

**CITY OF BELMONT
CITY COUNCIL AND BELMONT FIRE
PROTECTION DISTRICT BOARD OF
DIRECTORS**



www.belmont.gov

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, May 28, 2024

7:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

The meeting will be broadcast live to Belmont residents on Comcast Cable Channel 27, streamed live via the City's website at www.Belmont.gov. The public may also attend the meeting in the Chambers and address the Council from the Chambers.

PUBLIC COMMENT:

To maximize time for live public comment, we encourage members of the public to provide comments by joining the Committee meeting via Zoom : For web, visit <https://belmont-gov.zoom.us/> select "Join" and enter **Meeting ID: 95745673035**. Use the Raise Hand feature to request to speak. You may rename your profile if you wish to remain anonymous.

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 Committee 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 publication of the agenda through the meeting date will be made part of the meeting record but will not be read during the Council meeting.

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REPORT FROM CLOSED SESSION**
- 4. SPECIAL PRESENTATIONS - (None)**
- 5. 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.

6. COUNCILMEMBER ANNOUNCEMENTS

7. CONSENT BUSINESS

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

A. Approval of Minutes

Recommendation: Consider modifications and approve minutes

Attachment(s):

[City Council May 14, 2024 Special and Regular Meeting Minutes](#)

[BFPD May 14, 2024 Meeting Minutes](#)

B. Gates + Associates and WRA, Inc. Contract Amendments

Recommendation: Adopt resolutions authorizing the City Manager to negotiate and execute an amendment to the agreements with Gates + Associates for an additional \$10,460 for Parks, Recreation, and Open Space Master Plan Services bringing the total amount not to exceed to \$234,709 (including contingency) and an amendment to the agreement with WRA, Inc. for Open Space Management Plan and Environmental Impact Analysis Services for an additional \$22,000 bringing the total amount not to exceed to \$313,211 (including contingency)

Attachment(s):

[Staff Report](#)

[Gates + Associates Resolution](#)

[WRA, Inc. Resolution](#)

C. 2024 Slurry Seal Project CCN 2024-630 - Task Order with Pavement Engineering Inc

Recommendation: Adopt a resolution, Attachment A, authorizing the City Manager to negotiate and execute a Task Order with Pavement Engineering, Inc. to provide construction management and inspection services for an amount not to exceed \$199,980 for the 2024 Slurry Seal Project, City Contract Number 2024-630

Attachment(s):

[Staff Report.pdf](#)

[Resolution.pdf](#)

[Attachment B 2024 Slurry Seal Project List of Streets.pdf](#)

[Attachment C Pavement Engineering Inc. Proposal.pdf](#)

D. Belmont Village Bike and Pedestrian Project Design Amendment #1

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute Amendment #1 to the contract with Parametrix, Inc. for additional services to extend the southbound left turn pocket at Ralston Avenue including a civil demolition plan for the El Camino Real concrete median, civil, striping and landscaping plans for the improved concrete median, and a traffic control plan during construction for an additional amount of \$49,805, for a total contract cost to a not-to-exceed amount of \$165,125

Attachment(s):

[Staff Report.pdf](#)

[Resolution.pdf](#)

[8940-01 Amendment Request 2 20240327.pdf](#)

E. **Recommended Timed Parking Along 1325 Old County Road and Parking Restriction Along Irene Court**

Recommendation: Adopt a resolution approving the establishment of 1) two-hour timed parking signs on the diagonal back-in parking sign locations at Artisan Crossing, 1325 Old County Road, and 2) no parking zone along various sections of the median and curbs along Irene Court

Attachment(s):

[Staff Report.pdf](#)

[Resolution.pdf](#)

F. **San Juan Blvd Sewer Capacity Improvement Project Task Order for Construction Management and Inspection Services**

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute a Task Order with MNS Engineers, Inc. to provide construction management and inspection services for an amount not to exceed \$270,452 for the San Juan Blvd. Capacity Improvement Project, City Contract Number 2024-631

Attachment(s):

[Staff Report.pdf](#)

[Resolution.pdf](#)

[Proposal from MNS Engineers Inc.pdf](#)

8. **PUBLIC HEARINGS - (None)**

9. **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. **Introduction of the Proposed Fiscal Year 2024-25 Budget**

Recommendation: Discuss and provide direction regarding the proposed fiscal year (FY) 2024-25 budget. A public hearing has been set for June 11, 2024 to consider budget adoption

Attachment(s):

[Staff Report](#)

[Presentation](#)

B. **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**

Recommendation: Provide designated representatives with direction regarding compensation

10. **BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF**

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

B. **Verbal report from City Manager**

11. **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.

12. **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/

MEETING MINUTES OF CITY OF BELMONT CITY COUNCIL AND BELMONT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS CITY COUNCIL SPECIAL AND REGULAR MEETING

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

TUESDAY, MAY 14, 2024

SPECIAL MEETING

CALL TO ORDER: 6:30 PM

ROLL CALL

COUNCILMEMBERS PRESENT: McCune, Pang-Maganaris, Hurt, Latimerlo, Mates

COUNCILMEMBERS ABSENT: None

ITEMS OF BUSINESS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1), One case:

Friends of Waterdog Open Space Deniz Bolbol, Joseph P. Cuvillo v. City of Belmont et al. San Mateo Superior Court No. 24-CIV-02320

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation under Government Code Section 54956.9(d)(4): 2 cases

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

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

REGULAR MEETING

CALL TO ORDER: 7:10 PM

ROLL CALL

COUNCILMEMBERS PRESENT: McCune, Pang-Maganaris, Hurt, Latimerlo, Mates

COUNCILMEMBERS ABSENT: None

PLEDGE OF ALLEGIANCE

Led by Mayor Mates.

REPORT FROM CLOSED SESSION

City Attorney stated that Council directed staff to defend Government Code Section 54956.9(d)(1), One case: Friends of Waterdog Open Space Deniz Bolbol, Joseph P. Cuvillo v. City of Belmont et al. San Mateo Superior Court No. 24-CIV-02320. He stated that Council did not conclude discussion on the 2nd item and will return to closed session after adjourning the adjourned meeting.

SPECIAL PRESENTATIONS

Public Safety Employee Recognition

Police Chief Stenquist introduced newly appointed Police Dispatcher Kristi Wang, and promoted to Corporal Ed Berry and Mike Checchi. Family members ceremoniously placed badges on the officers and City Clerk Plut administer the oath of office.

RethinkWaste Trash to Art Contest Recognition

Alexandra Edwards, Education Fellow, from RethinkWaste introduced Nesbit 5 grade student Parthi Patel for her “One Little World” trash to art Honorable Mention. Mayor Mates presented a certificate of recognition.

Proclamation Recognizing May 19-20, 2024, as Public Works Week

Mayor Mates read a proclamation recognizing May 19-25, 2024 National Public Works Week themed “Advancing Quality of Life for All”. Interim Public Works Director Brown commented on Public Works achievements and staff invited the community to the annual Public Works Open House.

Sean Rose, APWA Silicon Valley President recognized Public Works Staff Assistant Engineer Civil Engineer Elizabeth Wada, recognized as Young Leader and Administrative Assistant Janice Svendsen for Administrative Leadership. He noted that Belmont also received a Project of the Year Award for the Ralston Avenue Pavement Rehabilitation Project.

San Mateo County Mosquito Vector Update

Mayor Mates read a proclamation recognizing June 12-22, 2024, as National Mosquito Control Awareness Week. Belmont Representative Cotton and Rachel Curtis-Robles, PhD Public Health Education and Outreach Officer provided an update on the San Mateo County Mosquito Vector.

Peninsula Clean Energy Presentation

Shawn Marshall, Peninsula Clean Energy CEO provided an update on the energy Joint Power Authority.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

COUNCILMEMBER ANNOUNCEMENTS

Councilmembers provided information on upcoming events.

CONSENT BUSINESS

Minutes City Council April 9, 2024 City Council April 23, 2023 BFPD April 9, 2024 BFPD April 23, 2024

Monthly Financials - March 2024

Resolution 2024-29 authorizing the City Manager to negotiate and execute a 3-year Small Government Enterprise Agreement (SGEA) for Geographic Information Systems (GIS) software with Environmental System Research Institute (ESRI) for a total cost not to exceed \$122,700, with an annual amount of \$40,900 each year for the next three fiscal years.

Resolution 2024-30 authorizing the City Manager to negotiate and execute an amendment to the agreement with Bamacor, Inc. for custodial services for up to six additional months on a month-to-month basis, with billings for additional services not to exceed \$187,447, bringing the total contract not-to-exceed amount to \$528,259

Resolution 2024-31 approving plans and specifications, authorizing advertisement for sealed bids, and authorizing the City Manager to execute a contract with the lowest responsible and responsive bidder for an amount not to exceed \$2,100,000 plus a ten percent construction contingency for an amount not-to-exceed \$2,310,000 for the San Juan Blvd Sewer Capacity Improvement Project, City Contract Number 2024-631.

Resolution 2024-32 authorizing the City Manager to negotiate and execute a Task Order with Pavement Engineering, Inc. to provide design services for an amount not to exceed \$410,828 for 2025 Pavement Project.

In response to Council inquiry regarding Resolution 2024-32 City Manager Oskoui stated that the 5-year pavement plan outlines various projects and funding sources including Measure I and W funds. He noted that more projects are included than available budget however adjustments are made as necessary after evaluation of scope.

No public comments received on the consent business.

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

PUBLIC HEARINGS

None

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

City Manager Oskoui reminded the community of summer programs available. He commended parks, public works and police staff in response to the recent downed tree across all lanes of El Camino Real at Davey Glenn Road.

MATTERS OF INTEREST/CLARIFICATION

Adjournment at this time being 8:10 pm to Study Session in the EOC room 200, City Hall. Mayor Mates asked for a moment of silence in memory of Alan Wong community member and owner of Farm House restaurant.

STUDY SESSION

CALL TO ORDER: 8:20 PM

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

COUNCIL STUDY SESSION ON DIVERSITY, EQUITY, AND INCLUSION

City Consultant Irma Zoepf and Belmont DEI Officer Shearer provided an update to Council on the City's DEI efforts. Council and staff discussion ensued.

Adjournment at this time being 9:55 pm to a closed session continued from earlier in the evening.

CLOSED SESSION

CALL TO ORDER: 10:00 PM

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

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation under Government Code Section 54956.9(d)(4): 2 cases

REPORT FROM CLOSED SESSION

Direction to initiate action was given in one matter. The action, the defendants, and the other particulars will, once formally commenced, be disclosed to any person upon inquiry, unless doing so will jeopardize the city's ability to effectuate service of process on one or more unserved parties or jeopardize the city's ability to conclude existing settlement negotiations to its advantage.

Adjournment at this time being 10:30 pm.

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

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

This meeting is concurrent with the City Council Meeting

TUESDAY, MAY 14, 2024

CALL TO ORDER: 7:10 PM

ROLL CALL

DIRECTORS PRESENT: Mates, Latimerlo, Hurt, McCune, Pang-Maganaris

DIRECTORS ABSENT: None

CONSENT BUSINESS

Minutes of BFPD April 9, 2024 BFPD April 23, 2024

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

ADJOURNMENT at this time being 8:10 pm to Study Session in the EOC room 200, City Hall. Mayor Mates asked for a moment of silence in memory of Alan Wong community member and owner of Farm House restaurant.

**Submitted by,
Jozi Plut, District Secretary**



STAFF REPORT

Meeting Date: May 28, 2024
Agency: City of Belmont
Staff Contact: Brigitte Shearer, Parks and Recreation Director, (650) 595-7488, bshearer@belmont.gov
Agenda Title: Gates + Associates and WRA, Inc. Contract Amendments
Agenda Action: Resolution

Recommendation

Adopt resolutions authorizing the City Manager to negotiate and execute an amendment to the agreement with Gates + Associates for an additional \$10,460 for Parks, Recreation, and Open Space Master Plan Services bringing the total amount not to exceed to \$234,709 (including contingency) and an amendment to the agreement with WRA, Inc. for Open Space Management Plan and Environmental Impact Analysis Services for an additional \$22,000 bringing the total amount not to exceed to \$313,211 (including contingency).

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

In March 2024, the Belmont City Council adopted the 2024 Parks, Recreation, and Open Space (PROS) Master Plan, including the Open Space Management Plan (OSMP) Appendix and an Environmental Impact Report (EIR) Addendum to the 2035 Belmont General Plan. The PROS Plan, available in full at BelmontPROSplan.com, serves as a framework for the planning, maintenance, development, and rehabilitation of Belmont's parks, recreation, and open space system over a 15-year horizon.

Two consultants were engaged for this work: Gates + Associates (Gates) and WRA, Inc. (WRA). In September 2020, the City entered an agreement with Gates for PROS Master Plan Services for an amount not to exceed \$224,249, including contingency funds. To-date, \$211,087.20 (94%) of the Gates agreement has been expended.

In January 2022, the City entered an agreement with WRA for the development of the OSMP Appendix for an amount not to exceed \$127,820, including contingency funds. Three subsequent agreement amendments expanded the scope of work to include additional meetings with staff and stakeholders, a review of community input, a more extensive site assessment, document revisions, an initial California Environmental Quality Act (CEQA) study, and the drafting of an EIR Addendum. These amendments brought the WRA. total not-to-exceed up to \$291,211, of which \$277,944.93 (95%) has been expended.

Analysis

On April 15, 2024, shortly after Council adopted the PROS Plan, Deniz Bolbol, Joseph P. CuvIELLO, and Friends of Waterdog Open Space filed a lawsuit challenging the adequacy of the City's CEQA review and



the EIR Addendum to the 2035 General Plan prepared by the City as the environmental document for the PROS Plan (San Mateo Superior Court No 24-CIV-02320). As a result of this CEQA litigation, the City must compile an administrative record related to the City's adoption of the PROS Plan and file it with the Court. The PROS Plan was a multi-year iterative process with extensive public outreach and input that involved both Gates and WRA. The administrative record will likely be many thousands of pages. To effectively compile the administrative record, the City will need substantial assistance from both consultants. Staff have met with the consultants to discuss this, resulting in the scopes of work and fees attached to each resolution.

To complete this work, City staff requests that the Council adopt resolutions authorizing the City Manager to negotiate and execute an amendment to the agreement with Gates for an additional \$10,460 for Parks, Recreation, and Open Space Master Plan Services bringing the total amount not to exceed to \$234,709 (including contingency) and an amendment to the agreement with WRA for Open Space Management Plan and Environmental Impact Analysis Services for an additional \$22,000 bringing the total amount not to exceed to \$313,211 (including contingency).

Alternatives

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

Attachments

- A. Gates + Associates Resolution (Including Proposal)
- B. WRA, Inc. Resolution (Including Proposal)

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Funding for the Gates + Associates amendment in the amount of \$10,460, and the WRA, Inc. amendment in the amount of \$22,000 is budgeted under PROS Master Plan Phase 1 Implementation, Project #8109 (Account 399-4-810-8109-9030), which is funded by the Park Impact Fees Fund.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

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 AGREEMENT WITH GATES + ASSOCIATES FOR PARKS, RECREATION, AND OPEN SPACE MASTER PLAN SERVICES FOR AN ADDITIONAL \$10,460 BRINGING THE TOTAL AMOUNT NOT TO EXCEED TO \$234,709, INCLUDING CONTINGENCY

WHEREAS, in September 2020, the City entered an agreement with Gates + Associates (Gates) for Parks, Recreation, and Open Space (PROS) Master Plan Services for an amount not to exceed \$224,249, including contingency funds; and,

WHEREAS, due to extensive public input, the project scope was later expanded to include an Open Space Management Plan (OSMP) Appendix, an initial California Environmental Quality Act (CEQA) study of Plan recommendations, and an Environmental Impact Report (EIR) Addendum to the 2035 Belmont General Plan (General Plan); and,

WHEREAS, in March 2024, the Belmont City Council adopted the PROS Plan, including the OSMP Appendix and EIR Addendum to the General Plan; and,

WHEREAS, on April 15, 2024, Deniz Bolbol, Joseph P. Cuvillo, and Friends of Waterdog Open Space filed a lawsuit challenging the adequacy of the City's CEQA review and the EIR Addendum to the General Plan (San Mateo Superior Court No 24-CIV-02320); and,

WHEREAS, as a result of this CEQA litigation, the City must compile an administrative record related to the City's adoption of the PROS Plan and file it with the Court; and,

WHEREAS, the PROS Plan was a multi-year iterative process with extensive public outreach and input that involved Gates and the administrative record will likely be many thousands of pages and require substantial assistance on their part; and,

WHEREAS, \$211,087.20 (94%) of the Gates agreement has been expended to-date and they propose an additional \$10,460 in services for the compilation of the administrative record; and,

WHEREAS, the proposal for the additional work is attached to this resolution.

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 to the agreement purchasing Parks, Recreation, and Open Space Master Plan Services from Gates + Associates for an additional \$10,460 bringing the total amount not to exceed \$234,709, including contingency.

* * *

ADOPTED May 28, 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



ADDITIONAL WORK AUTHORIZATION #01

Project Number: P5814
Date: May 20, 2024
Project Title: Belmont Pros
To: Brigitte Shearer
Company: City of Belmont

SCOPE OF WORK:

Perform the following tasks as needed at the request of the City to assist in the preparation of the project CEQA Administrative Record:

- 1. Provide all CEQA and project-related email correspondence from project kick off to March 12, 2024 in digital form. *Max 24 hours*
- 2. Provide copies of all DRAFT versions of the PROS Plan. *Max 16 hours*
- 3. Provide additional compilation of public emails in .pdf or .msg format. *Max 24 hours*
- 4. Keep the PROS Plan project website live an updated. *Subscription fees and Max 4 hours*
- 5. Keep the project email account active. *Subscription fees and Max 4 hours*

FEES FOR WORK:

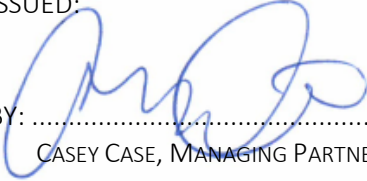
Hourly not to exceed\$ 10,460

☒ We are awaiting your written authorization prior to proceeding with this work

Please return one signed copy of this work authorization to Gates + Associates as soon as possible. If you have questions or comments regarding this matter, please contact us at your earliest convenience.

ISSUED:

AUTHORIZATION CONFIRMED:

BY:  DATE: 2024-05-20 BY: _____ DATE: _____
CASEY CASE, MANAGING PARTNER
LICENSE #6032

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 AGREEMENT WITH WRA, INC. FOR OPEN SPACE MANAGEMENT PLAN AND ENVIRONMENTAL IMPACT ANALYSIS SERVICES FOR AN ADDITIONAL \$22,000 BRINGING THE TOTAL AMOUNT NOT-TO- EXCEED TO \$313,211, INCLUDING CONTINGENCY

WHEREAS, in January 2022, the City entered an agreement with WRA, Inc. (WRA) for Open Space Management Plan Services for an amount not to exceed \$127,820, including contingency funds; and,

WHEREAS, three subsequent agreement amendments expanded WRA's scope of work to include additional meetings with staff and stakeholders, a review of community input, a more extensive site assessment, document revisions, an initial California Environmental Quality Act (CEQA) study, and the drafting of an Environmental Impact Report (EIR) Addendum to the 2035 Belmont General Plan (General Plan); and,

WHEREAS, these amendments brought WRA's total amount not to exceed up to \$291,211; and,

WHEREAS, in March 2024, the Belmont City Council adopted the PROS Plan, including the OSMP Appendix and EIR Addendum to the General Plan; and,

WHEREAS, on April 15, 2024, Deniz Bolbol, Joseph P. CuvIELLO, and Friends of Waterdog Open Space filed a lawsuit challenging the adequacy of the City's CEQA review and the EIR Addendum to the General Plan (San Mateo Superior Court No 24-CIV-02320); and,

WHEREAS, as a result of this CEQA litigation, the City must compile an administrative record related to the City's adoption of the PROS Plan and file it with the Court; and,

WHEREAS, the PROS Plan was a multi-year iterative process with extensive public outreach and input that involved WRA and the administrative record will likely be many thousands of pages and require substantial assistance on their part; and,

WHEREAS, \$277,044.93 (95%) of the WRA agreement has been expended and they propose an additional \$22,000 in services for the compilation of the administrative record; and,

WHEREAS, the proposal for the additional work is attached to this resolution.

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 to the agreement purchasing Open Space Management Plan Services from WRA, Inc. for an additional \$22,000 bringing the total amount not to exceed \$314,211, including contingency.

* * *

ADOPTED May 28, 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



Change Order No. 4

Prepared for:
City of Belmont

Attn: Brigitte Shearer, Director of Parks and Recreation
City of Belmont
30 Twin Pines Lane
Belmont, CA 94002

May 20, 2024
WRA Project No. 31315

ADDITIONAL SCOPE OF WORK

WRA will perform the following tasks to support the City of Belmont in the preparation of the CEQA Administrative Record:

Phase 3: CEQA Administrative Record	COSTS
Task 1. Provide copies of sources (if applicable) referenced in the Environmental Assessment, Recreation Use and Benchmarking, chapters of the OSMP, and the EIR Addendum	\$5,000
Task 2. Provide sources and written justification for non-inclusion of species in the EIR Addendum as identified in complaint.	\$10,000
Task 3. Provide digital copies of all PROS plan and EIR Addendum related emails to and from WRA staff and City staff	\$2,000
Task 4. Ongoing correspondence, virtual meetings, and coordination with Gates and Associates, and City staff.	\$5,00
Total	\$22,000

This Change Order is subject to the terms and conditions incorporated in *City of Belmont Service Agreement: WRA, Inc Open Space Management Plan* executed by the parties hereto, dated **May 20, 2024**.





STAFF REPORT

Meeting Date: May 28, 2024
Agency: City of Belmont
Staff Contact: Nima Mazhari, Assistant Civil Engineer, Public Works, (650) 730-5706
Agenda Title: 2024 Slurry Seal Project CCN 2024-630 – Task Order with Pavement Engineering Inc
Agenda Action: Resolution

Recommendation

Adopt a resolution, Attachment A, authorizing the City Manager to negotiate and execute a Task Order with Pavement Engineering, Inc. to provide construction management and inspection services for an amount not to exceed \$199,980 for the 2024 Slurry Seal Project, City Contract Number 2024-630.

Strategic Focus Area

Infrastructure and Mobility

Background

The City is responsible for the repair and maintenance of approximately 70 centerline miles (140 travel lane miles) of streets. The Public Works Department has implemented best management practices in our pavement preservation program to stretch our available dollars in the most effective way and to select certain streets for pavement projects in order to raise the city's overall pavement condition index (PCI).



In November 2016, Belmont voters approved the Belmont Streets and City Services Measure (Measure I), a half-cent transaction and use sales tax that will generate approximately \$1.3 million annually for local infrastructure. On April 25, 2017, the City Council allocated \$1 million in Measure I funds in Fiscal Year 2018 for street improvements.

On April 28, 2017, the Governor signed Senate Bill (SB) 1, which is funded by the Road Maintenance and Rehabilitation Account (RMRA), to address basic road maintenance, rehabilitation, and critical safety needs on both the state highways and local streets and road system. RMRA sources of funds are increases to the per gallon, fuel excise taxes; diesel fuel sales taxes, and vehicle registration fees; and it provides for inflationary adjustments to tax rates in future years.



On July 2019, San Mateo County passed Measure W which includes a 30-year ½-cent sales tax. The measure provides funds to the improvement of local transportation systems within the County, including streets and road improvements for all cities.

Because of Measure I, SB 1, and additional allocations in Infrastructure Funds, a 5-Year Paving Plan was adopted in 2024 to implement a more robust pavement preservation program and to stretch our available



dollars in the most effective way for a long-term pavement capital improvement plan. Each forthcoming project may use one or a combination of funds for design, construction management, and construction.

The 2024 Slurry Seal Project will include slurry seal and pavement repairs, an integral part of the City's Pavement Management Program. The slurry seal treatment is a mixture of emulsified asphalt and fine aggregate used to fill cracks, restore surface texture, and protect aging asphalt surfaces. The Slurry Seal treatment is an excellent way to extend the useful life of pavement at a low cost and prevents roadways from deteriorating into needing more costly reconstruction treatments. This project is anticipated to begin in July, with completion by September, and is funded by RMRA, Measure I, and Measure W funds. The work will include slurry seal treatment, striping and associated updated signage on approximately 6 centerline miles of streets. The list of streets and segments can be found in Attachment B.

Analysis

To ensure proper constructability support, City staff requested proposals from its on-call consultants and selected Pavement Engineer, Inc. (PEI). The project construction time is an estimated 50 working days. The construction management and engineering support, inspection and quality assurance services cost is \$199,980.

The construction management and inspection component of the project are essential for successful implementation. The following tasks are covered by construction management services:

- Provide construction oversight and full-time inspection of work
- Address unforeseen field conditions and provide directions to the contractor based on input from Project Manager and Project Engineer
- Check contractor's certified payroll and its compliance with Caltrans rates
- Organize and conduct weekly progress meeting
- Review construction submittals for compliance
- Coordinate compaction testing
- Track and manage contract updates
- Estimate and track extra work
- Produce daily inspection logs
- Review and process progress payments and change orders
- Organize project completion punch list items, compile final punch list and ensure its completion
- Produce as-built redlines

Alternatives

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

Attachments

- A. Resolution
- B. 2024 Slurry Seal Project List of Streets
- C. PEI Proposal



Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Funding for the total not-to-exceed amount of \$199,980 is budgeted under the 2024 Pavement Slurry Project #7092 (Account No. 399-3-730-7092-9030) and is supported by multiple sources including the RMRA, Measure I, and Measure W Funds.

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

*Insert additional information, or delete if not used

RESOLUTION NO. 2024 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A TASK ORDER FOR CONSTRUCTION MANAGEMENT SERVICES WITH PAVEMENT ENGINEERING INC. FOR AN AMOUNT NOT TO EXCEED \$199,980 FOR THE 2024 SLURRY SEAL PROJECT, CCN 2024-630

WHEREAS, the project is categorically exempt from the California Environmental Quality Act (CEQA) under the CEQA Guidelines Section 15301 I for the maintenance, repair or minor alteration of existing facilities; and,

WHEREAS, the task order was budgeted from the 2024 Pavement Slurry Account Number 399-3-730-7092-9030; and,

WHEREAS, Staff solicited proposals from qualified civil engineering firms under existing on-call agreements to provide construction management and inspection services; and,

WHEREAS, Pavement Engineers Inc. was selected to provide the City with construction management and inspection services for an amount not to exceed \$199,980.

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

SECTION 1. The City Manager is authorized to negotiate and execute a Task Order with Pavement Engineers Inc. to provide construction management services for an amount not to exceed \$199,980 for the 2024 Slurry Seal Project, City Contract Number 2024-630.

* * *

ADOPTED May 28, 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

2024 Slurry Seal Project List of Streets

Segment	From	To	PCI
ADELAIDE WAY	CHRISTIAN DRIVE (N)	CHRISTIAN DRIVE (S)	74
ANITA AVENUE	EL CAMINO REAL	MALCOLM AVENUE	67
ANITA AVENUE	MALCOLM AVENUE	END OF CUL DE SAC	79
ANITA COURT	ANITA AVENUE	END OF CUL DE SAC	74
BELMONT CANYON ROAD	HILLCREST DRIVE	2744 BELMONT CANYON ROAD	79
BELMONT CANYON ROAD	2744 BELMONT CANYON ROAD	RALSTON AVENUE WEST INT	78
CAMBRIDGE STREET	HILLER STREET	MARINE VIEW AVENUE	80
CHEVY STREET	BELBURN DRIVE	RALSTON AVENUE	69
CLEE STREET	NOTRE DAME AVENUE	CHEVY STREET	72
CORMORANT ROAD	SHOREWAY ROAD	REDWOOD CITY LIMIT	89
CORONET BOULEVARD	ALAMEDA DE LAS PULGAS	LYON AVENUE	79
COVINGTON ROAD	ALAMEDA DE LAS PULGAS	ALAMEDA DE LAS PULGAS	92
CREST VIEW AVENUE	HILLER STREET	OLD COUNTY ROAD	92
DAVIS DRIVE	RALSTON AVENUE	10 DAVIS DRIVE	70
EL VERANO WAY	MAYWOOD DRIVE	LADERA WAY	79
EL VERANO WAY	LADERA WAY	ALAMEDA DE LAS PULGAS	79
FOREST AVENUE	MONROE AVENUE	ALAMEDA DE LAS PULGAS	92
FURLONG STREET	RALSTON AVENUE	O'NEILL AVENUE	70
GRANADA STREET	RALSTON AVENUE	O'NEILL AVENUE	82
IRWIN STREET	RALSTON AVENUE	O'NEILL AVENUE	80
JUDSON STREET	RALSTON AVENUE	O'NEILL AVENUE	82
KITTIE LANE	MAYWOOD DRIVE	DEAD END	74
LORI COURT	LORI DRIVE	END OF CUL DE SAC	71
LORI DRIVE	MARSTEN AVENUE	END OF CUL DE SAC	71
MONSERAT AVENUE	NEWLANDS AVENUE	LINCOLN AVENUE	81
MONSERAT AVENUE	LINCOLN AVENUE	CIPRIANI BOULEVARD	69
MIDDLESEX ROAD	HILLER STREET	CAMBRIDGE STREET	77
OAK KNOLL DRIVE	VALLEY VIEW AVENUE	END OF CUL DE SAC	75
ONEILL AVE	HILLER STREET	IRWIN STREET	82
ONEILL AVE	IRWIN STREET	JUDSON STREET	77
ONEILL AVE	JUDSON STREET	KEDITH STREET	75
ONEILL AVE	KEDITH STREET	DAIRY LANE	83
ROXBURY WAY	HILLER STREET	CAMBRIDGE STREET	81
SIXTH AVENUE	HARBOR BOULEVARD	LANE STREET	82
SIXTH AVENUE	LANE STREET	E STREET	77
SIXTH AVENUE	E STREET	SAN CARLOS CITY LIMIT	80
SKYMONT DRIVE	MARSTEN AVENUE	DIONNE COURT	61
WEST NAUGHTON AVENUE	RALSTON AVENUE, WB	CULDESAC	77
YORKSHORE WAY	MOUNTAIN VIEW AVENUE	MARINE VIEW AVENUE	85
ACADEMY AVENUE	s/o BELBURN DRIVE	s/o ALDEN DRIVE	74
MUIR WAY	YOSEMITE DRIVE	TAHOE DRIVE	92
ONEILL AVE	100' WEST OF FIFTH AVE	SIXTH AVE (W)	85
OXFORD WAY	192 OXFORD WAY	OXFORD (CIRCLE)	94

April 4, 2024

MP24-205

Nima Mazhari
Public Works Department
City of Belmont
One Twin Pines Lane, Suite 385
Belmont, CA 94002

Subject: Provide CM/QA Services for the 2024 Slurry Seal Project

Dear Nina:

At your request, we are providing our revised proposal for construction management and engineering support, inspection and quality assurance control services for the subject project.

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

SCOPE OF WORK

Task 1 – Construction Management and Engineering Support

PEI will provide construction management and engineering support throughout the duration of the project. For this task, PEI will retain the services of Swinerton Management & Consulting to provide a Resident Engineer / Project Manager to provide full-time CM services throughout the construction and close-out phases. The engineer assigned to the project will work closely with the City and will provide the support as requested. Our scope of services for this task will include the following:

1. Pre-Construction Meeting. Conduct the pre-construction meeting, which will include the City, the Construction Manager, the design engineer, contractor, major subcontractors, and any other project stakeholders. Prepare agenda and minutes for the pre-construction meeting. The preconstruction meeting shall include a discussion of all items which are critical to the funding for the project.

2. Gather, distribute and file contact information sheet containing names and contact information for local agency/consultants/contractor including a contact list of key personnel to be contacted in the event of an emergency on the project. Provide copies to fire, police and other emergency groups at the beginning of the project.
3. Project Meetings. Conduct and document weekly progress meetings and other special technical meetings. Prepare agenda describing key issues, schedule status, quality control / quality assurance, RFI's submittals, potential change orders and other topics as needed. Prepare minutes of the weekly meetings.
4. Schedule Management. Review contractor's as-planned schedule for conformance with the specifications and for reasonableness of activity durations and sequence. Coordinate review comments by the City and the design engineer and transmit review comments to the contractor. Meet with the contractor to discuss and clarify any significant issues. Review revised and/or updated schedules as required. Review work progress as compared to the as-planned schedule and notify contractor of schedule slippage. Analyze schedule to determine impact of the weather and change orders on the construction schedule. Review contractor's updates of the construction schedule which incorporates actual progress, weather delays, and change order impacts.
5. Maintain Project Records. Maintain project records including daily logs, weekly report of working- days, inspection reports, compliance testing results, photos, measurement of quantities, schedules and correspondence. Project records shall be kept in an organized manner with an index that describes each file category.
6. Weigh master certificates shall be validated by the inspector at the point of delivery.
7. On a weekly basis, provide City with a copy of the weekly statement of working days.
8. Prepare Monthly City Payment Reports. Prepare and submit to the City a monthly progress report including construction progress summary, construction cash flow and payments, and summary logs for proposed change orders (PCO's) and change orders.
9. Review Monthly Progress Payments. Evaluate the monthly progress payment requests from the Contractor, negotiate differences over payment, and recommend payment to the City. Progress payment documentation shall provide a suitable accounting trail to support documentation for contract work

(e.g., items, CCOs, etc.) back to a source document (e.g., Q sheet). Quantity pay sheet calculations shall be checked by a separate individual, other than the inspector and quantities paid shall be monitored and checked against estimated quantities.

10. Check and confirm certified payrolls and conduct and document employee interviews. Payrolls shall be checked and initialed by the inspector. Inspector daily reports and payrolls shall be spot-checked and compared by the Construction Manager. Interviews shall be conducted at a regular acceptable frequency and interviews include the appropriate signatures and dates.
11. The inspector and Construction Manager shall ensure the traffic control plan requirements are being followed.
12. Requests for Information (RFIs). Coordinate and manage the RFI evaluation and response process. This includes log, transmit to the design engineer for response, coordinate with design engineer on field status, track progress, review response, and transmit response to contractor.
13. Potential Change Orders (PCOs) and Change Orders. Coordinate and manage the change orders process, including log, review in conjunction with design engineer and City, assist with determination of changed conditions and scope definition as needed, assist with negotiation, and incorporate change orders into the construction contract.
14. Coordinate Submittal and Shop Drawing Review Process. Coordinate and manage the submittal/shop drawing review process. This work includes log, transmit to design engineer for response, coordinate with design engineer on field status, track progress, review response, and transmit response to contractor.
15. Permits Compliance. Monitor Contractor compliance with construction permits and CEQA mitigation measures. Coordinate with design engineer for compliance. Recommend course of action to City if required measures are not being met by the Contractor.
16. Monitor Construction Record Drawings. Monitor construction record drawings maintained by the Contractor and inspector on a regular basis.
17. Claims Management. Analyze potential claims for additional compensation that are submitted during the construction period and make recommendations to resolve them. Perform claims administration, including coordination and monitoring claims response preparation, logging claims, and tracking claims status.

18. Field Inspection. Provide construction inspection to monitor the Contractor's work for compliance with the contract documents.
19. Photograph or Video Documentation. Prepare a video or photo documentation of initial site conditions prior to Contractor's commencement of construction. Provide additional photos of construction progress.
20. Field Changes. Document field changes to the Drawings and Specifications.
21. Inspection Reports. Prepare and review Daily Inspection Reports. Each daily inspector report shall be reviewed by the Construction Manager.
22. Geotechnical Observation. The Construction Manager will coordinate for geotechnical observation and testing and materials testing by PEI personnel. Data will be coordinated with the contractor and stored in the project files.
23. Substantial Completion and Punch List. Construction Manager will schedule with City and the design engineer, to conduct substantial completion inspections and issue punch lists.
24. Project Documents. Construction Manager will provide the City with a complete set of all records of the project, indexed and properly filed, and a listing of warranties provided under the project including the items covered and the warranty duration.
25. Close Out. Prepare the final pay estimate and balance change orders, prepare the Notice of Completion, and coordinate retention release.

Task 2 – Quality Assurance and Laboratory Testing for HMA Construction

During digout operations, PEI will provide full-time inspection services to observe the paving construction activities at the site and provide field testing and laboratory testing necessary to determine if the contractor is providing the required quality of workmanship and materials during construction.

During digout paving operations, PEI's inspector will provide inspection including thickness and temperature monitoring during the placement of the HMA. In addition, our inspector will provide field density tests using a nuclear density gauge to monitor the contractor's compaction efforts. Monitoring the compaction efforts of the contractor while the asphalt concrete materials are being placed will help the contractor with compaction. Once the asphalt concrete has cooled, the opportunity to obtain higher compaction is lost. Our inspector's goal is to work

with the contractor and their QC lab by providing compaction feedback to achieve the highest relative density possible.

During HMA construction, PEI will include quality assurance testing of the asphalt concrete materials used for the digouts. We will collect asphalt concrete samples and perform mix design tests at a rate of 1 per 2 days of paving. Asphalt mix tests include determining the following: Stability (CTM 366), LTMD (CTM 308), Rice Gravity (CTM 309), and Air Voids Content (CTM 367).

On the first day of paving each type of HMA material, PEI will perform a production start-up. The production start-up includes running a full set of mix and aggregate tests to verify the materials with the JMF (Job Mix Formula).

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

Our inspection services also includes monitoring the raising and lowering of utilities frames and covers as well as the placement of the striping and pavement markings.

Task 3 - Quality Assurance for Slurry Seal

PEI's plan is to provide one full time inspector for the operation to monitor placement and application rate. PEI inspectors will track staffing, quantities, and any other required information. The inspector will also assist the City with other duties such as dialogue with the public, notification of Police and other City Departments when necessary.

PEI will provide laboratory testing of the slurry seal materials during construction. Our inspector will collect a emulsion sample from the contractor each day. These samples will be held and will only be tested if material problems occur in the field. A sample of both chip seal and slurry seal aggregate will be sampled each day. The first day of placement for each material, PEI will run compliance tests on the aggregate.

Task 4 - Verification and Determination of Compliance and Acceptance

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

We will prepare a final report that summarizes all the laboratory tests and will address the contractor's compliance with specifications, plans, and applicable

adopted standards. Copies of the compaction and laboratory test results will be included. The report will outline any areas of non-compliance.

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

PROPOSAL FEE AND FEE BREAKDOWN

PEI's fee for this work is based on our experience with similar projects and knowledge of similar construction. Our proposal covers an estimated 50 working day contract based on the engineers estimate. We are estimating 3 inspection days for the pavement portion of the work, with the contractor placing approximately 8,000 square feet of digouts; 12 inspection days for the slurry seal, and 35 inspection days to oversee the miscellaneous work items such as adjusting utilities, monitoring the storm water pollution control plan and placing the pavement markings and legends. The contractor's actual schedule may result in a different level of effort and a modified estimate.

The outlined level of effort is estimated based on an eight-hour day and providing engineering support / contract administration, testing and inspection services.

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

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

Our inspection fees account for prevailing wages. Overtime will apply for workdays exceeding eight hours. PEI requires a 72-hour notification of changes in the schedule or a full eight-hour day fee will apply.

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

Nima Mazhari
MP24-205
April 4, 2024
Page 7

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

Very truly yours,
PAVEMENT ENGINEERING INC.

A handwritten signature in blue ink, appearing to read "Joe Ririe", is written over a large, loopy blue circular scribble.

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

Attachments: Estimated Fee Breakdown Schedule
 Proposal Conditions

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

City of Belmont
Estimated Fee Breakdown Schedule
Engineering Support, Construction Inspection and Quality Assurance
2024 Slurry Seal Project

Task 1 Construction Management and Engineering Support				
Position		Units	Rate	Total
	Senior Principal Engineer (PEI)	50	\$270 / hour	\$13,500
	Project Executive (Swinerton)	36	\$275 / hour	\$9,900
	Asst. Project Manager / Resident Engineering (Swinerton)	44	\$175 / hour	\$7,700
	Assistant Engineer (PEI)	100	\$190 / hour	\$19,000
	Clerical	70	\$85 / hour	\$5,950
Estimated Task 1 Fees:				\$56,050
Task 2 Quality Assurance and Inspection				
Position		Units	Rate	Total
	Construction Management (PEI)	100	\$190 / hour	\$19,000
	Asst. Project Manager / Resident Engineering (Swinerton)	200	\$175 / hour	\$35,000
	Construction Inspector / General Work (50 Days)	400	\$155 / hour	\$62,000
	Equipment / Vehicle Usage	50	\$190 / day	\$9,500
Estimated Task 2 Fees:				\$125,500
Task 3 Laboratory Testing for HMA and Slurry Seal Construction				
Position		Units	Rate	Total
HMA Laboratory				
	1/2 inch HMA Production Start-up (Hveem)	1	\$2,000 / test	\$2,000
	Burn-off Calibration (Oven Correlation)	1	\$400 / test	\$400
	Density Cores	3	\$75 / test	\$225
Slurry Seal Laboratory				
	Gradation	12	\$160 / test	\$1,920
	Sand Equivalent	12	\$150 / test	\$1,800
	Los Angeles Rattler	1	\$265 / test	\$265
	Percentage of Crushed Particles (AASHTO T 335)	1	\$190 / test	\$190
	Flat and Elongated Partcles (ASTM D4791)	1	\$210 / test	\$210
	Durability Index (CT 229)	1	\$490 / test	\$490
	Asphalt Binder Testing (AASHTO T59, T49, T51, T44)	1	\$950 / test	\$950
Estimated Task 3 Fees:				\$8,450
Task 4 Verification and Determination of Compliance and Acceptance				
Position		Units	Rate	Total
	Senior Principal Engineer	4	\$270 / hour	\$1,080
	Assistant Engineer	4	\$190 / hour	\$760
	Lab Manager	6	\$190 / hour	\$1,140
	Asst. Project Manager / Resident Engineering (Swinerton)	40	\$175 / hour	\$7,000
Estimated Task 3 Fees:				\$9,980
Total Estimated Fees:				\$199,980

Overtime Rates	Time and a Half	Double Time
Inspection	175 / hour	220 / hour
Compaction Testing	175 / hour	220 / hour

PROPOSAL CONDITIONS

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



STAFF REPORT

Meeting Date: May 28, 2024
Agency: City of Belmont
Staff Contact: Elizabeth Wada, Public Works, (650) 595-7468, ewada@belmont.gov
Brian Nguyen, Public Works, (650) 637-2998, bnguyen@belmont.gov
Agenda Title: Belmont Village Bike and Pedestrian Project Design Amendment #1
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute Amendment #1 to the contract with Parametrix, Inc. for additional services to extend the southbound left turn pocket at Ralston Avenue including a civil demolition plan for the El Camino Real concrete median, civil, striping and landscaping plans for the improved concrete median, and a traffic control plan during construction for an additional amount of \$49,805, for a total contract cost to a not-to-exceed amount of \$165,125.

Strategic Focus Area

Infrastructure and Mobility

Background

On April 5, 2023, the City entered into a Master Architectural and Engineering Service Agreement with Parametrix, Inc. (hereinafter “Consultant”), for the design and implementation of the Belmont Village Bike and Pedestrian Project (hereinafter “Project”) in the amount of \$115,320. The Consultant is providing professional engineering services for the implementation of Class II and Class III bike lanes, closing the current network gaps and improving connectivity for regional bike lanes and routes throughout the City, as recommended in the 2016 Comprehensive Pedestrian/Bicycle Plan. The Project Phase 1 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. The Project Phase 2 plans to implement new bike facilities, including Class II and Class III bike lanes, along 5th Avenue, 6th Avenue, O'Neill Avenue, and Belmont Canyon Road and is funded by the TDA Grant, Resolution 24-23 of the Board of Directors of the City/County Association of Governments of San Mateo County.

Analysis

The current configuration of the left-turn pocket along southbound El Camino Real, during peak traffic hours, becomes congested and backs up into the left through lane, making it temporarily out of use until the left-turn traffic clears. The amended design will maximize the queuing of the left-turn pocket to the greatest extent practicable to minimize the congestion caused by the back-up while taking into consideration the HAWK improvements. The current design intends to remove 9 Redwood trees for sight line visibility, this design change will require additional removal of 2 Redwood trees, 3 Crape Myrtle trees



and other vegetation planted in the median, see Figure 1 below for approximate locations. This scope of work intends to amend the scope of Phase 1 plans only.



Figure 1 – Tree Removal Locations

Alternatives

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

Attachments

- A. Resolution
- B. Exhibit 1 – Parametrix, Inc. Consulting Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: \$49,805 from the Hill Street HAWK Signal Project funded by the Street Improvement Fund, Account 399-3-730-3232-8331.

Source:

Council

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2024 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTITATE AND EXECUTE AMENDMENT #1 TO THE CONTRACT WITH PARAMETRIX, INC. FOR ADDITIONAL SERVICES TO EXTEND THE SOUTHBOUND LEFT TURN POCKET AT RALSTON AVENUE INCLUDING A CIVIL DEMOLITION PLAN FOR THE EL CAMINO REAL CONCRETE MEDIAN, CIVIL, STRIPING AND LANDSCAPING PLANS FOR THE IMPROVED CONCRETE MEDIAN, AND A TRAFFIC CONTROL PLAN DURING CONSTRUCTION FOR AN ADDITIONAL AMOUNT OF \$49,805, FOR A TOTAL CONTRACT COST TO A NOT-TO-EXCEED AMOUNT OF \$165,125

WHEREAS, on April 5, 2023, the City entered into a Master Architectural and Engineering Service Agreement with Parametrix, Inc. (hereinafter “Consultant”), for the design and implementation of the Belmont Village Bike and Pedestrian Project (hereinafter “Project”) in the amount of \$115,320. The Consultant is providing professional engineering services for the implementation of Class II and Class III bike lanes, closing the current network gaps and improving connectivity for regional bike lanes and routes throughout the City, as recommended in the 2016 Comprehensive Pedestrian/Bicycle Plan; and,

WHEREAS, additional work is required to expand the design scope to include a landscaping plan, removal of an existing median curb, and extension of the southbound El Camino Real left turn pocket at Ralston Avenue; and,

WHEREAS, funds in the amount of \$49,805 for the project will be drawn from the Hill Street HAWK Signal Project funded by the Street Improvement Fund, Account 399 -3-730-3232-8331.

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

SECTION 1. Adopt a resolution authorizing the City Manager to execute an amendment to the contract with Parametrix, Inc. for additional services to expand the design scope to include the expansion of the southbound El Camino Real left-turn pocket at Ralston Avenue for an amount \$49,805 and not to exceed \$165,125.

* * *

ADOPTED May 28, 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 No. 474-8976-001

Elizabeth Wada, PE
Associate Engineer, City of Belmont
1 Twin Pines Lane, Suite 385
Belmont CA 94002

Re: Scope Amendment for Extra Work, El Camino Real / Hill Street PHB

Dear Elizabeth:

Pursuant to your request, Parametrix has prepared the below Scope of Work and budget to request a scope change to our original contract. This amendment will expand the work scope to include a landscaping plan, removal of an existing median curb, and expansion of the southbound left turn pocket at Ralston Avenue. We are please to team with CSW-ST2 to prepare landscape concept plans and full construction documents.

Project Progress

Parametrix submitted 65% Plans, Specifications, and Estimate (PS&E) on November 28, 2023 and received direction to proceed to 95% PS&E in February 2024.

The City requested further design modifications to the design beyond our original scope of work to include:

1. Complete removal of the tree root balls in the median area, which deviates from the original work scope of grinding down the tree stumps; this work will trigger reconstruction of the existing median curb.
2. Preparation of a landscaping plan to replace the existing median landscaping.
3. Additional civil and striping plans to extend the southbound left turn pocket and adjust the northbound lateral transition.
4. Contingency task: Modified traffic signal plan to adjust advance detection for the southbound El Camino Real lane.

Amended SCOPE OF WORK

Parametrix will expand the scope of work to include the following tasks and plan sheets, and corresponding technical specifications and cost estimate:

1. Extension of the project management task by six months to include check in meetings and invoicing.
2. Civil demolition plan of the El Camino Real concrete median, from 180 feet to 580 feet north of the Ralston Avenue southbound limit line. 1"=20' on a 22"x34" sheet, 1 sheet.
3. Civil layout plan of the El Camino Real concrete median and AC conform, 2 sheets (1 plan layout and 1 detail).



4. Striping plan of the realigned northbound lateral transition and lengthened southbound turn pocket, 1 sheet.
5. Landscape plan of the El Camino Real median, from 150 feet north of Hill Street to 150 feet south of Hill Street. 3 sheets (1 preliminary design plan and 1 construction document set). The landscape plan scope of work prepared by CSW-ST2 is included as an attachment to this letter.
6. Traffic control plan for a one lane closure in the northbound and southbound directions of El Camino Real, 1 sheet.
7. Contingency task. Electrical design sheet to replace damaged advance detector loops on southbound El Camino Real (1 sheet)

Parametrix will prepare technical specifications and engineer's opinion of cost (cost estimate) to include the additional work scope. Work products will be submitted for City review at the draft 65%, 95%, and 100% design level. The PS&E will be submitted to Caltrans for review at the 100% design level, after which Parametrix will prepare a Final PS&E that responds to Caltrans comments.

Optional Task: Parametrix will prepare the encroachment permit to Caltrans and coordinate with their reviewers.

Amended BUDGET

The Parametrix team's estimated fee for the additional services is \$49,805 without contingent or optional tasks.

#	Description	Principal Consult.	Sr. Consult.	Eng. 4	Eng. 1	Finance	CSW-ST (Land-scape)	Subtotal
		\$390	\$250	\$185	\$135	\$155		
1	Project Management and Meetings (Term extension)	4	12			9		\$5,955
2	Draft Plans, Specifications and Estimate (65%, 95%, and 100%)							
2.1	Civil demolition plan (1 sheet)	1	2	4	8			\$2,710
2.2	Civil layout plan (2 sheets)	1	6	12	24			\$7,350
2.3	Striping plan (1 sheet)	1	3	6	12			\$3,870
2.4.1	Landscape plan (Concept)					4	\$5500	\$6,120
2.4.2	Landscape plan (100% CDs)					4	\$8750	\$9,370
2.5	Traffic control plan (2 sheets)	1	3	6	12			\$3,870
3	Response to Caltrans comments		6	6	12			\$4,230
4	Final PS&E	2	4	10	20			\$6,330
	Total	10	36	44	88	17		\$49,805



#	Description	Principal Consult.	Sr. Consult.	Eng. 4	Eng. 1	Finance	CSW-ST (Land-scape)	Subtotal
		\$390	\$250	\$185	\$135	\$155		
2.6	Contingent task, Electrical plan (1 sheet)		4	6	12			\$3,730
2.7	Caltrans Encroachment Permit Application		6	8	12			\$4,600

Please feel free to call if you have any questions on this letter.

Sincerely,

Parametrix

Andrew K Lee
Digitally signed by Andrew K Lee
DN: C=US, E=aklee@parametrix.com,
O=Parametrix, OU=Berkeley,
CN=Andrew K Lee
Date: 2024.03.27 09:23:38-07'00'

Andrew Lee, PE, TE

Senior Consultant

cc: Project File



March 22, 2024

Project Number: 2400071

Mr. Andrew Lee, Senior Consultant
Parametrix
800 Bancroft Way, Suite 203
Berkeley, CA 94710

via email: AKLee@parametrix.com

**SUBJECT: CITY OF BELMONT – EL CAMINO REAL STREETSCAPE IMPROVEMENTS
LANDSCAPE ARCHITECTURAL SERVICES**

Dear Andrew:

Thank you for the opportunity to support the planting and irrigation improvements along El Camino Real in the City of Belmont, CA. We understand the scope is to modify the existing median with new planting and irrigation. The following summarizes our proposed scope of work to support the planning and design effort.

SCOPE OF WORK

TASK 1: PRELIMINARY DESIGN

- 1.1 Conceptual Design** – We will prepare a series of preliminary conceptual landscape designs and plant palettes based on the information received during our initial conversations. We will meet with you and the City of Belmont (City) to review the designs to arrive at a preferred landscape design approach. We will prepare draft drawings that reflect the preferred design and illustrate the proposed layout and plant palette and the approach to irrigating the landscape. We will present the plan to you and the City to agree on the final preferred design. We will also prepare a preliminary estimate of probable costs.
- 1.2 City of Belmont Approvals** – We will prepare a project design submittal package for the City of Belmont. We are assuming a streamlined process and will work with you and City representatives to determine the level of effort. We anticipate the submittal to include the drawings prepared during the preferred design phase and will add drawings or other elements as required.

Deliverables

We will provide the following documents in PDF:

- Landscape Design, Plant Palette and Plant Material Board(s)
- Preliminary estimate of construction cost
- City of Belmont Approval Submittal Drawings
- Attendance at Meetings with City for design review and approval

TASK 2: CONSTRUCTION DOCUMENTS

2.1 Construction Documents will be prepared based on the approved preferred alternative plan, and comments from City of Belmont review. Construction documents will be submitted for review at the 95% and Permit/Bid level of completion. We submit to the City for permits and will incorporate comments into the final bid documents. We are assuming that the planting and irrigation drawings will be included in a larger bid set and won't be a standalone bid. The irrigation plans will include WELO water calculations. We will prepare and submit technical specifications and will update our cost estimate for inclusion in the engineer's estimate.

Deliverables

We will provide the following documents in PDF and native format.

- 90%, Permit and Bid Set plans, specifications, estimate
- WELO Water Calculations

SCHEDULE

We anticipate completing the work in accordance with the following schedule.

Notice to Proceed	March 2024
Complete 90% Construction Documents	June 2024
Permitting	July 2024
Bidding	September 2024

COMPENSATION

CSW|ST2 agrees to provide the services described above on a time and expense basis based on our hourly rates (see attached Hourly Rate Sheet). The following is our budgetary estimate by line item:

TASK 1 - PRELIMINARY DESIGN	\$	5,500.00
TASK 2 - CONSTRUCTION DOCUMENTS	\$	8,750.00
TOTAL FEE \$	\$	14,250.00

SERVICES AND STANDARD OF CARE

CSW|ST2's services shall be limited to those expressly set forth above. We shall have no other obligations or responsibilities for the project except as agreed to in writing, or as provided in this agreement. Our services shall be provided consistent with, and limited to, the standard of care applicable to such services. We shall provide its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances.

Thank you for the opportunity to present this proposal. Please call me on my cell 510.367.6166 or email me at mvallier@cswst2.com if you have any questions regarding our proposal.

Sincerely,
CSW|ST2 ENGINEERING GROUP, INC.



Marcia D. Vallier, PLA, ASLA,
Senior Project Manager, Landscape Architect CA L#3293, OR L#746
ENC: Billing Rate Schedule

BILLING RATE SCHEDULE

Effective January 1, 2024 – December 31, 2024

ENGINEERING SERVICES HOURLY RATES

Senior Engineer	\$ 201.00
Engineer I, II, III	\$ 144.00, \$ 175.00, \$ 194.00
Technician	\$ 131.00
Engineer Assistant	\$101.00

SURVEY SERVICES HOURLY RATES

Senior Surveyor	\$201.00
Surveyor I, II, III	\$ 144.00, \$ 175.00, \$ 194.00
Survey Technician	\$ 131.00
Survey Assistant	\$ 101.00
Two Person Survey Party	\$ 340.00
Survey Party Chief	\$ 220.00
Survey Chainman	\$ 120.00
Survey Apprentice	\$ 112.00
Aerial Drone Surveyor	\$ 217.00

OTHER PROFESSIONAL RATES

Principal	\$ 269.00
Associate Principal	\$ 245.00
Senior Project Manager	\$ 240.00
Project Manager	\$ 226.00
Senior Landscape Architect	\$ 172.00
Landscape Architect	\$ 156.00
Construction Manager	\$ 235.00
Resident Engineer	\$ 226.00
Field Engineer	\$ 194.00
Technical Writer	\$ 138.00
Graphic Illustrator	\$ 131.00
Project Assistant	\$ 101.00

- All expenses for transportation (mileage, bridge fare, etc.) will be charged at the Internal Revenue Service rate plus 10%.
- Filing fees, checking fees, prints, and other outside costs (such as agency submittal/permit fees etc.) will be charged at cost, plus service charges at the rate of 10%.
- Billing will be monthly net 30 days.
- Hourly rates are subject to increase annually at a rate commensurate with the San Francisco CPI.



STAFF REPORT

Meeting Date: May 28, 2024
Agency: City of Belmont
Staff Contact: Elizabeth Wada, Public Works, (650) 595-7468, ewada@belmont.gov
Brian Nguyen, Public Works, (650) 637-2998, bnguyen@belmont.gov
Agenda Title: Recommended Timed Parking along 1325 Old County Road and Parking Restriction along Irene Court
Agenda Action: Resolution

Recommendation

Adopt a resolution approving the establishment of 1) two-hour timed parking signs on the diagonal back-in parking sign locations at Artisan Crossing, 1325 Old County Road, and 2) no parking zone along various sections of the median and curbs along Irene Court

Strategic Focus Area

Infrastructure and Mobility

Background

The Parking and Traffic Safety Committee (PTSC) reviewed the following requests:

1325 Old County Road: The Belmont Police Department (PD) brought forth the issue that nearby auto service facilities are using the parking directly in front of the project along Old County Road to stage their vehicles to be serviced until a service bay in the shop opens for storage or service of these vehicles. Complaints have been made by residents to PD, Public Works and the Artisan Crossing development. PD is unable to enforce the auto shop vehicles' long-term parking, resulting in the request for a timed parking zone.

Irene Court: San Mateo Consolidated Fire Department requested additional no parking zones along Irene Court to allow for better accessibility for fire truck turnaround. In emergency situations the Fire Department is unable to make smooth transitions in and out of the roundabout areas.

Residents and businesses within a 300-foot radius of the requests and interested residents outside the area were notified of and invited to the PTSC meeting held on April 10, 2024. No objections were received before or at the meeting regarding the proposed changes.

Analysis

1325 Old County Road: Staff performed a field visit and determined that signs should be placed on the existing "BACK-IN ANGLE PARKING ONLY" sign poles, as shown in a mockup example in Figure 1. The extents of the timed parking will be along the frontage of the Artisan Crossing development at 1325 Old County Road for approximately 250 feet. The restriction will be for two hours, Monday through



Friday 8 AM to 5 PM. Figure 2 is a vicinity map depicting the extents for the timed parking zone.



Figure 1- Sign Poles

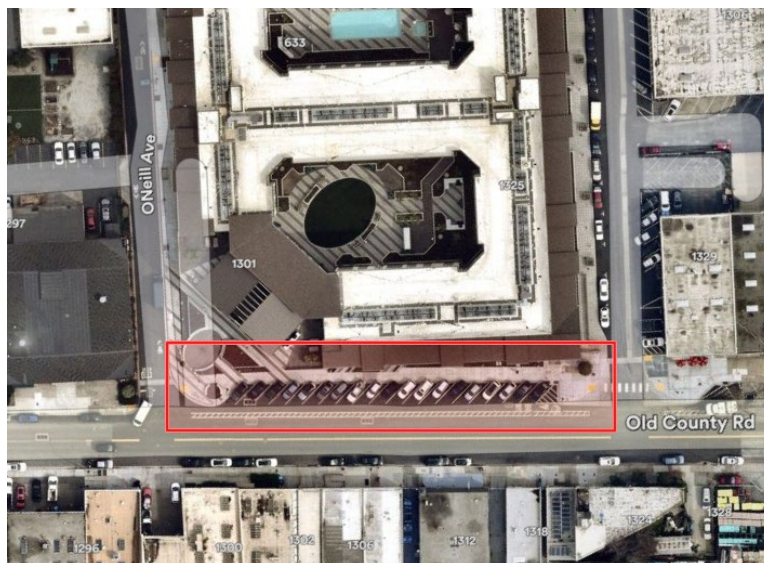


Figure 2 – 1325 Old County Road Parking Restriction Location



Irene Court: Restricted no parking along the median of Irene Court, as shown in Figure 3. The existing red curbs delineated with an orange line and the proposed additional no parking restrictions delineated with a red line.



Figure 3 – Irene Court

The Public Works Department has an operational budget for these types of requests, so no additional funds are requested for the work that will be completed by the City forces.

Alternatives

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

Attachments

- A. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Expenditures have been budgeted in the current fiscal year in the Street Maintenance Fund for PTSC recommended improvements.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda*

*Notices were sent out to residents and businesses within a 300' radius of the proposed changes regarding the items being on the PTSC agenda. The public PTSC meeting was also listed on the City's website Calendar events and City Manager's Weekly Update.

RESOLUTION NO. 2024 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE ESTABLISHMENT OF 1) TWO-HOUR TIMED PARKING SIGNS AT THE DIAGONAL BACK-IN PARKING LOCATIONS AT ARTISAN CROSSING, 1325 OLD COUNTY ROAD, AND 2) NO PARKING ZONE (RED CURB) ALONG VARIOUS SECTIONS OF THE MEDIAN AND CURBS ALONG IRENE COURT

WHEREAS, the Belmont Police Department received complaints from residents and neighbors of 1325 Old County Road that nearby auto service facilities are using the parking directly in front of the project to stage their vehicles until a service bay in the shop opens, the Parking and Traffic Safety Committee (PTSC) agreed to restrict parking with 2-hour timed parking along their Old County Road frontage; and,

WHEREAS, the PTSC received an internal request from the San Mateo Consolidated Fire Department to no parking zones along Irene Court to allow for better accessibility for fire truck turnaround; and,

WHEREAS, the PTSC recommends 2-hour timed parking restriction Monday through Friday 8 AM to 5 PM; and,

WHEREAS, the PTSC recommends no parking zones along a portion of Irene Court median and a portion of 131 Irene Court frontage; and,

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

SECTION 1. Approves 2-hour timed parking restriction Monday through Friday 8 AM to 5 PM. The extents of the timed parking will be along the frontage of the Artisan Crossing development at 1325 Old County Road for approximately 250 feet.

SECTION 2. Approves no parking zones along a portion of Irene Court median and a portion of 131 Irene Court frontage.

* * *

ADOPTED May 28, 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



STAFF REPORT

Meeting Date: May 28, 2024
Agency: City of Belmont
Staff Contact: Bozhena Palatnik, Public Works, (650) 595-7463, bpalatnik@belmont.gov
Agenda Title: San Juan Blvd Sewer Capacity Improvement Project Task Order for Construction Management and Inspection Services
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute a Task Order with MNS Engineers, Inc. to provide construction management and inspection services for an amount not to exceed \$270,452 for the San Juan Blvd. Capacity Improvement Project, City Contract Number 2024-631.

Strategic Focus Area

Infrastructure and Mobility

Background

As part of the Sanitary Sewer Master Plan, the City's engineering consultant developed a list of short- and long-term capital improvement projects that would address deficiencies in sanitary sewer infrastructure condition and/or capacity. The first 2 capital improvement projects (CIPs) identified as a top priority involve capacity deficient sanitary sewer gravity pipes feeding into the City's largest sewer lift station – San Juan. The project involves upsizing/construction of approximately ½ mile of sanitary sewer pipe network along San Juan Blvd. and East Laurel Creek, as well as reconnection of the sewer service laterals, and rehabilitation of the manholes.

Staff selected a consultant to design this project. Plans and specifications have been completed and the project was approved by Council on May 14 to be advertised for construction. The bid opening will take place on June 12, 2024, with construction anticipated to start in late July and be completed by the end of the year. The total cost of construction with contingency is estimated to be \$2,310,000.

Analysis

To ensure proper construction management and inspection support, City staff requested proposals from the list of its on-call engineering consultants and selected MNS Engineers, Inc. to provide the subject services for this work. The scope of work will include pre-construction, construction, and contract close-out services as outlined in the attached document to the staff report.

Alternatives

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



Attachments

- A. Resolution
- B. Proposal from MNS Engineers, Inc.

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Funding in the amount of \$270,452 has been incorporated into the fiscal year 2024-29 five-year Capital Improvement Program and will come from the Sewer Collection Fund under San Juan Sewer Main Capacity Improvements Project (Account #399-3-730-7086-9030).

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

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 A TASK ORDER WITH MNS ENGINEERS, INC. TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR AN AMOUNT NOT TO EXCEED \$270,452 FOR THE SAN JUAN BLVD. CAPACITY IMPROVEMENT PROJECT, CITY CONTRACT NUMBER 2024-631

WHEREAS, City staff requested proposals from the list of on-call consultants to provide construction management and inspection services, and selected MNS Engineers, Inc. based on their qualifications and experience with similar projects; and,

WHEREAS, the project is categorically exempt from the California Environmental Quality Act (CEQA) under the CEQA Guidelines Section 15301 I for the maintenance, repair or minor alteration of existing facilities; and,

WHEREAS, funding in the amount of \$270,452 has been incorporated into the fiscal year 2024-29 five-year Capital Improvement Program and will come from the Sewer Collection Fund under San Juan Sewer Main Capacity Improvements Project Account #399-3-730-7086-9030.

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

SECTION 1. The City Manager is authorized to negotiate and execute a Task Order with MNS Engineers, Inc. to provide construction management and inspection services for an amount not to exceed \$270,452 for the San Juan Blvd. Capacity Improvement Project, City Contract Number 2024-631.

* * *

ADOPTED May 28, 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

May 16, 2024

City of Belmont

Attention: Ms. Bozhena Palatnik, PE, Senior Civil Engineer
One Twin Pines Lane, Suite 385
Belmont, CA 94002

SUBJECT: Request for Proposal for Construction Management Services for San Juan Sewer Project

Dear Ms. Palatnik,

We are pleased to submit a cost proposal and scope of work to provide construction management and inspection services on the upcoming San Juan Sewer Project.

Should you have any questions, please contact me at (510) 774-6119, mchan@mnsengineers.com if you have any questions.

Sincerely,
MNS Engineers, Inc.



Michael K. Chan, PE
Principal Construction Manager

cc: Scope of Work and Cost Proposal

Scope of Work

San Juan Sewer Project

Perform the following services in accordance with Chapter 16 “Administer Construction Contracts” of the Caltrans Local Assistance Procedures Manual

I. Pre-Construction Services

- Lead the Preconstruction meeting

II. Construction Services

- Submittal and RFI Coordination
- Project Inspection and documentation
- Review of Progress Payment Requests
- Prepare Weekly Statement of Working Days
- Progress Schedule review
- Contract Change Order Analysis and Negotiation
- Potential Claims analysis and resolution
- Resolution of resident & business concerns
- Utility Coordination assistance (if required)
- Coordination of materials testing
- Office Engineering and Document Control
- Conduct weekly meetings as needed to coordinate work with City and Contractor
- Address unforeseen field conditions and provide direction to contractor based on input from Project Manager and Project Engineer
- Check contractor's certified payroll and its compliance with prevailing wage rates
- Estimate and track extra work

III. Contract Close out

- Preparation of punch list items
- Preparation of red lined record drawings

City of Belmont
San Juan Sewer Project
Cost Proposal for CM

Construction Begin							
Closeout							

Staffing	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Hours	Rate*	Cost
Mike Chan, Construction Manager		8	8	8	8	8	4	44	\$335.00	\$14,740.00
James Wilcenski, Resident Engineer		60	60	50	50	40	32	292	\$280.00	\$81,760.00
Office Engineer, TBD		48	48	40	40	40	40	256	\$135.00	\$34,560.00
Sr. Inspector - Peter Testa		176	176	160	184	8		704	\$198.00	\$139,392.00
										\$270,452.00

* - Rates from MNS 2024 Standard Schedule of Fees

1. Durations based on a 4 month construction period.

2. Hours and costs are an estimate only; actual hours and costs will be based on contractor's schedule. Hours based upon the contractor working 8 hours per day with no overtime.

3. Overtime for Non-Exempt staff would be subject to premium time at 1.5x base and 2.0 x base. Night Work considered Special Shift and will be billed at regular rate plus 5%.

4. Construction Inspector's rate subject to adjustment if DIR Prevailing Wage rates are applicable.

5. Material Testing excluded from the scope and can be provided upon request.



STAFF REPORT

Meeting Date: May 28, 2024
Agency: City of Belmont
Staff Contact: Grace Castaneda, Finance Director, gcastaneda@belmont.gov; Nawel Voelker, Management Analyst II, nvoelker@belmont.gov; Danny Nguyen, Budget Manager, dnguyen@belmont.gov
Agenda Title: Introduction of the Proposed Fiscal Year 2024-25 Budget
Agenda Action: Discussion & Direction

Recommendation

Discuss and provide direction regarding the proposed fiscal year (FY) 2024-25 budget. A public hearing has been set for June 11, 2024 to consider budget adoption.

Strategic Focus Area

Fiscal and Organizational Sustainability

Executive Summary

- The state of the economy is just one of many factors that play into our annual budget planning. The proposed fiscal year (FY) 2024-25 budget reflects the provision of essential City functions such as public safety and public works services, while maintaining fiscal prudence as the City faces the State's takeaway of a major revenue source.
- Although the City remains financially healthy today, long-term economic uncertainty makes local control over City revenue sources and diversifying those sources more important than ever to ensure long-term fiscal sustainability and allows Belmont to be self-reliant into the future.
- The FY 2024-25 City of Belmont operating budget is \$63.5 million, and the Belmont Fire Protection District operating budget is \$13.6 million, for a total Citywide operating budget of \$77.1 million (up 2.5% over the FY 2023-24 adopted budget). This increase primarily reflects the cost of Citywide operations and strategic funding in focus areas to meet the community's priority needs.
- The FY 2024-25 City of Belmont Capital Improvement Program (CIP) budget is \$25.3 million and Belmont Fire Protection District CIP budget is \$0.07 million, including significant funding toward community-identified priorities including streets, sewer, and storm drain infrastructure, for a total Citywide CIP budget of \$25.4 million. The five-year CIP plan is \$83.3 million.
- The State continues to underfund property tax in lieu of VLF (VLF) and refused to appropriate the VLF shortfall payment in their FY 2024-25 budget, making this major revenue source increasingly vulnerable. Belmont's impact is a \$1.1 million revenue loss in FY 2024-25, which equates to the entirety of business license tax revenue. If the State continues to take away VLF revenues, the projected impact to Belmont is a loss of \$10 million over the next five years or \$30 million over the next ten years.
- The General Fund operating budget for FY 2024-25, including transfers, is balanced at \$31.3



million. The General Fund long-term forecast reflects use of General Fund reserves to replace revenue shortfalls predominately due to the State’s underfunding of VLF, resulting in an ongoing reduction in fund balance reserves. The General Fund balance is projected to fall below the 33% reserve target by FY 2030-31.

- Estimated loss in VLF revenues will reduce overall revenue growth in the General Fund’s long-term forecast to an estimated 2% annually, not nearly keeping pace with annual consumer price index in the bay area, which has averaged 3.6% over the past five years.
- To ensure long-term fiscal sustainability and prevent cuts to essential City services, it is critical that the City prioritizes identifying and maintaining locally-controlled revenue sources. Recent community surveys have identified opportunities including priorities such as modernizing the business license tax structure, establishing a City Services Community Facilities District as a tool to ensure new development to pay its fair share for impacted services, and new funding for storm drain infrastructure. Implementing a long-term financial sustainability plan will be the focus of the FY 2024-25 budget and beyond.
- In the FY 2024-25 budget, priority funding focuses on advancing Council and community priorities, sets funding aside for infrastructure needs, and maintains City’s cash reserves while controlling unsustainable cost growths through rising inflationary pressures.

Highlights by City Strategic Focus Areas include the following:

Infrastructure & Mobility <i>Goal: A transportation, facilities, and infrastructure system that maintains and improves our community to meet current and future demand and climate action goals.</i>
• Develop a Transportation Master Plan that addresses how significant new development, mobility, traffic congestion, and infrastructure can be managed for all modes of transportation • Complete construction of the 2025 Pavement Rehabilitation Project • Continue with urban forestry, fire, and hazard mitigation projects • Complete the City's Safety Element Update
Economic Development & Housing <i>Goal: Local business and land use policies that promote economic development, vibrant mixed-use centers, and diversity of housing choices.</i>
• Ensure land use policies and practices support a diversity of housing choices, leverage existing affordable housing assets, and increase options for affordable housing • Review the General Plan and zoning and ensure alignment with our housing & economic development plans/vision and evaluate Economic Activity Hubs • Engage in long range/advanced planning projects to facilitate TOD related housing, economic development, and establish a specific Plan Area for the Unincorporated Harbor Industrial Association (HIA) • Coordinate multi-department/stakeholder team to address timely major development applications (e.g. CD, PW, CA, ED&H)
Fiscal & Organizational Stability <i>Goal: Ensure financial stability, quality city services delivered through our employees, and</i>



<i>investment in our organizational development.</i> • Continue funding support and deliver diversity, equity, and inclusion programs including training and cultural events • Prioritize implementation of economic opportunities initiatives such as new development related community benefits • Secure funding to address future annexation of the Harbor Industrial Area (HIA) • Review and update as needed the City's personnel policies to ensure they reflect best practices in diversity and inclusion
Public Safety <i>Goal: Forward-thinking public safety services aligned with community needs through civic engagement, partnerships, and public education.</i> • Enhanced funding to provide for 2 reserve per diem Police Officer positions • Funding to replace an existing Mobile Command Center, which is used as a backup communications center and mobile command post, and for equipment to enhance investigative capabilities
Quality of Life <i>Goal: Engage the community in maintaining and enhancing Belmont's character and quality of life.</i> • Enhanced funding to support afterschool enrichment programs and senior events and programs • Increase two Teacher positions, each position from 0.75 FTE to 1.0 FTE, to maintain levels of service and succession planning

Background

The proposed FY 2024-25 budget continues the City's long-standing tradition of accountability to provide a thoughtful balance between short-term cost saving measures and long-term fiscal stability strategies. The City Council held a strategic planning workshop on March 27, 2024, during which they received a presentation on Belmont's financial operations, including a review of recent actions at the State level that were anticipated to have detrimental impacts on revenues. At that workshop, the City Council affirmed ongoing support for the previously adopted strategic objectives and priority initiatives aimed at ensuring ongoing fiscal sustainability and securing locally controlled funding for priority City services and investments in the community. The discussion and direction provided by the Council have been incorporated into the proposed FY 2024-25 budget, continuing our path forward towards a stronger and more resilient organization.

Belmont will continue to focus on resident-identified City service priorities, including the following.

- Maintaining storm drains, reducing flooding, debris, and pollution in City streets;
- Fixing potholes and repairing streets and sidewalks;
- Maintaining 911 emergency response times;
- Keeping public areas healthy safe and clean; and
- Maintaining senior services including health, nutrition, and transportation programs.



The City will continue to engage the Belmont community around City service needs and priorities through various communication channels and social media platforms during this next year.

Analysis

The proposed FY 2024-25 budget continues to provide funding for core services, advance Council priorities, and make a substantial investment in our capital and infrastructure needs while also highlighting key revenue takeaways. The budget document includes eight sections, including financial trends, a ten-year plan for the General Fund and five-year plans for most other funds, and budgetary information organized by City department. Budget highlights are included in the City Manager's Letter of Transmittal at the beginning of the budget document, in the Budget Overview section's consolidated summary of proposed FY 2024-25 appropriations, and in the Department Information and Fund Information sections, providing comprehensive financial information at department and fund levels, respectively.

\$5 million minimum General Fund reserve policy

The City established a General Fund reserve policy that is designed to provide financial stability during significant financial emergencies: for catastrophic events such as an earthquake, and for service stability to moderate the impact of economic cycles. The policy has two parts: 1) a reserve targeted in an amount equal to at least 33% of the annual General Fund operating expenditure budget, and 2) a \$5 million minimum. For the second part, because the amount is static, the \$5 million policy amount has remained the same over the years, while the cost of operations has grown. Overtime, inflation erodes the effectiveness of a static reserve fund. Conversely, the 33% target keeps up with time and grows in conjunction with the cost of operations. Under the Government Finance Officers Association (GFOA) best practices, a reserve target balance is recommended to be at least two months. Given the City's financial management practices which include fiscal prudence and responsibility, staff recommends keeping the 33% policy target which would allow four months of operations during events of significant financial emergencies, and eliminating the \$5 million policy amount which is flat and would not grow with time. This update will ensure that the City remain dynamic and responsive. With Council's support staff will incorporate this update as part of the budget adoption resolution.

Budget Presentation

The attached presentation covers the following.

- FY 2024-25 Budget Overview
- Strategic Focus Areas and Community Priorities
- Long-Term Fund Forecasts
- Five-Year Capital Improvement Plan
- Department Budget Highlights
- Next Steps

Next Steps

Subsequent to receiving feedback and direction from the City Council on the proposed budget, a public hearing is scheduled for June 11, 2024 to adopt the FY 2024-25 budget. At that meeting, it is anticipated City Council will be asked to consider and adopt the following.

- A resolution establishing the base revenue, appropriations (expenditures), Capital Improvement Program budget and five-year plan, and permanent staffing plan for the year



- A resolution approving Article XIIIIB appropriations (Gann Limit)
- A resolution establishing the Special Tax for Community Facilities District No. 2000-1 (Library Project)
- A resolution amending the Master Revenue Schedule
- Companion actions, including resolutions to the Annual Report for Collection on the Tax Roll:
 - Storm Drainage Fees (NPDES)
 - Sewer Treatment Facility Charge (City's Share of the Silicon Valley Clean Water Sewer Treatment Plant Expansion)
 - Sewer Services Fees

Audit Committee Recommendations and Review

As part of the City's budget development process, the Audit Committee will review the proposed FY 2024-25 budget at a scheduled meeting prior to the June 11, 2024 public hearing, at which point it is expected they will make a recommendation regarding adoption of the proposed budget.

Alternatives

1. Provide staff with alternative direction on budget assumptions or priorities
2. Take no action

Attachments

- A. Presentation
- B. Proposed Fiscal Year 2024-25 Budget (Click "FY 2024-25 Proposed Budget" button at the top of www.belmont.gov/budget)

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed:

Proposed FY 2024-25 Budget Summary

Funds	Revenues & Other Sources	Expenditures & Other Uses	CIP Expenditures
City	\$89,685,280	\$75,608,420	\$25,321,738
Fire District	\$18,684,389	\$13,545,524	\$70,000
Total	\$108,369,669	\$89,153,944	\$25,391,738

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

CITY OF BELMONT

FISCAL YEAR 2024-25 BUDGET INTRODUCTION

May 28, 2024





BUDGET OVERVIEW

LONG-TERM FORECASTS

5-YEAR CIP PLAN

DEPARTMENT BUDGETS

NEXT STEPS



BUDGET OVERVIEW

FISCAL YEAR (FY) 2024-25 BUDGET PROCESS



CITY MANAGER'S MESSAGE



- Align with the City's adopted *Strategic Focus Areas*
- Sustain long-term operational needs to meet *community-identified priorities*
- Continue fiscal prudence while managing service needs, with a *balanced budget*
- Remain focused on *infrastructure funding* and capital improvement



STRATEGIC FOCUS AREAS

CITYWIDE PRIORITIES



- ***Local control over local revenue sources*** is essential to long-term fiscal sustainability and allow Belmont's self-reliance into the future
- Secure funding for sewer, storm, streets, facilities, and parks to ***address deferred maintenance and future capital needs*** along with a plan to support critical public services
- Maximize existing revenues and ***identify new cost recovery strategies***



BUDGET OVERVIEW

(IN MILLIONS)



	FY 2024-25 BUDGET <i>(Proposed)</i>
OPERATING BUDGET (CITY)	\$63.5
OPERATING BUDGET (FIRE)	\$13.6
TOTAL OPERATING BUDGET	\$77.1
CAPITAL IMPROVEMENTS (CITY)	\$25.3
CAPITAL IMPROVEMENTS (FIRE)	\$0.07
TOTAL BUDGET	\$102.5

144.75

TOTAL PERSONNEL
(+0.50 FTE)



GENERAL FUND SUMMARY

(IN MILLIONS)



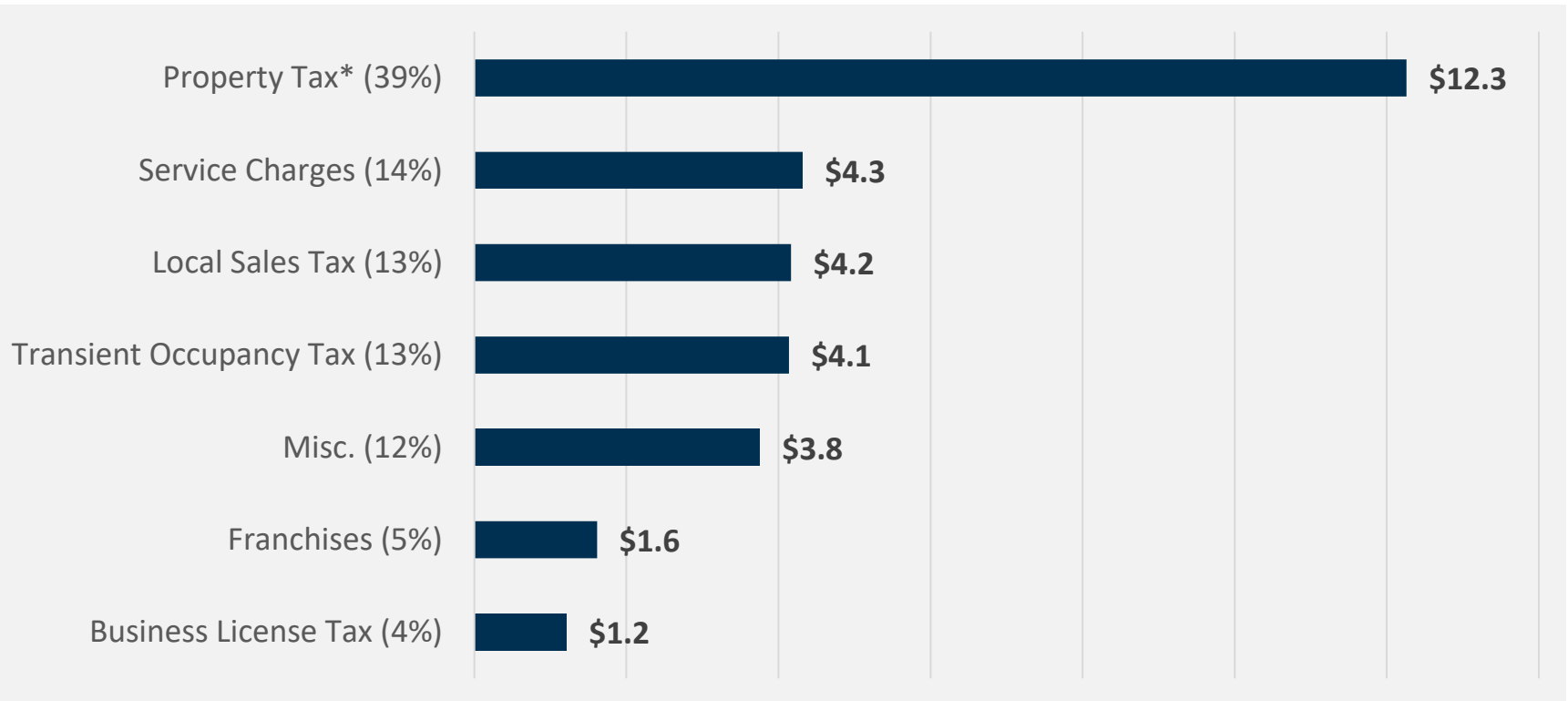
	FY 2024-25 BUDGET <i>(Proposed)</i>
RESOURCES	\$31.5
REQUIREMENTS	\$31.3
RESOURCES OVER/(UNDER) REQUIREMENTS	\$0.2

**General Fund Reserve
is not needed to
balance budget this
fiscal year**



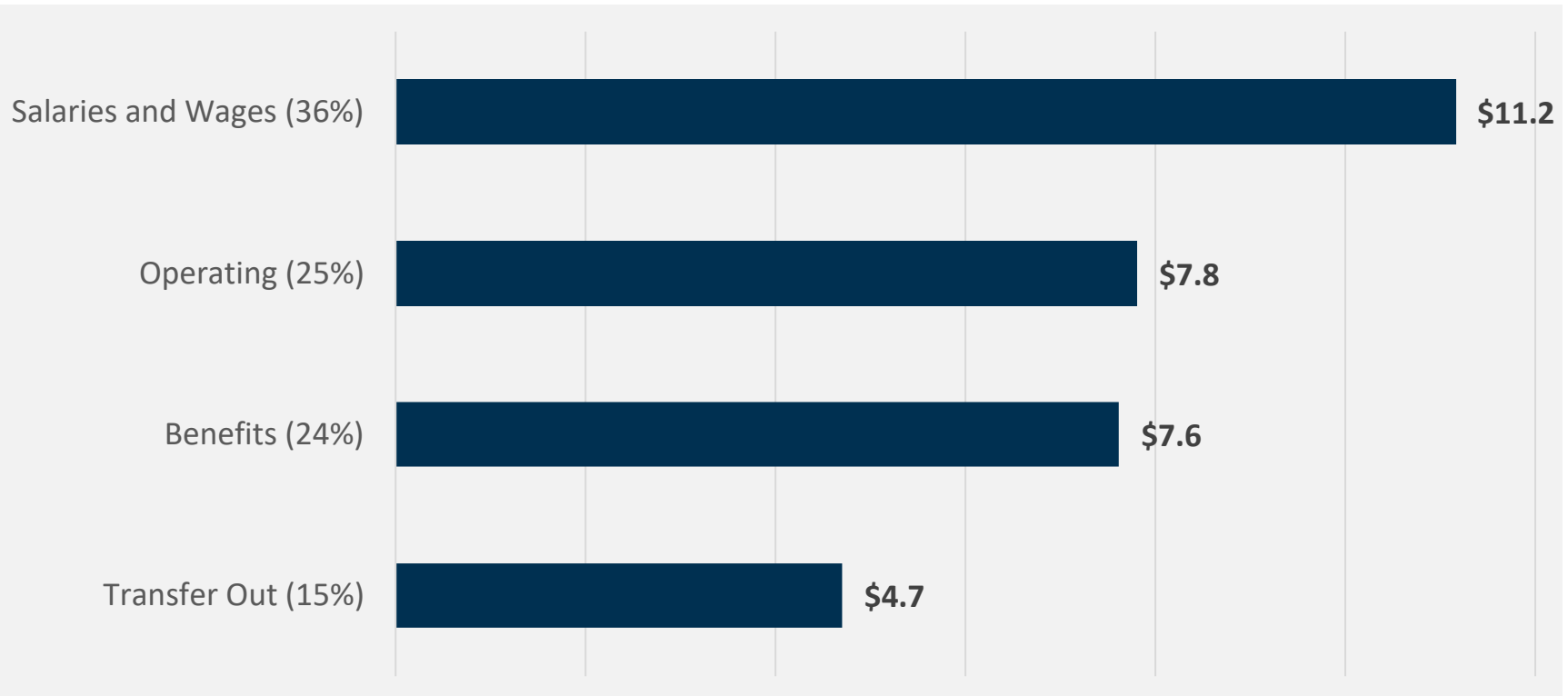
GENERAL FUND FY 2024-25 RESOURCES

(IN MILLIONS)



*includes property transfer tax

GENERAL FUND FY 2024-25 REQUIREMENTS (IN MILLIONS)





LONG-TERM FORECASTS

STATE TAKEAWAY OF PROPERTY TAXES

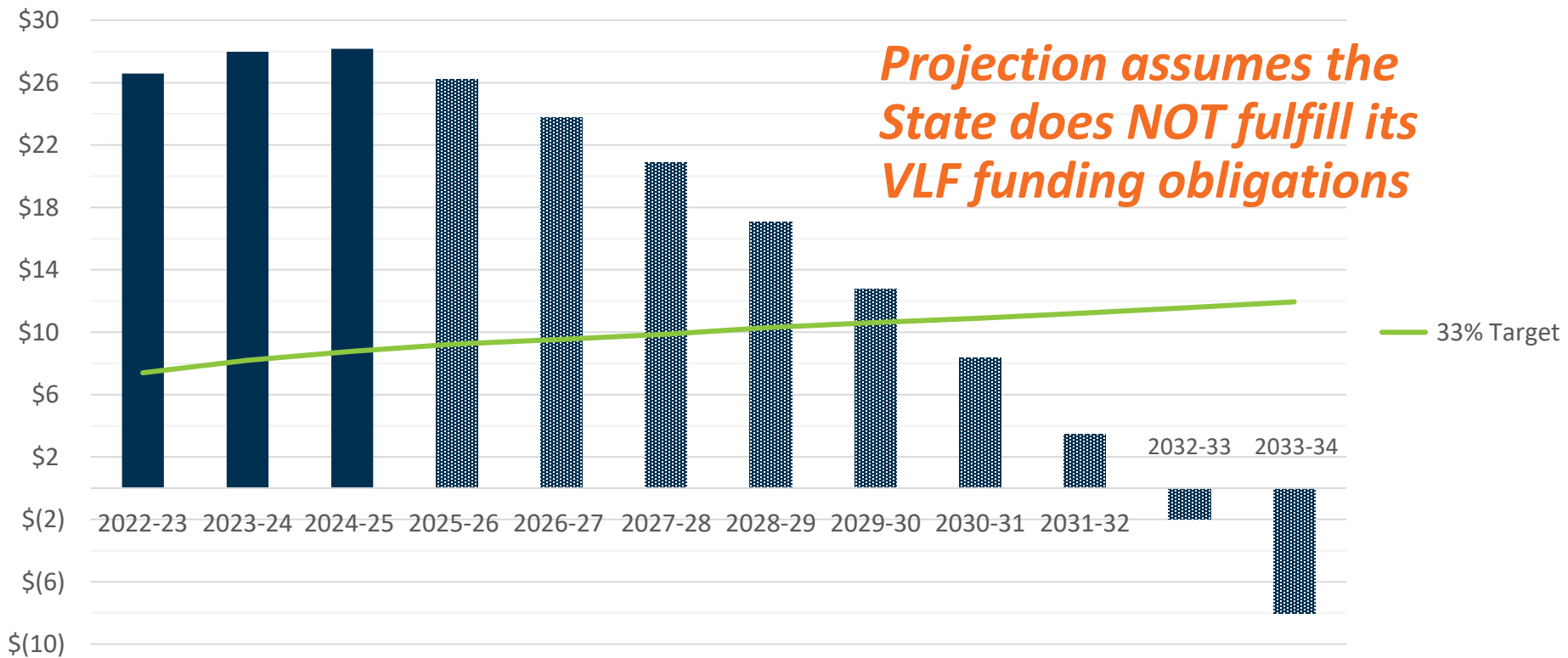


- The *State continues to underfund property tax in lieu of VLF (VLF)* and *refused payment* for the VLF shortfall
- Belmont stands to *lose \$1.1 million* in FY 2024-25
 - Entirety of business license tax revenue
- If the State continues its stance, *the General Fund impact is a loss of \$30 million over 10 years*; reserve balance would fall below 33% reserve target in FY 2030-31
- A fully funded VLF is *15% of total General Fund operations*

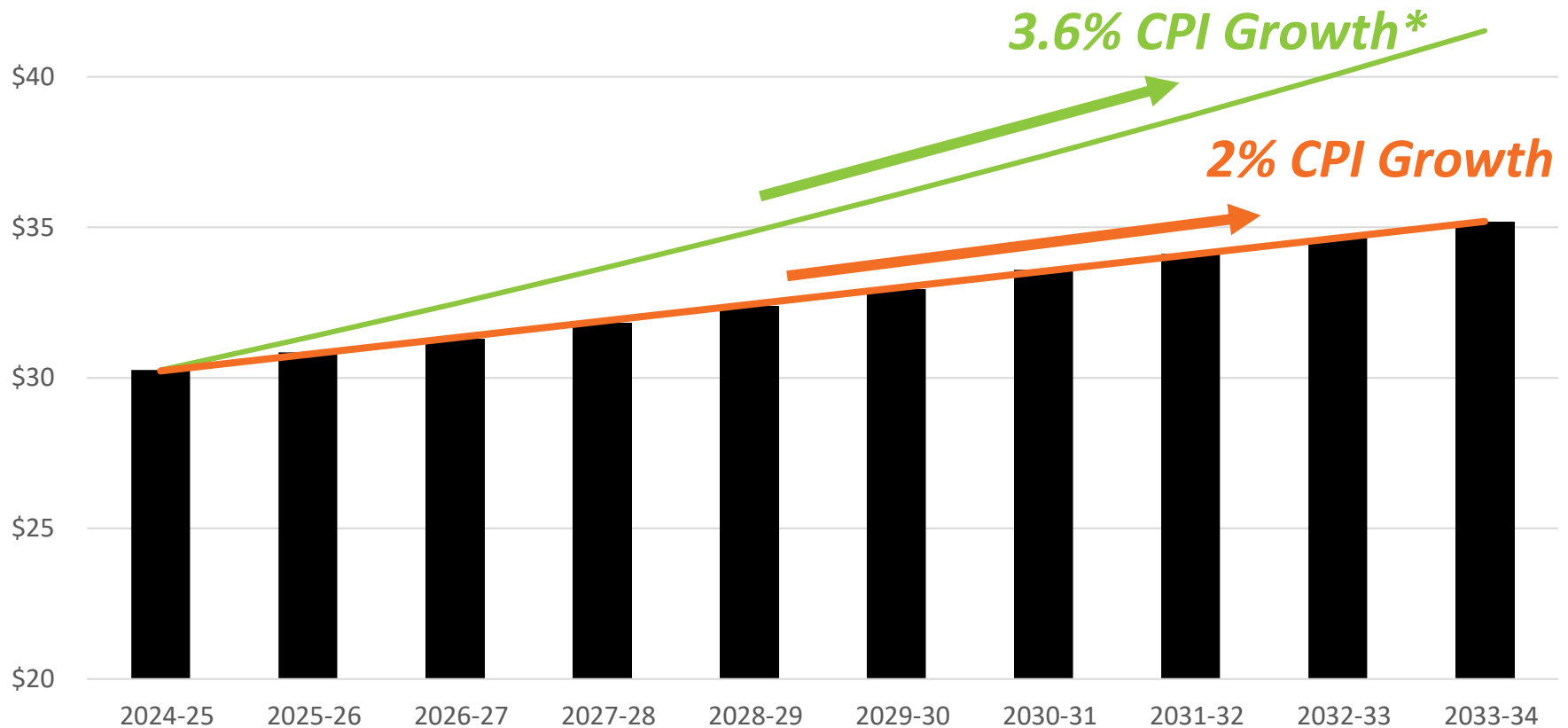


GENERAL FUND PROJECTION

WITHOUT VLF FUNDING
(IN MILLIONS)



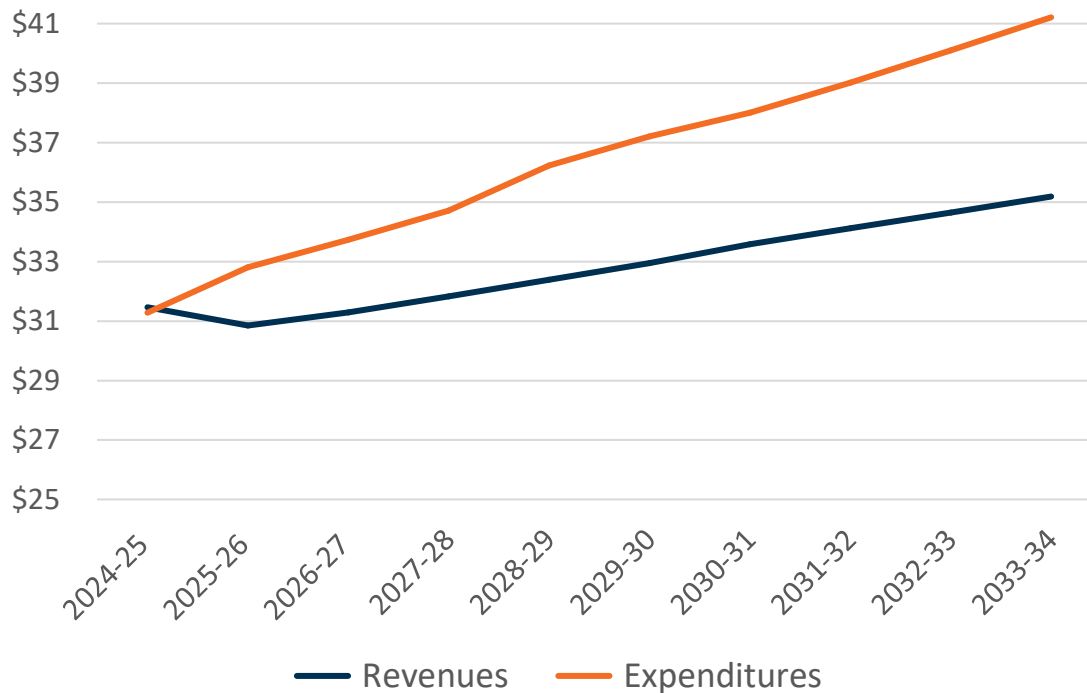
GENERAL FUND REVENUE GROWTH PROJECTIONS (IN MILLIONS)



*5-year average of the San Francisco-Oakland-Hayward CPI-U

ESTIMATED REVENUE & EXPENDITURES

(IN MILLIONS)

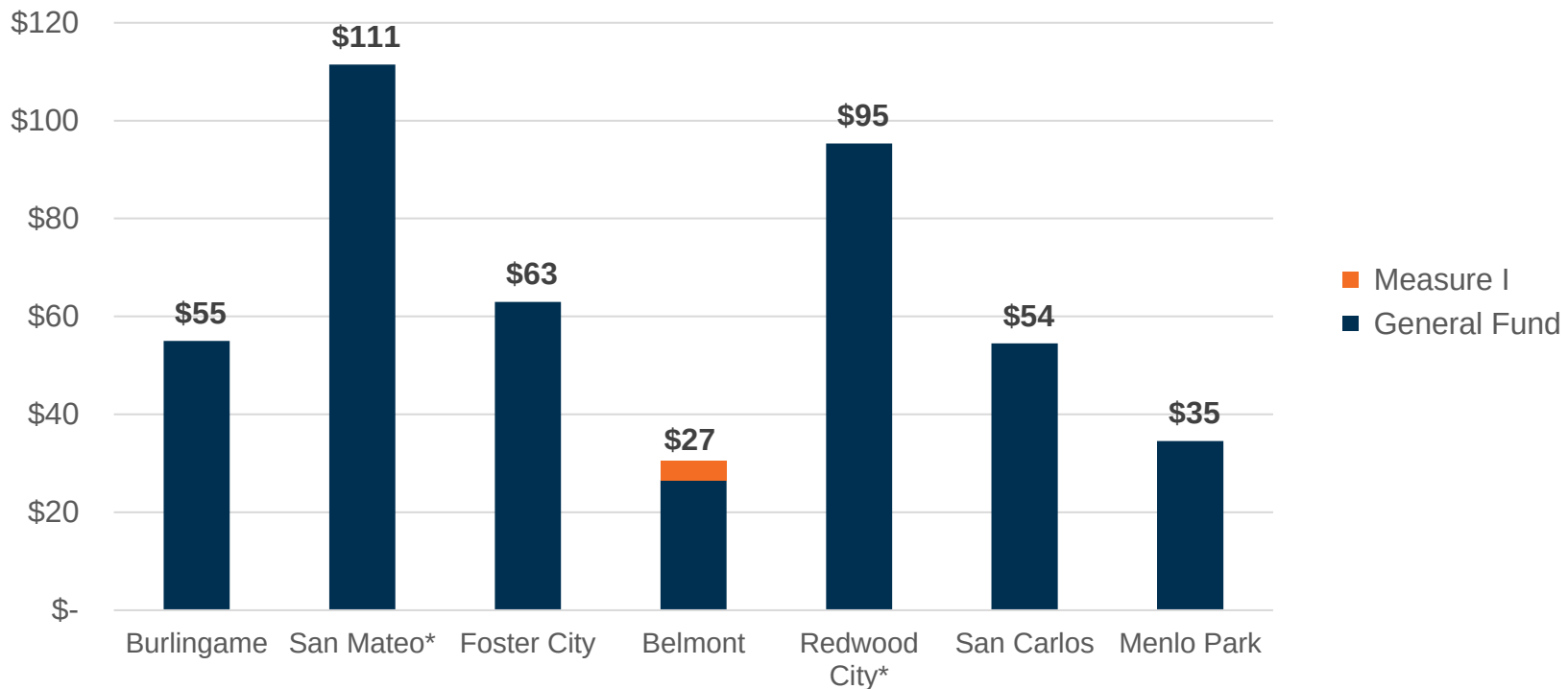


**Local control over
local revenue sources
is essential to long-term
fiscal sustainability**



GENERAL FUND

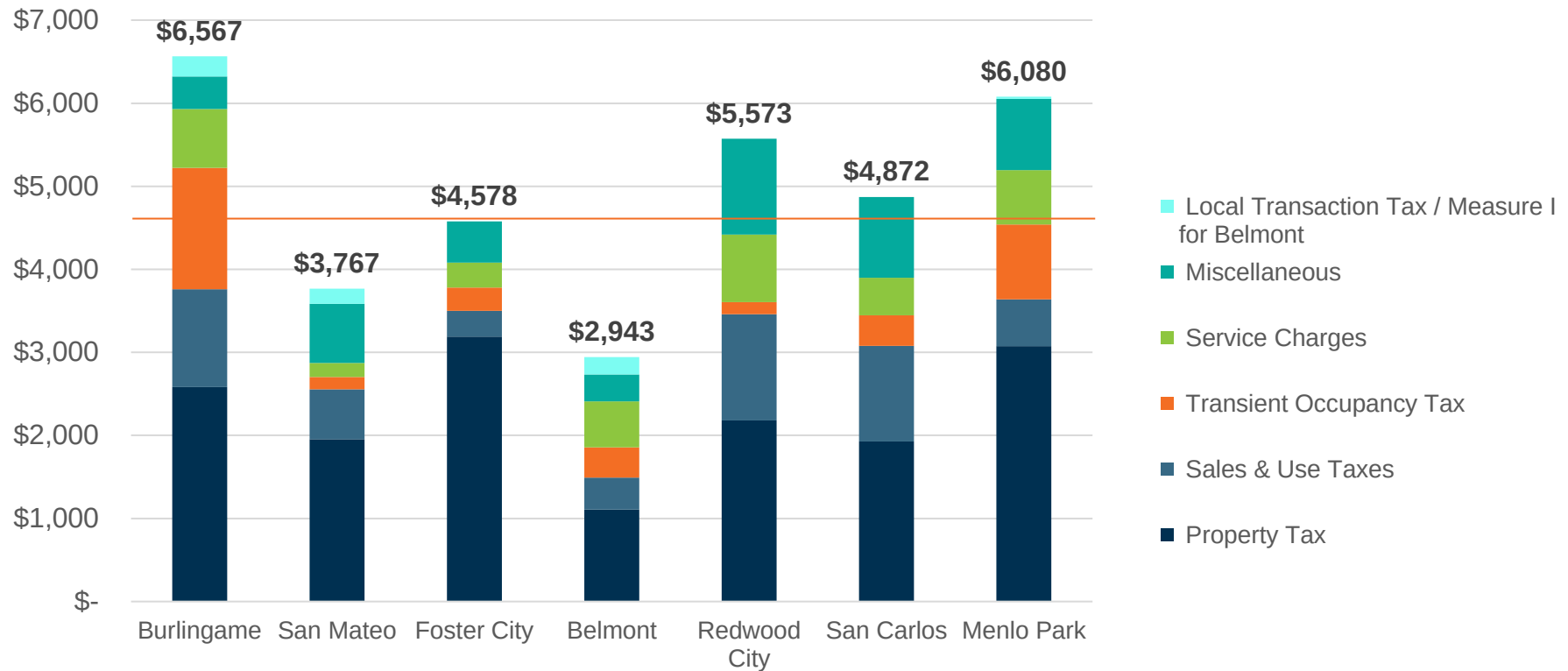
COMPARISON OF GENERAL FUND BALANCE AS OF JUNE 30, 2023 (IN MILLIONS)



*General Fund balance as of June 30, 2023 not currently available; amounts shown are as of June 30, 2022.
Belmont's General Fund balance as of June 30, 2023 was \$27 million; Measure I Fund balance was \$4 million.

AVAILABLE REVENUES

COMPARISON OF GENERAL FUND REVENUES PER HOUSEHOLD



— Denotes the 7-city average revenue of \$4,881 per household

"Miscellaneous" includes Licensing Fees, Real Estate Transfer Tax, Licenses and Permits, Intergovernmental Sources, Fines and Forfeitures, Interest and Rent Income, and other.



5-YEAR CAPITAL IMPROVEMENT PLAN

CAPITAL IMPROVEMENT PLAN OVERVIEW



\$25.4M

FY 2024-25 CIP
(PROPOSED)

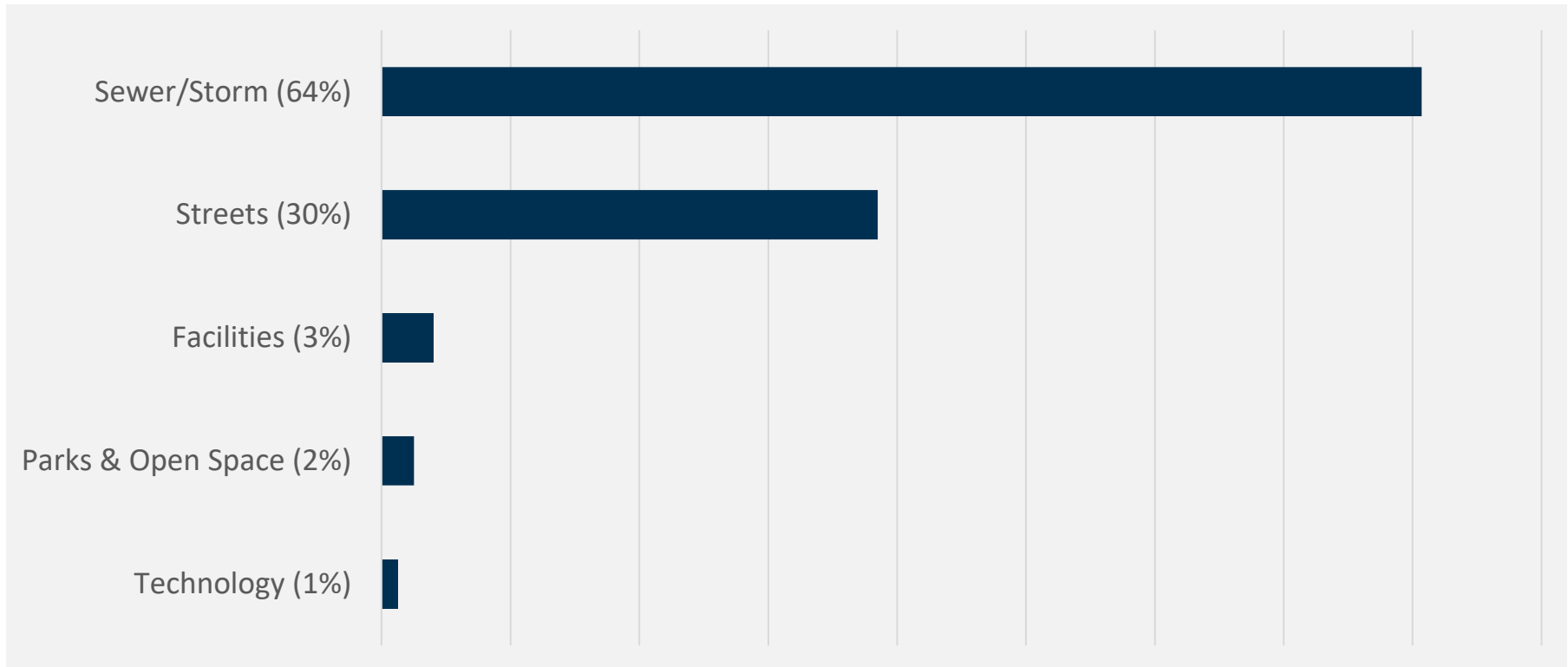


\$83.3M

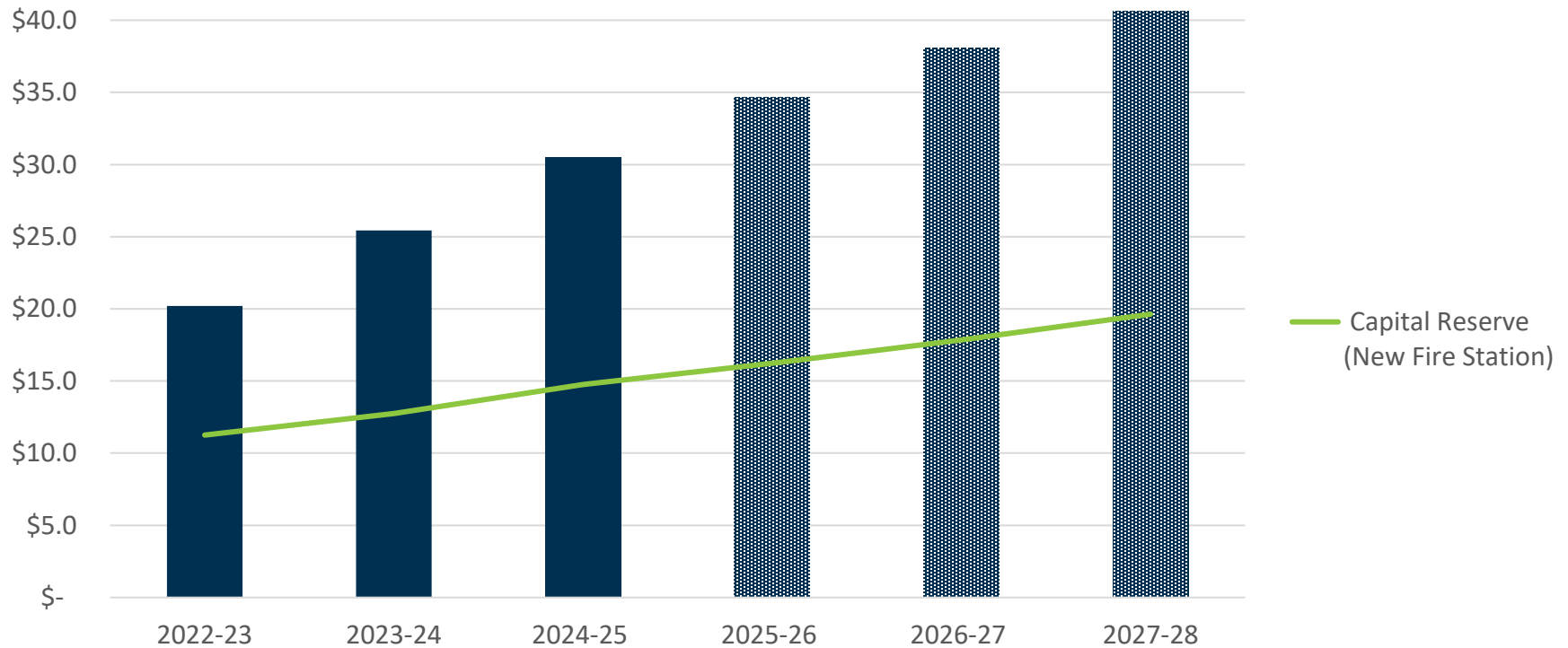
5-YEAR CIP PLAN



CAPITAL IMPROVEMENT PLAN OVERVIEW (IN MILLIONS)



BELMONT FIRE PROTECTION DISTRICT PROJECTION (IN MILLIONS)





PROPOSED BUDGET BY DEPARTMENT

COMMUNITY DEVELOPMENT

FY 2024-25 BUDGET SUMMARY



STRATEGIC FOCUS AREA	Economic Development & Housing
FUNDING SOURCES	- Development Services - General Plan Maintenance - Affordable Housing - Housing Mitigation Fees

PERSONNEL COUNT <i>(Proposed)</i>	11.0
TOTAL OPERATING BUDGET <i>(Proposed)</i>	\$7.9M



COMMUNITY DEVELOPMENT

HIGHLIGHTS & INITIATIVES



- Permit/plan review for building, public works, and fire activities
- Process planning entitlement applications, community outreach, public hearings
- Business license processing/inspection
- Pre-application consultations and pre-construction meetings
- Maintain records of decision/related notices to implement policy actions
- Implement Green Building/Electric Vehicle Infrastructure Codes
- Manage high-level, complex development review projects
- Facilitate streamlined review for affordable housing developments
- Prepare general plan/zoning designation amendments for South ECR cannabis retail/distribution
- Prepare Regional Commercial (RC) District Zoning Text Amendments
- Prepare Harbor Industrial Area Specific Plan and environmental impact review
- Ongoing Implementation of:
 - 2035 General Plan (GP), including 2023-2031 Housing Element
 - Belmont Village Specific Plan (BVSP)
 - Climate Action Plan (CAP)
 - Placemaking objectives and initiatives
 - Wireless regulations
 - SFDR Amendments

COMMUNITY DEVELOPMENT

HIGHLIGHTS & INITIATIVES



- **Housing Highlights**

- Since 2015, the City has issued building permits for 840 new housing units, including 330 affordable units
- The City has approved development entitlements for an additional 156 housing units, 52 of which are affordable, and is currently processing applications for 204 more housing units including 87 affordable units
- Issued a \$3.5 loan from City Affordable Housing Funds to support a 125-unit 100% affordable project currently under construction.
- Provided financial support to local housing service providers HIP Housing, HEART, and Homeless Outreach Team SMC
- Adopted management plans for first rental Inclusionary Housing units in the City
- Adopted Required Zoning Updates for Housing Element Compliance



PARKS AND RECREATION

FY 2024-25 BUDGET SUMMARY



STRATEGIC FOCUS AREAS	• Quality of Life • Infrastructure and Mobility
FUNDING SOURCE	• Athletic Field Maintenance • City Trees • Facilities Management • General Facilities • General Fund • Library Maintenance & Ops • Open Space • Parks & Rec. Donations • Planned Park • Recreation • Solid Waste

PERSONNEL COUNT <i>(Proposed)</i>	25.25
TOTAL OPERATING BUDGET <i>(Proposed)</i>	\$10.4M



PARKS AND RECREATION

HIGHLIGHTS & INITIATIVES



- **Facilities Management**

- Address facility repairs as needed
- Conduct routine and preventative maintenance on 160,000 sf of facilities
- Manage natural gas and electricity; implement energy/water conservation projects
- Coordinate Library maintenance and improvements
- Schedule and rent facilities for City or private/group uses

- **Recreation Programs**

- Deliver accessible, inclusive, age-friendly programs, services, and events
- Provide licensed childcare services
- Partner/provide youth and teen programs: summer camps, aquatics, after school programs, the Hideout, YAC, and VOICES
- Partner/provide adult and senior programs: educational and recreational opportunities, day trips, transportation to/from Center, and lunch program
- Coordinate athletic field usage for sports groups on City, BRSSD and CSUS fields

PARKS AND RECREATION

HIGHLIGHTS & INITIATIVES



- Parks and Open Space

- Maintain/repair 15 developed parks, 300+ acres of open space and trails, 14 athletic fields, and 5.6 acres of developed medians
- Maintain trees on City property
- Conduct/coordinate open space trail improvements and fuel reduction
- Collect/manage park/facility waste; continue to improve recycling/composting rates
- Manage new construction, improvements, or rehabilitation of City parks and playgrounds
- Implement Twin Pines Master Plan, Parks, Recreation, and Open Space Master Plan recommendations
- Continue Community Center Conversations to raise awareness of need for new community center.

- Other Services

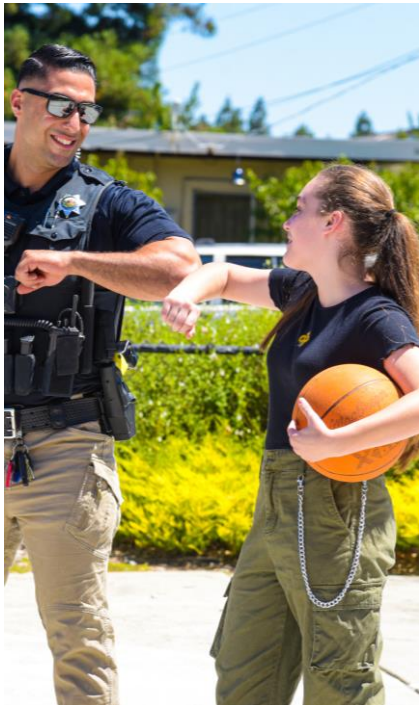
- Manage tree removal permitting
- Promote tree canopy and maintain "Tree City USA" status
- Coordinate volunteer and educational opportunities

- Diversity, Equity, and Inclusion (DEI)

- Raise awareness of DEI among City Staff
- Implement DEI improvements into internal City policies, activities, and programs
- Facilitate incorporation of DEI concepts into City operations and community programs and services
- Collaborate with the Community to host cultural celebrations and events

POLICE

FY 2024-25 BUDGET SUMMARY



STRATEGIC FOCUS AREA

Public Safety

FUNDING SOURCES

- General Fund
- Public Safety Grants
- Supplemental Law Enforcement

PERSONNEL COUNT *(Proposed)*

45.0

TOTAL BUDGET *(Proposed)*

\$16.1M



POLICE

HIGHLIGHTS & INITIATIVES



- Law Enforcement Administration

- Provide leadership/guidance to meet and exceed community expectations
- Recruit/train high quality staff
- Coordinate Emergency Preparedness
- Promote community partnerships

- Crime Control

- Impartial law enforcement
- Crime prevention (e.g., BelmontWatch)
- Apprehension/prosecution of offenders
- Collaborative resolution with a community policing philosophy
- C.A.R.E. Team follows-up on cases involving mental health crisis
- Community outreach (e.g., Belmont Police Community Academy, website, YouTube, Twitter, NextDoor, Belmont TRAC)

- Traffic and Community Safety

- Enforce vehicle code/parking regulations
- Coordinate traffic calming/collision reduction
- Mark/tow abandoned vehicles
- Solicit/respond to traffic enforcement concerns (via "Traffic Enforcement Hot Spot" Program)
- Investigate vehicle collisions

- Professional Services

- Respond to community inquiries
- Timely dispatch of calls for service
- Securely store/organize property/evidence
- Safeguard/maintain/report police records in compliance with the law
- Release reports in compliance with the law

PUBLIC WORKS

FY 2024-25 BUDGET SUMMARY



STRATEGIC FOCUS AREA	Infrastructure and Mobility
FUNDING SOURCES	• Development Services • Fleet & Equipment Mgmt • Infrastructure Repair • Sewer Collections • Sewer Connection Fees • Sewer Treatment Facility • Solid Waste • Storm Drainage • Street Improvement • Street Maintenance

PERSONNEL COUNT <i>(Proposed)</i>	33.0
TOTAL OPERATING BUDGET <i>(Proposed)</i>	\$12.4M



PUBLIC WORKS

HIGHLIGHTS & INITIATIVES



- **Sanitary Sewer**
 - New Citywide Sewer Master Plan
 - Development of New Sewer Lateral and Fats, Oils, and Grease (FOG) programs
 - Strategizing asset management
 - Regulatory compliance
- **Solid Waste Management**
 - SB1383 (mandatory composting) implementation
 - Household hazardous waste disposal
 - E-waste, compost dispersal, and document shredding events
 - NPDES stormwater compliance
 - SBWMA and Recology services management
- **Fleet Management**
 - Completed 122 preventative maintenance services and 126 repairs
 - Replaced 2 gas-powered vehicles with hybrids
 - Transitioned to R99 renewable diesel fuel
- **Development Review**
 - Traffic/engineering study review
 - Review/issue/inspect permits
 - Review/approve subdivisions
 - Process easements/right-of-way vacation/dedications
 - Coordinate public events, increase in public outreach efforts (e.g., Earth Day, Coastal Cleanup, PW Open House, social media)

PUBLIC WORKS

HIGHLIGHTS & INITIATIVES



- **Public Works Engineering/Operations**

- Allocate \$2.5M in Measure I funds annually
- Inspect/repair City-owned curbs/gutters, sidewalks, ADA ramps, retaining walls, traffic signals, roadway striping, sewer main lines, lift stations, etc.
- Manage Parking/Traffic Safety Committee
- Capital projects and grant administration
 - (Design) Alameda de las Pulgas Corridor Project
 - (Design) 2025 Pavement Project
 - (Design) 2025 Sanitary Sewer Project
 - (Construction) 2023 Pavement Project
 - (Construction) 2024 Slurry Seal Project
 - (Construction) San Juan Blvd. Sanitary Sewer Capacity Improvement Project
 - (Construction) Hiller Lift Station Capacity Enhancement Project
- Modeling future capital financing requirements (anticipated increase due to Sewer Treatment Facility charge)

- **Stormwater & Municipal Region Permit**

- Asset management, capital planning/implementation, and grant admin
- Securing Environmental Permits
- Commercial/industrial inspections for MRP compliance and construction stormwater inspections
- Regulatory compliance with annual Municipal Regional Permit (MRP, 3.0)
- Belmont Creek dredging
- Updating Citywide Storm Drain Master Plan
- Completing design of the Twin Pines Park Detention Basin and the Belmont Creek Restoration Projects
- Salson Trail Storm Pipe Improvement Project

ADMINISTRATION

FUNDING SOURCES



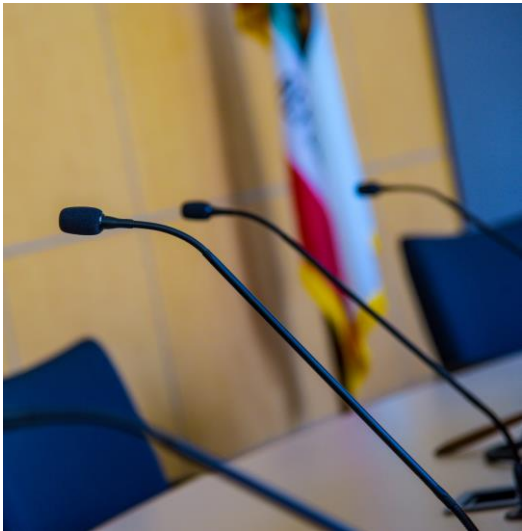
FISCAL & ORGANIZATIONAL SUSTAINABILITY STRATEGIC FOCUS AREA



FUNDING SOURCE	ADMIN SERVICES (HR/IT)	CITY ATTORNEY	CITY MNGR/ CLERK	FINANCE
FLEET & EQUIPMENT MANAGEMENT	X			
GENERAL FUND	X	X	X	X

ADMINISTRATION

FY 2024-25 BUDGET SUMMARY



	ADMIN SERVICES (HR/IT)	CITY ATTORNEY	CITY MNGR/ CLERK	FINANCE
PERSONNEL COUNT <i>(Proposed)</i>	9.0	1.0	6.5	9.0
TOTAL OPERATING BUDGET <i>(Proposed)</i>	\$4.4M	\$0.6M	\$2.7M	\$2.9M

ADMINISTRATION

HIGHLIGHTS & INITIATIVES



- Admin Services (Human Resources/IT)

- Lead the city in positive employee relations, talent management, succession planning and employee engagement programs that recognize individuals and build a high performing work environment.
- Protect employee health, foster a positive work environment and support workplace safety protocols
- Recruit, develop, and retain a diverse, well-qualified and professional workforce that reflects the high standards of the community we serve
- Identify and implement training and employee development opportunities to support employee skill enhancement, innovation, communications, DEI and leadership
- Provide guidance to managers and employees to enhance performance, create a positive work environment, and effective problem-solving of complaints and grievances as well as facilitate labor contract negotiations.
- Provide expertise and resources to the organization for successful recruiting, selection and onboarding employees who have a passion for public service, excellent skills and the ability to take on increasingly complex roles in their City career.
- Expand and update the City's security systems with enhanced access controls and security camera systems
- Analyze and reconfigure Community Development software to improve payment system functionality and data consistency in Comm Dev applications.
- Identify and implement a mobile data management solution for configuring, maintaining and securing all City owned mobile devices.
- Provide twelve tech training sessions on City software for all staff and Questys document management.
- Complete a tech refresh on patrol vehicles, a GIS asset management program for parks and NearMap and BlueBeam software.
- Council Chambers Control Room AV Broadcasting Upgrade

ADMINISTRATION

HIGHLIGHTS & INITIATIVES



- City Attorney

- Collaborating with executive team on Harbor Industrial Area annexation and proposed life science developments and land use regulations
- Supported response to winter storms including emergency proclamations/recovery
- Assisted police department with obtaining gun violence restraining orders
- Assisting with Parks, Recreation, and Open Space (PROS) Plan and related CEQA process

- City Manager

- Manage organization's financial stability, policy implementation, and overall performance
- Ensure the community understands the City's work and that the City is meeting their needs
- Respond to Council, citizen, and staff requests for information, and management of state-mandated filings
- Oversee election process of any ballot initiatives placed by City Council or through voter referendum
- Advanced Economic Development Implementation Strategy, including enhanced business communications, Downtown Revitalization and General/Specific Plan implementation, and Infrastructure financing

ADMINISTRATION

HIGHLIGHTS & INITIATIVES



- Finance

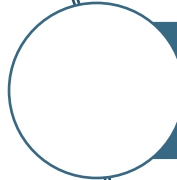
- Received highest recognition from GFOA and CSMFO for financial reporting and budget document
- Full compliance and implementation of GASB 75 on leases and GASB 96 on SBITAs
- Support Measure I Advisory Committee
- Support ongoing efforts to address long-term fiscal sustainability
 - Business License Tax modernization efforts; fiscal impact studies related to City Services CFD, HIA annexations
 - Capital financing alternatives to address capital needs and deferred maintenance
- Evaluate General Fund reserve policy
 - Remove static \$5 million minimum; keep 33% target



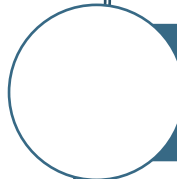
NEXT STEPS



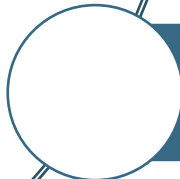
May 14, 2024
Measure I Advisory Committee Meeting



May 28, 2024
City Council Feedback



Before June 11, 2024
Audit Committee Review



June 11, 2024
Public Hearing and Adoption