE



PROJECT SITE
NOT TO SCALE



INDEX OF SHEETS

SHEET	DRAWING	DESCRIPTION
1	T–1	TITLE SHEET
2	L–1	SIXTH AVENUE, RALSTON AVENUE TO EMMETT AVENUE
3	L–2	SIXTH AVENUE, WALTERMIRE STREET TO O'NEILL AVENUE
4	L–3	O'NEILL AVENUE, SIXTH AVENUE TO FIFTH AVENUE
5	L–4	FIFTH AVENUE, O'NEILL AVENUE TO BROADWAY AVENUE
6	L–5	EMMETT AVENUE, SIXTH AVENUE TO EL CAMINO REAL
7	L–6	HILLER STREET, RALSTON AVENUE TO O'NEILL AVENUE
8	L–7	O'NEILL AVENUE, OLD COUNTY ROAD TO HILLER STREET
9	L–8	RALSTON AVENUE, OLD COUNTY ROAD TO ELMER STREET
10	L–9	RALSTON AVENUE, FURLONG STREET TO HILLER STREET
11	L–10	OLD COUNTY ROAD, RALSTON AVENUE TO O'NEILL AVENUE

PREPARED UNDER THE DIRECTION OF:

ANDREW LEE, PE, TE
MANAGING CONSULTANT, PARAMETRIX

CONCEPT PLAN
NOT FOR CONSTRUCTION

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Parametrix

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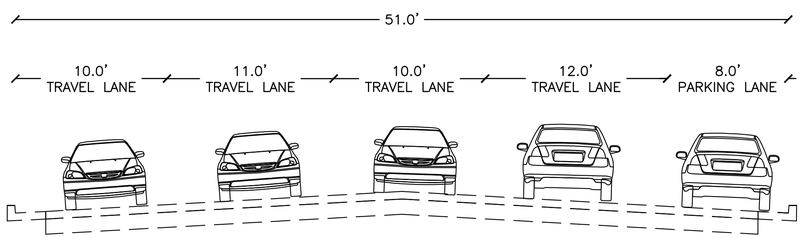
CITY OF BELMONT
ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS
TITLE SHEET

REVISIONS	
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NO.	DESCRIPTION

DATE: MARCH 2024 | SCALE: AS SHOWN
PMX PROJECT NO.: 474-8944-001
DRAWING: T-1
SHEET NO.: 1 OF 11

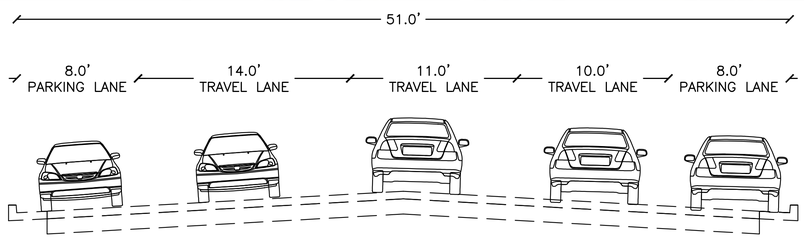
ATTACHMENT C





L-1 / A-1

EXISTING CONDITIONS AT SIXTH AVENUE, RALSTON AVENUE TO EMMETT AVENUE
SCALE 1"=5'



L-1 / A-2

EXISTING CONDITIONS AT SIXTH AVENUE, RALSTON AVENUE TO EMMETT AVENUE
SCALE 1"=5'

PARKING COUNT

EXISTING CONDITIONS	11
PROPOSED CONCEPT	7

CONCEPT PLAN

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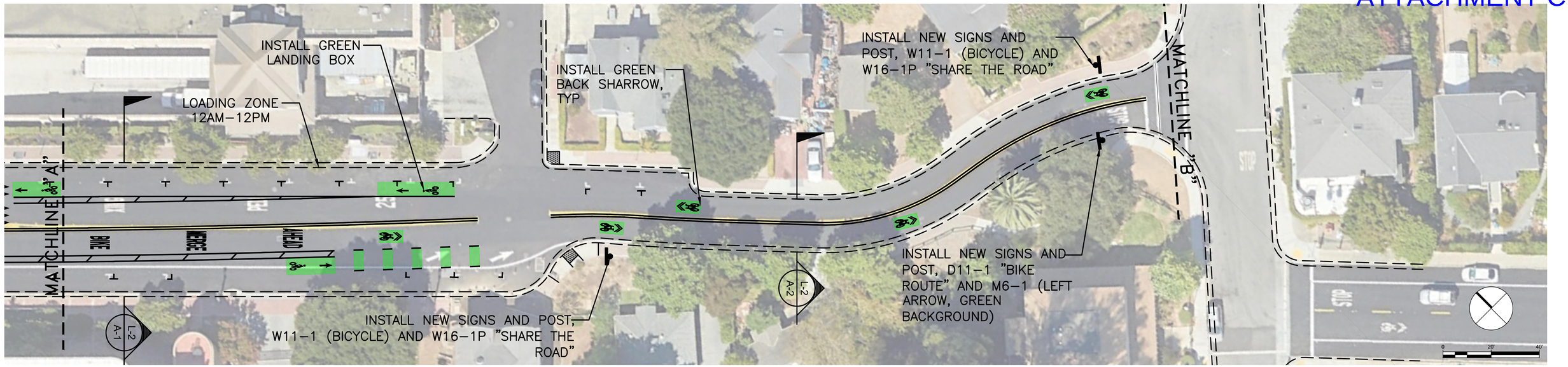
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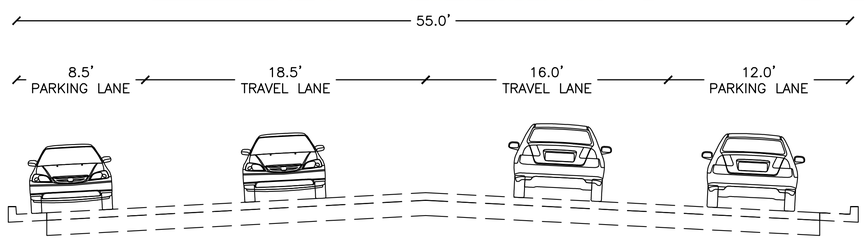
CITY OF BELMONT
ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS
SIXTH AVENUE, RALSTON AVENUE TO EMMETT AVENUE

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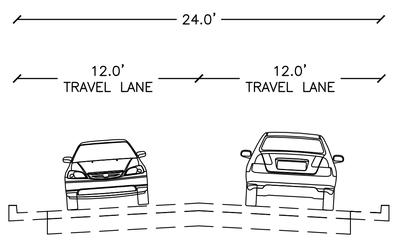
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SHEET NO.: 2 OF 11	

ATTACHMENT C

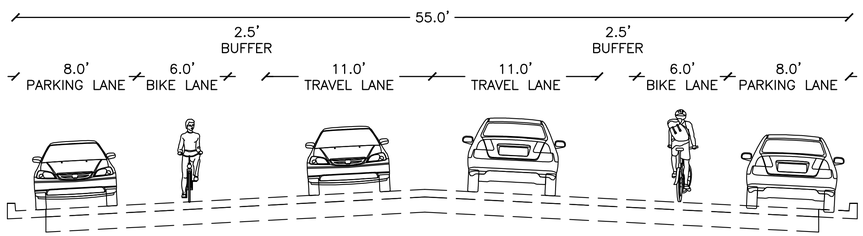




L-2 / A-1 EXISTING CONDITONS AT SIXTH AVENUE, EMMETT AVENUE TO WALTERMIRE STREET
SCALE 1"=5'



L-2 / A-2 EXISTING CONDITIONS AT SIXTH AVENUE, WALTERMIRE STREET TO O'NEILL AVENUE
SCALE 1"=5'



L-2 / A-1 PROPOSED CROSS SECTION AT SIXTH AVENUE, EMMETT AVENUE TO WALTERMIRE STREET
SCALE 1"=5'

PARKING COUNT

EXISTING CONDITIONS	11
PROPOSED CONCEPT	12

CONCEPT PLAN

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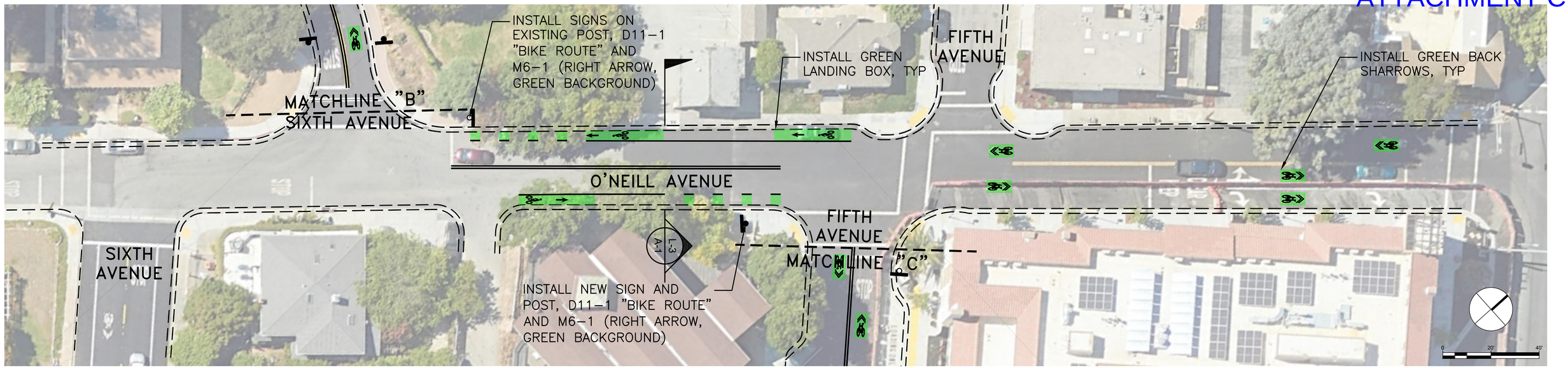
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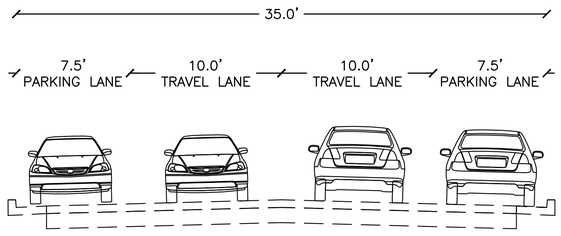
CITY OF BELMONT
ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS
SIXTH AVENUE, WALTERMIRE STREET TO O'NEILL AVENUE

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SHEET NO.: 3 OF 11

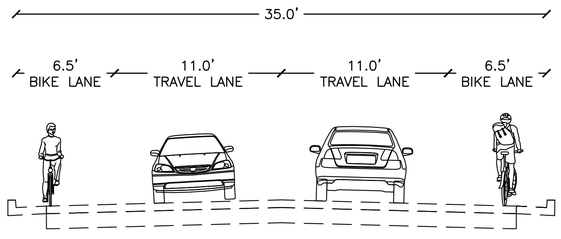
ATTACHMENT C





L-3 / A-1

EXISTING CONDITIONS AT O'NEILL AVENUE, SIXTH AVENUE TO FIFTH AVENUE
SCALE 1"=5'



L-3 / A-1

PROPOSED CROSS SECTION AT O'NEILL AVENUE, SIXTH AVENUE TO FIFTH AVENUE
SCALE 1"=5'

PARKING COUNT

EXISTING CONDITIONS	9
PROPOSED CONCEPT	0

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CITY OF BELMONT

ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS

O'NEILL AVENUE, SIXTH AVENUE TO FIFTH AVENUE

REVISIONS		
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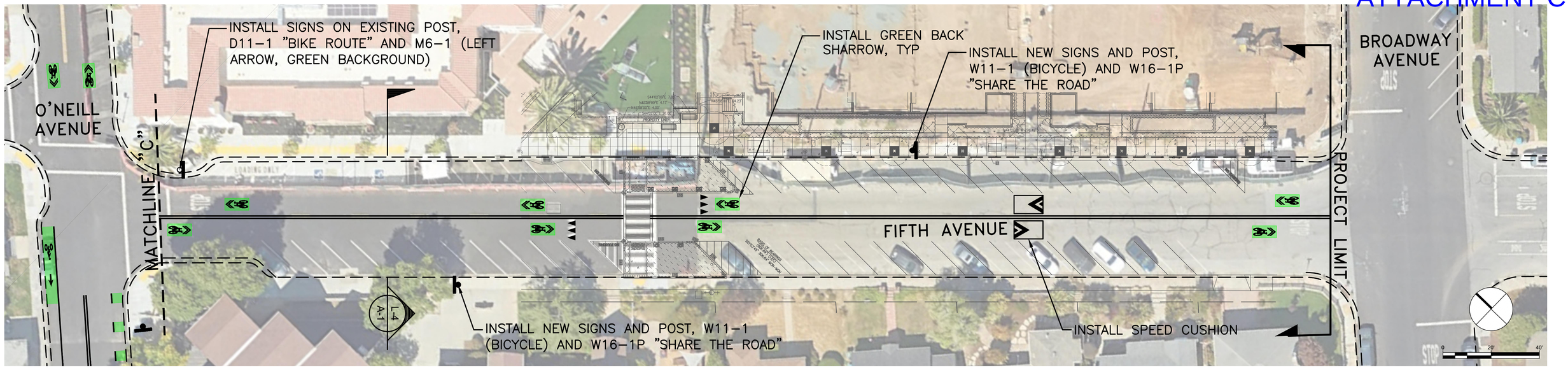
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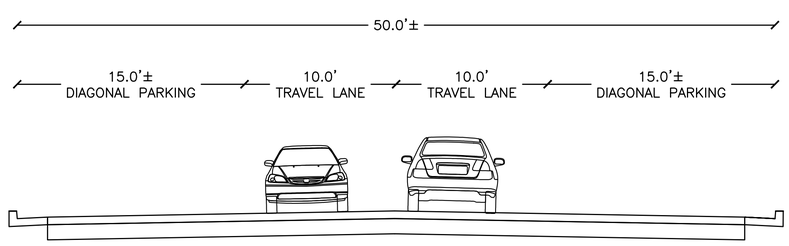
PMX PROJECT NO.: 474-8944-001

DRAWING: L-3

SHEET NO.: 4 OF 11

ATTACHMENT C





L-4 / A-1

EXISTING CONDITIONS AT FIFTH AVENUE, O'NEILL AVENUE TO BROADWAY AVENUE
SCALE 1"=5'

PARKING COUNT

EXISTING CONDITIONS	51

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CITY OF BELMONT

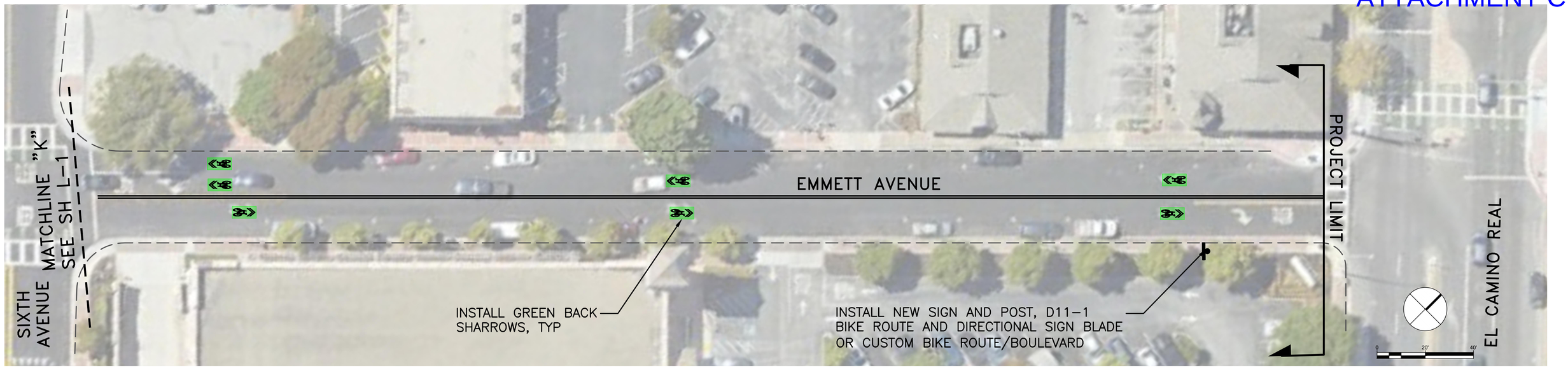
ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS

FIFTH AVENUE, O'NEILL AVENUE TO BROADWAY AVENUE

REVISIONS		
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NO.	DESCRIPTION	

DATE: MARCH 2024 | SCALE: AS SHOWN
PMX PROJECT NO.: 474-8944-001
DRAWING: L-4
SHEET NO.: 5 OF 11

ATTACHMENT C



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CITY OF BELMONT

ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS

EMMETT AVENUE, SIXTH AVENUE TO EL CAMINO REAL

REVISIONS	
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NO.	DESCRIPTION

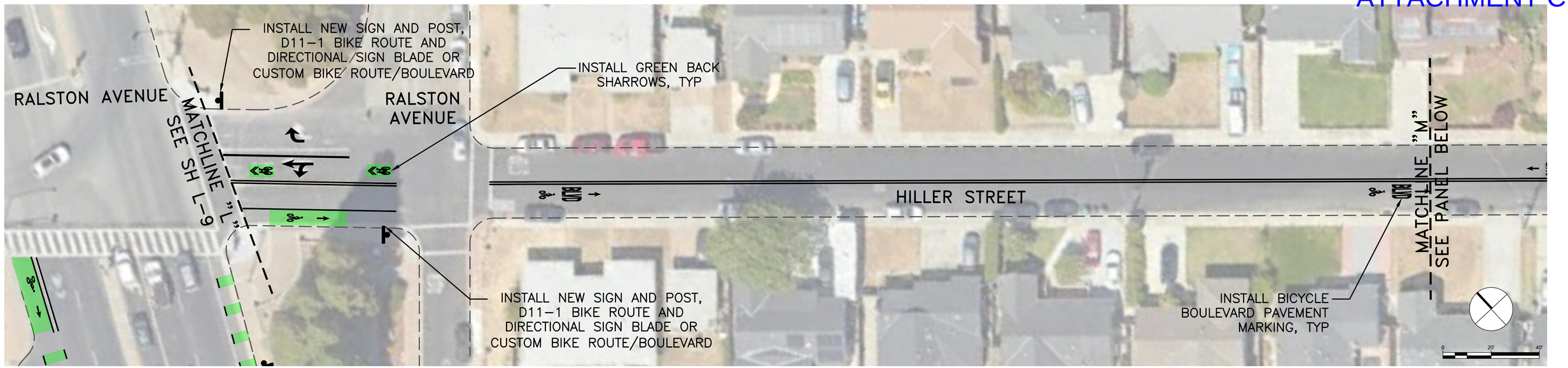
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PMX PROJECT NO.: 474-8944-001

DRAWING: L-5

SHEET NO.: 6 OF 11

ATTACHMENT C





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CITY OF BELMONT

ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS

HILLER STREET, RALSTON AVENUE TO O'NEILL AVENUE

REVISIONS		
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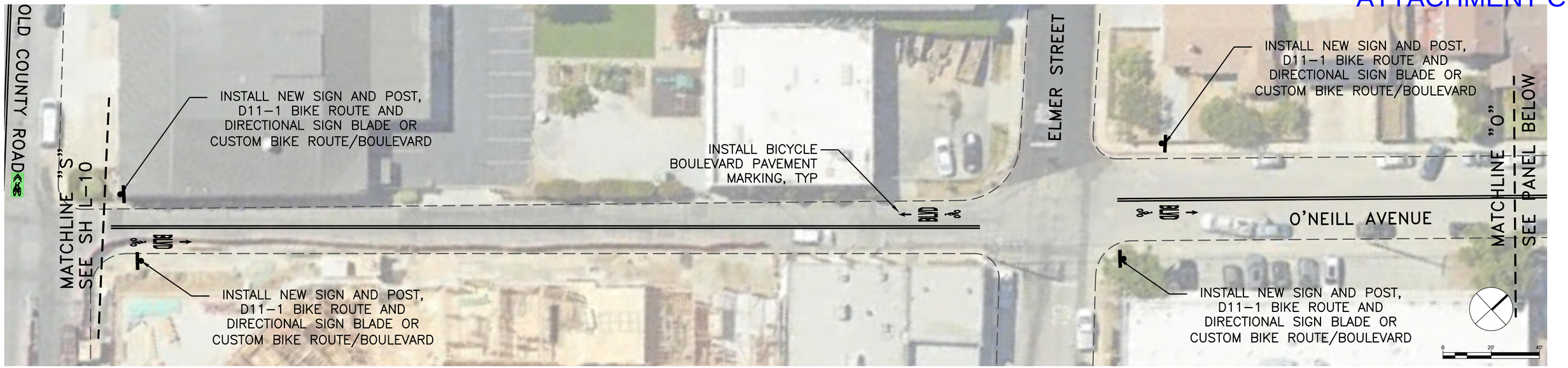
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MARCH 2024	AS SHOWN

PMX PROJECT NO. 474-8944-001

DRAWING L-6

SHEET NO. 7 OF 11

ATTACHMENT C





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VM	AL	

CITY OF BELMONT
ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS
O'NEILL AVENUE, OLD COUNTY ROAD TO HILLER STREET

REVISIONS	
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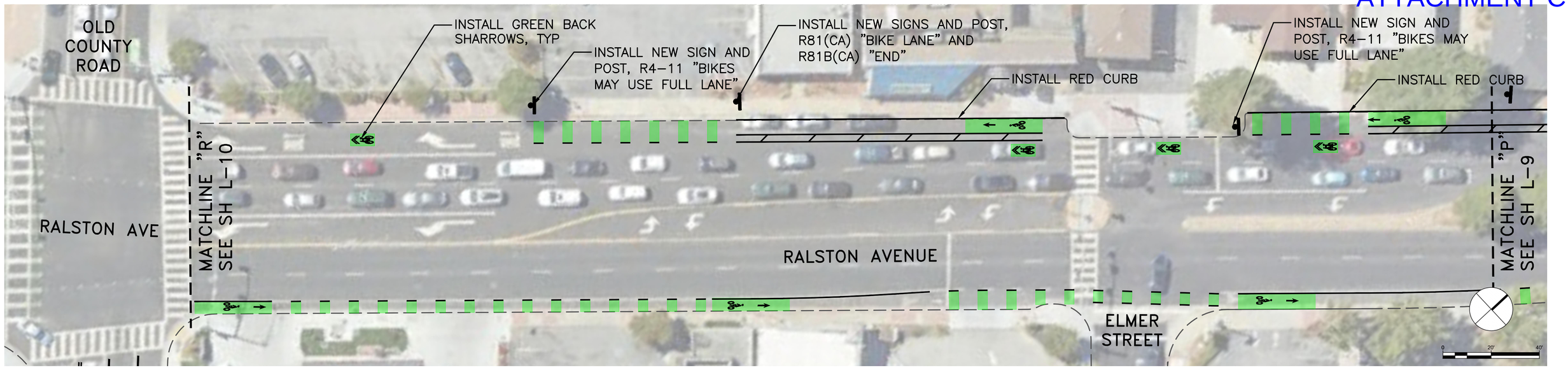
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MARCH 2024	AS SHOWN

PMX PROJECT NO. 474-8944-001

DRAWING L-7

SHEET NO. 8 OF 11

ATTACHMENT C



PARKING COUNT

EXISTING CONDITIONS	11
PROPOSED CONCEPT	0

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CITY OF BELMONT

ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS

RALSTON AVENUE, OLD COUNTY ROAD TO ELMER STREET

REVISIONS	
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NO.	DESCRIPTION

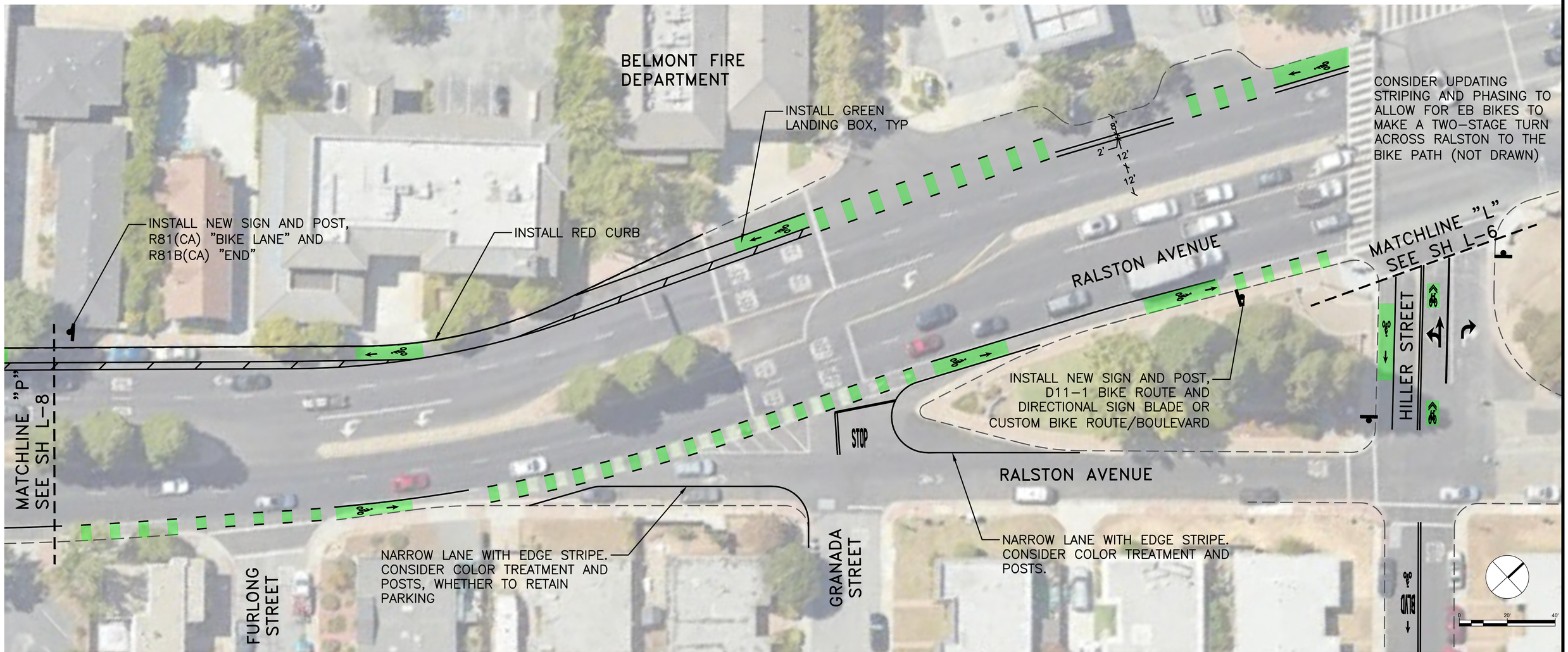
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PMX PROJECT NO.: 474-8944-001

DRAWING: L-8

SHEET NO.: 9 OF 11

ATTACHMENT C



CONCEPT PLAN

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DESIGNED: VM	APPROVED: AL	

CITY OF BELMONT

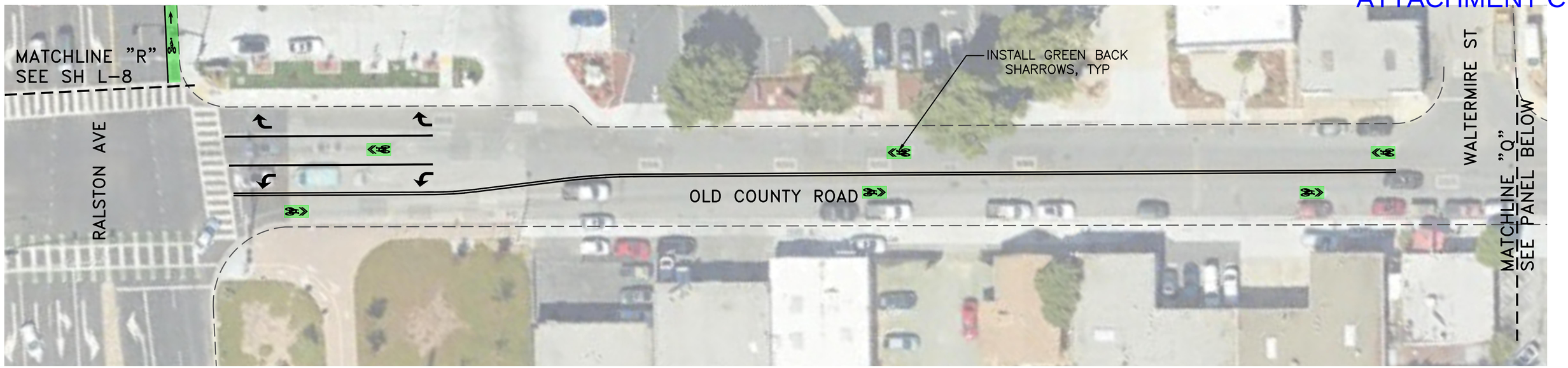
ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS

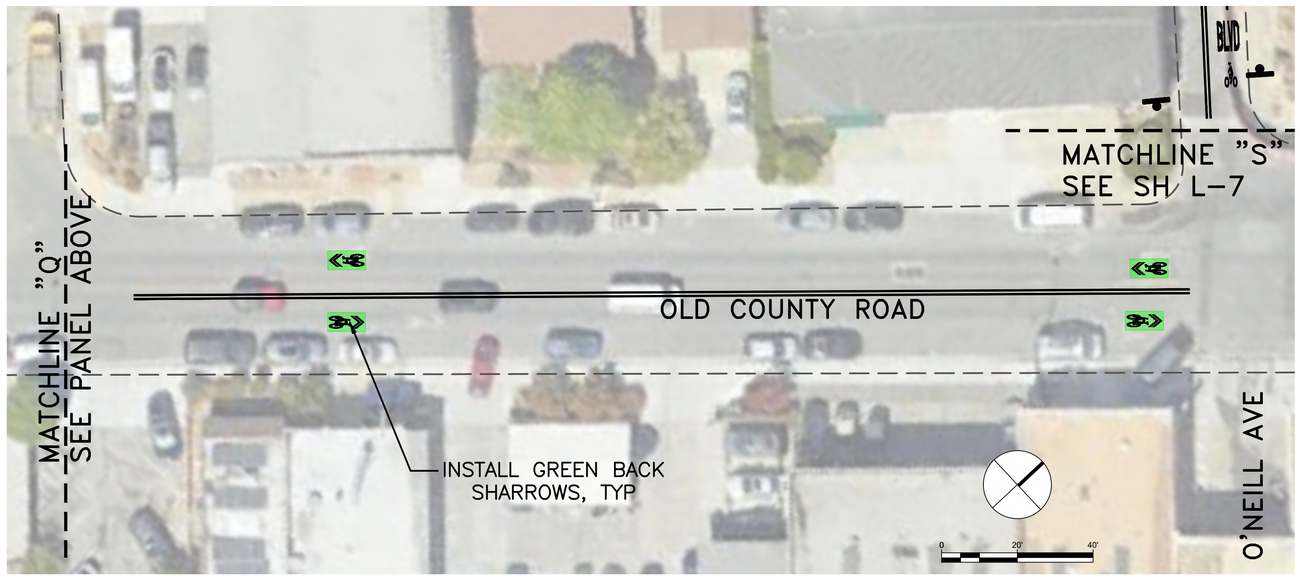
RALSTON AVENUE, FURLONG STREET TO HILLER STREET

REVISIONS	
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NO.	DESCRIPTION

DATE: MARCH 2024	SCALE: AS SHOWN
PMX PROJECT NO.: 474-8944-001	
DRAWING: L-9	
SHEET NO.: 10 OF 11	

ATTACHMENT C





CONCEPT PLAN

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811 Know what's below. Call before you dig.

Parametrix

DRAWN: VM, ML	CHECKED: AL	ADDRESS: 800 Bancroft Way, Ste 203 Berkeley, CA 94710 (510) 343-6400
DESIGNED: VM	APPROVED: AL	

CITY OF BELMONT

ACTIVE TRANSPORTATION PLAN, TDA GRANT QUICK BUILD PROJECTS

OLD COUNTY ROAD, RALSTON AVENUE TO O'NEILL AVENUE

REVISIONS	
5	
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NO.	DESCRIPTION

DATE	SCALE
MARCH 2024	AS SHOWN

PMX PROJECT NO. 474-8944-001

DRAWING **L-10**

SHEET NO. **11** OF **11**

City of Belmont
Belmont Police Department
Managed Services Proposal
10/1/2024

Prepared for:
City of Belmont
Attn: Jason Eggers
I.T. Department
(650) 598-4206
jeggers@belmont.gov

Prepared by:
Eaton & Associates
20 N. Railroad Ave
San Mateo CA, 94401
Contact: John Eaton
Phone: (415) 282-1188

October, 1st 2024

Dear City of Belmont and Belmont Police Department,

Please find enclosed our response to your **request for IT Managed Services.**

Eaton and Associates (E&A) is a San Mateo County-based woman-owned business that was established in 1989 by its current owners, husband and wife, John and Patricia Eaton. E&A offers the undeniable advantage of having the principals regularly involved in the daily activities and projects of their company, and in direct contact with their clients.

E&A has been delivering IT managed services, procurement, and contingency staffing services to the Bay Area public and private entities of all sizes and industries for the last 33 years. E&A is also a preferred vendor in the City and County of San Francisco's Technology Store since 2003 and we've worked with many clients of similar nature to the City of Belmont, including the Town of Hillsborough, City of Burlingame, and San Mateo County.

As an experienced IT company, we can provide technical services for a wide variety of needs, including:

- Managed Services
- Workstation Imaging and Deployment services
- Office 365 deployments and migrations
- Desktop and infrastructure support
- Network and Wi-Fi Deployments
- Project Management
- Technical staff augmentation
- Virtual Server implementation and support
- Web, software and database developers
- IT Infrastructure services

We are creative, flexible, and we strive to deliver high-quality products and services to our clients within their budget and timeframe. We have an experienced team who can help with any of your technical project needs. Our internal consultants and technical engineers are local and available for immediate dispatch if needed. We understand the health and safety concerns around COVID-19 and our staff is trained and equipped to follow the guidelines established by the CDC and the local San Mateo County Health Officer while serving our clients. We would welcome the opportunity to continue our work with the City of Belmont in successfully providing a complete managed services solution.

If you have any questions or would like additional information, please do not hesitate to contact us.

Main Phone: (415) 282-1188
Cell Phones – John: 415-238-2600 Patricia: 415-308-8158
Fax: (415) 282-1108
Email: jeaton@eatonassoc.com or peaton@eatonassoc.com
20 North Railroad Ave, San Mateo CA, 94401
Web: www.eatonassoc.com



John Eaton
CEO/Owner
Eaton & Associates



Patricia Eaton
CFO/Owner
Eaton & Associates

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Eaton & Associates Background

Thank you for considering Eaton & Associates as your team's go-forward IT partner. We know how important it is for you to have a reliable, long-term technology partner that is proactive, strategic, consultative, and cost-conscious.

We'd like to be that partner.

We have been serving the Bay Area since 1989, and we have extensive experience working with a wide variety of organizations. We take immense pride in providing IT services to our customers in the educational, non-profit, and government sectors, and in technology-critical industries such as banking, hospitality, advertising, design, bio-tech, and more.

Over the past 30-years, we have completed a number of complex IT projects in addition to our network monitoring and maintenance services (aka, Managed Services). Very few of our competitors can boast this deep experience with both IT Project and Managed Services. Eaton & Associates has the vision, experience, and technical expertise to understand and your organization's needs and implement the most fitting, cost-effective solution.

We specialize in hardware and software consulting, procurement, logistics, maintenance, and training for technical and non-technical organizations. We are experts in network design, virtualization and management, and we can provide uninterrupted network flow for a cross-platform environment. Our engineers and staff have certifications from leading industry partners including Cisco/Meraki, HP/Aruba, Microsoft, VMware, Citrix, HP, Dell, Compellent, Apple, PMI and others. Additionally, we follow PMP and ITIL project management methodologies to ensure our projects produce top customer satisfaction.

Benefits of Partnering with Eaton & Associates

- **Northern CA and Central Coast Teams supporting your organization.**
- **We are your end-to-end, comprehensive IT Services Partner.**
- Our engineering team has an extensive and overlapping knowledge base.
- We have an open-door policy, and welcome customers to join us for meetings and demos.
- We can design, build, stage and test your equipment at our facility before installing it on premise.
- We can handle your procurement and inventory management.
- We can handle your repairs in our depot.
- We can help you hire engineering and project management staff for internal placements or contracts.

We would value an opportunity to become your organization's trusted IT partner. Thank you for your consideration.

Eaton & Associates Executive Summary

Eaton & Associates currently provides Managed Services to the City of Belmont and to the City of Belmont Police Department. This contract will be a three-year contract to align contract start and end dates. This contract will supersede previous contracts and will start October 1st, 2024, and run through October 31st 2027.



E&A takes pride in delivering a comprehensive range of services that goes beyond everyday IT operational support. We are uniquely positioned as a full-service IT solutions provider with over 30 years of experience with IT projects, ongoing support, and security services. E&A gives you everything you need to build and maintain a robust, secure, highly performative network. Our Help Desk and NOC Support teams keep your organization running, our Professional Services team will help your organization grow and adapt to ever-changing technological requirements, and our Procurement team always finds the most cost-effective solution to achieve your organizational goals.

Our proposal includes:

- ✓ 24x7x365 Network Infrastructure Support (Firewalls, Switches, Servers, Access Points)
- ✓ Extended Business Hours Helpdesk Support (6AM-6PM PT)
- ✓ On-Site Network Maintenance
- ✓ Strategic Planning Services
- ✓ Onboarding/Offboarding Workflows
- ✓ Backup and Disaster Recovery Testing Services
- ✓ Attendance at City Council Meetings and EOC activations

These services are briefly summarized in the paragraphs below and elaborated upon in Sections: Approach, Vendor Questionnaire, and Response to Appendix A – Scope of Services.

Terms of proposal:

- ✓ **36-month (3-Year) Elevate-IT® Managed Services Agreement**

24x7x365 Infrastructure Support

Experience peace of mind with E&A's 24x7 infrastructure monitoring which includes proactive, remote maintenance through real-time network monitoring, and onsite engineer dispatch should your network need immediate in-person attention. Our Network Operation Center (NOC) is well staffed and utilizes the most up-to-date IT best practices and methodologies.



Extended Business Hours Help Desk Support (6AM–6PM PT, Monday–Friday)

Enjoy our interactive and engaging Help Desk Team for a custom and personal experience that will complement City of Belmont individual team members as well as the overall organization. The primary goal of our Help Desk Team is to deliver exceptional customer service and IT support by establishing strong connections with your staff.

With a high level of expertise, our Help Desk Team will provide:

- End-user support via phone, email, and chat.
- Webroot endpoint protection included at no additional cost (optional).
- Remote access module included at no additional cost (optional).
- Automatic escalations for City of Belmont VIPs (typically 1-2% of the total users being supported).
- Documented inventory of all supported workstations and endpoint devices.
- Workstation patch management (including security patches, bug fixes, updates, etc.).
- Real-time ticket metrics and agent data through our online portal.

Eaton & Associates is flexible and can support customers outside of normal business hours to minimize interruption to the City of Belmont's workflow (e.g., server patches are usually implemented after-hours) and these scheduled after-hours support activities are included in E&A Elevate-IT® at no additional charge. See Section 4 below for more details about our approach to after-hours, weekend, and holiday support.

Strategic Planning and Services

As your IT partner, we ensure your technology aligns with your organizational goals and initiatives. Technology moves at a rapid pace and our team excels at staying up-to-date with the latest trends while advising our clients on how to prepare and integrate technology that is best suited for their respective organizations. With decades of experience supporting government organizations, E&A understands the importance of continuous improvement to enhance performance, security, and compliance. Strategic services include regularly scheduled check-in meetings, quarterly business reviews, IT roadmaps, and equipment lifecycle management.

Onboarding & Offboarding Workflow

E&A offers a simplified onboarding procedure for new City of Belmont employees, along with a swift and effective offboarding process for individuals who have left the organization. Our goal is to maximize productivity by providing a uniform and consistent computer setup for the variety of different new hires in your organization. Additionally, a clear and standardized process for offboarding will protect your organization's critical systems and confidential information.

Disaster Recovery Testing

Ensuring business continuity relies heavily on data backups, which includes recovery testing. E&A prioritizes these items by assessing and testing the City's current backups and Disaster Recovery System as a fundamental part of our services. We will provide detailed reports, suggest necessary adjustments, and upon your organization's approval, implement these changes. In instances where the City does not have an established backup and disaster recovery system, E&A will collaboratively assist the City to implement new backup and recovery policies.

Qualifications and References

E&A has been providing IT Support services for over 30 years. We were founded in the San Francisco Bay Area and have since expanded across California, with offices in the Central Coast and Southern California.

Our normal business hours are 8AM to 5PM PT, Monday to Friday. However, our extended business hours for support are 6AM to 6PM PT, Monday to Friday, to accommodate people who work earlier and later.

E&A References:	**Qualification Highlights:**
1. **City of Burlingame** Helen Yu-Scott Finance Director (650) 558-7222 hyscott@burlingame.org 2. **Town of Hillsborough** William Li Senior Management Analyst (650) 375-7438 wli@hillsborough.net 3. **Town of Los Altos Hills** Cody Einfalt Assistant to the City Manager (650) 947-2508 ceinfalt@losaltoshills.ca.gov	✓ Significant experience providing the exact services that the City of Belmont is requesting. ✓ Customer Satisfaction exceeding 95% ✓ Proactive approach to prevent issues, not simply react to them. ✓ SOC II Compliance. ✓ Extensive server, network and data center project experience. ✓ Local Central Coast presence plus Silicon Valley experience and connections. ✓ Been in business 34 years, with 30 years of experience working with local governments. ✓ Experience supporting public libraries and their specialized systems. ✓ Experienced technical team and dedicated account manager. ✓ 24/7/365 monitoring of network and server infrastructure. ✓ Extended support hours of 6am to 6pm PT ✓ Friendly, professional staff who will serve as an extension of the City of Belmont's team.

Statement of Work

Parties entering into this Statement of Work (hereafter referred to as "SOW"):

Eaton & Associates (hereafter referred to as "E&A")
20 N. Railroad Ave
San Mateo, CA 94401

City of Belmont and City of Belmont Police Department (hereafter referred to as "Client")
1 Twin Pines Ln
Belmont, CA 94002

Service Start Date: October 1st, 2024

Section 1: Governance

This SOW is an extension of – and governed by – the Master Agreement (hereafter referred to as "Agreement") entered into between E&A and Client, and effective as of the SOW Effective Date noted above. To the degree that there are any conflicts or inconsistencies between this SOW and the Agreement, the Agreement shall take precedence over this SOW.

E&A's Approach to Support

1. The City of Belmont and Belmont PD Scope of Services

E&A will provide Elevate-IT® Network Monitoring and Maintenance along with Help Desk Services to the City of Belmont – in accordance with this Statement of Work (SOW) and the Master Agreement – in the form of the services outlined below:

- **Dedicated Account Manager**
  - E&A will provide a dedicated Account Manager for the City of Belmont.

- **24x7x365 Network Monitoring and Maintenance**
  - 24x7x365 monitoring & maintenance of network appliances, including but not limited to firewalls, routers, servers, domain controllers, switches and access points.
  - Documented inventory of all supported network appliances and networking gear (devices connected to the network via Ethernet or Wi-Fi connections); continually evolving with updates after every project.
  - Defined escalation processes.
  - Windows server patch management for Windows-based Operating Systems and certain applications (including security patches, bug fixes, updates, etc.)

- **Help Desk Services for City of Belmont Staff and Users**
  - Extended Business Hours (Monday-Friday 6:00AM – 6:00 PM) end user support for City of Belmont staff workstations via chat, phone, and email with web ticketing system.
  - Documented inventory of all supported workstations and endpoint devices.
  - PC workstation patch management for Windows-based Operating Systems and certain applications (including security patches, bug fixes, updates, etc.).
  - Regularly updated Frequently Asked Questions resource for City of Belmont staff, reflective of ongoing training topics and technical support provided.
  - The after-hours support process is detailed in Part 4 of this section. E&A can provide 24/7 support should this be desired in the future for some or all users.

- **Strategic Planning and Services**
  Regular meetings with the E&A team, including Weekly Status and Ticket Review Meetings, Quarterly Business Reviews and Annual Technology Audits to review:
  - Service reports with client, including trend analysis and recommendations.
  - Hardware and software end of warranty and/or end of life concerns
  - IT roadmaps (based on Client's budget/spend parameters)
  - Ad hoc projects/proposals as they arise for Client
  - Total number of devices managed (both server and workstation)
  - Hardware/software procurement and life cycle management.
  - In-house onboarding workflow for all new hires

- **Vendor Escalation Management for VoIP, ISP, and Third-Party Partners**
  - Eaton & Associates Account Manager and technical staff communicate with the City of Belmont and their technical vendors to resolve any issues that we cannot resolve directly.
  - Working together, we can determine the root cause of an issue and work with the appropriate parties to develop and implement a resolution.
  - Schedule and coordinate communication between third party platforms and an E&A technical resource (as needed).
  - Ensure appropriate implementation plans, including rollback criteria along with Testing/User Acceptance and project management documentation are developed.
  - Be the City of Belmont's technical Subject Matter Expert (SME) to ensure the City's technical environment is both understood and configured appropriately to support the VoIP, ISP or any other desired technology.
  - Follow up with third party vendors and the City of Belmont staff to ensure issue are resolved successfully.

- **Procurement and Logistics Services**
  Eaton & Associates is available to provide competitive quotes and procure technology equipment such as:
    - Networking and security equipment.
    - Server, storage and backup hardware and software
    - End-user computing equipment, such as laptops, desktops, tablets and other mobile devices
    - Microsoft, Adobe and other frequently used software products
    - Miscellaneous IT equipment and accessories.
    - Staging and warehousing of purchased technology equipment prior to delivery.

Section 2: Police Department Scope of Services.

E&A will provide Elevate-IT® Network Monitoring and Maintenance, and Helpdesk Services to Client – in accordance with this SOW and the Master Agreement – in the form of the services outlined below:

- To be in compliance with the DoJ/CJIS framework, E&A will:
    - Set up alerts via Advanced Network Monitoring as a collector which will notify E&A of basic network monitoring and server health statistics
    - Configure the E&A agent to require end-user confirmation before remoting into workstations and servers.
        - The Help Desk will request the PD user to close any confidential windows prior to beginning remote session
        - User can terminate the RMM session at any time.
        - Enable recording of all server sessions via Ninja during remote sessions.
            - Remote sessions on the server will be stored on the server and backed up as part of the regular backup schedule
            - Recording remote sessions on workstations can be set up at a later date should Belmont PD request
        - Logs are centrally managed and there is an audit trail
        - The NOC team will push updates/ patches to workstations and servers via the E&A Agent
        - All P2 and P3 server and workstation issues will be completed during business hours and must be completed by a PD-cleared technical resource. Or an escorted (virtually/ in-person) technical resource
        - After-business hours, P1 server/ network issues will be addressed by internal Belmont IT
        - Belmont will identify designated PD resource(s) to confirm remote troubleshooting by an E&A Engineer for System generated alerts during business hours that require action
        - Currently, the City of Belmont and Belmont Police Department partner with EyeP Solutions. EyeP Solutions Scope:

- Monitor, maintain and make configuration changes on:
  - Switches
  - Firewalls
  - Wireless
- E&A will monitor switches, firewalls, and wireless and work with EyeP Solutions to troubleshoot and make necessary configuration changes

To ensure we can support you as effectively as possible, we make it easy to connect with technical support. Users can submit a Help Request Form, start a live chat, call in, or email their requests.

Manage-IT®
Law Enforcement Help Desk Services
We make IT easy & predictable so you can focus on running your business.

Getting Technical Support

Our technical support team is prepared and excited to assist you with your technology questions from Monday to Friday, 6:00 AM – 6:00 PM PST. To optimize our support and make it convenient for you to connect with a technical resource, we have streamlined the process for accessibility.

Feel free to contact our support team for assistance with a range of issues, including:

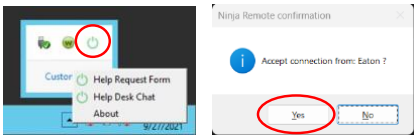
- Computer & network troubleshooting
- Password reset
- File or folder accidental deletion
- Virus and malware removal
- Smartphone and tablet configuration
- Software installations
- Setting file and folder permissions
- Creating user accounts and groups

For direct assistance, reach out to our support team by calling (415) 216-0483.
Our team is available to take your calls Monday to Friday, from 6:00 AM to 6:00 PM PST. We look forward to assisting you.

Initiate a direct chat with one of our support team members by following these steps:

1. Click the green power icon circled in red located in your system tray.
2. Select "Help Desk Chat" to begin a chat session.
3. Kindly be patient as the chat module is loading.

Windows:



Note: when prompted to "Accept connection from: Eaton?" an end user must select "Yes" to authorize connection for a support representative to gain access to a device and provide support.

For non-urgent requests, kindly email us at hd@eatonassoc.com.
Please note that email requests are classified as *low impact*. We appreciate your understanding and anticipate providing an initial response within 24 hours.

Taking Your Organization to the Next Level

Together, we can leverage technology to improve and enhance your organization and the experience of those you serve. Here are some of the many ways we can work alongside your team:

- Virtual CIO Services (strategic and tactical directives/initiatives and road mapping).
- Professional Services delivery (IT project work; Infrastructure design and build out).
- Proactive technology support.
  - 24x7x365 Infrastructure monitoring & maintenance.
  - End-user help desk services or your team.
  - Employee onboarding & off-boarding flows (e.g., setting up/readying new equipment).
- Remote and on-site technology coaching for staff.
- Vendor escalation management of ISP, VoIP, MDM & software partners.
- Procurement & logistics (staging, warehousing services).

Section 3: Service Levels

In an effort to align E&A's Elevate-IT® service delivery offering with industry best practices – specifically the "Service Operation" standards outlined by the Information Technology Infrastructure Library (ITIL®) – E&A has developed a number of processes governed by a Service Level Matrix ("SLM") and a set of Service Level Objectives ("SLOs") to identify incidents (i.e., alerts and/or events), define each incident's priority level (defined by that incident's urgency and impact), respond to incidents in order of priority, and ultimately resolve incidents as quickly as possible, sometimes by way of escalating to increasingly higher level resources.

Note: As CJIS requires PD to proactively approve remote access, lack of timely approval may impact service level objectives
(Section 3B)

Incident Priority	Definition
P1 – Critical	Typically, an emergency incident affecting all or most users and that is halting the use of critical "line of business" applications and/or access to the network. Examples: Email server(s) not sending/receiving email, Internet connection down, database server appears offline, etc.
P2 – Important	Likely affecting multiple users and impairing access to one or more critical business applications, though, not resulting in a complete stoppage of work. Examples: Slow/intermittent Internet connectivity, backup failures, imminent server crash due to lack of hard disk space, etc.
P3 – Normal	Typically affecting between 1 and 5 users and generally non-critical in nature. Workarounds are likely available. Examples: User cannot print to a network printer, user's domain account locked due to unsuccessful password entries, a user has deleted an email by accident and wants it restored, etc.
P4 – Low	The problem affects no more than a few users and is typically non-business impacting. Workarounds available. Examples: User has some "dead pixels" on her monitor, user application displaying persistent error messages with no impact to use of the application, occasional static heard on a particular VoIP phone, etc.



E&A is committed to delivering excellent customer service and we take pride in resolving issues within the outlined SLOs. While there may be occasional challenges, such as a delay in receiving replacement equipment, our reputation for responsive, timely resolutions is reflected in our 95% average customer satisfaction scores.

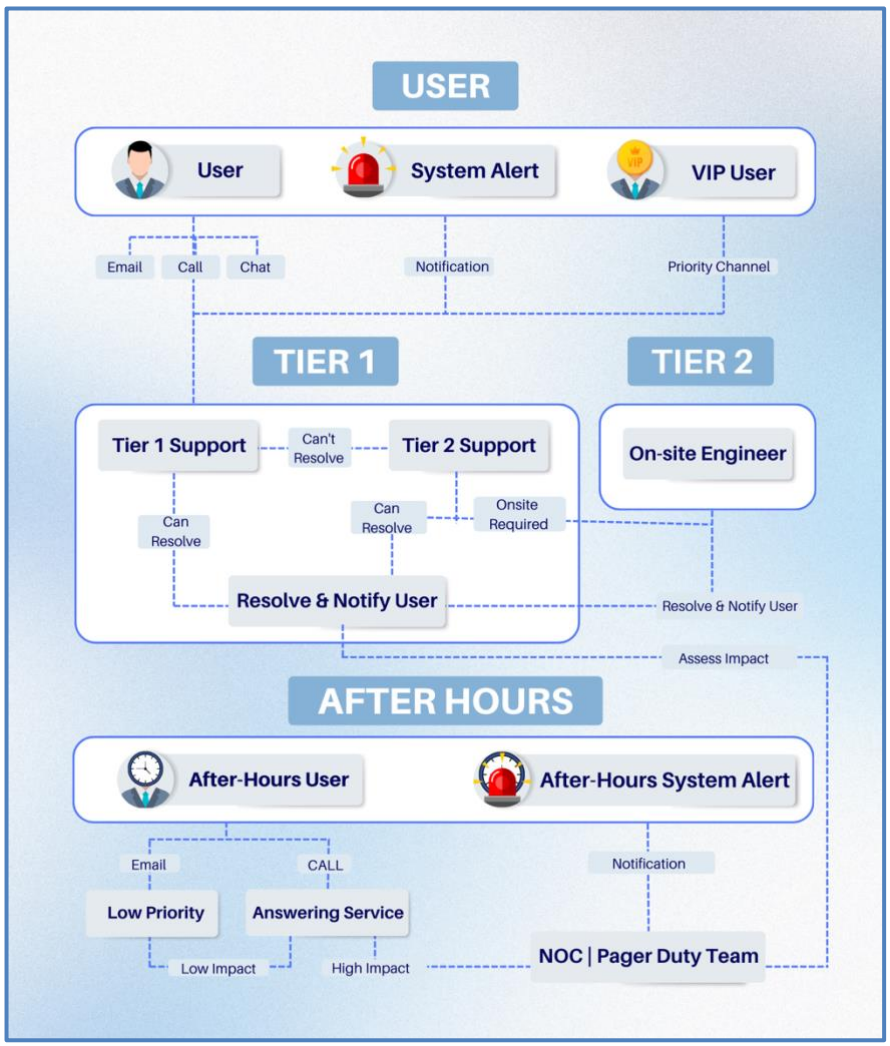
Our E&A Elevate-IT® Support surpasses the conventional break-fix support model by offering proactive assistance. Scheduled maintenance sessions for servers and workstations, coupled with routine system testing and backups, significantly minimize the occurrence of critical priority 1 issues. Trends or concerns that could result in issues are discussed regularly along with potential solutions, which could include a technical solution, updated documentation and/or training.

Section 3-B: Service Level Objectives

The table below outlines the SLOs for all incidents – based on priority level (as described above) – whether they are generated by system alert/failure or by end-user request.

Action	P1 – Critical	P2 – Important	P3 – Normal	P4 – Low
Availability	24x7x365	24x7x365	24x7x365	24x7x365
Acknowledgement	15 minutes	15 minutes	30 minutes	30 minutes
Status Updates	30 minutes	2 hours	8 hours	12 hours
Plan of Resolution	< 4 hours	< 8 hours	< 8 hours/NBD	< 3 days

Action	P1 – Critical	P2 – Important	P3 – Normal	P4 – Low
Availability- NOC	24x7x365	24x7x365	24x7x365	24x7x365
Availability- Helpdesk	24x7x365	Business Hours	Business Hours	Business Hours
Acknowledgement	15 minutes	15 minutes	30 minutes	30 minutes
Status Updates	30 minutes	2 hours	8 hours	12 hours
Resolution Plan	< 4 hours	< 8 hours	< 8 hours /NBD	< 3 days



Section 3-C: Escalation Path for Issue Resolution

Your Account Manager at Eaton & Associates is:

Gabrielle Nelson
(415) 366.8397
gnelson@eatonassoc.com

In the event that you need to escalate a technical, financial, procurement, or other matter at E&A and you have been unable to reach your Account Manager or prefer to speak with a different individual, we are happy to make ourselves available to you for a discussion. Here are your escalation contacts.

Type	Escalation	Title	Name	Phone
Technical	1st	Help Desk	Help Desk	415-282-1188 x999
	2nd	Help Desk Manager	Dion Nelson	415-521-1320
	3rd	CTO, VP Professional Services	Mohamed Shalabi	415-400-7672
	4th	CEO	John Eaton	415-400-7661
Financial	1st	Account Manager	Gabby Nelson	415-366-8397
	2nd	Controller	Donna Jones	415-299-8641
	3rd	CFO	Patricia Eaton	415-299-8641
	4th	CEO	John Eaton	415-400-7661
Procurement	1st	Help Desk Manager	Dion Nelson	415-521-1320
	2nd	Dir. Sales & Customer Success	Adrian Eaton	415-282-1188
	3rd	VP Operations	James Finley	415-400-7665
	4th	CEO	John Eaton	415-400-7661

Section 4: Implementation Requirements

E&A currently supports the City of Belmont and City of Belmont Police Department. At this time, additional onboarding items are not required. All required onboarding tasks were successfully completed.

Section 4-B: Exclusions from Scope & Clarifications

Anything not specifically specified in "Section 2: Scope of Services" is considered "Out of Scope".

Clarifications

- **Contract Term-** This agreement is 36-month terms. E&A is offering to hold proposed pricing for 2 years. A third-year option not to exceed 5-8% increase, tied to inflation. This agreement will supersede any previous agreement, start date of any new agreement will commence on the first day of the next month of the previous agreement.

- **On-Site Engineering Hours-** Monthly pricing includes 16 hours of scheduled onsite time per month, conducted as one 4-hour visit per week. Additional requests for onsite work will be billed at the rate of $195 per hour. **Please note - Scheduled onsite time does not include in-scope escalations where emergency onsite dispatch is necessary to return environment to normal operations.**

- **Helpdesk-** support is priced per device. In instances where multiple users utilize the same E&A supported device, E&A requests for security purposes a current and approved list of users authorize to access the machine.

Section 5: Total Monthly Pricing and Setup Fees

Total Monthly Pricing

The following tables contain the monthly Elevate-IT® pricing breakdown and total for the work efforts and associated costs that are in scope for this SOW. Note, the device quantities listed in the below pricing tables are the most up-to-date count and are adjusted monthly for accuracy:

City of Belmont Pricing Table

Elevate-IT® Service Module	Recurring Monthly Fee
Total Elevate-IT® Service Monthly Fee: (**including** recurring on-sites)	**$18,790**

In-Scope Devices and Services	Count / Itemization	Subtotal
MSP Base Fee	Itemized @ $4,230	$4,230
Help Desk Support Business Hours	104 devices @ $70 ea. Per month	$7,280
Server Monitoring and Management	19 Servers @ $165 ea. per month	$3,135
Network Monitoring and Management	25 Devices @ $35 ea. per month	$875
Back Up Device Management	1 Device @ $150 ea. Per month	$150
On-site Engineering Hours	@ $195 per hour x 4 hours per week (16-20 hours per month depending on number of weeks per month)	$3,120

City of Belmont Police Department Pricing Table

Elevate-IT® Service Module	Recurring Monthly Fee
Total Elevate-IT® Service Monthly Fee: (**excluding** recurring on-sites)	**$7,580**

In-Scope Devices and Services	Count / Itemization	Subtotal
MSP Base Fee – Law Enforcement Organization	Itemized @ $2,770	$2,770
Help Desk Support Business Hours	41 devices @ $70 ea. Per month	$2,870
Server Monitoring and Management	10 Servers @ $165 ea. per month	$1,650
Network Monitoring and Management	4 Devices @ $35 ea. per month	$140
Back Up Device Management	1 Device @ $150 ea. Per month	$150
On-site Engineering Hours	@ $195 per hour as needed	

- The City of Belmont has the ability to add recurring on-site hours for the hourly cost listed in the above table
- E&A will provide a spreadsheet monthly with all supported workstations. “Stale” machines (workstations that have not been logged into for 30 days or more) will be highlighted in the report for City of Belmont Police Department’s review.
    - These machines may be stale for valid reasons, such as the user is on extended leave of absence, or the machine is placed in a loaner pool.
    - It is the responsibility of the City of Belmont and Belmont PD to review the device report carefully and notify your Account Manager immediately if you wish to have the E&A agent removed on any “stale” machines
        - Note, once the E&A agent is removed from a machine, the machine will no longer be supported, monitored, or maintained by E&A and will be removed from monthly billing.
- Onsite visits are scheduled for 4 visits per month. This covers both the City and Belmont PD. Any additional visits are billable at the stated rate above.

Section 6: Additional Services ("Project Work")

Any support services that E&A provides at Client's request but that are NOT in scope (see "Section 2: Scope of Services" above) will incur additional service fees for that work. Such work constitutes "project work" and will usually require either a mutually signed Service Request, or a separate SOW for more complex project work. E&A reserves the sole right to decide which agreement instrument to use.

E&A is available to perform the following types of project work for your organization. This work will entail a unique SOW and will incur an additional cost:

- Scoping and implementing new and ad-hoc network infrastructure projects (e.g., network expansion; new office build-out).
- Implementing Mobile Device Management for smart phones or tablets.
- Creation of Disaster Recovery (DR) / Business Continuity Plan (BCP). (Note: once DR is in place, fail over testing will be considered "in-scope" for our ongoing services.)

Our ability to complete IT Project Work in addition to ongoing IT Managed Support Services sets us apart from other MSPs. E&A takes a consultative and collaborative approach to identify and implement any improvements to the City of Belmont's IT infrastructure.

We are here for you every step of the way.

Summary and Conclusion

Eaton & Associates values being the trusted IT Partner for the City of Belmont and Belmont Police Department. We appreciate the opportunity to extend our partnership.

We pride ourselves on our excellent technical resources, as well as our Account and Project Managers. We hope to continue to support users as well as ensuring the City of Belmont Police Department maintains a strong IT infrastructure and security posture.

Eaton & Associates is proposing to extend our services to the City of Belmont Police Department. Services include:

- Help Desk and Desktop Application Support
- 24/7/365 Network Support and Administration
- 24/7/365 Managed Server Support
- Mobile Device Management
- Office 365 Administration
- Network Administration
- Security Administration
- Protection from malware and ransomware
- Managed Services Technology
- Monthly Reports and Quarterly Business Reviews
- vCIO Services for IT planning and budgeting

Eaton & Associates is pleased to continue to be the City of Belmont and Belmont PD's trusted advising technology partner. Together, our organizations can utilize technology to improve and enhance the experience of all team members and those you serve.

Section 7: Signatures

Signed by and on behalf of (and with the "SOW Effective Date" noted above)…

Eaton & Associates		**City of Belmont**	
Date:		Date:	
Signature:		Signature:	
Name:	Mohamed S. Shalabi	Name:	
Title:	CTO, VP Professional Services	Title:	

Appendix B: Elevate-IT® Professional Services Fee Schedule

Hourly Engineering Rates

The following rate table describes your negotiated rates for Additional Services ("Project Work"), which will be evaluated and agreed to on a per-project basis, and detailed in a separate Statement of Work, as described in Section 5:

Resource	Rate
Workstation / Desktop Support Engineer	$75-145/hour
Server / Network Engineer	$145-235/hour
Architect/CTO	$235-265/hour
Project Manager	$175/hour

All services are billed at a two-hour minimum; billed in quarter hour increments thereafter.

Service Hours & Overtime Calculations

Work performed by Eaton & Associates outside the normal duration of 8 hours a day, on weekends or holidays will be billed at the appropriate overtime rates. Overtime rates are calculated as follows:

Service Type	Service Delivery	Rate
Regular Service	8 hours Monday - Friday	Standard Hourly Rate
After Hours Service	9th to 12th hours Monday – Friday All hours Saturday, Sunday	1.5 times Hourly Rate
Extended After-Hours Service	13th and more, Holidays	2.0 times Hourly Rate

STAFF REPORT

Meeting Date:	October 22, 2024
Agency:	City of Belmont
Staff Contact:	Ann Ritzma, Interim Administrative Services Director (650) 595-2988, aritzma@belmont.gov
Agenda Title:	Service Agreement Amendment with Eaton & Associates
Agenda Action:	Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute an amendment to the Service Agreement with Eaton & Associates for managed information technology services that aligns the existing compensation and terms for City and Police Department services to a new term of twenty-four months with no increases to fees and an option to extend the agreement for an additional twelve months.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

Eaton & Associates is an information technology service firm that has been serving Bay Area cities since 1989. They provide network monitoring and maintenance services as well as hardware and software support. In March 2023, the City contracted with Eaton & Associates for managed information technology services for the City. In February 2024, Eaton's services were expanded to include support in the Police Department after receiving the necessary security clearance for the Belmont Police Department.

Eaton has now provided eighteen months of services and significantly enhanced cybersecurity and 24/7 response. The City uses a 24/7 hybrid approach to information technology support and services which is secure, responsive, and effective. City staff in the Information Technology Division focus on departmental and day-to-day support, IT projects and the implementation of the IT Strategic Plan and Eaton provides:

- 24x7 Infrastructure Support (Server and Network Monitoring and Management)
- Business hours Help Desk end-user support
- Onsite engineer hours – 4 times per month
- Documentation and Backup Up Device Management
- Security Administration (Firewalls)
- Monthly Reports and Quarterly Business Reviews

Analysis

Eaton & Associates has provided managed information technology services to the City of Belmont since April 2023 and the Police Department since February 2024. The services meet the City's expectation, and it is recommended that the managed information technology Service Agreement be amended to align

the contract term for police and city services and retain the current fees for the next twenty-four months. Eaton has also proposed an option for twelve additional months at a not to exceed 5-8% increase, tied to inflation. The amendment will retain the current monthly fees for both the City and Police Department and align the contract term to twenty-four months. The Police Department fees of $7,580 per month or $90,960 annually and the City fees of $18,790 per month or $225,480 annually are unchanged from the original agreements.

To align the Service Agreement for managed information technology services, staff requests that City Council authorize an amendment to the Service Agreement with Eaton & Associates aligning the contract term for the next twenty-four months in a total amount not to exceed $632,880 and provide an option to extend the contract twelve months with a fee increase in a not to exceed 5-8%. Funding for each year of the agreement will be incorporated as part of the annual budget development process and is contingent on City Council appropriation.

Alternatives

1. Continue the item for further discussion.
2. Take no action.

Attachments

A. Resolution
B. Amendment #3
C. Proposal – Exhibit "D"

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:	Funds totaling $237,330 are available in the Information Technology's budget to support this service for the remainder of FY 2024-25 in Account No. 573-1-301-8351. The remaining funding for this agreement will be incorporated during the budget development process and is contingent upon Council appropriation.

Source:	**Purpose:**	**Public Outreach:**
Staff	Discretionary Action	Posting of Agenda

RESOLUTION NO. 2024 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AMENDMENT TO THE SERVICE AGREEMENT WITH EATON & ASSOCIATES FOR CONTINUED INFORMATION TECHNOLOGY MANAGED SERVICES FOR A NEW TERM OF TWENTY FOUR MONTHS IN AN AMOUNT OF $316,440 ANNUALLY FOR A TOTAL NOT-TO-EXCEED OF $632,880

WHEREAS, the City has a need for specialized services and expertise related to information technology managed services; and,

WHEREAS, Eaton & Associates has demonstrated expertise and has provided effective, secure and efficient information technology managed services for both the City and Policy Department; and,

WHEREAS, the City engaged in Service Agreement No. 2023-06 with Eaton & Associates for $50,000 to perform such services, approved Amendment #1 for $275,000 in June 2023 and Amendment #2 for $90,960 in February 2024; and,

WHEREAS, the Technology Division is recommending aligning the terms of the Service Agreement for both Police and City Services for the utilization of managed IT services to provide 24/7 support that is secure, effective and efficient, the City Manager proposes amending Service Agreement No. 2023-06 for twenty four months of services and retain the current service fees with no increase in the total amount of $632,880 for twenty-four months.

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

SECTION 1. The City Manager is authorized to negotiate and execute an Amendment #3 to the Agreement purchasing continued information technology managed services from Eaton & Associates in the amount of $ $90,960 (Police) and $225,480 (City) for a total not-to-exceed amount of $316,440 annually or $632,880 for twenty-four months and an option to extend the agreement for an additional twelve months with fees not to exceed 5-8% based on inflation. Funding for each year of the agreement will be incorporated as part of the annual budget development process and is contingent on City Council appropriation.

* * *

ADOPTED October 22, 2024 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

CITY OF BELMONT

AMENDMENT NO. 3 TO SERVICE AGREEMENT CONTRACT NO: 2023-06

IT MANAGED SERVICES EATON & ASSOCIATES

This Amendment No. 3 to Service Agreement (hereinafter "Amendment") is made and entered into by and between the City of Belmont, a municipal corporation (hereinafter "City"), and Eaton & Associates, (hereinafter "Consultant").

RECITAL

City and Consultant entered into a Service Agreement, 2023-06 (hereinafter "Agreement") for IT Managed Services on February 22, 2023 in the amount of $50,000, by which the Consultant agreed to perform services more particularly described in the Agreement, and generally including: Network Monitoring and Maintenance, and Helpdesk Services, an amendment #1 to the agreement on June 13, 2023 in an amount that not to exceed $250,000 and an amendment #3 to include services for the Police Department. The City and Consultant now wish to amend the Agreement to align the monthly fees and terms for both City and Police Department services set forth below.

NOW, THEREFORE, THE PARTIES HEREBY AGREE THE AGREEMENT IS AMENDED AS FOLLOWS:

1. **SECTION 4(B), AMENDED.** Agreement Section 4(B) "'Not to Exceed' Compensation" is amended to read:

   The compensation payable to Consultant for the services identified in Exhibit "A" may not exceed $50,000. Consultant may not perform any services beyond the services identified in Exhibit "A" without prior written authorization from the City's Authorized Representative.

   The compensation payable to Consultant for the services identified in Exhibit "B" may not exceed $**250,000.** Consultant may not perform any services beyond the services identified in Exhibit "B" without prior written authorization from the City's Authorized Representative. If the City's Authorized Representative provides authorization for additional services, the total compensation payable to the Consultant under this Agreement may not exceed $**275,000**.

   The compensation payable to Consultant for the services identified in Exhibit "C" may not exceed $**90,960.** Consultant may not perform any services beyond the services identified in Exhibit "C" without prior written authorization from the City's Authorized Representative. If the City's Authorized Representative provides authorization for additional services, the total compensation payable to the Consultant under this Agreement may not exceed $**101,000**.

The compensation payable to the Consultant for the services identified in Exhibit "D" may not exceed $632,880 for services provided from October 1, 2024 – September 30, 2026. Compensation in a third-year is optional and may not exceed 5-8% increase, as tied to inflation.

2. **INCORPORATION BY REFERENCE.** This Amendment hereby incorporates by reference all terms and conditions set forth in the Agreement, unless specifically modified by this Amendment. All terms and conditions set forth in the Agreement which are not specifically modified by this Amendment shall remain in full force and effect.

3. **SIGNATURES.** The individuals executing this Amendment represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Amendment on behalf of the respective legal entities of the Consultant and the City. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the City and Consultant do hereby agree to the full performance of the terms set forth herein.

CITY OF BELMONT

By: _____

Afshin Oskoui, City Manager

Date: _____

APPROVED AS TO FORM

_____

Scott M. Rennie, City Attorney

FUNDING VERIFIED

_____

Finance Director

EATON & ASSOCIATES

By: _____

_____

John Eaton President

Date: _____

By: _____

_____

Patricia Eaton CFO

Date: _____

STAFF REPORT

Meeting Date:	November 12, 2024
Agency:	City of Belmont
Staff Contact:	Jason Eggers, IT Manager, jeggers@belmont.gov
Agenda Title:	Granicus Website Redesign and Software Solutions
Agenda Action:	Motion

Recommendation

Adopt a motion authorizing the City Manager to negotiate and execute an amended agreement with Granicus LLC for purchase of the "Service Cloud" product to redesign the City's website and the associated annual subscription fees for the product, and to retain GovDelivery, GovMeetings, CampaignDocs, Service Request Management, Open Platform Suite, Peak Agenda Management, Encoding Appliance, and all other products as part of the Granicus software solutions suite used by the City, in an amount not to exceed $384,897 over five-years.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

Belmont has been using Granicus products for public meeting streaming and agenda packet development for several years. Granicus has since acquired many other software solutions that Belmont also uses, including: eDisclosure Documents (Form700), Open Platform Suite (Media Manager), CampaignDocs, and GovAccess (Belmont's current website solution). The complete list of Granicus products that the City uses can be found in Exhibit A: Granicus Proposal for Belmont. A cost break-down for each product is found on pages 7-8, with detailed product descriptions on pages 9-14.

Since 2022, Granicus has used a single purchasing vehicle to incorporate all the Granicus solutions used by the City. Doing so has helped the City better control costs, provide for more seamless operations, and sync contract expiration dates.

As business needs change and technology evolves, Belmont IT continually works with Granicus to ensure their solutions function properly and are kept up to date. Occasionally it is necessary to replace one of the products to better fit the business needs of the City.

The City started using Vision Internet (now called GovAccess) as it's website tool in 2013. The look and feel of the website was refreshed in 2018, with not much changes to the underlying functionality.

Analysis

There is currently a need for a complete redesign of the City website. Under their suite of government software solutions, Granicus offers a robust website solution, called "Service Cloud." City staff has

determined the new solution will allow for better alignment with the City's recent rebranding efforts, provide an enhanced user experience, and improve integrations with the other Granicus tools that are used for meetings and agendas. (More details on the components, set-up, and configuration of "Service Cloud" can be found on pages 12-13, of Exhibit A.)

There will be one-time fees for the following aspects of the website redesign:

One-Time Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**One-Time Fee**
DisclosureDocs Setup and Configuration	Up Front	1 Each	$0.00
CampaignDocs Setup and Configuration	Up Front	1 Each	$0.00
Government Experience Service Cloud Essentials - Set-up, Config, and Training	Milestones - 40/30/30	1 Each	$11,115.00
Essential CX Services - Set-up, Config, and Training	Milestones - 40/30/30	1 Each	$0.00
Enhanced Feature Scoping	Milestones - 40/20/20/20	1 Hours	$12,948.50
		SUBTOTAL:	**$24,063.50**

There will be new subscription fees for the "Service Cloud" website product. The annual subscription fees for the new website tool will be prorated for only the remaining part of the current year, and a credit will be issued for terminating the subscription for the old system.

New Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Government Experience Service Cloud Essentials	Annual	1 Each	$19,500.00
Essential CX Services	Annual	1 Each	$4,000.00
		SUBTOTAL:	**$23,500.00**

The Agreement will begin on date of signature continuing through the end of the current billing term (Year 1), ending on June 30, 2025, and will then continue for an additional 48 months thereafter, (Years 2-5). The total fees for the website redesign in Year 1 will not exceed $47,564. Year 2 through Year 5, as shown in the table below, includes the cost of all software licensing, maintenance, and support for our entire suite of product from Granicus.

Year 1 (through 6/30/25)	Year 2 (7/1/25-6/30/26)	Year 3 (7/1/26-6/30/27)	Year 4 (7/1/27-6/30/28)	Year 5 (7/1/28-6/30/29)	**5 Year Total**
$47,564	$78,265	$82,179	$86,287	$90,602	**$384,897**

The website redesign will begin in January of 2025 and is expected to take approximately twelve months to complete.

This request is in alignment with the Council's Strategic Focus Area: Fiscal and Organizational Stability and the objective to strengthen organizational development by providing equipment, technology, and resources to ensure high level of service delivery to our community.

Alternatives

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

Attachments

A. Exhibit A: Granicus Proposal for Belmont, CA
B. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:	Sufficient funds are budgeted in the current fiscal year for the amended agreement with Granicus LLC to redesign the City's website and the associated annual subscription fees (573-1-301-8359). Funding for each subsequent year of the agreement will be incorporated as part of the annual budget development process and will be contingent on Council appropriation.

Source:	**Purpose:**	**Public Outreach:**
Staff	Discretionary Action	Posting of Agenda

*Insert additional information, or delete if not used

Granicus Proposal for Belmont, CA

ORDER DETAILS

Prepared By:	Jake Stechmann
Phone:	
Email:	jake.stechmann@granicus.com
Order #:	Q-376742
Prepared On:	15 Oct 2024
Expires On:	03 Nov 2024

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Billing Term End Date:	30 Jun 2025
Period of Performance:	The Agreement will begin on date of signature and will continue through the end of the then current billing term, and will continue for an additional 48 months thereafter.

The subscription includes the following domain(s) and subdomain(s):

http://www.belmont.gov

It is the responsibility of the reseller or distributor to provide the End User with the Granicus Order Form and any attached terms and conditions. **Any pricing contained herein is the amount due to Granicus and must be removed prior to submission to the End User.** This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Terminating Subscriptions		
Solution	**Quantity/Unit**	**Prior Annual Fee**
govAccess Plus Edition	0 Each	$13,526.15
Communications Cloud	0 Each	$6,614.98
SUBTOTAL:		**$20,141.13**

Upon the signing of this Agreement, annual fees for the terminating subscription(s) shall cease. Any pre-paid fees for the terminating subscription(s) after the signing of this Agreement will be prorated from the signing of this Agreement to the end of the Client's then-current billing term, credited, and such credit applied to the annual fees for new subscriptions.

Client will continue to have access to and use the terminating solution until the new subscription(s) is/are deployed.

Upon the deployment of Client's new solution as determined at Granicus' sole discretion, Granicus shall remove access to the Client's terminating subscription(s).

Existing Subscriptions			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
GovMeetings Live Cast	Annual	1 Each	$8,195.60
CampaignDocs Subscription	Annual	1 Each	$658.80
Granicus Live Cast Encoding Software	Annual	1 Each	$3,090.00
Essentials Package 3	Annual	1 Each	$11,576.24
DisclosureDocs Ethics Subscription	Annual	1 Each	$602.08
Open Platform Suite	Annual	1 Each	$0.00
PST Email Extractor - LEGACY	Annual	1 Each	$1,653.76
govDelivery for Integrations	Annual	1 Each	$0.00
Peak Agenda Management	Annual	1 Each	$8,682.20
Questys Connector (Integration) (LegiStream)	Annual	1 Each	$1,034.24
DisclosureDocs Conflict of Interest Subscription	Annual	1 Each	$275.16
DisclosureDocs Full Review Subscription	Annual	1 Each	$275.04
DisclosureDocs Subscription	Annual	1 Each	$802.32
eDisclosure Filer Module Subscription	Annual	1 Each	$802.32
Platform - Essentials: Subscription	Annual	1 Each	$0.00
CampaignDocs - Hosting	Annual	1 Each	$0.00
CampaignDocs Web Publishing Subscription	Annual	1 Each	$230.60
eCampaign Subscription	Annual	1 Each	$559.96
Payments Module	Annual	1 Each	$0.00
Hosted Data Storage (TB)	Annual	1 Each	$0.00
Invoicing Module	Annual	1 Each	$0.00
FOIA Module Non Enterprise	Annual	1 Each	$0.00
Redaction License (per named user)	Annual	3 Each	$0.00
ADFS/Single Sign-on Module	Annual	1 Each	$0.00
Advanced Email Tracking	Annual	1 Each	$0.00
Send Agenda (Peak)	Annual	1 Each	$0.00
Service Request Management Module for Essentials: Subscription	Annual	1 Each	$12,600.00
govDelivery for Integrations	Annual	1 Each	$0.00

One-Time Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**One-Time Fee**
DisclosureDocs Setup and Configuration	Up Front	1 Each	$0.00
CampaignDocs Setup and Configuration	Up Front	1 Each	$0.00
Government Experience Service Cloud Essentials - Set-up, Config, and Training	Milestones - 40/30/30	1 Each	$11,115.00
Essential CX Services - Set-up, Config, and Training	Milestones - 40/30/30	1 Each	$0.00
Enhanced Feature Scoping	Milestones - 40/20/20/20	1 Hours	$12,948.50
SUBTOTAL:			**$24,063.50**

New Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Government Experience Service Cloud Essentials *(Up to 10000 Unique Contacts)*	Annual	1 Each	$19,500.00
Essential CX Services	Annual	1 Each	$4,000.00
SUBTOTAL:			**$23,500.00**

Please note, annual fees for new subscriptions will be prorated to align to Client's then-current billing term. Exceptions include Recurring Captioning Services, SMS, and Targeted Messages.Once purchased data storage has been exceeded, data storage is billed in increments of 1TB over the purchased data storage amounts herein and will be assessed an additional annual fee of $1,200.00 and billed in arrears. Storage is reviewed annually and is adjusted at the next annual renewal. Throughout the term of the contract Belmont, CA is able to contact Granicus for a report on how much storage has been used.Additional volume purchased will cover the period of 01 Apr 2025 - 30 Jun 2025 The additional volume and annual fees will be added to Belmont, CA's standard subscription and will be included in the next renewal period.

Communications Cloud Tier:
0

Number of Filers:
59

Optional Solutions			
Solution	**Billing Frequency**	**Quantity/Unit**	**Associated Fee**
Additional SMS - 50000	Annual	1 Each	$1,800.00
SMS - Setup and Configuration	Up Front	1 Each	$0.00
Additional SMS - 100000	Annual	1 Each	$3,050.00
SMS - Setup and Configuration	Up Front	1 Each	$0.00
SUBTOTAL:			**$4,850.00**

FUTURE YEAR PRICING

Solution(s)	Period of Performance			
	Year 2	Year 3	Year 4	Year 5
GovMeetings Live Cast	$8,605.38	$9,035.65	$9,487.43	$9,961.80
CampaignDocs Subscription	$691.74	$726.33	$762.64	$800.78
Granicus Live Cast Encoding Software	$3,244.50	$3,406.73	$3,577.06	$3,755.91
Essentials Package 3	$12,155.05	$12,762.80	$13,400.94	$14,070.99
DisclosureDocs Ethics Subscription	$632.18	$663.79	$696.98	$731.83
Open Platform Suite	$0.00	$0.00	$0.00	$0.00
PST Email Extractor - LEGACY	$1,736.45	$1,823.27	$1,914.43	$2,010.16
govDelivery for Integrations	$0.00	$0.00	$0.00	$0.00
Peak Agenda Management	$9,116.31	$9,572.13	$10,050.73	$10,553.27
Questys Connector (Integration) (LegiStream)	$1,085.95	$1,140.25	$1,197.26	$1,257.13
DisclosureDocs Conflict of Interest Subscription	$288.92	$303.36	$318.53	$334.46
DisclosureDocs Full Review Subscription	$288.79	$303.23	$318.39	$334.31
DisclosureDocs Subscription	$842.44	$884.56	$928.79	$975.22
eDisclosure Filer Module Subscription	$842.44	$884.56	$928.79	$975.22
Platform - Essentials: Subscription	$0.00	$0.00	$0.00	$0.00
CampaignDocs - Hosting	$0.00	$0.00	$0.00	$0.00
CampaignDocs Web Publishing Subscription	$242.13	$254.24	$266.95	$280.30
eCampaign Subscription	$587.96	$617.36	$648.22	$680.63
Payments Module	$0.00	$0.00	$0.00	$0.00
Hosted Data Storage (TB)	$0.00	$0.00	$0.00	$0.00
Invoicing Module	$0.00	$0.00	$0.00	$0.00
FOIA Module Non Enterprise	$0.00	$0.00	$0.00	$0.00
Redaction License (per named user)	$0.00	$0.00	$0.00	$0.00
ADFS/Single Sign-on Module	$0.00	$0.00	$0.00	$0.00
Advanced Email Tracking	$0.00	$0.00	$0.00	$0.00

Send Agenda (Peak)	$0.00	$0.00	$0.00	$0.00
Service Request Management Module for Essentials: Subscription	$13,230.00	$13,891.50	$14,586.08	$15,315.38
govDelivery for Integrations	$0.00	$0.00	$0.00	$0.00
Government Experience Service Cloud Essentials *(Up to 10000 Unique Contacts)*	$20,475.00	$21,498.75	$22,573.69	$23,702.37
Essential CX Services	$4,200.00	$4,410.00	$4,630.50	$4,862.03
SUBTOTAL:	**$78,265.24**	**$82,178.51**	**$86,287.41**	**$90,601.79**

Optional Solution(s)	**Period of Performance**			
	Period 2	**Period 3**	**Period 4**	**Period 5**
Additional SMS - 50000	$1,890.00	$1,984.50	$2,083.73	$2,187.91
Additional SMS - 100000	$3,202.50	$3,362.63	$3,530.76	$3,707.29

PRODUCT DESCRIPTIONS

Solution	Description
GovMeetings Live Cast	govMeetings Live Cast provides the ability to manage public meetings from anywhere, on almost any device using cloud based software and a Granicus Live Cast encoder. It will stream public meetings in HD, allow users to live index items, record and publish minutes, and provide archive videos for on-demand viewing.
CampaignDocs Subscription	CampaignDocs™ is a powerful desktop system used by the ROV staff that provides numerous features to help you manage your Campaign Filers, generate letters, emails, run reports on Filings, scan paper filing and receive Electronic Filings submitted by the filers that use eCampaign Module.
Granicus Live Cast Encoding Software	Granicus Live Cast Software will convert the video feed for video streaming on the web which will also record video and provides the MP4 file for archive playback. *Only used with the Live Cast encoder hardware and Live Cast solution.*
Essentials Package 3	Essentials Package 3
DisclosureDocs Ethics Subscription	Ethics Training Tracking - Ethics and Sexual Harassment Prevention Training Tracking Modules work hand in hand with our DisclosureDocs /eDisclosure System. This Module allows tracking the Ethics Certificates and notifying Filers of their Ethics Training requirements.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
PST Email Extractor - LEGACY	PST Email Extractor
govDelivery for Integrations	Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Receive a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network. Note: govDelivery integrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.

Solution	Description
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to up to one (1) Peak Agenda Management site
DisclosureDocs Conflict of Interest Subscription	Conflict of Interest Code Module - allows your departments to simplify and automate the creation and collaboration of the Biennial Reviews and the Code Amendments (Exhibit A and B). This process streamlines the acceptance of the Code and drastically improves the productivity of the entire organization.
DisclosureDocs Full Review Subscription	Filer Review – allows the Filing Officer to perform the required tasks of verifying the accuracy of forms and if needed requesting necessary Amendments. 20% on time and 100 % late filings. 10 % needs to be picked at random.
DisclosureDocs Subscription	DisclosureDocs™ is your robust desktop application that provides numerous features to help you manage your Filers, Conflict of Interest Code changes, Full and Facial Reviews, generate Letters, Emails, business process Reports and manage your corresponding Public Access and Electronic Filing components.
eDisclosure Filer Module Subscription	eDisclosure™ application allows your Filers to login and file for all positions that he/she is holding as well as submit the filing to their Filing Officer(s).
Platform - Essentials: Subscription	OneView Essentials Level Subscription, includes base platform only, Mobile, and Web Apps. Requires an additional module (Service Requests, Messaging, Knowledge Base, Waste Reminders) added.
CampaignDocs Web Publishing Subscription	CampaignDocs WebPublisher™ module the public has access to redacted copies of the filings on the web. The public is able to search, view and print from their own computer without the need of using your agency's resources.
eCampaign Subscription	eCampaign™ system is a benefit to your filers. Your filers will be able to use our data screens to enter their contributions / expenditures as they occur and file their forms by the due date. The system will validate the information and summarize all the information on the forms. There are several tools that will help your Filer properly file their filings.

Solution	Description
Payments Module	Payments Module
Hosted Data Storage (TB)	Hosted Data Storage (TB)
Invoicing Module	Invoicing Module
FOIA Module Non Enterprise	FOIA Module Non Enterprise
Redaction License (per named user)	Redaction License (per named user)
ADFS/Single Sign-on Module	ADFS/Single Sign-on Module
Advanced Email Tracking	Advanced Email Tracking
Send Agenda (Peak)	Send Agenda is dependent on an active subscription to the relevant govMeetings agenda.
Service Request Management Module for Essentials: Subscription	Ongoing subscription for Essentials Service Request Management Module
govDelivery for Integrations	Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Receive a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network. Note: govDelivery integrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.
DisclosureDocs Setup and Configuration	DisclosureDocs Professional Services Fee for Setup and Configuration

Solution	Description
CampaignDocs Setup and Configuration	CampaignDocs™ is a powerful desktop system used by the ROV staff that provides numerous features to help you manage your Campaign Filers, generate letters, emails, run reports on Filings, scan paper filing and receive Electronic Filings submitted by the filers that use eCampaign Module.
Government Experience Service Cloud Essentials	The annual subscription plan is an outcome-focused solution that Increases online self-service, reduces calls, and drives more clicks to help constituents do business with you. Solution includes: • Strategic Capabilities o Extended LMS Training On-demand o Premium CX Success Services o Quarterly 'Executive Briefings' o Biannual strategic reviews o Engagement ecosystem recommendations o Audience growth recommendations o Digital form recommendations • Data Insights o Community Satisfaction and Performance Monitoring o Government Effectiveness Score o Digital Experience Score o Quality of Life Surveys o Government Trust Index o In-app Reporting and Dashboards • Connected Technology o Service Web Portal o Forms and Workflows (up to 50) ▪ Drag and drop form builder ▪ Display logic, calculations, and payments ▪ Insights dashboard and form analytics ▪ Unlimited responses and ability 'to save and return' ▪ Data connections and API access ▪ Up to: 10GB file uploads, 1,000 web API calls per hour o Email Communications (up to 1m annually) ▪ Outreach mediums include email, RSS feeds, and social media integration to connect with target audiences. o Ongoing security updates o Ongoing product updates and enhancements o WCAG AA Accessibility maintained perpetually o 99.9% up-time guarantee and 24/7 support for Priority 1 issues (per SLA) o Comprehensive SLA and Support Ticketing system

Solution	Description
Government Experience Service Cloud Essentials - Set-up, Config, and Training	The Essentials implementation provides a citizen-focused website based on best practices & patterns out-of-the-box using proven pre-configured layouts. This implementation level is recommended for organizations that need a rapid implementation timeline or those with a small implementation team that does not have the capacity to engage in a traditional UX design process. This solution includes: • Stakeholder Kickoff and Platform Project Alignment • Program Management - Weekly / bi-weekly communication • One (1) homepage layout from Granicus responsive design library **Note:** Implementation has agreed to provide a hamburger menu at no extra cost to the customer on one of the design templates (scroll, alternate scroll, or traditional templates only) from the essentials template library. • One (1) Information Architecture (IA) Package (basic) o Best practices review • One (1) Content Rationalization Package (basic) o Best practices review, one (1) hour session o Site scrape loaded into AIM framework document • One (1) Visual Design Package • One (1) homepage design mockup – based on logo + 3 colors o Interior page sample o Mobile version sample o One (1) round of design revisions • Three (3) Email message templates • Development/Implementation/component configuration, including: o Web content management system o Forms and workflow o Community satisfaction and performance monitoring o Email communications o Content Migration - up to fifty (50) service web portal pages • QA & Accessibility Report • Remote Training – Specific training agenda is flexible and includes up to 15 hours total delivered and up to 3 hour sessions across non-consecutive sessions o Recommended schedule by platform module: ▪ Web CMS: Ten (10) hours total - Up to ten (10) people ▪ Forms and workflow: Two (2) hours total – Up to 25 people ▪ Customer satisfaction & performance monitoring: Ninety (90) minutes total – Up to ten (10) people Email communications: Ninety (90) minutes total – Up to (10) people
Essential CX Services	**Essential CX Services** includes the following: • Up to two (2) one-hour custom and on-demand product training curricula. • Up to two (2) one-hour best practice product guidance • Up to two (2) templates built annually, including a review of product use and strategy.

Solution	Description
Essential CX Services - Set-up, Config, and Training	Essential CX Services - Set-up, Config, and Training
Enhanced Feature Scoping	The Enhanced package upgrade provides a citizen-focused website with a robust UX process. This package utilizes standard CMS functionality to create a modular homepage layout as outlined below. • One (1) Visual Design Package: o One (1) homepage design concept o Interior page sample o Mobile version sample o Up to three (3) rounds of design revisions o Up to two (2) CX features - choose from Granicus library • Development/CMS Implementation
Additional SMS - 50000 ***(Optional Solution)***	Additional SMS/Text Messaging includes: • Access to the selected volume of additional SMS/text messages per year from a unique standard toll-free number within the United States* • Use of responsively designed sign-up pages that allow the public to subscribe to communication updates from various devices **International numbers are not supported. SMS/text messages not used in the period of performance will not carry over to the following year. Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.*
SMS - Setup and Configuration ***(Optional Solution)***	Covers the consultative PM/Implementation time required to get a client fully up and running on a new instance of a Product.

Solution	Description
Additional SMS - 100000 ***(Optional Solution)***	Additional SMS/Text Messaging includes: • Access to the selected volume of additional SMS/text messages per year from a unique standard toll-free number within the United States* • Use of responsively designed sign-up pages that allow the public to subscribe to communication updates from various devices **International numbers are not supported. SMS/text messages not used in the period of performance will not carry over to the following year. Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.*
SMS - Setup and Configuration ***(Optional Solution)***	Covers the consultative PM/Implementation time required to get a client fully up and running on a new instance of a Product.

GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- **Granicus Communications Suite Subscriber Information.**
  - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
  - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- **Data obtained through the Granicus Advanced Network.**
  - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
  - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
  - Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-

in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at https://granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-376742 dated 15 Oct 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Belmont, CA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Billing Frequency Notes (Milestones - 40/30/30): An initial payment equal to 40% of the total; a payment equal to 30% of the total upon homepage design approval, and; a payment equal to 30% of the total upon go-live.
- Upon the effective date, this Agreement shall supersede and replace any previous agreement between the parties for the Terminating and/or Existing Subscriptions listed herein. All such prior agreements between the parties are hereby void and of no force and effect.
- Client will be invoiced for use of any product or service measured or capped by volume or amount of usage that exceeds the permitted amount set forth in this Quote at the same cost or rate set forth herein.
- **Updates to Shared Short Codes for SMS/Text Messaging:**
  Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
  Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.
- Billing Frequency Notes (Milestones - 40/20/20/20): An initial payment equal to 40% of the total; A payment equal to 20% of the total upon Granicus' delivery of the draft homepage design concepts to the client; A payment equal to 20% of the total upon implementation of the main website into the VCMS on a Granicus-hosted development server; and A payment equal to 20% of the total upon completion; provided, however that the client has completed training. If the client has not completed training, then Granicus shall invoice the client at the earlier of: completion of training or 21 days after completion.

BILLING INFORMATION

Billing Contact:		**Purchase Order Required?**	[ ] - No [ ] - Yes
Billing Address:		**PO Number:** *If PO required*	
Billing Email:		**Billing Phone:**	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-376742 dated 15 Oct 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Belmont, CA	
Signature:	
Name:	
Title:	
Date:	

STAFF REPORT

Meeting Date:	October 22, 2024
Agency:	City of Belmont
Staff Contact:	Tobi Liebermann, Housing and Economic Development Manager, tliebermann@belmont.gov; Kathy Kleinbaum, Assistant City Manager, kkleinbaum@belmont.gov
Agenda Title:	City Owned Property Status and Disposition Options
Agenda Action:	Discussion & Direction

Recommendation

Provide guidance on the possible disposition of three city-owned residential properties at 730 El Camino Real, 503 Crest View Drive, and 1000 O'Neill Avenue (Emmett House).

Strategic Focus Area

Economic Development and Housing

Background

As housing successor to the former Redevelopment Agency (RDA), the City of Belmont acquired various housing assets upon the RDA's dissolution in 2012. These properties consisted of several small-scale residential properties located throughout the City.

In 2022 the City sold three of the residential properties: one single-family home (30 Oxford Place) and two condominiums (300 Davey Glen Road #3507 and 400 Davey Glen Road #4606) to market rate purchasers. Proceeds from these sales went to the Affordable Housing Fund to be re-invested into new, 100% affordable housing developments. Most of the funds were applied to a 125-unit project under construction at 800 Belmont Avenue and a 37-unit project at Hill Street and El Camino Real, anticipated to start construction in spring of 2025.

The City now owns and maintains three remaining residential properties, described in greater detail below. The City retained a consultant to perform a facility conditions assessment in May 2024 to determine the maintenance needs of each property. The assessment identified some critical deferred maintenance items for each property which are cited in the analysis below.

730 El Camino Real

This property was originally constructed as a single-family home around 1900. In 1994, it was purchased by the RDA and was initially operated by Mercy Housing as an AIDS hospice. As the need for this service declined, the property transitioned to its current use as a group home operated by Kainos, a non-profit enabling persons with developmental and intellectual disabilities to live independently in San Mateo County. Kainos has leased the property since 1999.

The City collects $1,500 monthly for this property in rent and contracts a third-party property manager to assist with repairs. The property's total estimated deferred maintenance is $110,000, including roofing, exterior paint, electrical repairs, and miscellaneous interior repairs.

503 Crest View Avenue

This property was originally constructed as a single-family home in 1953. In 1990, Housing for Independent People (HIP) acquired it and entered into an agreement with the RDA to fund its operation as a group home for persons with severe disabilities. After HIP filed for bankruptcy, the RDA became the sole owner. Since 1999, the property has been leased by Family Homes, a for-profit entity operating a six-bed Intermediate Care Nursing Facility (ICF/DD-Nursing) which provides 24-hour care and health services for persons with severe developmental and physical disabilities.

The City collects $1,000 monthly for this property in rent and contracts with a third-party property manager to assist with repairs. The property's total estimated deferred maintenance is $160,000, including roofing, exterior paint, and electrical, plumbing, and miscellaneous interior repairs.

1000 O'Neill Avenue (Emmett House)

This property was originally constructed in 1885 at 843 Ralston Avenue as the home of Walter Alfred Emmett, a prominent merchant and postmaster in the City. In 1998, it was purchased by the RDA to preserve its historic structure and in 2008, it was relocated to its current address on O'Neill Avenue. There, it was remodeled into a duplex and rented to households at or below Moderate Incomes (120% of Area Median Income). The current tenants are no longer eligible and as a result will be vacating the property by summer of 2025.

Between both units, the City currently collects $4,617 monthly for this property in rent and contracts with a third-party property manager to collect rent, pay utilities, and manage vendors for minor repairs and general maintenance. The property's total deferred maintenance exceeds $160,000, including roofing, exterior paint, and architectural, mechanical, electrical, and plumbing repairs.

Analysis

Management of these three properties has been an ongoing challenge for the City. The rental revenue generated from the properties is not sufficient to cover both ongoing operations and the properties' long-term maintenance needs. In addition, given the affordable housing/social service uses of the properties, the City is limited in its ability to increase the rents. Even with significant rent increases, the City would be unlikely to raise enough revenue to cover the long-term maintenance expenses. As a result, continued ownership of the properties is a negative draw on the City's limited Affordable Housing Fund, which accounts for the properties' financial activities.

Divesting from the properties would allow the City to prioritize the use of our Affordable Housing Fund to support the development of new local affordable housing opportunities, in greater alignment with the City Strategic Plan and Council priorities. Additionally, the City would recover the staff time currently directed to overseeing the property management and would no longer carry the legal liability of ensuring that each property's conditions do not pose a risk to health or safety of the tenants.

As a result of these challenges, staff recommends exploring options for the City to divest in the ownership of these properties. Each of the properties has unique considerations so there is not a singular solution that would work for all three properties. Staff has developed some potential options for consideration for each property. In addition, as public property, the properties would need to go through specific process for disposition and determination of value which is also outlined in this report.

730 El Camino Real

Staff recommends transferring ownership of the property to its current operator, Kainos. Kainos has expressed an interest in assuming ownership of the property and owns many of the other properties that they operate as group homes within the County. This option would avoid displacing the property's current special needs tenants. Continuity of use would be ensured via deed restriction.

503 Crest View Avenue

This property is occupied by medically fragile and severely disabled residents that the City would not want to displace. Intermediate Care Nursing Facility (ICF/DD-Nursing) homes are critical and in short supply regionally.

Staff has had preliminary discussions with the current operator, as well as Kainos (operator of 730 El Camino Real), who may be interested in assuming ownership of the property and leasing it back to the current operator as a continuum of care option for their service population. Further discussions are needed to assess the viability of these options.

As a result, staff recommends either:

- Transferring ownership to Family Homes, the existing operator, or
- Transferring ownership to a non-profit owner willing to lease the property back to its current operator.

Either way, continuity of the use would be ensured via deed restriction.

1000 O'Neill Avenue (Emmet House)

This property is anticipated to be vacated by summer 2025 but has several restrictions on its future use. It is a designated historic property, meaning it cannot be demolished or undergo significant exterior alterations without undergoing an extensive public review process. In addition, since it was originally purchased with RDA funds, if sold, any proceeds must go to the City's Affordable Housing Fund. Finally, if the City continues owning the property, it must be used for households at or below moderate incomes.

The City initiated conversations with several non-profits and affordable housing providers to gauge interest in the property. There was interest from several non-profits in assuming ownership of the property and operating it as a group home/special needs facility (e.g., for former foster youth, developmentally disabled persons, or domestic violence survivors). In general, there was a lack of interest to operating the property as a more general below market rate rental given its small size.

Based on these factors, staff recommends either:

- Transferring ownership of the property to a non-profit through a request for proposals (RFP) process for use as a group home/special needs facility, or

- Selling the property at market rate, with proceeds going to the Affordable Housing Fund.

Disposition Process

Should the Council direct staff to pursue the disposition of one or more properties, the City must follow the specific process outlined under the State Surplus Lands Act. The properties are considered "exempt surplus lands" since they are less than a half-acre and are not contiguous with property used for open space or low- or moderate-income housing.

To initiate the disposition process, the Council would need to declare the properties "exempt surplus land" via resolution. City staff would then forward this resolution to the State Department of Housing and Community Development (HCD) for review and approval. Staff would then prepare a Reuse Appraisal Report (i.e., Health & Safety Code 33433 Report) determining the reuse value of the property given the use restrictions. Note that the value calculated as part of a Reuse Appraisal differs from, and is typically lower than, the fair market value of the properties if they were to be sold on the open market.

From there, staff would determine whether to go through a request for proposals (RFP) process for the disposition of any of the properties, especially the Emmett House property, where there is already potential interest from multiple parties so a competitive process might allow the City to best evaluate each entity's mission and financial capacity in an equitable manner. Finally, should the sale or transfer of any properties generate revenue, it would be required to be deposited into the City's Affordable Housing Fund.

Based on initial discussions, staff anticipates that if the properties were restricted to either their current use or another affordable housing/social service use, the City would likely receive little or no revenue for the properties; however, the entities assuming ownership would absorb the financial burden of the deferred maintenance.

Council Guidance Request

Considering the above analysis, staff requests that the Council provide direction whether to explore the disposition of one or more of the properties and if so, if the Council has any preferences related to the disposition options outlined in this report.

Alternatives

1. Direct staff to explore the disposition process for one or more of the properties.
2. Keep as status quo with City retaining ownership and continuing to manage all three properties.

Attachments

None

Fiscal Impact

☒ No Fiscal Impact

These properties are accounted for in the Affordable Housing Fund. The fiscal impact of the various disposition options would need to be evaluated but would likely result in operational savings for the City.

☐ Funding Source Confirmed:

Source:	**Purpose:**	**Public Outreach:**
Staff	Council Vision/Priority	Posting of Agenda