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

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**CITY COUNCIL REGULAR MEETING AGENDA**
**Tuesday, May 24, 2022**
**7:00 PM**
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

**TELECONFERENCE PARTICIPANTS**
Some Members May participate Virtually
Being Held Under Gov. Code 54953(e) and
Belmont City Council Resolution 2022-034

**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 City Council Chambers and address the council from the chambers. Social distancing must be practiced, and seating will be limited.

**PUBLIC COMMENT:**
**To maximize time for live public comment, we encourage members of the public to provide comments by joining the City Council 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 Mayor.

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**

**A. Public Safety Employee Recognition and Swearing in of New Employees**

**B. Proclamation Celebrating Pride Month**

## 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. Virtual Meetings in May and June**

*Recommendation:* Adopt a resolution finding that the COVID-19 statewide emergency remains in effect and that state and local officials continue to recommend measures to promote social distancing, and directing the Council's Citizen Advisory Bodies to make consistent findings

*Attachment(s):*

Staff Report
Resolution

**B. Approval of Minutes**

*Recommendation:* Approve Minutes as Presented

*Attachment(s):*

January 11, 2022 Special and Regular Meeting Minutes

**C. Monthly Financial Reports**

*Recommendation:* Motion to Approve April 2022 Monthly Financial Reports

*Attachment(s):*

Monthly Financial Reports - April.pdf

**D. SB1 Local Streets And Roads Project List**

*Recommendation:* Adopt a resolution approving a list of proposed projects for FY 2022-23 funded by The Road Repair and
Accountability Act of 2017

*Attachment(s):*

Staff Report
Resolution

**E. Belmont Pavement Preservation Project CCN 2022-608**

*Recommendation:* Adopt a resolution to award the contract to O'Grady Paving Inc. for an amount not to exceed $616,076.75, approving a 15% construction contingency of $92,411.50 for unforeseen conditions for a total amount of $708,488.25 and authorize the City Manager to execute a contract for the Belmont Pavement Preservation Project, City Contract Number

2022-608

*Attachment(s):*
Staff Report
Resolution

**F. Recology 2021 Side Agreement**
*Recommendation:* Adopt a resolution authorizing the City Manager to execute a settlement agreement with Recology San Mateo County (Recology) resolving a dispute related to the 2021 solid waste rates and allocating a portion of the Transitional Rate Stabilization Fees (TRSF) to offset costs during the 2021 rate year

*Attachment(s):*
Staff Report
Resolution
Exhibit A

**G. 2022 Strategic Planning Session Update**
*Recommendation:* Receive an update on the 2022 Strategic Planning Session for Budget Year 2023

*Attachment(s):*
Staff Report
Strategic Plan Dashboard May 2022

## 8. PUBLIC HEARINGS

## 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 2023 Budget**
*Recommendation:* Discuss and provide direction regarding the proposed fiscal year (FY) 2023 budget. A public hearing has been set for June 14, 2022 to consider budget adoption.

*Attachment(s):*
Staff Report
Proposed FY 2023 Budget
FY2023 Budget Introduction - Presentation.pdf

## 10. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF
Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments
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. The speech and hearing-impaired may call (650) 637-2999 for TDD services. 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.

# STAFF REPORT

**Meeting Date:** May 24, 2022

**Agency:** City of Belmont

**Staff Contact:** Scott Rennie, City Attorney

**Agenda Title:** Virtual Meetings in May and June

**Agenda Action:** Resolution

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**Recommendation**

Adopt a resolution finding that the COVID-19 statewide emergency remains in effect and that state and local officials continue to recommend measures to promote social distancing, and directing the Council's Citizen Advisory Bodies to make consistent findings.

**Strategic Focus Area**

Fiscal and Organizational Sustainability

**Background**

Governor Newsom proclaimed a state of emergency on March 4, 2020, in response to the COVID-19 pandemic and subsequently issued a series of Executive Orders (N-25-20, N-29-20, and N-08-21) that effectively suspended certain provisions of the Brown Act governing the use of teleconferencing by local legislative bodies and allowed them to hold fully virtual meetings. The Brown Act was subsequently amendment by enactment of AB 361 in 2021 to include new requirements for holding fully virtual meetings during a state of emergency proclaimed by the Governor.

The Brown Act, in Government Code Section 54953(b)(3), typical requires a city legislative body that this uses teleconferencing to: (1) post agendas at all teleconference locations from which members will participate, (2) identify each location in the notice and agenda of the meeting or proceeding, (3) make teleconference location accessible to the public and (4) maintain at least a quorum of the members of the legislative body in locations within the boundaries of the city. Under Government Code Section 54953(e) as amended by AB 361, fully virtual meetings are allowed without complying with these requirements during a proclaimed state of emergency if either:

1. State or local officials have imposed or recommended measures to promote social distancing;

or,

2. The legislative body determines by majority vote that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees.

After the initial teleconferenced meeting the legislative body must reconsider the state of emergency and determine whether either of the above circumstances continue every 30 days in order to continue to teleconference without complying with the requirements in section 54953(b)(3) listed above.

The City Council found both circumstances listed both existed and began holding fully virtual public

meetings on September 28, 2021. The Council reconsidered findings at least every 30 days between September 28, 2021 and March 8, 2022 and affirmed both findings. On April 26, 2022, the Council found that state and local officials have imposed or recommended measures to promote social distancing.

The current San Mateo County Health Officer order related to COVID-19 issued on February 16, 2022, remains in effect and advises that individuals should continue to follow guidance released by the United States Department of Health & Human Services ("HHS") including their sub-agency United States Centers for Disease Control and Prevention ("CDC"), the United States Environmental Protection Agency ("EPA"), California Department of Public Health ("CDPH"), and California Department of Social Services ("CDSS").

On February 25, 2022, Governor Newsom lifted many of his previous emergency order's related to COVID-19 and left in place critical measures that support the state's ongoing response and recovery efforts. By mid-March 2022, transmission and hospitalize rates were low and stable and the circumstances appeared appropriate to transition back to in-person meetings. However, since then transmission and case rates have been steadily rising and the BA.2 omicron variant has emerged as the dominant variant in the country and state.

On April 13, 2022, California Public Health Officer Dr. Tomás J. Aragón issued a statement noting that the rising transmissions "underscores the need for Californians to remain vigilant and protect themselves and their communities by getting vaccinated and boosted." At this time, a vaccine has not been approved for children under 5 years.

On May 6, 2022, the chief of San Mateo County Health, Louise Rogers issued a statement encouraging the public "to take the important actions we can to protect ourselves and our loved ones" in response to increasing COVID-19 transmission in the community and rising COVID-19 hospitalizations.

On May 13, 2022, the CDC reported that the 7-day moving average of new cases had increased by 30.7% over the previous average. The CDC continues to recommend that individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places. The CDC also continues to advise that physical distancing along with other risk-reduction measures help reduce the chances of spreading COVID-19. https://www.cdc.gov/coronavirus.

As of May 19, 2022, the spread of COVID-19 in the county was increasing and COVID-19 related hospitalization rates and ICU utilization in the county were rising.

The current emergency COVID-19 regulations of the California Department of Industrial Relations Division Occupational Safety and Health (Cal/OSHA) require employers to inform employees that strategies to decease the spread of COVID-19 are most effective when used in combination including physical distancing. (California Code of Regulations Title 8, Section 3205). COVID-19 Prevention Emergency Temporary Standards

**Analysis**

Transmission rates of COVID-19 are increasing, and the risk of COVID-19 variants are still unknown. COVID-19 remains a significant public health hazard, particularly for unvaccinated individuals and

continues to spread and impact nearly all parts of city operations.

Reducing the circumstances under which people come into close contact remains an important component of Belmont's COVID-19 response strategy. However, the open nature of public meetings makes it is difficult to enforce compliance with vaccination, physical distancing, masking, cough and sneeze etiquette, or other safety measures. Meetings of the city's legislative bodies incur indoors for sustained periods of time which increases the risk to members of the legislative bodies and attending members of the public to Delta variant transmission and infection. In addition, the non-emergency teleconferencing requirements of the Brown Act do not provide a safe alternative for legislative body members who may be at high risk of infection or are susceptible to more severe illness as a result of infection because those rules require that the public be allowed to attend at the teleconference location.

Staff concludes that the Council may reasonably find, based on the available public health information pertaining to COVID-19, that meeting in person by the city's legislative bodies at this time would present imminent risks to the health or safety of attendees. Staff also concludes that the Council may also reasonably find, as an independent basis for continuing virtual meetings, that the County Health Officer recommends individuals follow CDC guidance which continues to encourage physical distancing as risk reduction strategy, and that CalOSHA continues to promote physical distancing as a prevention strategy in the workplace. Council may therefore find that state and local officials continue to recommend measures to promote social distancing in settings such as legislative body meetings.

**Alternatives**

1. Take no action (in which case in-person meetings will resume)
2. Consider other findings

**Attachments**

A. Draft resolution

**Fiscal Impact**

☒ No Fiscal Impact

☐ Funding Source Confirmed:

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

# RESOLUTION NO. 2022 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT RECONSIDERING THE COVID-19 STATEWIDE EMERGENCY, FINDING THAT STATE AND LOCAL OFFICIALS CONTINUE TO RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING, AND DIRECTING THE COUNCIL'S CITIZEN ADVISORY BODIES TO MAKE CONSISTENT FINDINGS.**

WHEREAS, in response to the COVID-19 pandemic, Governor Newsom proclaimed a state of emergency on March 4, 2020, and the state of emergency remains in effect; and,

WHEREAS, the City Council made findings under Government Code Section 54953(e) and began holding fully virtual public meetings on September 28, 2021, and reconsidered those findings at least every 30 days between September 28, 2021 and March 8, 2022; and,

WHEREAS, the current San Mateo County Health Officer order related to COVID-19 issued on February 16, 2022, remains in effect and advises that individuals should continue to follow guidance released by the United States Department of Health & Human Services ("HHS") including their sub-agency United States Centers for Disease Control and Prevention ("CDC"), the United States Environmental Protection Agency ("EPA"), California Department of Public Health ("CDPH"), and California Department of Social Services ("CDSS"); and,

WHEREAS, on February 25, 2022, Governor Newsom lifted many of his previous emergency order's related to COVID-19 and left in place critical measures that support the state's ongoing response and recovery efforts; and,

WHEREAS, by mid-March 2022, transmission and hospitalize rates were low and stable and the circumstances appeared appropriate to transition back to in-person meetings, however, since then transmission and case rates have risen; and,

WHEREAS, on April 13, 2022, California Public Health Officer Dr. Tomás J. Aragón issued a statement noting that the rising transmissions "underscores the need for Californians to remain vigilant and protect themselves and their communities by getting vaccinated and boosted"; and,

WHEREAS, on May 13, 2022, the CDC reported that the 7-day moving average of new cases had increased by 30.7%, and the CDC continues to recommend that individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places, and advises that physical distancing along with other risk-reduction measures help reduce the chances of spreading COVID-19; and,

WHEREAS, as of May 19, 2022, the spread of COVID-19 in the county was increasing and COVID-19 related hospitalization rates and ICU utilization in the county were slowly rising, a vaccine has not been approved for children under 5 years; and,

WHEREAS, the current emergency COVID-19 regulations of the California Department of Industrial Relations Division Occupational Safety and Health (Cal/OSHA)

require employers to inform employees that strategies to decease the spread of COVID-19 are most effective when used in combination including physical distancing. (California Code of Regulations Title 8, Section 3205).

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

SECTION 1. The Council has reconsidered the circumstances of the state of emergency and finds that state and local officials continue to recommend measures to promote social distancing.

SECTION 2. The subordinately legislative bodies of the city, including the commissions and other citizen advisory bodies, are directed to make findings consistent with the findings herein unless the body finds new information which was not known and could not have been known with the exercise of reasonable diligence as of April 26, 2022 that would prevent a reasonable decisionmaker from making either of the findings in Section 1 or the Council directs otherwise. Any finding inconsistent with the findings in Section 1 is subject to review and vacation by the Council.

SECTION 3. The resolution is effective immediately.

* * *

ADOPTED May 24, 2022 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

**MEETING MINUTES OF SPECIAL AND REGULAR MEETINGS OF JANUARY 11, 2022 CITY HALL, ONE TWIN PINES LANE, BELMONT, CALIFORNIA**

**SPECIAL MEETING**

**CALL TO ORDER 6:15 P.M**

**COUNCILMEMBERS PRESENT**: McCune, Lieberman, Hurt, Mates, Stone (all via ZOOM)

Mayor Mates opened public comment for the closed session item. No member of the public came forward to speak.

**CLOSED SESSION**

**Conference with Conference with Labor Negotiators (Govt Code Section 54957.6)**

(1) Agency designated representatives: Afshin Oskoui, City Manager; Employee organization: Mid-Management Confidential Employees Association (MMCEA) and American Federation of State County and Municipal Employees (AFSCME)

**ADJOURNMENT** at this time being 6:55 pm

**Jozi Plut**
**City Clerk**

**REGULAR MEETING**

**CALL TO ORDER 7:00 p.m.**

**ROLL CALL**
COUNCILMEMBERS PRESENT: Lieberman, Hurt, Stone, McCune, Mates

**PLEDGE OF ALLEGIANCE**
Led by Mayor Mates

**REPORT FROM CLOSED SESSION**
City Attorney Rennie stated that no there is no reportable action from the earlier held closed session.

**SPECIAL PRESENTATIONS**
San Mateo County Public Library Annual Report tabled due to technical difficulties.

**Belmont Strategic Communications and Community Engagement Update**
Angela Casias, JPW, provided an update on the Belmont Strategic Communications and Community Engagement efforts since implementation.

DRAFT

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**
Robert commented on impacts of sewer lateral fees as result of accessory dwelling unites.

**ITEM ON THE AGENDA TAKEN OUT OF ORDER**
**First Public Hearing for Transition from At-Large Elections to By District Elections for Council Seats and At Large Mayor**
City Manager Oskoui stated that this presentation will be the first of several Public Hearings on the City's intention and process to transition from at-large to district elections. He explained that the City was presented with a letter from a law firm representing the Southwest Voter Registration Education calming that the City's at large election system for electing Councilmembers is violation of the California Voting Rights Act of 2021. He noted that the Council at prior meetings made the determination to proceed with the election districting process. He further noted the strict timeline of completing the process and stated that the City engaged subject matter experts Redistricting Partners to create the district map with community input.

City Consultant Sophia Garcia, Redistricting Partners provided an overview of the districting process, the data and criteria used to create voting districts. She explained how the Belmont community can provide comments and draft maps and get involved in the process. She noted the next steps and provided a schedule of upcoming public hearings, map presentations and other outreach.

In response to Councilmember Lieberman Ms. Garcia stated that the deviation difference between the most and least populated district results in the 10% deviation. She also stated that neighborhood associations can be considered communities of interest (COI) for creating a draft map plan.

In response to Councilmember Stone, Ms. Garcia confirmed that renters can be considered as communities of interest which are set by the public or staff, she clarifies that COI's are not predetermined.

City Manager Oskoui added that staff is planning on organizing "pop up" events throughout the City to provide opportunities for community feedback on maps and communities of interest.

City Attorney Rennie explained that a special election or appointment by the Council can be used in the case of a failure to file for election for a vacant seat in a specific district.

Council discussion ensued.

Mayor Mates opened the public hearing. No members of the Public came forward to speak.
Email correspondence received Warren Gibson in opposition of district elections.
Mayor Mates stated that a dedicated Belmont Districting webpage will be established for updates on the process and public input.

Council concurred on the importance of active and widespread communication on the districting process. Council discussion concluded.

DRAFT

**COUNCILMEMBER ANNOUNCEMENTS**

Councilmember Stone thanked staff who worked during the holiday break and commented on the anniversary of the January 6, 2021 Unites States Capital insurrection. He noted that he and Councilmember Hurt will request adoption of resolution by Council to declare January 6th Eugene Goodman day in Belmont. He also noted that Commission recruitment is extended.

Mayor Mates announced COVID testing at Sports Complex, and noted that testing kits were distributed to schools for testing after the holiday break.

Councilmember McCune stated that the Rotary Lobster Fest event is postponed to April.

**CONSENT BUSINESS**

Received November 2021 Monthly Financial Report
**Resolution 2021-001** Making Findings for Continued Use of Fully Virtual Meetings and Directing Citizen Advisory Bodies to Make Consistent Findings
**Resolution 2022-002** Approving the Second Amendment to and Restatement of the Joint Powers Agreement Establishing the Peninsula Traffic Relief Alliance

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

**PUBLIC HEARINGS**

**Issuance of Tax-Exempt Revenue Bonds by the California Municipal Finance Authority for the Benefit of IH Three21 Belmont, LLC**

Economic development and Housing Manager Rose stated IH Three21 Belmont LLC requested that the California Municipal Finance Authority (CMFA) issue and sell revenue bonds in the maximum principal amount of $40,000,000, for the purpose of making a loan to the Borrower, to enable the Borrower to finance or refinance the costs of the acquisition, development, construction and equipping of a 65-unit multifamily rental housing development for low-income families and residents, located at 301-321 Oxford Way, Belmont, California.

She explained that in order for the Bonds to qualify as tax-exempt bonds, the City of Belmont must conduct a public hearing pursuant to the Tax Equity and Fiscal Responsibility, providing members of the community an opportunity to comment on the use of tax-exempt bonds for the financing of the Project. She also noted that a condition to receiving the tax-exempt bond the existing multi family project must restrict a portion of units to households earning less than 50% and 85% AMI.

Ms. Rose noted that the Bonds to be issued by the CMFA for the project will be the sole responsibility of the Borrower, and the City will have no financial, legal, moral obligation, liability or responsibility for the project or the repayment of the Bonds for the financing of the Project.

Mayor Mates opened the public hearing, no members of the public came forward to make comment. Mayor Mates closed the public hearing.

**ACTION:** On A Motion Made by Councilmember McCune and seconded By Councilmember Hurt **Resolution 2022-003** approving the Issuance of Tax-Exempt Revenue Bonds by the CMFA for the Benefit of IH Three21 Belmont LLC (The "Borrower") to Provide Financing for the

DRAFT

Three21 at Belmont Affordable Housing Project Located At 301-321 Oxford Way Was Unanimously Approved By Roll Call Vote. (5-0)

**GENERAL BUSINESS**

**Review of Belmont General Plan Housing Element Update and Housing Development Projects**

Economic Development and Housing Manager Rose provided an update on Belmont General Plan Housing Element 2023-2030 update process and review of housing development projects. She noted that more updates will be provided with opportunity for public input to achieve a certified updated housing element adopted by January 31, 2023. She noted that Belmont's Reginal Housing Needs Number (RHNNA) is significantly larger from the current cycle being 468 to Belmont now planning for 1785 new housing units. She provided a brief overview of new state laws driving the housing element. She discussed public outreach efforts.

Council concurred on the presentation and concluded the discussion.

**BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF**

Councilmembers provided updates on their intergovernmental assignments.

City Manager Oskoui stated that the Commission recruitment is extended to January 21, 2022
He outlined upcoming community events.

**MATTERS OF INTEREST/CLARIFICATION**

Council Intergovernmental Assignments for Calendar Year 2022

The City Council reviewed and made changes to City Council Intergovernmental Assignments for calendar year 2022.

**ADJOURNMENT** at this being 9:15 p.m.

**Jozi Plut**
**City Clerk**

DRAFT

CITY OF BELMONT

# FISCAL YEAR 2022

MONTHLY FINANCIAL REPORT - APRIL 30, 2022

## HIGHLIGHTS

### PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD
- COVID-19 has negatively impacted revenue stream related to taxes (Budget Variance on pg. 4).

### FUND RECAP AT A GLANCE REPORT

**Increasing Fund Balance to PY:**

- General Fund
- Fleet & Equipment Management
- Sewer Collection System
- Sewer Treatment

**Decreasing Fund Balance to PY:**

- RMRA Street Project
- Planned Park
- Storm Drainage
- Infrastructure

### BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

### CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

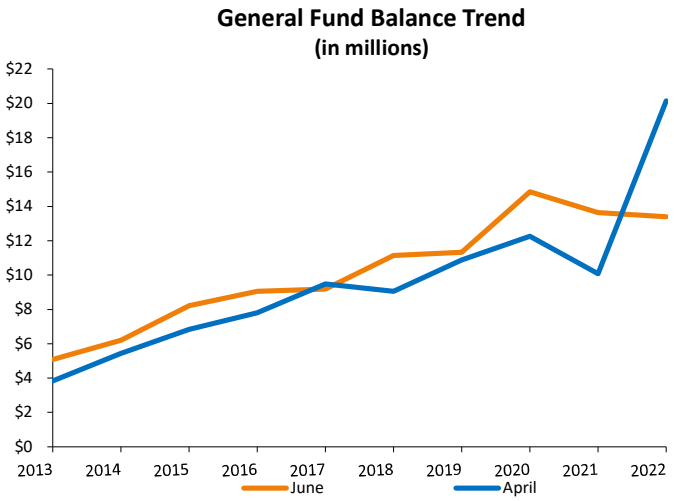
- Amounts equal to and above $5,000

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

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

CALIFORNIA BELMONT

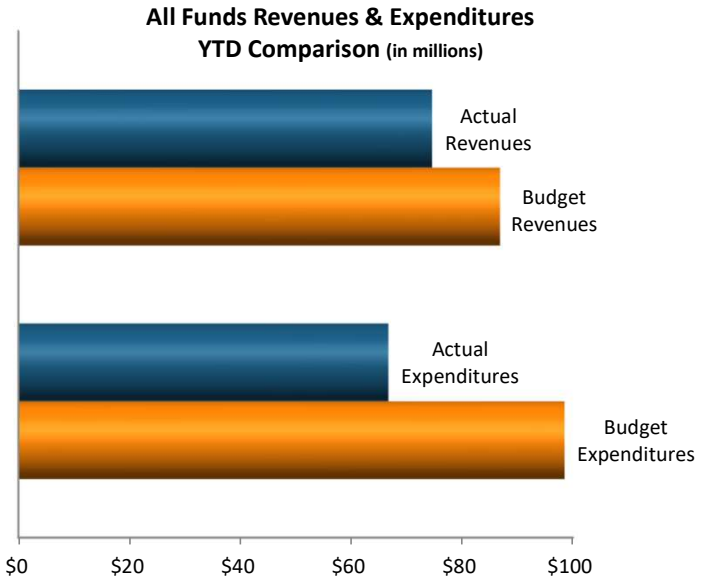
# City of Belmont
# Performance at a Glance
# Results for the Period Ended April 30, 2022
# (000's)

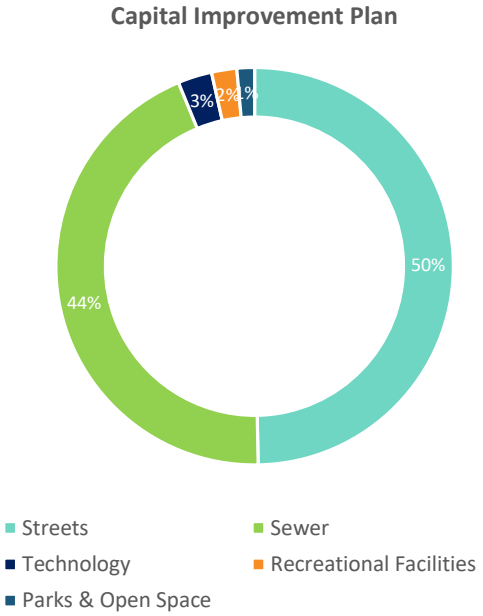



**General Fund Balance Trends***

| | | |
|---|---|---|
| 6/30/2012 | $5,085 | Audited |
| 6/30/2013 | $6,200 | Audited |
| 6/30/2014 | $8,204 | Audited |
| 6/30/2015 | $9,049 | Audited |
| 6/30/2016 | $9,177 | Audited |
| 6/30/2017 | $11,128 | Audited |
| 6/30/2018 | $11,325 | Audited |
| 6/30/2019 | $14,846 | Audited |
| 6/30/2020 | $13,637 | Audited |
| 6/30/2021 | $13,398 | Audited |
| 4/30/2022 | $20,134 | Unaudited |

* excludes Measure I




## General Fund

The General Fund balance is $20.1 million, a $6.7 million increase compared to amount at the prior fiscal year end. The increase compared to the 6/30/21 balance was primarily due to the receipt of $3.2 million in ARPA Federal Coronavirus State and Local Fiscal Recovery Funds and interfund transfers out that will be recorded at the end of the fiscal year.

## Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3), the Recreation Fund, Supplemental Law Enforcement, Street Maintenance, Planned Park, Library Bond Debt Service, Facilities Management Fund, and Successor Agency Trust Fund have deficits that are expected to be eliminated in a future period.

**City of Belmont**
**Fund Recap at a Glance**
**Results for the Period Ended April 30, 2022**
**(000's)**

| Fund | Fund Name | Audited Fund Bal. 06/30/21 (1) | Revenues YTD Budget | Revenues YTD Actual (2) | Revenues Variance (Under) Over | Revenues % | Revenues PY YTD Actual | Expenditures YTD Budget | Expenditures YTD Actual (3) | Expenditures Variance Under (Over) | Expenditures % | Expenditures PY YTD Actual | Unaudited Fund Bal. 04/30/22 (1)+(2)-(3) | PY YTD Fund Bal. 04/30/21 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | | | | | | | | |
| 101 | General | $13,398 | $22,977 | $23,729 | $752 | 103% | $20,242 | $21,848 | $16,993 | $4,855 | 78% | $22,258 | $ 20,134 | 11,656 |
| 102 | Measure I | 3,751 | 1,852 | 1,519 | (333) | 82% | 1,311 | 3,492 | 2,182 | 1,309 | 63% | 409 | 3,088 | 3,062 |
| **SPECIAL REVENUE FUNDS** | | | | | | | | | | | | | | |
| 205 | Recreation | 21 | 2,422 | 1,568 | (853) | 65% | 1,500 | 2,368 | 2,216 | 152 | 94% | 2,054 | (627) | (521) |
| 206 | Library Maintenance & Operation | 962 | 256 | 273 | 17 | 107% | 276 | 373 | 328 | 44 | 88% | 296 | 907 | 1,014 |
| 207 | Athletic Field Maintenance | 377 | 68 | 87 | 19 | 128% | 79 | 88 | 85 | 3 | 97% | 38 | 379 | 365 |
| 208 | City Tree | 326 | 5 | 8 | 2 | 148% | 10 | 62 | 32 | 29 | 52% | 41 | 302 | 332 |
| 209 | Senior Services Donation | 86 | 4 | 3 | (1) | 71% | 0 | 0 | 0 | (0) | N/A | 0 | 89 | 86 |
| 210 | Development Services | 417 | 4,558 | 3,540 | (1,018) | 78% | 4,026 | 4,516 | 3,746 | 770 | 83% | 3,370 | 211 | 656 |
| 212 | General Plan Maintenance | 738 | 418 | 200 | (218) | 48% | 188 | 263 | 8 | 255 | 3% | 69 | 930 | 527 |
| 223 | Belmont Fire Protection District | 15,403 | 10,590 | 10,735 | 145 | 101% | 11,078 | 9,744 | 11,306 | (1,561) | 116% | 10,438 | 14,833 | 14,012 |
| 225 | Police Grants and Donations | 35 | 0 | 0 | (0) | 18% | (0) | 4 | 2 | 3 | 40% | 0 | 33 | 35 |
| 227 | Supplemental Law Enforcement | 0 | 229 | 160 | (69) | 70% | 157 | 176 | 194 | (18) | 111% | 180 | (35) | (20) |
| 231 | Street Maintenance | 711 | 1,951 | 831 | (1,120) | 43% | 1,096 | 1,964 | 1,570 | 395 | 80% | 1,889 | (28) | (18) |
| 232 | RMRA Street Project | 323 | 445 | 394 | (51) | 89% | 367 | 1,479 | 624 | 855 | 42% | 80 | 93 | 919 |
| 233 | Measure W | 250 | 305 | 497 | 193 | 163% | 536 | 500 | 0 | 500 | 0% | 333 | 747 | 203 |
| 234 | Street Improvements | 2,161 | 3,602 | 1,841 | (1,761) | 51% | 1,442 | 4,060 | 2,662 | 1,398 | 66% | 689 | 1,340 | 1,505 |
| 237 | Traffic Impact | - | 240 | 200 | (40) | 83% | 0 | 0 | 0 | 0 | N/A | 0 | 200 | 0 |
| 239 | Public Art | - | 463 | 0 | (463) | 0% | 0 | 0 | 0 | 0 | N/A | 0 | 0 | 0 |
| 275 | Affordable Housing Successor | 3,688 | 3,451 | 75 | (3,376) | 2% | 270 | 464 | 378 | 86 | 82% | 160 | 3,384 | 3,728 |
| 277 | Inclusionary Housing | 2,385 | 235 | 0 | (235) | 0% | 2 | 0 | 0 | 0 | N/A | 1,000 | 2,385 | 2,268 |
| | Total Special Revenue | 27,885 | 29,240 | 20,411 | (8,829) | 70% | 21,029 | 26,061 | 23,152 | 2,909 | 89% | 20,638 | 25,144 | 25,091 |
| **CAPITAL PROJECT FUNDS** | | | | | | | | | | | | | | |
| 308 | General Facilities | 827 | 3 | 0 | (3) | 15% | 9 | 344 | 87 | 258 | 25% | 201 | 741 | 828 |
| 310 | Infrastructure | 2,302 | 449 | 1,462 | 1,013 | 326% | 309 | 10,233 | 192 | 10,041 | 2% | 2 | 3,572 | 3,123 |
| 312 | Comcast PEG Program | 363 | 1 | 33 | 32 | 2858% | 1 | 100 | 0 | 100 | 0% | 11 | 395 | 362 |
| 341 | Planned Park | 357 | 2,509 | 0 | (2,509) | 0% | 10 | 836 | 817 | 20 | 98% | 4,278 | (459) | 392 |
| 342 | Park Impact | 1,397 | 1,651 | 1 | (1,650) | 0% | 18 | 2,756 | 0 | 2,756 | 0% | 0 | 1,398 | 381 |
| 343 | Open Space | 206 | 1 | 0 | (1) | 16% | 7 | 59 | 48 | 10 | 82% | 23 | 158 | 218 |
| 704 | Special Assessment Districts | 308 | 1 | 0 | (1) | 19% | 1 | 0 | 0 | 0 | N/A | 0 | 308 | 307 |
| | Total Capital Projects | 5,760 | 4,614 | 1,497 | (3,118) | 32% | 353 | 14,328 | 1,144 | 13,184 | 8% | 4,515 | 6,112 | 5,611 |
| **DEBT SERVICE & OTHER FUNDS** | | | | | | | | | | | | | | |
| 406 | Library Bond Debt Service | 267 | 564 | 607 | 43 | 108% | 608 | 570 | 669 | (99) | 117% | 670 | 204 | 201 |
| 501-505 | Sewer Collection System | 20,034 | 13,824 | 12,679 | (1,144) | 92% | 12,253 | 14,914 | 7,828 | 7,087 | 52% | 12,485 | 24,886 | 15,062 |
| 507 | Sewer Treatment | 24,301 | 2,694 | 2,832 | 138 | 105% | 2,883 | 5,281 | 5,172 | 108 | 98% | 5,115 | 21,961 | 19,383 |
| 525 | Storm Drainage Enterprise | 3,585 | 1,703 | 870 | (833) | 51% | 1,643 | 2,280 | 1,575 | 705 | 69% | 1,781 | 2,880 | 4,429 |
| 530 | Solid Waste Management | 1,582 | 428 | 401 | (27) | 94% | 371 | 412 | 352 | 59 | 86% | 339 | 1,630 | 1,571 |
| 570 | Worker's Compensation | 1,337 | 646 | 606 | (40) | 94% | 596 | 548 | 558 | (10) | 102% | 566 | 1,386 | 834 |
| 571 | Liability Insurance | 3,375 | 404 | (1,257) | (1,661) | -311% | (781) | 1,328 | 571 | 757 | 43% | 491 | 1,547 | 1,469 |
| 572 | Self Funded Vision | - | 10 | 9 | (1) | 90% | 13 | 11 | (3) | 14 | -27% | (2) | 12 | 14 |
| 573 | Fleet & Equipment Management | 5,831 | 4,254 | 4,252 | (2) | 100% | 4,387 | 4,294 | 2,818 | 1,476 | 66% | 3,102 | 7,265 | 5,427 |
| 574 | Facilities Management | 41 | 2,236 | 1,396 | (840) | 62% | 1,514 | 1,745 | 1,710 | 35 | 98% | 1,480 | (273) | 240 |
| 575 | Benefit Prefunding | 1,396 | 1,215 | 1,104 | (110) | 91% | 1,225 | 1,368 | 1,396 | (28) | 102% | 1,450 | 1,104 | 1,334 |
| 775 | Successor Agency Trust Fund[1] | (3,430) | 197 | 3,924 | 3,727 | 1993% | 89 | 0 | 568 | (568) | N/A | 858 | (74) | (4,974) |
| | Total Debt & Other | 58,319 | 28,174 | 27,424 | (751) | 97% | 24,801 | 32,751 | 23,215 | 9,536 | 71% | 28,335 | 62,528 | 44,990 |
| | **Total All Funds** | **$109,114** | **$86,857** | **$74,579** | **($12,278)** | **86%** | **$67,736** | **$98,480** | **$66,686** | **$31,794** | **68%** | **$76,155** | **$117,007** | **$90,410** |

**Fund Types:**

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

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

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

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

[1] The Successor Agency Trust Fund is a Fiduciary Fund and is only displayed here for informational and reporting purposes.

**City of Belmont**
**Budget Variance Report**
**General Fund / All Other Funds**
**Results for the Period Ended April 30, 2022**
**(000's)**

| | General Fund | | | | | | All Other Funds | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Year to Date (YTD) | | | | Annual | PY YTD | Year to Date (YTD) | | | | Annual | PY YTD |
| | Budget | Actual | Variance | % | Budget | Actual | Budget | Actual | Variance | % | Budget | Actual |
| **REVENUES** | | | | | | | | | | | | |
| Taxes | $14,583 | $15,123 | $540 | 104% | $17,499 | $13,369 | $14,148 | $17,948 | $3,800 | 127% | $16,978 | $14,112 |
| *Property Taxes* | 4,923 | 5,095 | 172 | 103% * | 5,908 | 5,118 | 10,460 | 14,585 | 4,125 | 91% | 12,552 | 11,118 |
| *Sales Taxes* | 3,357 | 2,950 | (407) | 88% a | 4,028 | 3,119 | 2,872 | 2,451 | (420) | 71% a | 3,446 | 2,112 |
| *Other Taxes* | 6,303 | 7,078 | 776 | 112% * | 7,563 | 5,132 | 816 | 912 | 95 | 99% | 980 | 882 |
| Licenses and permits | 894 | 698 | (196) | 78% b | 1,073 | 753 | 1,537 | 1,473 | (63) | 96% | 1,844 | 1,396 |
| Intergovernmental | 2,880 | 3,448 | 569 | 120% | 3,456 | 562 | 4,768 | 2,523 | (2,245) | 53% d | 5,722 | 1,451 |
| Charge for services | 3,482 | 3,398 | (84) | 98% | 4,179 | 5,050 | 32,200 | 28,679 | (3,521) | 89% e | 38,640 | 27,214 |
| Fines and forfeits | 137 | 121 | (16) | 89% | 164 | 128 | - | - | - | N/A | - | - |
| Use of money and property | 733 | 847 | 114 | 116% | 880 | 282 | 560 | 290 | (270) | 52% f | 672 | 440 |
| Miscellaneous | 268 | 93 | (175) | 35% c | 322 | 97 | 127 | (1,466) | (1,593) | -1156% g | 152 | (1,439) |
| Other financing sources | - | - | - | N/A | - | - | 3,140 | 17 | (3,122) | 1% h | 3,767 | 6 |
| Operating transfers in | - | - | - | N/A | - | - | 7,401 | 1,386 | (6,015) | 19% i | 8,881 | 4,315 |
| **Total Revenues** | **22,977** | **23,729** | **752** | **103%** | **27,572** | **20,242** | **63,881** | **50,851** | **(13,030)** | **80%** | **76,657** | **47,494** |
| **EXPENDITURES** | | | | | | | | | | | | |
| General government | 5,551 | 4,425 | (1,127) | 80% | 6,662 | 5,646 | 6,861 | 5,379 | (1,482) | 78% | 8,233 | 5,659 |
| Public safety | 12,025 | 11,036 | (990) | 92% | 14,431 | 11,506 | 9,924 | 11,502 | 1,577 | 116% j | 11,909 | 10,618 |
| Streets and utilities | - | - | - | N/A | - | - | 40,996 | 18,580 | (22,415) | 45% | 49,195 | 19,834 |
| Culture and recreation | 1,689 | 1,533 | (157) | 91% | 2,027 | 1,878 | 5,742 | 4,785 | (957) | 83% | 6,890 | 7,841 |
| Urban redevelopment | - | - | - | N/A | - | | 3,558 | 3,615 | 57 | 102% k | 4,269 | 3,694 |
| Debt service | - | - | - | N/A | - | - | 4,732 | 4,447 | (286) | 94% | 5,679 | 5,163 |
| Operating transfer out | 2,582 | - | (2,582) | | 3,098 | 3,228 | 4,819 | 1,386 | (3,433) | 29% | 5,783 | 1,087 |
| **Total Expenditures** | **21,848** | **16,993** | **(4,855)** | **78%** | **26,218** | **22,258** | **76,632** | **49,693** | **(26,939)** | **65%** | **91,958** | **53,897** |
| **EXCESS OF REVENUES OVER (UNDER) EXPENDITURES** | **$1,129** | **$6,736** | | | **$1,354** | **($2,016)** | **($12,751)** | **$1,157** | **($39,969)** | | **($15,301)** | **($6,403)** |

## Management Discussion and Analysis

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

**General Fund:**

*Revenues*

*) Beginning with the December 2020 monthly financial report, Property Tax in lieu of VLF and excess ERAF are reported under Property Taxes, not Other Taxes.

**a) Taxes** – The majority of Sales Tax and Transient Occupancy Taxes (TOT) received in July are related to June activities, which are subject to an accounting adjustment. COVID-19 impacts are occurring.
**b)** Licenses and Permits – Business License revenue will be received in a future reporting period and includes activities related to the prior fiscal year, which are subject to accounting adjustment.
**c)** Miscellaneous – The budget variance is primarily due to the timing of the annual CSUS Public Service Fee, which will be received in a future reporting period.

**Other Funds**

*Revenues*

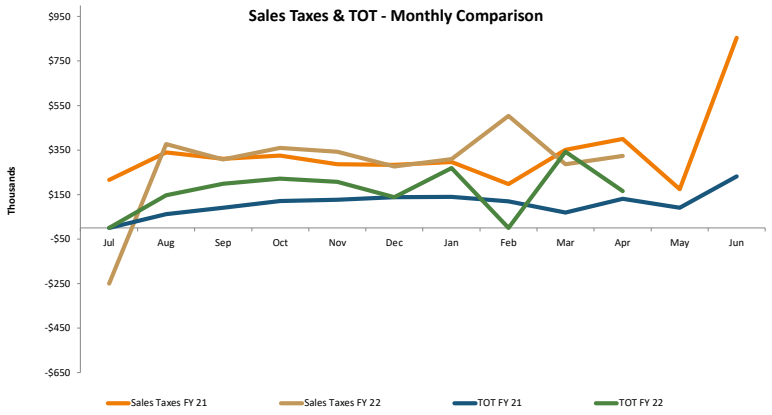
**d) Intergovernmental -** The revenue will be received in a future reporting period and includes activities related to the prior fiscal year, which are subject to accounting adjustment.
**e) Charges for Services** – The Sewer Use Fee (Collection & Treatment), budgeted for $17M, is included as part of the City's Property Tax bill to be received semi-annually, typically in April and December.
**f) Use of Money and Property**–the LAIF interest rate continues to decline resulting in lower investment returns.
**g) Miscellaneous**– This revenue is subject to an accounting adjustment during the fiscal year closing process related to claims liability.
**h) Other Financing Sources** – The budget assumes a sale of $3.8M in housing capital assets which is anticipated to occur in a subsequent period.
**i) Operating Transfers In** – The budget assumes operating transfers, which will be recorded at the end of the fiscal year based on actual results.

**Other Funds**

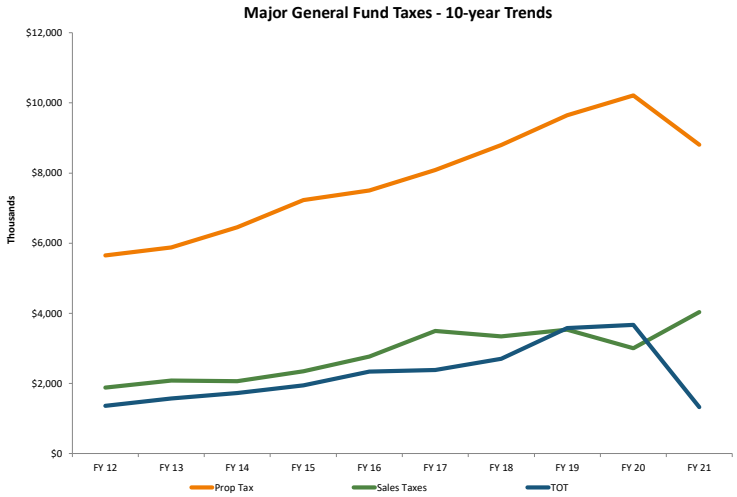
*Expenditures*

**j) Public safety** - First quarter payments of $1.6M to BSCFD and $2.1M to San Mateo Consolidated Fire Department.
**k) Urban redevelopment** - The Successor Agency has been dissolved, which required payments in excess of the budget.

## Trends




** July TOT revenues received were for June activities and accrued to the previous FY. July revenues will be received in August.



**City of Belmont**
**Disbursements & Purchase Order Activity Report**
**Results for the Period Ended April 30, 2022**

**Disbursements Amounts Equal to $5,000 and Above**

| Vendor | Description | Date | No. | Amount |
|---|---|---|---|---|
| ADVANCED MOBILITY GROUP | Transport eng serv thru Dec 21 | 4/8/22 | EFT00028295 | 11,651.00 |
| APWA | APWA Accreditation Fee | 4/8/22 | 1202592 | 5,450.00 |
| AXIM GEOSPATIAL LLC | PRE-PAID SUPPORT BLOCK | 4/8/22 | 1202594 | 25,000.00 |
| BAMACOR, INC. | CUSTODIAL SERVICES & SUPPLIES | 4/8/22 | EFT00028315 | 25,994.00 |
| BELMONT SAN CARLOS FIRE DEPT | Q4 CONTRIBUTIONS | 4/22/22 | EFT00028426 | 16,444.63 |
| BENEFIT COORDINATORS CORP | Dental and VSP April 2022 | 4/8/22 | EFT00028292 | 39,040.72 |
| BENEFIT COORDINATORS CORP | COB Life LTD March 2022 | 4/22/22 | EFT00028388 | 6,862.66 |
| BKF ENGINEERS | Alameda corridor Jan/Feb | 4/8/22 | EFT00028320 | 7,945.50 |
| BNY MELLON TRUST CO | 2018/2009 BONDS DEBT SERVICE | 4/28/22 | DAJ000007310 | 913,100.12 |
| BURKE, WILLIAMS & SORENSEN, LLP | LEGAL SERVICES | 4/22/22 | EFT00028368 | 11,386.38 |
| CALLYO | ANNUAL RENEWAL | 4/8/22 | 1202597 | 5,280.00 |
| CALPERS | APRIL HEALTH PREMIUMS | 4/11/22 | DAJ000007290 | 162,299.20 |
| CALPERS | COB CONTRIBUTION PPE 03/19 | 4/14/22 | DAJ000007341 | 110,060.35 |
| CARAHSOFT TECHNOLOGY CORP | DOCUSIGN | 4/8/22 | EFT00028297 | 5,635.00 |
| CARDKNOX | CARDKNOX FEES MAR 2022 | 4/4/22 | DAJ000007327 | 5,251.87 |
| CITY OF BELMONT EMPLOYEES | PAYROLL 4/8/2022 | 4/7/22 | DAJ000007318 | 391,576.93 |
| CITY OF BELMONT EMPLOYEES | PAYROLL 4/8/2022 | 4/8/22 | DAJ000007319 | 93,062.56 |
| CITY OF BELMONT EMPLOYEES | PAYROLL 4/22/2022 | 4/21/22 | DAJ000007321 | 402,087.16 |
| CITY OF BELMONT EMPLOYEES | PAYROLL 4/22/2022 | 4/22/22 | DAJ000007322 | 96,050.27 |
| CONSTRUCTION TESTING SERVICES | TO 4 Ralston #3 Dec service | 4/15/22 | EFT00028349 | 5,882.38 |
| CP VII 815 BELMONT LLC | TIF PAYMENT | 4/28/22 | DAJ000007309 | 766,420.00 |
| CSG CONSULTANTS, INC. | FEB BLDG PLN CHECK | 4/22/22 | EFT00028413 | 19,237.50 |
| DAVEY TREE | VISTA POINT PRUNING | 4/29/22 | EFT00028548 | 6,750.00 |
| EDD | PAYROLL TAX PPE 4/22/22 | 4/22/22 | DAJ000007307 | 31,610.90 |
| EDD | PAYROLL TAXES PPE 4/8/22 | 4/11/22 | DAJ000007289 | 33,563.04 |
| EDD | PAYROLL TAXES PPE 4/8/22 | 4/11/22 | DAJ000007291 | 30,213.62 |
| FOLGER GRAPHICS | SUMMER ACTIVITY GUIDE | 4/15/22 | EFT00028362 | 6,077.40 |
| GATES & ASSOCIATES | PRO MASTER PLAN SERVICES | 4/29/22 | EFT00028546 | 8,604.75 |
| GOOD CITY COMPANY | 601 Harbor serv March 22 | 4/29/22 | EFT00028532 | 9,130.00 |
| HDR ENGINEERING INC | Prof serv. 2/27-3/26 | 4/15/22 | EFT00028355 | 9,773.00 |
| ICMARC | DEF COMP ACCT#803366 | 4/29/22 | DAJ000007314 | 5,425.00 |
| ICMARC | DEF COMP ACCT#302442 | 4/29/22 | DAJ000007315 | 50,056.50 |
| ICMARC | DEF COMP#302442 | 4/1/22 | DAJ000007278 | 48,911.25 |
| ICMARC | DEF COMP ACCT#803366 | 4/1/22 | DAJ000007280 | 5,500.00 |
| INFRASTRUCTURE ENGINEERING CORP | SS analysis Feb serv | 4/29/22 | EFT00028524 | 14,776.25 |
| INTELLISITE LLC | NETCLOUD ESSENTIALS PLAN | 4/22/22 | EFT00028403 | 7,910.44 |
| INTERSTATE GRADING AND | Prog pay Ralston Seg 3 2/ 1-28 | 4/8/22 | EFT00028335 | 252,564.86 |
| INTERSTATE GRADING AND | Prog pay-Ralston Ave Seg 3 | 4/15/22 | EFT00028359 | 195,668.56 |
| JPW COMMUNICATIONS LLC | MARCH DISTRICTING | 4/22/22 | EFT00028398 | 20,985.79 |
| KIMLEY-HORN & ASSOC., INC. | Ralston ASCT Serv March | 4/29/22 | EFT00028542 | 5,849.00 |
| MAZE & ASSOCIATES | AUDIT SERVICES YE 6/30/22 | 4/29/22 | EFT00028543 | 32,700.00 |
| METRO MOBILE COMMUNICATIONS | RADIOS FOR NEW PD CARS | 4/22/22 | EFT00028500 | 5,188.00 |
| MID-PENINSULA WATER DISTRICT | WATER-VARIOUS SITES | 4/8/22 | EFT00028319 | 11,429.62 |
| MNS ENGINEERS INC | 2020 street TO5 march serv | 4/29/22 | EFT00028525 | 13,296.29 |
| NBS/GOV'T FINANCE GROUP | QTRLY CONT DISCLOSURE REPT | 4/8/22 | EFT00028330 | 13,973.57 |
| NUTRIEN AG SOLUTIONS INC | SEED & PENDULUM | 4/8/22 | EFT00028277 | 5,768.44 |
| PALMA, CESAR A | 30 OXFORD PL PAINTING | 4/22/22 | 1202667 | 6,400.00 |
| PANORAMA ENVIRONMENTAL INC | Monte Cresta serv. for 3/2022 | 4/15/22 | EFT00028347 | 17,193.75 |
| PEN-LINK LTD | ANNUAL PLX/PENLINK SOFTWARE | 4/15/22 | EFT00028348 | 8,937.86 |

**City of Belmont**
**Disbursements & Purchase Order Activity Report**
**Results for the Period Ended April 30, 2022**

## Disbursements Amounts Equal to $5,000 and Above

| Vendor | Description | Date | No. | Amount |
|---|---|---|---|---|
| PFM | RDA DEFEASANCE SERVICES | 4/22/22 | EFT00028394 | 35,000.00 |
| PG&E | MAR/APR SERVICES | 4/15/22 | DAJ000007298 | 51,227.53 |
| REDISTRICTING PARTNERS | REDISTRICTING | 4/22/22 | 1202669 | 25,200.00 |
| RIVAS FLOORING INSTALLATIONS | 30 OXFORD FLOOR REPLACEMENT | 4/29/22 | 1202687 | 6,022.50 |
| RSG INC | MARCH SERVICES | 4/15/22 | EFT00028346 | 5,520.00 |
| SAN MATEO CONSOLIDATED FIRE DEPARTMENT | JANUARY FIRE SERVICES | 4/8/22 | EFT00028296 | 16,689.00 |
| SAN MATEO CONSOLIDATED FIRE DEPARTMENT | MARCH 2022 FIRE FEES | 4/29/22 | EFT00028526 | 5,726.00 |
| SAN MATEO COUNTY | BELMONT SUCCESSOR AGENCY | 4/6/22 | DAJ000007284 | 212,105.38 |
| SAN MATEO COUNTY CONTROLLER | PARKING CITE ASSESS (3RD QTR) | 4/15/22 | 1202641 | 5,831.00 |
| SILICON VALLEY CLEAN WATER | MAY CONTRIBUTIONS | 4/8/22 | EFT00028282 | 282,253.00 |
| SILICON VALLEY CLEAN WATER | 2018 BOND COB QTRLY CASH SHRE | 4/29/22 | EFT00028522 | 369,997.17 |
| SUMMIT UNIFORM CORPORATION | BULLETPROOF VESTS | 4/8/22 | EFT00028331 | 8,476.57 |
| THE LEW EDWARDS GROUP | MARCH 2022 SERVICES | 4/22/22 | 1202676 | 5,175.00 |
| U.S. BANK CORP PAYMENT SYSTEM | MARCH CAL CARD STMT | 4/22/22 | 1202677 | 16,613.71 |
| VALLEY OIL COMPANY | DIESEL FUEL | 4/8/22 | EFT00028333 | 13,409.67 |
| VERIZON WIRELESS | CELL PHONE SERVICE-VARIOUS DEPARTMENTS | 4/8/22 | EFT00028326 | 12,782.07 |
| VU, HAI | SURETY REFUND G2020-0003 | 4/15/22 | 1202646 | 60,000.00 |
| WOOD RODGERS INC | SD MP serv through Feb 2022 | 4/29/22 | EFT00028530 | 13,983.75 |
| WRA INC | OPEN SPACE MGMT PLAN | 4/15/22 | EFT00028351 | 25,491.78 |
| | | | **Total Disbursements in Excess of $5,000** | **$ 5,155,480.25** |
| | | | **Total Count** | **68** |

## Purchase Order Amounts Equal to $5,000 and Above

| Vendor | Description | Date | No. | Amount |
|---|---|---|---|---|
| CONSTRUCTION TESTING SERVICES | TO #4 AMMEND #1 RALSTON SEG | 4/4/22 | 22 00064 | 9,751.77 |
| BAY REPROGRAPHIC & SUPPLY INC. | HP DESKJETS T1600/T2600 | 4/4/22 | 22 00065 | 19,926.56 |
| WILLDAN FINANCIAL SERVICES | PREP OF DEV RELATED FEE STUDY | 4/4/22 | 22 00066 | 15,000.00 |
| G. BORTOLOTTO & CO. | 2022 COB PAVEMENT REHAB PRJ | 4/14/22 | 22 00068 | 1,978,113.64 |
| DEWINTER GROUP | FULL CYCLE PAYROLL PROCESSING | 4/18/22 | 22 00069 | 50,000.00 |
| METROPOLITAN PLANNING GROUP | 800-803 BELMONT AVE CEQA | 4/19/22 | 22 00071 | 31,167.00 |
| VINTAGE CONTRACTORS INC | HALLMARK COURT SURFACE PROJ | 4/20/22 | 22 00072 | 140,800.00 |
| VINTAGE CONTRACTORS INC | ALEXANDER COURT SURFACE PROJ | 4/20/22 | 22 00073 | 166,100.00 |
| PFM | TO#6-FINANCIAL ADVISORY SR | 4/20/22 | 22 00074 | 50,000.00 |
| | | | **Total Purchase Orders Issued in Excess of $5,000** | **$ 2,460,858.97** |
| | | | **Total Count** | **9** |

# CITY OF BELMONT
# TREASURER'S REPORT
# April-22

## Agency Receipts and Disbursements Summary

| | Beginning Balance March 31, 2022 | Receipts | Disbursements | Ending Balance April 30, 2022 |
|---|---|---|---|---|
| City of Belmont | $ 84,077,001.38 | $ 20,563,964.52 | $ (14,661,703.63) | $ 89,979,262.27 |
| Belmont Fire Protection District | 11,800,097.32 | 3,213,660.75 | (187,568.57) | 14,826,189.50 |
| Successor Agency of the RDA | 137,424.92 | 803.12 | (212,105.38) | (73,877.34) |
| **Total** | **$ 96,014,523.62** | **$ 23,778,428.39** | **$ (15,061,377.58)** | **$ 104,731,574.43** |
| | | | | - |

## Balance Summary

| | Deposit | Investments | Pool Total |
|---|---|---|---|
| City of Belmont, Belmont Fire Protection District, & Successor Agency of RDA | **$ 768,613.59** | **$ 103,962,960.84** | **$ 104,731,574.43** |
| | | | - |

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

Respectfully Submitted,

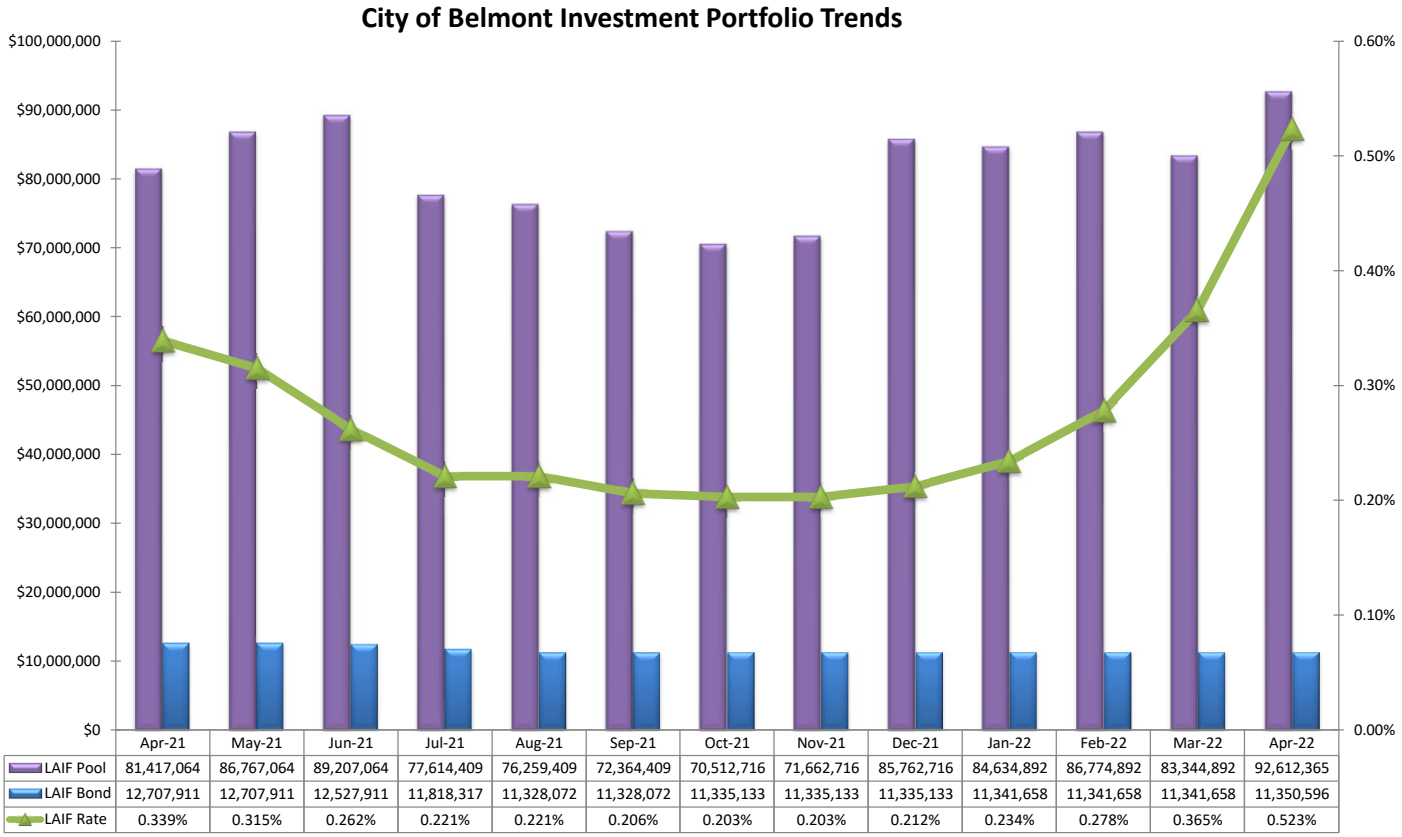
s/b Grace Castaneda

Grace Castaneda
City Treasurer

# CITY OF BELMONT
# TREASURER'S REPORT
# April-22

## Investment Detail

| Investment Type | Issuer | Maturity Date | Par Amount | Current Market Value | Interest Total | Investment Period | Rate | Pricing Source | Manager |
|---|---|---|---|---|---|---|---|---|---|
| **Deposit** | | | | | | | | | |
| General Account | Wells Fargo | | $ 768,613.59 | $ 768,613.59 | | | | Bank | Bank |
| **Investments:** | | | | | | | | | |
| L.A.I.F.-POOL | State of California | Daily | 92,612,364.84 | 91,570,803.40 | 40,363.56 | 90 days | 0.523% | LAIF | LAIF |
| L.A.I.F.-BONDS | State of California | Daily | 11,350,596.00 | 11,222,941.95 | 4,946.97 | 90 days | 0.523% | LAIF | LAIF |
| **Total** | | | **$ 104,731,574.43** | **$ 103,562,358.94** | **$ 45,310.52** | | | | |




| | Apr-21 | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LAIF Pool | 81,417,064 | 86,767,064 | 89,207,064 | 77,614,409 | 76,259,409 | 72,364,409 | 70,512,716 | 71,662,716 | 85,762,716 | 84,634,892 | 86,774,892 | 83,344,892 | 92,612,365 |
| LAIF Bond | 12,707,911 | 12,707,911 | 12,527,911 | 11,818,317 | 11,328,072 | 11,328,072 | 11,335,133 | 11,335,133 | 11,335,133 | 11,341,658 | 11,341,658 | 11,341,658 | 11,350,596 |
| LAIF Rate | 0.339% | 0.315% | 0.262% | 0.221% | 0.221% | 0.206% | 0.203% | 0.203% | 0.212% | 0.234% | 0.278% | 0.365% | 0.523% |

# STAFF REPORT

**Meeting Date:** May 24, 2022

**Agency:** City of Belmont

**Staff Contact:** Nima Mazhari, Public Works, (650) 730-5706, NMazhari@belmont.gov

**Agenda Title:** SB1 Local Streets and Roads Project List

**Agenda Action:** Resolution

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## Recommendation

Adopt a resolution approving a list of proposed projects for FY 2022-23 funded by The Road Repair and Accountability Act of 2017.

## Strategic Focus Area

Infrastructure and Mobility

## Background

On April 28, 2017, after years of advocating for a solution to the state's transportation crisis, the Legislature passed and the Governor signed SB 1 (Beall, 2017), also known as the Road Repair and Accountability Act of 2017, increasing transportation funding and instituting much-needed reforms. SB 1 provides the first significant, stable, and on-going increase in state transportation funding in more than two decades.to address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road systems.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. The City must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement. Cities and counties receiving RMRA funds must also adopt a list of all projects proposed to receive funding that includes a description and location of the proposed projects.

In May 2021, the City Council approved a five-year pavement plan for FY 2022-2026. The plan consists of the City allocating an average of $2.4 million in street maintenance repairs for the current five-year paving plan, with RMRA funds of approximately $500k per year.

## Analysis

Funding from SB1 will provide for the preparation of contract documents and the construction cost for the rehabilitation of the following streets in FY 22/23:

- Lyon Avenue between Mezes Avenue and Alamedas De Las Pulgas
- Middle Road between Davey Glen Road and Notre Dame Avenue

The useful life of the treatment is anticipated to be fifteen (15) years. It is anticipated that construction will begin in June 2023 and that construction will be completed in September 2023. It is best to limit the

number of streets to be rehabilitated with this funding source since the SB1 dollar amount is small. Lyon Avenue and Middle Road will be part of larger annual lists of streets to be repaired.

**Alternatives**

1. Take no action

**Attachments**

A. Resolution

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed: SB1 Funding allocation for FY 2022-23

| Source: | Purpose: | Public Outreach: |
|---|---|---|
| Staff | Statutory/Contractual Requirement | Posting of Agenda |

# RESOLUTION NO. 2022 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT**
Approving a resolution approving a list of proposed projects for FY 22/23 funded by SB1-The Repair and Accountability Act of 2017

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WHEREAS, on April 28, 2017, the Governor signed Senate Bill (SB) 1, known as the Road Repair and Accountability Act of 2017, which created the Road Maintenance and Rehabilitation Account (RMRA); and,

WHEREAS, in order to be eligible for RMRA funding, statue requires cities and counties to provide basic annual RMRA project reporting to the California Transportation Commission (Commission); and,

WHEREAS, RMRA funding will provide for the preparation of contract documents and the construction costs for the rehabilitation of streets in FY 2022-23; and,

WHEREAS, the useful life of the rehabilitation treatment is anticipated to be fifteen (15) years and construction will begin in June 2023, and is expected to be completed in September 2023; and,

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

SECTION 1. The following list of proposed projects will be funded in part or solely with FY 2022-23 Road Maintenance and Rehabilitation Account revenues:

· Lyon Avenue between Mezes Avenue and Alamedas De Las Pulgas

· Middle Road between Davey Glen Road and Notre Dame Avenue

SECTION 2. Approves adopting the list of proposed projects for FY 2022-23 funded by SB 1 – Road Repair and Accountability Act of 2017.

* * *

ADOPTED May 24, 2022 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 24, 2022

**Agency:** City of Belmont

**Staff Contact:** Nima Mazhari, Public Works, (650) 730-5706, NMazhari@belmont.gov

**Agenda Title:** Resolution Approving Award of Contract to O'Grady Paving Inc. for an Amount not to Exceed $616,076.75, Approving a Construction Contingency of $92,411.50, and Authorizing the City Manager to Execute a Contract for the Belmont Pavement Preservation Project, City Contract Number 2022-608

**Agenda Action:** Resolution

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## Recommendation

Adopt a resolution to award the contract to O'Grady Paving Inc. for an amount not to exceed $616,076.75, approving a 15% construction contingency of $92,411.50 for unforeseen conditions for a total amount of $708,488.25 and authorize the City Manager to execute a contract for the Belmont Pavement Preservation Project, City Contract Number 2022-608.

## Strategic Focus Area

Infrastructure and Mobility

## Background

On March 22, 2022, Council authorized advertisement for sealed bids approving award of City Contract Number 2022-0608, Belmont Pavement Preservation Project, to the lowest responsible bidder for an amount not to exceed $546,470.50. $467,000 of this project is funded through the Federal Surface Transportation Funds (STP) and the One Bay Are Grant (OBAG) program for roadway improvements.

The City received three bids that were opened on May 5, 2022. All three bids exceeded the engineer's estimate and the authorized contract amount. The results were as follows:

| | |
|---|---|
| O'Grady Paving Inc. | $616,076.75 |
| American Asphalt Repair & Resurfacing Co., Inc. | $657,165.26 |
| VSS International, Inc. | $720,120.00. |

## Analysis

City staff reviewed each line-item costs of the three bids and has concluded that it is in the best interest of the City to award this contract to the lowest bidder, O'Grady Paving Inc. Due to increased material cost and a competitive bidding climate staff does not believe that the City will obtain a lower bid if this job is re-advertised and recommends the award of the contract to O'Grady Paving, Inc.

## Alternatives

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

**Attachments**

A. Resolution

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed: The City has been awarded $467,000 through the Federal Surface Transportation Funds (STP) and the One Bay Area Grant (OBAG) program for roadway improvements. The City has a matching fund requirement of $134,117.55 which is budgeted in the Local Streets and Roads Pavement Project account, account number 234-3-730-3227-9030. The total cost of the project, including contingency, is $708,488.25

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

# RESOLUTION NO. 2022 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING AWARD OF CONTRACT TO O'GRADY PAVING INC. FOR AN AMOUNT NOT TO EXCEED $616,076.75, APPROVING A CONSTRUCTION CONTINGENCY OF $92,411.50, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR THE BELMONT PAVEMENT PRESERVATION PROJECT, CITY CONTRACT NUMBER 2022-608**

WHEREAS, On March 22, 2022, Council authorized advertisement for sealed bids approving award of City Contract Number 2022-608, Belmont Pavement Preservation Project, to the lowest responsible bidder for an amount not to exceed $546,470.50. $467,000 of this project is funded through the Federal Surface Transportation Funds (STP) and the One Bay Are Grant (OBAG) program for roadway improvements; and,

WHEREAS, the City received three bids that were opened on May 5, 2022. All three bids exceeded the engineer's estimate and the authorized contract amount; and,

WHEREAS, It is recommended that the City Council award the contract to O'Grady Paving Inc. for an amount not to exceed $616,076.75, approving a 15% construction contingency of $92,411.50 for unforeseen conditions for a total cost of for a total amount of $708,488.25

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

SECTION 1.The City Council approves awarding the contract to O'Grady Paving Inc. for an amount not to exceed $616,076.75, approving a 15% construction contingency of $92,411.50 for unforeseen conditions for a total amount of $708,488.25 and authorize the City Manager to execute a contract for the Belmont Pavement Preservation Project, City Contract Number 2022-608.

* * *

ADOPTED May 24, 2022 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 24, 2022

**Agency:** City of Belmont

**Staff Contact:** Peter Brown, Public Works, 650-595-7459, pbrown@belmont.gov
Alberto Espinoza, Public Works, 650-595-7465, aespinoza@belmont.gov

**Agenda Title:** Agreement with Recology Resolving Dispute Over the 2021 Solid Waste Rates

**Agenda Action:** Resolution

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**Recommendation**

Adopt a resolution authorizing the City Manager to execute a settlement agreement with Recology San Mateo County (Recology) resolving a dispute related to the 2021 solid waste rates and allocating a portion of the Transitional Rate Stabilization Fees (TRSF) to offset costs during the 2021 rate year.

**Strategic Focus Area**

Fiscal and Organizational Sustainability

**Background**

Under the Amended and Restated Franchise Agreement (Franchise Agreement) between the City of Belmont and Recology San Mateo County (Recology) for solid waste, recyclable materials, and organic materials collection services, Recology may charge Belmont residential and commercial customers no more than the Maximum Rates approved by the City Council. Belmont is a member of the South Bayside Waste Management Authority, but unlike other members, is not subject to revenue reconciliation at the end of each rate year and follows a maximum rate setting process instead. Article 11 of the Franchise Agreement provides for an annual review of the Maximum Rates that Recology may charge for regular and unscheduled services. Each year, Recology proposes adjustments to the Maximum Rates based upon the methodology in the Franchise Agreement, City staff analyzes Recology's proposal, and the City Council approves Maximum Rates that Recology may charge.

In 2018, during the negotiations process for the Franchise Agreement, the City and Recology anticipated the 2021 rate year would be a transitional year from the old franchise agreement to the new Franchise Agreement and agreed on a forecast model that set Total Contractor's Compensation of $7,888,920 as the foundation for setting maximum rates for rate year 2021 and beyond. The parties expected the new contract cost would result in a ramp up of rates to cover increases in the new contract compensation starting in 2021.

Given the City's concern of using 2016 expenses to develop the projection of rates for 2021, Recology had agreed to provide the actual costs for 2021 for the 2022 rate setting period using the SBWMA – wide methodology for contractor's compensation, plus disposal costs ($7,888,920). Under this approach, the actual 2021 costs will be used to establish the base compensation for the City, or in other words, become the new starting point for projections through 2035. The total revenues, including the proposed adjustments for the rate stabilization fund, will be compared to the actual 2021 costs. Any difference,

shortfall or surplus, will be reduced from rate year 2022 or added over a one-year (2022), or two-year (2022 and 2023), period at the City's discretion.

The parties also agreed that the then current Maximum Rate for the 20-gallon residential cart did not adequately reflect the true cost of service for that cart size. The parties therefore agreed in Franchise Agreement Section 11.02 to make specific rate adjustments for the 20-gallon cart over a three-year rate setting period (2019 - 2021).

The rate adjustments were deposited to a transitional rate stabilization fund (referred to as the TRSF) collected and held by Recology as city funds. Section 11.02 anticipates the 20-gallon cart rate adjustments beginning in 2019 would help ease the transition to the new cost of service rate foundation and that the funds in the TRSF could be used to offset Maximum Rates in calendar year 2021 and 2022. The cumulative balance of the TRSF collected for calendar years 2019 – 2021 is approximately $458,007.

Once the baseline costs for contractors' compensation (Recology) have been established for 2021 based on actual costs projections for 2022 and beyond can be calculated. The general approach for future year rate adjustments (2023 – 2035) is based on changes in specific cost indices for the primary cost categories outlined by Recology. For example, in 2023 the baseline costs, actual 2021 costs, will be adjusted by the change in the specific cost indices from 2021 to 2022. These cost indices include CPI-U, CPI-U-Motor Fuel, CPI-W, etc. The contract has outlined the each of the specific cost indices that will be used in escalating the baseline costs for future year rate adjustments.

On November 24, 2020, the City Council held a public hearing to consider Recology's proposed adjustments to the Maximum Rates and adopted resolution number 2020-102 revising the Maximum Rates for Rate Year 2021. Recology informed the City that they believed the 2021 Maximum Rates approved by the Council were not set correctly. Recology claims to have received less revenue in 2021 as a result and that the alleged error would carry forward in the rate setting process affecting future maximum rates to their detriment. City staff and Recology disagree as to whether the Maximum Rates for rate year eleven (or calendar year 2021) were established in the manner provided in the Franchise Agreement, and who bears responsibility for the resulting (real or perceived) effect on revenue to Recology.

**Analysis**

City staff and Recology met several times over many months to work through the disagreement over the 2021 rate setting process and have reached a proposed settlement in which Recology will receive $357,000 from the TRSF. This one-time payment will resolve all issues arising from the 2021 rate year dispute, and the parties would agree that no further payments or adjustments to rates in future years are necessary as a result of the rates set in 2021. While staff believes that the City complied with the Franchise Agreement in approving the Maximum Rates for 2021, staff also believes the settlement is reasonable given: (1) the complexity of the rate setting process particular to Rate Year 2021, (2) the cost and risk of litigating the complex language, (3) the fact that the proposed settlement resolves the disputed issues once and for all without affecting future rate years, and (4) the TRSF has the funds needed for the settlement and those funds were anticipated in the Franchise Agreement to be used in rate year 2021. The settlement will not affect future rate adjustments which will be made based on the prior year's rates and allowable increases identified in the contract.

**Alternatives**

1. Take no action.
2. Direct staff to re-negotiate with Recology the terms of Side Letter Agreement.

**Attachments**

A. Resolution
B. Settlement Agreement

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed: The TRSF funds are City funds collected and held by Recology. Through this settlement agreement, Recology retains TRSF funds in the amount of $357,000, and the remainder is in the City's control to be utilized to offset future solid waste rate increases.

| **Source:** | **Purpose:** | **Public Outreach:** |
|---|---|---|
| Staff | Statutory/Contractual Requirement | Posting of Agenda |

# RESOLUTION NO. 2022 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER EXECUTE A SETTLEMENT AGREEMENT WITH RECOLOGY SAN MATEO COUNTY REGARDING THE 2021 SOLID WASTE RATES AND THE USE OF THE TRANSITIONAL RATE STABILIZATION FEES**

WHEREAS, the City of Belmont and Recology San Mateo County (Recology) are parties to an Amended and Restated Franchise Agreement for recyclable materials, organics materials, and solid waste collection services; and,

WHEREAS, on November 24, 2020, the City Council held a public hearing and adopted resolution number 2020-102 revising the Maximum Rates to $7,888,920 for calendar year 2021; and,

WHEREAS, the City and Recology disagreed as to whether the Maximum Rates for rate year 2021 were established in accordance with the Franchise Agreement, and who bears responsibility for the resulting, past, present, and future revenue shortfalls to Recology; and,

WHEREAS, the parties wish to resolve the disputed rate year 2021 matters amicably by allocating proceeds of the Transitional Rate Stabilization Fees collected under Section 11.02(C) of the Franchise Agreement.

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

SECTION 1. The City Council authorizes the City Manager to execute the settlement agreement with Recology regarding the 2021 solid waste rates and use the Transitional Rate Stabilization Fees as set forth in Exhibit "A" to this Resolution.

* * *

ADOPTED May 24, 2022 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

# SIDE LETTER AGREEMENT

This Side Letter Agreement ("Agreement") is entered into as of May ___, 2022 by and between the City of Belmont ("City") and Recology San Mateo County ("Recology").

WHEREAS, City and Recology are parties to an Amended Restated Franchise Agreement for Recyclable Material, Organics Materials and Solid Waste Collection Services, as amended by that certain Amendment One (Bulky Item Additional Route) dated June 1, 2021 ("the Franchise Agreement");

WHEREAS, the City is not subject to Attachment K of the Franchise Agreement and does not have a revenue reconciliation or a service level adjustment process like other SBWMA Member Agencies, and the Franchise Agreement contains language that was interpreted in a different manner by both Recology and the City as to the transitional process for setting Maximum Rates for Rate Year 2021;

WHEREAS, the parties disagree as to whether Maximum Rates for Rate Year Eleven (2021) were established in accordance with the Franchise Agreement, and who bears responsibility for the same and for the resulting past, present, and future revenue shortfalls to Recology, if any as a result (all the foregoing collectively, the "Disputed Matters-Rate Year 2021");

WHEREAS, the parties wish to resolve the Disputed Matters-Rate Year 2021 amicably by allocating proceeds of the TRSF Fee collected under Section 11.02.C of the Franchise Agreement ("TRSF Funds").

NOW, THEREFORE, the parties agree as follows:

1. The TRSF Fee, collected over 2019, 2020, and 2021, is a City imposed fee under Article 10 and Attachment M, and is held by Recology in the TRSF Fund as a credit to the City's account. Recology represents and warrants that the total amount of TRSF Fees collected and placed in the TRSF Fund ("TRSF Funds") is $458,007 as of the date hereof. The City agrees that Recology may retain from the TRSF Funds, held by Recology, an amount of $357,000.

2. The balance of TRSF Funds (approximately $101,007) remaining after Recology's retention of TRSF Funds pursuant to Section 1 above, shall be paid directly to the City's Rate Stabilization Fund within 30 days after the date this Agreement is executed by both parties.

3. Subject to and effective upon the retention and payment of TRSF Funds as provided in Section 1 and 2 above, Recology and the City both release and discharge each other from any and all claims arising from the Disputed Matter-Rate Year 2021, whether now known or unknown, and whether at law, in equity, or otherwise.

4. Each party acknowledges that it has obtained or been given the opportunity to obtain legal counsel in connection with this Agreement. Each party acknowledges that it is aware of the provisions of Section 1542 of the California Civil Code, and expressly waives any and all rights it

may have under such code section relating to the Disputed Matters. Section 1542 of the California Civil Code reads as follows:

> "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."

5. This Agreement is entered into in order to resolve the Disputed Matters-Rate Year 2021, without any acquiescence by any party as to the merit of any claim. Nothing in this Agreement shall be deemed an admission of liability by any party.

6. Capitalized terms used but not defined herein shall have the meanings given to them in the Franchise Agreement.

7. Upon payment as provided in Section 1, the parties agree that no adjustments to the Maximum Rates for Rate Years 2022 and beyond are or will be needed to address any shortfall in Maximum Rates now or in the future as a result of Maximum Rates set in Rate Years 2021 and 2022, and that no further adjustment is required under Franchise Agreement Section 11.04.C for Rate Years 2022 and 2023.

IN WITNESS WHEREOF, City and Recology have entered into this Side Letter Agreement as of the date first written above.

| CITY OF BELMONT | RECOLOGY SAN MATEO COUNTY |
|---|---|
| By: _____<br>Afshin Oskoui<br>City Manager<br><br>Date _____<br><br>ATTEST:<br><br>_____<br>Jozi Plut<br>City Clerk<br><br>APPROVED AS TO FORM:<br><br>_____<br>Scott Rennie<br>City Attorney | By:_____<br>Salvatore M. Coniglio<br>CEO<br><br>Date _____ |

# STAFF REPORT

**Meeting Date:** May 10, 2022

**Agency:** City of Belmont

**Staff Contact:** Afshin Oskoui, City Manager, aoskoui@belmont.gov, 650-595-7408

**Agenda Title:** 2022 Strategic Planning Session Update

**Agenda Action:** For Information Only

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**Recommendation**

Receive an update on the 2022 Strategic Planning Session for Budget Year 2023.

**Strategic Focus Area**

Fiscal and Organizational Sustainability

**Background**

On February 23, 2022, the City Council and staff participated in Belmont's Annual Strategic Planning Session. This working session followed up on the City Council's March 11, 2020 community visioning and strategic planning workshop, facilitated by a consulting firm specializing in leadership and organizational performance.

The 2020 workshop provided an opportunity for the Councilmembers to establish Council norms, reflect on accomplishments from the past year, receive an update on the progress on the Council priorities and develop a new 5-year Strategic Plan. The current strategic plan includes the following five City Council focus areas with supportive goals as its roadmap for action over the next several years:

At the February 2022 session, the Council reviewed progress made to date on the various focus areas and received the community's feedback.

Despite many challenges related to the last two years of the pandemic and resources, staff has made exceptional progress in meeting the goals of the Council's stated initiatives. Most of the initiatives in the plan are either underway, completed, or are in process of being initiated.

During this session the City Council reaffirmed its support for all of the strategic objectives and supporting initiatives and deliverables that were presented by staff with an emphasis on a comprehensive fiscal and organizational stability, and sustainability plan to address the General Fund's long-term revenue viability, and to address organizational development to focus on succession planning and attracting new talent. Upon conclusion of the workshop city staff has carried out a comprehensive review of the City's strategic plan to ensure that any relevant revisions are made to the plan.

Additional details on those initiatives are outlined in the attached strategic plan dashboard, updated to reflect supporting initiatives and targets for the upcoming FY 2023 budget. The attached Strategic Plan Performance Update provides the city's formal performance management report of the initiatives in the Strategic Plan, as approved by the City Council in May 2020 and subsequent update in May 2021. The report is set up as a Dashboard of Key Strategic Objectives & Supporting Initiatives identifying short-term (1-2 year) objectives and supporting initiatives for each of the strategic focus area. Additionally, it identifies timeframe for completion of each action step.

**Analysis**

In addition to the ongoing initiatives and projects already underway, during the session, the Council identified several key initiatives for the upcoming fiscal year:

- The anticipated placement of two revenue measures on the upcoming November 2022 ballot. If authorized by voters, these measures would adjust the City's transient occupancy tax and business license tax rates and add a new cannabis business tax
- Develop regulations for the establishment of several cannabis retail and distribution facilities
- Execute various economic development and housing initiatives to support the business community and the development of new housing
- Support the City's workforce while developing succession plans and other efforts to support mentoring, coaching, skills advancement, and retention

In addition to above efforts highlighted by staff, the City Council also identified several new initiatives for the upcoming fiscal year and provided direction to staff to further explore. These initiatives include:

- Creating a City Historian
- Refocusing energies on efforts to advance values of diversity, equity and inclusion in various aspects of city business, and exploring ways to further support the recognition of the City's rich cultural diversity

Also, staff has utilized the plan in the upcoming FY 2023 Budget Process. The annual budget is the most significant expression of how City Council policies are translated into daily operations. City Council goal setting has historically been an opportunity to clarify city policy priorities and inform how resources are allocated in the city budget. The City Council sets the overall policy direction for Belmont and helps staff prioritize programs, projects and services to support that direction.

Maintaining good fiscal health remains a significant priority. Meeting this objective preserves the city's ability to continue providing important programs and services to the community. The operating budget's principles and fiscal recovery priorities help guide the city's evolution through uncertain times, supporting economic recovery through changes to our policies and programs where applicable, focusing on resiliency

over the long-term by using temporary solutions to bridge revenue losses expected in the short-term and seeking new ways to conduct work through efficiencies and new revenues or service models.

Despite the challenges of the last two years the organization has been ready and resilient. As we lean into the future our goal is to keep Belmont a great city: thriving and sustainable community for all; a place where people can safely live, work and play.

**Alternatives**

1. Take no Action
2. Defer to Staff for more information

**Attachments**

A. Strategic Plan 2022 Updates
B. Strategic Plan Dashboard

**Fiscal Impact**

☒ No Fiscal Impact
☐ Funding Source Confirmed:

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

CITY OF BELMONT

# DASHBOARD OF KEY STRATEGIC OBJECTIVES AND SUPPORTING INITIATIVES DELIVERABLES

CALIFORNIA BELMONT

Meeting or ahead of target | Slightly behind target | Behind target | Complete

| STRATEGIC FOCUS AREAS | STRATEGIC OBJECTIVES | SUPPORTING INITIATIVES | TARGET SCHEDULES | STATUS | NEXT STEPS \| MILESTONES |
|---|---|---|---|---|---|
| **INFRASTRUCTURE & MOBILITY** A transportation, facilities and infrastructure system that maintains and improves our community to meet current and future demand. | **ENHANCE MULTI-MODAL TRANSPORTATION** | | | | |
| | **1. Implement Ralston & ADLP Corridor Plans** | **Ralston Corridor Segment 3:** | | | |
| | | Complete Design | Q1 2021 | Complete | Milestone achieved |
| | | Advertise Construction Contract | Q2 2021 | Complete | |
| | | Complete Construction | Q4 2021 | Behind target | Completed construction estimated August 2022 |
| | | **ADLP Corridor Improvements:** | | | |
| | | Begin design | Q3 2020 | Complete | Milestone achieved |
| | | Completed Design | Q1 2023 | Meeting or ahead | |
| | **2. Plan and implement BVSP Mobility Plan** | **Feasibility Study for O'Neil Grade Separated Crossing:** | | | |
| | | Begin Study | Q4 2022 | Meeting or ahead | |
| | | Complete Study | Q4 2023 | Meeting or ahead | |
| | **3. Advance Ped & Bike Masterplan** | Implement BVSP Mobility improvements w/ new development | Ongoing | Meeting or ahead | |
| | | Implement the City's sidewalk installation Policy | Ongoing | Meeting or ahead | |
| | | Seek grant/other opportunities to add/enhance bike lanes and sidewalks | Ongoing | Meeting or ahead | SMCTA grant secured & OBAG3 grant being applied for |
| | **4. Develop and implement Transportation Demand** | Council Approval of TDM | Q3 2020 | Complete | Milestone achieved |
| | | Implement plan in conjunction with new development | Ongoing | Meeting or ahead | several new development TDM plans reviewed & approved |
| | **5. Continue to identify and address trends to inform traffic management approach and solutions through PTSC process (3Es) and Mobility/Capital Plans** | Update Neighborhood Traffic Calming Policy | Q3 2022 | Slightly behind | |
| | | Present Draft Policy to BPAC | Q3 2022 | Meeting or ahead | |
| | | Present Policy to City Council | Q4 2022 | Meeting or ahead | |
| | | Implement Policy | Q1 2023 | Meeting or ahead | |
| | | Address residents request through PTSC and provide annual updates to City | Ongoing | Meeting or ahead | |
| | **ADVANCE PAVEMENT & STREET IMPROVEMENTS** | | | | |
| | **1. Advance rolling 5-year community-wide street pavement** | **2022 Pavement Condition Assessment** | | | |
| | | MTC Scope of Work Approval | Q2 2021 | Complete | |
| | | Perform Condition Assessment | Q4 2021 | Complete | Draft PTAP report complete |
| | | Present Pavement Condition Report to City Council | Q3 2022 | Meeting or ahead | Scheduled for Council summer 2022 |
| | | 2019 Pavement Project Phase II Complete Construction | Q2 2020 | Complete | Construction Completed |
| | | **2020 Pavement Reconstruction Project** | | | |
| | | Advertise Construction Contract | Q2 2020 | Complete | |
| | | Complete Construction | Q4 2020 | Complete | NOC Pending |
| | | **2021 Pavement Maintainence Project** | | | |
| | | Advertise Construction Contract | Q2 2021 | Complete | Street segments to be rescheduled as part of 5-year update |
| | | Complete Construction | Q3 2021 | Complete | NOC Pending |
| | | **2022 Pavement Project** | | | |
| | | Advertise Construction Contract | Q1 2022 | Complete | |
| | | Complete Construction | Q3 2022 | Meeting or ahead | Construction underway, expected completion July 2022 |
| | | **2022 Pavement Preservation Project (slurry)** | | | |
| | | Advertise Construction Contract | Q2 2022 | Complete | At council May 24, 2022 |
| | | Complete Construction | Q3 2022 | Meeting or ahead | August 2022 anticipated |
| | | Update 5-year Pavement Program | Q3 2022 | Meeting or ahead | Jan 2023 begin |
| | **ADVANCE SEWER & STORM IMPROVEMENTS** | | | | |
| | **1.Complete updates to Sewer and Stormwater Master Plans** | Begin Study | Q2 2021 | Complete | |
| | | Complete Study | Q1 2023 | Meeting or ahead | Sanitary Sewer Master Plan will be completed by Q1 2023. Storm Water Master Plan is anticipated to be completed Q2 2023. |
| | | **North Road Pump Station and Force Main Rehabilitation Project:** | | | |

| | | | | | |
|---|---|---|---|---|---|
| | | Begin Construction | Q1 2020 | Complete | Milestone achieved |
| | | Complete Construction | Q3 2021 | Complete | Milestone achieved |
| | | **El Camino Capacity Improvement Project:** | | | |
| | | Begin Design | Q2 2020 | Complete | Milestone achieved |
| | **2. Continue progress with sewer system improvement program** | Begin Construction | Q1 2021 | Complete | |
| | | Complete Construction | Q3 2021 | Complete | NOC Pending |
| | | **Belmont Creek Restoration and Overflow Storage Project:** | | | |
| | | Update MOU with San Carlos, County of San Mateo and Flood Resiliancy District | Q3 2020 | Complete | |
| | **3. Advance stormwater improvement priority repairs (Measure I).** | Begin preliminary design and enviromental clearance | Q2 2022 | Meeting or ahead | |
| | | Complete Environmental Clearance | Q1 2023 | Meeting or ahead | |
| | **IMPROVE PARKS & FACILITIES** | | | | |
| | **1. Address Belmont Community Center improvements** | Begin masterplan update of the Parks, Recreation and Open Space with community engagement | Q1 2022 | Meeting or ahead | Project Launch, outreach, draft recommendations, opn space master plan |
| | **2. Advance athletic field improvements** | Complete Belmont Sports Complex Synthetic Turf Improvement Project | Q4 2020 | Complete | Project Complete |
| | **3. Assess facilities' needs** | Conduct a city-wide Facility assessment | Q3 2021 | Slightly behind | Prepare RFP |
| **ECONOMIC DEVELOPMENT & HOUSING**<br>Local business, land use and housing policies to support economic development, downtown revitalization and diversity of housing choices. | **IMPLEMENT ECONOMIC DEVELOPMENT STRATEGY** | | | | |
| | **1. Establish an economic development framework, identify and prioritize specific community benefits that the City would like to implement** | Develop a formal community benefit program/policy to identify the specific benefits the City would like to see occur, and outline development incentives the City is willing to offer (FAR, additional height, higher density, or financial contributions), to help guide the development process | Q2 2021 | Meeting or ahead | Engage consultant (RSG); City Council study session. |
| | **2. Identify existing and new funding sources for economic development program activities, prioritize expenditures and leverage City funds and assets with state or federal programs** | Explore opportunities to create a Strategic Economic Development Incentive Fund; sources could include asset sales, new financing tool revenues, or other dedicated revenue streams. The fund will be structured so money can be replenished after making an investment | Q4 2021 | Meeting or ahead | Adopt traffic impact fee and public art in-lieu fee; Complete sale of City Housing Assets. |
| | **3. Establish strong relationships and regular communication with community partners, including Belmont Chamber of Commerce, government and educational institutions and business community leaders** | Participate in Chamber of Commerce operational activities; develop an Economic Development recurring newsletter; explore business visitation program options. | Q4 2020 | Meeting or ahead | Ongoing engagement with Chamber of Commerce Board; Focus on local economic recovery opportunities. |
| | **4. Explore new tools for direct engagement with the Belmont business community** | Initiate Ad-Hoc Economic Development Advisory Committee to support COVID-19 Business Recovery and Reopening Efforts | Q3 2020 | Meeting or ahead | Engage consultant (RSG); City Council study session. |
| | **COORDINATE HOUSING & LAND USE** | | | | |
| | **1. Ensure land use policies and practices support a diversity of housing choices, leverage existing affordable housing assets, and increase options for affordable housing** | Complete sale of vacant Housing Successor real property assets and reinvest proceeds into affordable housing projects. | Q2 2022 | Meeting or ahead | Issue RFP for real estate services. |
| | | Complete RHNA-6 Methodology Process; Complete General Plan Housing Element Update. | Q4 2022 | Meeting or ahead | Select CEQA consultant. |
| | **2. Engage in long range/advanced planning projects to facilitate TOD related** | Multi-year effort to evaluate and implement land use/density/intensity increases in the following areas. Project will include extending BVSP development standards to areas 2 & 3, and establishing a new Specific Plan for HIA area. Project will accelerate after Belmont RHNA number confirmation & completion of housing opportunity sites analysis for 2023-2030 Housing Element (Target Q1 2021). | Q4 2022 | Meeting or ahead | City Council approved resolutions to accept state grant funds for planning activities related to increasing housing (early 2020 and mid-2020) |
| | | **1) BVSP** | | | |
| | | Start | Q1 2021 | Meeting or ahead | |
| | | Completed | Q4 2022 | Meeting or ahead | |
| | | **2) ECR North & South of BVSP** | | | |
| | | Start | Q1 2021 | Meeting or ahead | |
| | | Completed | Q4 2022 | Meeting or ahead | |
| | | **3) North Old County Road** | | | |
| | | Start | Q1 2022 | Meeting or ahead | |

| | | | | |
|---|---|---|---|---|
| planning projects to facilitate TOD related housing and economic development and establish a specific Plan Area for the Unincorporated Harbor Industrial Association (HIA) | Completed | Q4 2023 | Meeting or ahead | |
| | **4) Harbor Industrial Area (HIA)** | | | |
| | Start | Q1 2022 | Meeting or ahead | Anticipated Q2 2022. |
| | Completed | Q4 2024 | Meeting or ahead | |
| **3. Prepare and implement the 2023-2030 Housing Element in compliance with new housing laws** | Complete 2023-2030 Housing Element. Effort will include: 1) Housing Needs Assessment, 2) Constraints, 3) Housing Resources, 4) Past Accomplishments & New Goals, Policies, and Programs. | Q4 2022 | Meeting or ahead | Select CEQA consultant. Complete housing needs assessment. |
| **4. Continue with implementation strategy/plan for the GP and BVSP** | Multi-year effort to implement policies and actions from 2035 GP & BVSP. Early actions focus on Placemaking projects (Signage/Wayfinding, Streetscape Design, and Public Art Master Plan) and street improvement projects. Complete Placemaking projects. | Q2 2022 | Meeting or ahead | City Adopted Public Arts Masterplan Q4 2020, work is proceeding with Public Engagement & Commission review of Signage/Wayfinding and Streetscape Design |
| **5. Coordinate multi-department/stakeholder team to address timely major development applications (e.g. CD, PW, CA, ED&H)** | Initiate assessment of of development review system to identify process improvements for both small & large scale development. Evaluation will focus on pre-application review, project intake, completeness review, third-party resource inputs, preparation of COA's, coordination of entitlement approvals, construction permits/issuance, and inspections/final signoffs (stakeholder team includes CD, PW, CA, ED&H). Anticipate a 1-year duration for process completion. | Q4 2022 | Meeting or ahead | Internal stakeholder kickoff was initiated in Q4 - Tagged as "One Belmont" Initiative. Staff work in the Community Development, Public Works & Economic Development Departments is intensively focused on the priorities identified in this plan. |
| **6. Consider and adopt short-term residential rental rules** | Conduct research, coordinate outreach, and prepare short-term rental regulations Ordinance. Conduct public hearings. | Q4 2022 | Meeting or ahead | Part of 21 Elements work program, temporarily delayed due to COVID-19. |
| **7. Update City's Historic Resource Inventory List & City Code Amendments** | Conduct research; Prepare RFQ/RFP for Consultant Resources; Secure Consultant; Coordinate Outreach; Prepare Updated Inventory List; Prepare City Code Amendments; Coordinate outreach; Conduct public hearings. | Q2 2023 | Meeting or ahead | Coordinate RFP/RFQ Prep & Consultant Selection. |
| **8. Implement Wireless Facility Ordinance (WFO)** | Key components include developing Protocols, FAQ's, Updated Application Materials, and Master License Agreement (MLA) for wireless projects on City | Q4 2022 | Meeting or ahead | Preliminary Application forms/checklists under development. |
| **9. SB 9 Implementation** | Standards; Conduct Outreach; Prepare Zoning Text Amendments; Conduct public hearings. | Q4 2022 | Meeting or ahead | Intro Study Session RE: SB9 Provisions conducted at 11/30/21 PC Mtg. Next step is develop & present work program to CC. |
| **10. Triennial Building Code Update** | Develop City Code Amendments; Align W/Anticipated Adopted Reach Codes; Coordinate outreach; Conduct public hearings. | Q4 2022 | Meeting or ahead | Mandatory Adoption by Nov/Dec 2022; Codes required to be in effect on 1/1/23. |
| **11. Energy Reach Codes** | Develop City Code Amendments - Building Electrification & EV Charging Requirements; Conduct public hearings. | Q2 2022 | Meeting or ahead | City Council conducted Study Sessions in March 2021, November 2021, and February 2022; Draft City Code Amendments (1st Reading) completed by CC on 4/26/22; 2nd |

**FISCAL & ORGANIZATIONAL SUSTAINABILITY**

Long-term financial stability and investment in our employees to strengthen organizational development and effectiveness.

**ENSURE FISCAL/REVENUE SUSTAINABILITY**

| | | | | |
|---|---|---|---|---|
| **1. Maximize existing sources of revenue, identify new revenue sources to maintain financial stability** | Annual update to Master Revenue Schedule reflecting full cost recovery consistent with Council policy | Ongoing | Meeting or ahead | Check-in to be provided at MYR. |
| **2. Invest in systems and process to promote innovation, effectiveness, and financial stewardship** | Cloud deployment of Payments Management System (Accounts Payable) | Q2 2021 | Slightly behind | Vendor to provide insurance documentations. Contract anticipated to be finalized Q3 2021. |
| | Cloud deployment of MS Dynamics 365 ERP | Q4 2023 | Meeting or ahead | Research continues. |
| **3. Secure ongoing 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** | Complete polling and community outreach for potential revenue measures for November 2020 | Q2 2020 | Meeting or ahead | Completed. Work on potential revenue measures continues to address ongoing property tax impacts. |
| **4. Use Measure I/SB1 funding to advance infrastructure projects** | Maximize utilization of Measure I/SB1 funding consistent with approved CIP | Ongoing | Meeting or ahead | Check-in to be provided at MYR. |
| **5. Evaluate development impact fees for new development infrastructure and services** | Finalize recommendations of consultant and review impact fees with City Council | Q3 2020 | Meeting or ahead | Traffic Impact Fee and Public Art In-Lieu Fee adopted Q3 2020. |

**STRENGTHEN ORGANIZATIONAL DEVELOPMENT**

| | | | | |
|---|---|---|---|---|
| **1. Develop recommendations and implementation work plan to address talent management, succession planning, workforce planning, and employee/career development** | Create a work plan that outlines the following: 1) Inventory of existing talent & attributes 2) Assessment of future talent needs based on departmental requirements and ability to accomplish goals/objectives 3) Identify gaps/deficiencies 4) Create a plan to address such gaps. 5) Develop talent acquisition strategies 6) Implement strategies that prepare the workforce for internal career/advancement opportunities 7) Innovation search of external talent and specialized skills that does not exist in house in order to meet organizational goals and objectives. | Q2 2021 | Meeting or ahead | All city departments to intiate a work plan with the elements listed. |

| | | | | | |
|---|---|---|---|---|---|
| | | Complete and commence IT Strategic Plan initiatives | Q1 2023 | Meeting or ahead | A number of technoloigy initiatives have been identified to increase efficiences for staff; once completed, the IT Strategic Plan will be implemented based on staff and Council feedback. |
| | | Conduct comprehensive business process analysis to determine where technology solutions can replace existing manual intervention activities; specifically those requiring routing or signatures. | Q3 2023 | Meeting or ahead | Business Process Analysis to be conducted for various software solutions currently in place. |
| | **2. Provide equipment, technology, and resources to employees to ensure high level of service delivery to our community** | Upgrade existing video infrastructure in Chambers and EOC to better accommodate hybrid attendance and more streamlined technology solutions. | Q3 2023 | Meeting or ahead | Current equipment is outdated and does not meet the city's needs with respect to providing hybrid solution for public meeting attendance. |
| | **3. Create a culture that assures employees are valued, that leadership promotes innovation, creative problem solving, outstanding customer service, and encourages employee engagement** | In collaboration with all senior management, create a culture that sends a message to employees they are indeed valued--by behavior, actions, and words; supportive of new ideas/thoughts in a safe environment; encouragement to go outside the box for better solutions to problems, the push for thinking and analysis of issues/problems; promotes and make clear that outstanding customer service is a way of being; encourage employee involvement. | Q3 2021 | Meeting or ahead | |
| | **4. Develop and capture institutional knowledge documenting processes and procedures in anticipation of retirements and turnover to ensure continuity of services to the community; and opportunity to improve those processes and procedures** | All operational departments create/improve procedures and processes to ensure continuity of services; capture knowledge of those tenured employees for organizational history; documentation and organizational of files/documents; when appropriate and as opportunities arise, review and analyze new and better ways of doing business, adapting to the various external and internal changes, with the goal of improving the effectiveness and effiiciency of processes. | Q3 2021 | Meeting or ahead | |
| | | Initiate Public Works Department agency accredition through APWA to provide a means of formally verifying and recognizing compliance with the recommended practices set forth in the Public Works Management Practices Manual. | Q3 2020 | Meeting or ahead | Accreditation application was submitted to the American Public Works Association in October 2020 |
| **PUBLIC SAFETY**<br>Forward-thinking public safety services aligned with community needs, including civic engagement, partnerships and public education. | **ENSURE PUBLIC SAFETY - POLICE & FIRE** | | | | |
| | **1. Mainitain Strong Commuity Outreach, and align public safety services with commuity needs.** | Incorporate new supervisory position to facilitate and manage the CARE Team | Q3 2023 | Meeting or ahead | Options and funding are being explored to fit this objective. |
| | | Evaluate options for vape and related product ban Ordinance | Q3 2020 | Complete | New legislation will meet this goal. |
| | | Evaluate options for Firearms Safe Storage Ordinance | Q3 2020 | Complete | Completed - City Council Adopted an Ordinance Q3 2020 |
| | | Utilize the Community Risk Reduction Divison to conduct public education and emergency prepardeness through community engagement | Q2 2020 | Meeting or ahead | In Progress through SM Consolidated Fire Dept. |
| | **2. Engage in succession planning** | Conduct promotions which will fulfill the desirable administrative team within the PD for succession planning purposes. | Q1 2022 | Slightly behind | Promotions are temporarily frozen due to budget cuts. |
| | **3. Enhance internal and external communication** | Conduct community outreach and education for emergency prepardeness | Q2 2020 | Meeting or ahead | SMC Alert Campaign, Hi Lo video and Marshall Marshall's community outreach regarding wildland fire mitigation plan. |
| | | Leverage technology to enhance communitcation through web based software and communication devices. | Q1 2023 | Slightly behind | SMC Alert and the connection with Zonehaven project underway |
| | **4. Leverage technology and innovation to** | Incorporate computer-simulation based training into the Operations division of the PD. | Q4 2022 | Behind target | Virtra equip. purchase temporarily frozen due to budget cuts. |
| | | PD Communication Infrastrucure Upgrade | Q4 2023 | Meeting or ahead | Funding sources are currently being explored |

| | | | | | |
|---|---|---|---|---|---|
| | **protect the community against all risk and threats** | Fully implement community risk reduction software platforms. | Q3 2020 | **Slightly behind** | Wildland Mitigation Plan underway |
| | | Collaborate with the San Mateo Consolidated Fire Department to reduce risk in areas susceptible to wildland fires, establish abatement standards and enforcement tools along with educational outreach | Q4 2020 | **Slightly behind** | Wildland Mitigation Plan underway |
| | **5. Develop a financial plan and replacement strategy for Fire Station 15** | Evaluate sites for new fire station. | Q4 2020 | **Slightly behind** | Funding included in BFPD's long-range financial plan. |

**QUALITY OF LIFE**

Maintain and enhance Belmont's character and quality of life in our community.

**IMPROVE PARKS & RECREATIONAL PROGRAMS AND FACILITIES**

| | | | | |
|---|---|---|---|---|
| **1. Complete Barrett Community Center Master Plan** | Continue Belmont Community Center Design education and outreach efforts, subject to assessment of funding strategy and support | Q1 2021 | **Slightly behind** | Prepare 2022 messaging; |
| **2. Complete Parks, Recreation, and Open Space Master Plan** | Prepare Parks, Recreation and Open Space Master Plan | Q4 2022 | **Meeting or ahead** | Project Launch, outreach, draft recommendations, opn space master plan |
| **3. Deliver accessible, inclusive, age-friendly services, programs, and facilities** | Continue to offer new and innovative recreational programs and services for all ages and abilities. | Ongoing | **Meeting or ahead** | Reopening programs at or near capacity with COVID precautions in place |

**PROMOTE PLACE-MAKING**

| | | | | |
|---|---|---|---|---|
| **1. Promote an environment that encourages arts, consider art in public places and within new development** | Complete one public art installation | Q1 2021 | **Slightly behind** | Prepare community sourced art program - mural and art at parks; library art box program underway |
| **2. Explore funding and creative solutions for place-making within public spaces for all ages.** | Complete Public Art Master Plan to guide process and funding strategies for public art | Q1 2021 | **Slightly behind** | FInalize guide for developers |
| **3. Design and implement a City branding effort, inclusive of community signage/wayfinding and gateway features in line with GP/BVSP objectives** | Complete comprehensive City-Wide Signage/Wayfinding Program & Guidelines | Q2 2022 | **Slightly behind** | Public Engagement and Commission Presentations are scheduled for Q2 2022 |
| **4. Develop public streetscape design standards to enhance place-making in BVSP** | Complete Belmont Village Streetscape Design Guidelines | Q2 2022 | **Slightly behind** | Ongoing design development |

**EXPAND COMMUNICATION & OUTREACH**

| | | | | |
|---|---|---|---|---|
| **1. Develop and expand comprehensive public information and engagement strategy** | Complete Strategic Communications and Outreach Work Plan | Q4 2020 | **Complete** | Numerous workshops held with senior staff and City Council - Communication Work Plan is scheduled for City Council consideration on Jan 26th, 2021 to support the implementation of communication priorities. |
| **2. Conduct outreach and community education about city services, areas of cost, and financial resources** | Initiate near-term strategies recommended in adopted Work Plan | Q1 2021 | **Behind target** | Virtual strategies have been put into place amid COVID-19 to ensure outreach continues through pandemic, including CM Updates, use of Zoom for city meetings and use of social media tools |
| **3. Explore ways to Recognize the community's rich cultural heritage** | Identify organizations in the community with which partnerships may be established for the hosting of celebratory events | Q3 2022 | **Meeting or ahead** | Identify groups |
| **4. Create a City historian position** | Identify relevant resources and create the position | Q2 2022 | **Meeting or ahead** | Appoint the position |
| **5. Develop and implement Diversity, Inclusion and Equity action items** | Initiate RFP for DEI consultant to guide internal and external DEI strategy | Q2 2022 | **Meeting or ahead** | Develop and release RFP |

# STAFF REPORT

**Meeting Date:** May 24, 2022

**Agency:** City of Belmont

**Staff Contact:** Grace Castaneda, Finance Director, gcastaneda@belmont.gov;
Jennifer Rose, Housing, Economic Development, and Finance Manager, jrose@belmont.gov;
Nawel Voelker, Management Analyst II, nvoelker@belmont.gov

**Agenda Title:** Introduction of the Proposed Fiscal Year 2023 Budget

**Agenda Action:** Discussion & Direction

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## Recommendation

Discuss and provide direction regarding the proposed fiscal year (FY) 2023 budget. A public hearing has been set for June 14, 2022 to consider budget adoption.

## Strategic Focus Area

Fiscal and Organizational Sustainability

## Executive Summary

- The fiscal year (FY) 2023 budget addresses the ongoing recovery from fiscal impacts from the pandemic, as well as takeaway of key revenue sources as a result of actions taken by the State of California while maintaining City services including public safety and public works services; local control over City revenue sources is needed to ensure long-term fiscal sustainability and allow Belmont to be self-reliant into the future.
- The City operating budget for FY 2023 is $55.9 million, and the Belmont Fire Protection District operating budget is $12.3 million, for a total Citywide operating budget of $68.2 million, up 5.4% over the adopted budget for last fiscal year. This reflects activities and the cost of operations climbing back to pre-pandemic levels, and also includes strategic staffing changes in focus areas to meet the demands of our community's priority needs.
- The Capital Improvement Program (CIP) for FY 2023 totals $19.3 million and provides significant funding towards streets, sewer, and storm drain infrastructure, and facility improvements. The five-year CIP plan totals $72.7 million.
- General Fund operating budget, including transfers, for FY 2023 is balanced at $28.3 million; the General Fund long-term forecast shows an ongoing reduction in fund balance which is projected to fall by $4.3 million over the next five years; fund balance reserves are currently being used to replace revenue shortfalls and maintain City services and quality of life.

- Priority funding that focuses on advancing Council and community priorities in specific Strategic Focus Areas, including:

| Priority Funding | Strategic Focus Area |
|---|---|
| +1.0 FTE Principal Planner | ➢ **Economic Development & Housing:** *Support economic development and long range & advanced planning projects* |
| +1.0 FTE Technology Specialist<br>+1.0 FTE Management Analyst | ➢ **Fiscal and Organizational Sustainability:** *Support organizational development & innovation* |
| Unfreeze funding for 1.0 FTE Maintenance Worker | ➢ **Infrastructure & Mobility:** *Advance sewer and street infrastructure & maintenance needs* |
| Funding for historical resources update, BVSP streetscape efforts, & HIA annexation analysis | ➢ **Economic Development & Housing:** *Support economic development and community revitalization* |
| Continue to develop diversity, equity and inclusion programs | ➢ **Quality of Life:** *Advance diversity, equity & inclusion efforts (stakeholder surveys & listening sessions, City assessment of programs/services/communications)* |
| Enhanced funding for street improvements | ➢ **Infrastructure & Mobility:** *Advance community-wide street pavement improvement program* |
| Enhanced funding for Public Safety communications equipment and C.A.R.E. Program | ➢ **Public Safety:** Strengthened community outreach, and align public safety services with community needs. |

- The State is underfunding property tax in-lieu of vehicle license fee (VLF) for a third straight year, and the recently released May revise of the State's budget trailer bill suggests that the State will use excess ERAF funds to backfill the VLF shortfall—essentially using monies already owed to cities including Belmont to pay for a separate State obligation. These actions have the potential to result in a long-term shortfall of VLF in excess of $4 million annually, and a loss of $7.2 million of excess ERAF funding over the next ten years.
- The City must take actions to diversify revenues and ensure long-term financial sustainability and local control over revenue sources to prevent further cuts to City Services including cuts to public safety, parks and public works services.

## Background

The proposed FY 2023 budget continues 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 February 23, 2022, 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, and ongoing shortfalls caused by the pandemic. At that workshop, the City Council also 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 previously provided by the Council have been incorporated into the proposed FY 2023 budget, continuing our path forward towards a stronger and more resilient organization.

## Analysis

The attached presentation introduces the proposed FY 2023 budget, which 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 takeaways. In addition, this year's budget document retains last year's revamped layout with eight sections, including a financial trends section, a ten-year plan for the General Fund and five-year plans for most other funds, and budgetary information organized by City departments. 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 2023 appropriations, and in the Department Information and Fund Information sections, providing comprehensive financial information at department and fund levels, respectively.

The attached presentation covers the following.

- FY 2023 Budget Overview
- Strategic Focus Areas & 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 14, 2022 to adopt the FY 2023 budget. At that meeting, it is anticipated the Council will be asked to consider and adopt the following:

- A resolution establishing the base revenue, appropriations (expenditures), Capital Improvement Program budget, and permanent staffing plan for the year
- A resolution approving Article XIIIB 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 & Review

As part of the City's budget development process, the Audit Committee will review the proposed fiscal year 2023 budget at a special meeting prior to the June 14, 2022 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. Proposed Fiscal Year 2023 Budget
B. Presentation

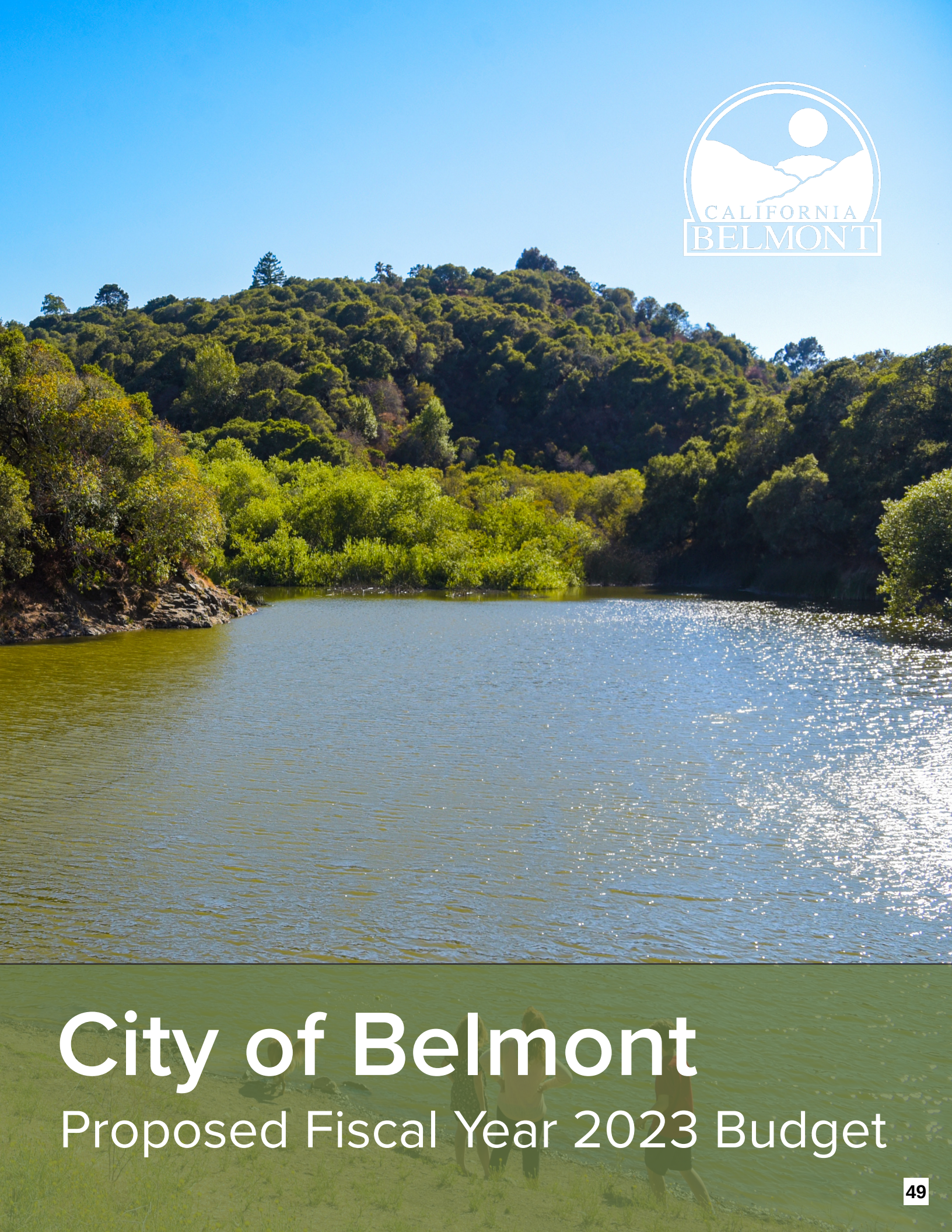
**Fiscal Impact**

☐ No Fiscal Impact
☒ Funding Source Confirmed:

**Proposed FY 2023 Budget Summary**

| Funds | Revenues & Other Sources | Expenditures & Other Uses | CIP Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| City | $76,640,250 | $55,882,944 | $19,256,834 | $85,659,980 |
| Fire District | 14,605,876 | 12,317,615 | | 17,281,275 |
| **Total** | **$ 91,246,126** | **$ 68,200,559** | **$ 19,256,834** | **$ 103,541,255** |

| **Source:** | **Purpose:** | **Public Outreach:** |
|---|---|---|
| Staff | Statutory/Contractual Requirement | Posting of Agenda |



# City of Belmont

## Proposed Fiscal Year 2023 Budget

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# CITY MANAGER'S MESSAGE

# Letter of Transmittal

## CITY MANAGER'S MESSAGE

**Honorable Mayor Mates and Members of the City Council:**

I am pleased to present for your consideration the FY 2023 budget. Overall, the citywide budget, including both operating and capital, is $87.5 million. This budget continues to provide funding for core services, advance Council priorities, while also making a substantial investment in our capital and infrastructure needs. As we navigate through this "new normal" after the initial onset of the COVID-19 pandemic, we have encountered many uncertainties. Restrictions surrounding leisure travel and indoor gatherings are easing, schools have reopened back in-person, but new variants and the threat of new ones remain and going back exactly to how things were seems unlikely, and unreasonable. To that end, through this past year, Belmont adapted quickly to the ever-changing environment while still continuing the high-quality services to our community. I want to first express my gratitude for the hard work and commitment from both our Council and our staff. After two years of conducting our public meetings online, we mindfully transitioned to a hybrid setting, opening the Council chambers for an in-person environment while also concurrently accommodating a remote option. Other services adapted to a hybrid model as well, including planning and permitting services that are serving the public both in-person and online. Our communication channels remain as strong as ever, connecting with our community frequently through the City Manager's Weekly Updates, social media sites, and new and enhanced platforms such as Your Voice, Your Belmont. The steadfast commitment to our community highlighted the best of who we are in this past year. As we move into the next phase of this new normal, whatever challenges lie ahead, I am certain that our proven adaptability will lead us through our unwavering dedication to our community.

From a financial perspective, maintaining good fiscal health remains a significant priority. Meeting this objective preserves the City's ability to continue providing important programs and services to the community. The operating budget's principles and fiscal recovery priorities help guide the City's evolution through uncertain times, supporting economic recovery through changes to our policies and programs where applicable, focusing on resiliency over the long-term by using temporary solutions to bridge revenue losses expected in the short-term and seeking new ways to conduct work through efficiencies and new revenues or service models.

Like many other communities, the pandemic caused a substantial shortfall to our revenues, especially hotel room tax, which is still far from full recovery. The American Rescue Plan Act federal funding that is allocated to state and local municipalities is certainly helping to prevent Belmont from service-level cuts, with Belmont receiving the first half of its total $6.4 million allocation in FY 2022 and expecting the second half in FY 2023. That being said, the funding is one-time, so while the General Fund balance will see an uptick in these two fiscal years, along with other factors that I will explain later in this transmittal letter, the balance is projected to drop in each of the subsequent years in the long-term forecast, by a total of $4.3 million in the next five years, or close to a 25% drop. Expenditure reductions, along with placing a hiring freeze on vacant positions, demonstrated our fiscal prudence and has kept Belmont on sound financial footing, but that cannot be sustainable in the long term. Over the past several years, our community has been evolving with increasing development activities. 928 housing units are currently under construction or in the pipeline, with a State-required Housing Element update underway that is allocating 1,785 housing units in the next eight-year cycle. On the commercial side, 1.1 million square feet of life

science development is currently in the pipeline, and the City is forecasting an additional 0.5 million square feet to be developed. As we transition into this next phase of our new normal, we must be ready to respond to our community's orderly development and needs, and be prepared to provide the high-caliber level of services our community expects and deserves.

With this framework in mind, we turn our attention towards long-term fiscal sustainability, being thoughtful in building a foundation for our organization that is stronger and more resilient through identifying opportunities to diversify our revenue sources and expand our revenue base. Now more than ever, Belmont must become more self-reliant and have local control over local funds, ensuring that local tax dollars are spent for Belmont residents. As our community grows and flourishes, our organization must use our resources strategically to support our community. While reducing expenditures is a good short-term measure, targeting investments in Strategic Focus Areas to respond to our evolving community is the long-term solution to build resiliency.

Despite the challenges of the last two years, the organization has been ready and resilient. Balancing short-term response and long-term investment will remain a priority for our organization. As we lean into the future, our goal is to keep Belmont a great city: thriving and sustainable community for all; a place where people can safely live, work, and play. I am confident that this focus will guide us through this next phase and make Belmont stronger than we were before.

**Fiscal Year 2023 Budget**

The City's budget for FY 2023 continues to provide for core services and Council priorities, while also making strategic investments in our community. Overall, the citywide budget, including both operating and capital, is $87.5 million.

| CITYWIDE BUDGET | FISCAL YEAR 2022 BUDGET | FISCAL YEAR 2023 BUDGET |
|---|---|---|
| Citywide Operations | | |
| City | $53.1 | $55.9 |
| Belmont Fire Protection District | $11.6 | $12.3 |
| **Total** | **$64.7** | **$68.2** |
| Capital Improvement Program (CIP) | $22.9 | $19.3 |
| **Total Citywide Budget** | **$87.6** | **$87.5** |

In millions.

Citywide operating budget for FY 2023 is $68.2 million and is up 5.4% over the adopted budget for last fiscal year. This predominately reflects the cost of recreation programming as activities climb back to pre-pandemic levels. It also reflects strategic funding priorities in unfreezing a vacant position and adding positions in focus areas to meet the demands of our community's priority needs, as discussed in more detail below. The Capital Improvement Program (CIP) for FY 2023 totals $19.3 million and continues to provide significant funding towards improvements relating to streets, sewer system, storm drainage system, technology, facilities, and parks and open space. These projects are discussed in detail in the Capital Improvement Program section of this budget document.

# Letter of Transmittal

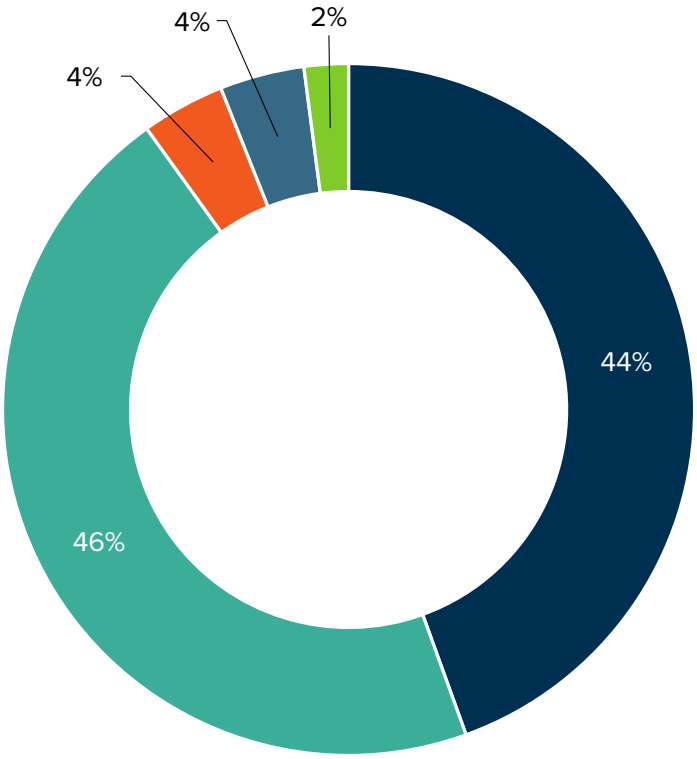
**Capital Improvement Program (CIP)**

In a community survey conducted this year, residents identified the following City service priorities:

- Fix potholes, and repair streets and sidewalks
- Maintain 9-1-1- emergency response times
- Maintain parks, open space, and sports fields
- Maintain neighborhood police patrols and crime prevention
- Maintain Public Works staff necessary to keep streets, like the Ralston Avenue improvements, and sewer projects on-time and on-budget
- Keep public areas healthy, safe, and clean

This year we also utilized the "Your Voice, Your Belmont" platform to expand the dialogue on City service needs and priorities. Along with the community survey, these priorities were incorporated through the budget process and reflected in the five-year CIP plan.

The City's five-year CIP plan is $72.7 million, with the CIP budget for FY 2023 at $19.3 million. With aging infrastructure, the City faces hundreds of millions of dollars in street and storm drain infrastructure needs alone, in addition to maintenance needs for the City's facilities and parks. While reducing support to capital projects may seem like an easy solution to our financial pressures, keeping the funding intact is essential to maintaining the City's infrastructure, as delaying critical projects will only cost us more later. That is why we continue to make long-term investments in our capital needs. The chart below shows allocation of the CIP budget in FY 2023 to the different categories.




**STREETS $8.8M**
Includes Measure I improvement projects, general street improvements and RMRA projects.

**FACILITIES $760K**
Includes improvements to recreational and general facilities, and facilities management.

**SEWER/STORM $8.6M**
Includes improvements to the sewer infrastructure and storm drainage systems.

**PARKS/OPEN SPACE $400K**
Includes library maintenance and operations, planned park development, open space maintenance/improvements and maintenance of the athletic fields.

**TECHNOLOGY $750K**
Includes improvements to communication infrastructure, fleet and equipment.

# Letter of Transmittal

**General Fund**

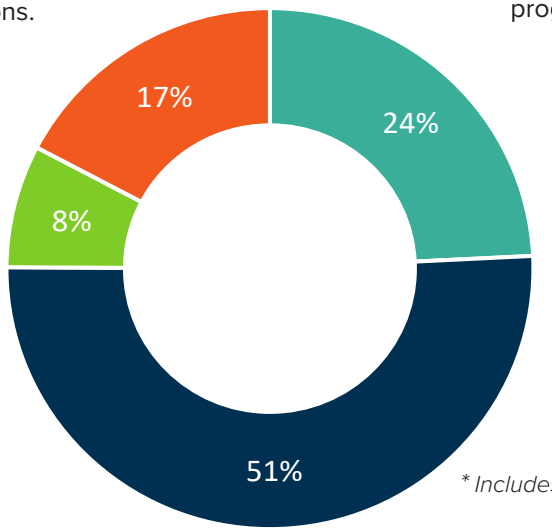
The General Fund is the primary funding source for the vast majority of core services. General Fund expenditures for FY 2023 total $23.9 million, up 5.3% from the adopted $22.7 million in FY 2022. This predominately reflects operations going back to the pre-pandemic levels in FY 2020, as well as adding positions in focus areas to meet the demands of our growing community and operations, as discussed in more detail below. The budget for Measure I funds in FY 2023 includes $5.0 million in CIP projects towards roadway and storm drain system improvements. Total General Fund expenditures, including Measure I, are broken down into four categories as shown in the chart:

**PUBLIC SAFETY $14.7M**
Includes law enforcement administration, crime control, traffic and community safety.

**STREETS AND STORM DRAINAGE $5.0M**
Includes street and storm drainage improvement projects.

**GENERAL GOVERNMENT $7.0M**
Includes human resources, including City staff, appointed and elected officials and financial operations.

**CULTURE AND RECREATION $2.2M**
Includes operation and maintenance of parks and open space, and associated programming.

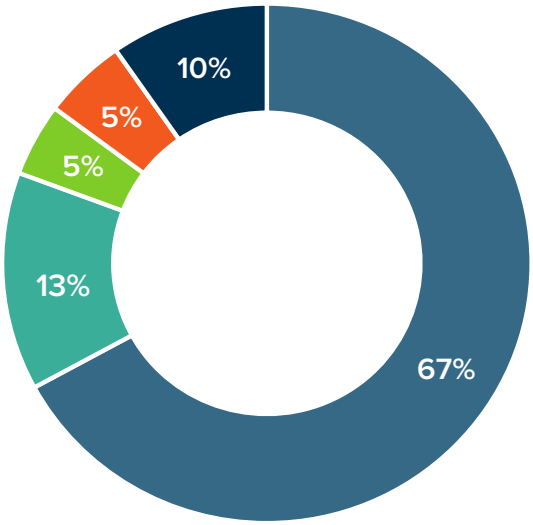



** Includes Measure I*

# Letter of Transmittal

General Fund revenues directly and indirectly support core services including police, public works, parks and recreation, and general government operations. The FY 2023 revenue budget, including Measure I, totals $33.1 million, up 8.9% from the $30.4 million estimated in FY 2022. This is mainly due to property assessed valuations increasing from the strong performance in the housing market, as well as hotel room tax improving from the prior year when this revenue source hit unprecedented lows. As mentioned earlier, however, hotel room tax is still far from pre-pandemic levels. Sustained, significant increases in property assessed valuations are also not expected in the long run especially given the current interest rate environment, and accordingly, the long-term forecast reflects a more subdued growth moving forward.

In addition, for reasons I will explain in more detail later in this transmittal letter, the City is facing further revenue impacts due to the State's actions that are threatening property taxes, the General Fund's top revenue source. While the long-term forecast assumes that the property taxes the City is entitled to will not be taken away, the State has proposed a budget trailer bill to change the current legislation that, if passed, will cause permanent, negative impacts to the City's largest revenue source. To that end, the San Mateo County and City Manager's Group have been mobilized along with our local representatives to put on a strong voice of opposition if the State's language is entertained. We will monitor this situation closely, update the City Council as more information becomes available, and update the financial plan as necessary.




** Includes Measure I*

**TAXES $22.2M** — Includes property taxes, sales tax (both the local 1% and Measure I), transient occupancy tax or hotel room tax, business license tax, and property transfer tax.

**SERVICE CHARGES $4.5M** — Includes revenues received from administrative reimbursements, and public safety contracts and fees.

**FRANCHISES $1.5M** — Includes franchise payments from companies providing garbage, electricity, gas, and cable television services in Belmont.

**OTHER $1.7M** — Includes federal grants, property rentals, billboard space rentals, street access fees, fines, and interest earnings.

**COVID-19 FEDERAL RELIEF FUNDING $3.2M** — Includes the second half of the one-time allocation from the American Rescue Plan COVID-19 federal relief funding.

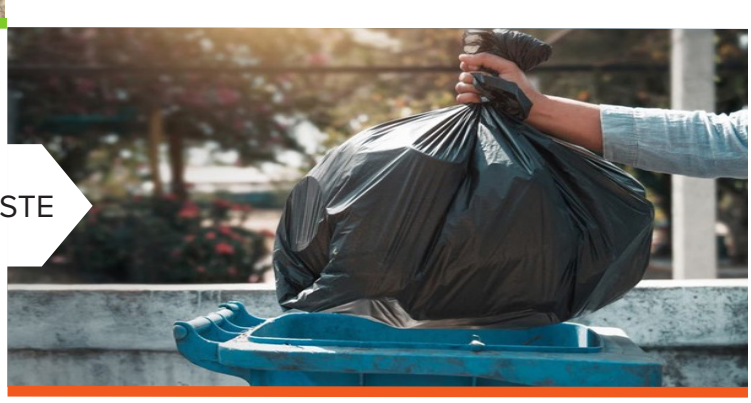
**Enterprise Funds**

Enterprise funds are self-supporting government funds that provide goods and services to the public for a fee that covers the cost of the service, rather than a tax. For FY 2023, the City's enterprise funds support a total of $22.8 million towards operational and capital needs:

**$15.0 MILLION** SEWER COLLECTIONS

**$4.3 MILLION**
SEWER TREATMENT FACILITY

**$2.9 MILLION** STORM DRAINAGE



**$0.6 MILLION** SOLID WASTE

# Letter of Transmittal

**Budget Development Priorities**

Pursuant to my opening remarks, balancing short-term response in the face of financial pressures and making targeted, long-term investment will remain a priority for our organization. With that in mind, part of the budget development process was to establish a baseline budget for FY 2023, in which departments evaluated and "right-sized" their budgets to reflect the provision of core services at existing levels. This also consisted of adjusting personnel costs to factor in the current composition of City staff and existing contractual agreements, as well as updating information related to pension and other benefits costs. Once the baseline budget for FY 2023 was established, funding priorities were evaluated that aligned with Council and community priorities in the following Strategic Focus Areas:

- Infrastructure and Mobility
- Economic Development and Housing
- Fiscal and Organizational Sustainability
- Public Safety
- Quality of Life

As I discuss in more detail below, our community is facing increasing activities, in both residential and commercial developments. In response, we must then also evolve and adapt to meet the needs of this demand, while maintaining a level of fiscal prudence by being targeted and strategic in the ongoing commitments we make. To that end, I am pleased with what the FY 2023 budget is able to accomplish in right-sizing operations to maintain core City services and funding targeted areas that aligns with City Council's goals of meeting community priorities. Some of the key items that are incorporated in the budget include:

- The addition of a Principal Planner to address economic development and support long range and advanced planning projects;
- One-time funding for historical resources update, Belmont Village Specific Plan streetscape efforts, signage wayfinding, and Harbor Industrial Area annexation analysis;
- Unfreeze funding for a Maintenance Worker to address streets and sewer infrastructure maintenance needs;
- Enhanced funding for Public Safety communications equipment and C.A.R.E. Program;
- Continue to develop diversity, equity and inclusion programs; and
- Enhanced funding for street improvements.

**Opportunities and Challenges**

This is an exciting time to be a part of the Belmont community, with so many major initiatives occurring simultaneously. As I mentioned earlier, 928 housing units are currently under construction or in the pipeline, with a Housing Element update underway that is allocating 1,785 housing units in the next eight-year cycle. 1.1 million square feet of life science development is currently in the pipeline, and the City is forecasting an additional 0.5 million square feet to be developed. The Harbor Industrial Area (HIA), most of which is currently unincorporated, has been gaining interest with development activities that would have annexation implications for the City. In the meantime,

a sewer and stormwater master plan has kicked off and is underway to identify infrastructure needs citywide, including the HIA, that will improve and address future climate and resiliency of our utilities systems. As our community continues to evolve, decisions that are made now will shape the future of our community and set us on the course that our Council and residents envision. There's much to do, but I am confident that with careful planning and execution, our talented staff is up to both the opportunities and challenges ahead of us.

**Opportunities**

### HOUSING AND ECONOMIC DEVELOPMENT

Following a comprehensive update of the Belmont General Plan and adoption of the Belmont Village Specific Plan in 2017, Belmont has experienced a significant growth in development activity, both in the downtown area and extending along the El Camino Real and Old County Road corridors. New housing development provides the critical mass necessary to support the existing Belmont business community, but also to attract new economic development. Following completion of the State required update to the Housing Element of the General Plan in FY 2023, the trend towards increased growth and development activity is expected to continue. This is an important time for our community, and as an organization we are aligning our resources to support our continuing initiative in creating charming and vibrant activity centers both in downtown and other commercial centers and improving the quality of life in Belmont.

Construction of the City-owned Firehouse Square Phase 1 affordable housing and mixed-use project by Mid-Pen Housing (66 affordable housing units) will be completed in Fall 2022, and construction activity continues on the Artisan Crossings 250-unit multi-family housing project (38 affordable housing units), and the 177-unit apartment building at 815 Old County Road (27 affordable units). In FY 2023, the City will continue processing a record high number of development entitlement applications in the Community Development Department, enhance business communications and outreach, and continue a strong partnership with the Belmont Chamber of Commerce.

This year, the City also convened an Economic Development Task Force (EDTF) that met six times to review economic development activity in Belmont, considered program opportunities and resources, and identified priorities that were presented to the City Council in January 2022. Funding for implementation of several EDTF recommended priorities has been included in the FY 2023 Budget, including development of a Community Benefits Program, and existing business support and communications tools.

### MEASURE I

Measure I is the ½-cent sales tax that Belmont voters passed in 2016 that became effective in April 2017. This locally-controlled funding source has greatly enhanced the City's ability to invest in roadway repairs. The 2020 Street Reconstruction project was completed earlier this year using Measure I funds that targeted twelve street segments. Belmont's Pavement Condition Index has gone from "at risk to fair" in 2014 to "good to excellent" in 2022, and Measure I has been an instrumental revenue source in improving our streets. Measure I funds will again be utilized in the FY 2023 CIP budget, totaling $11.2 million in the 5-year CIP plan with projects including

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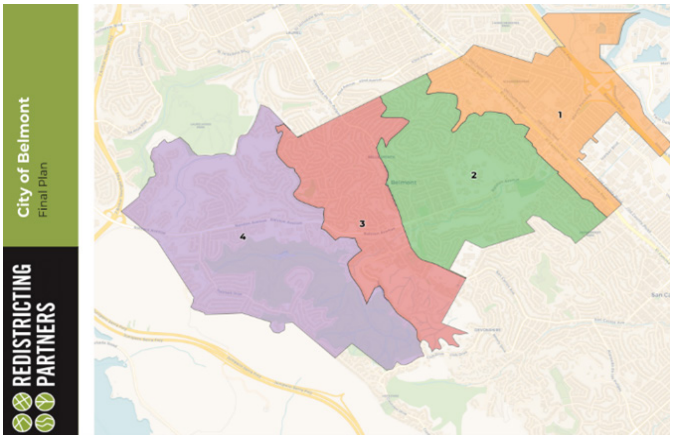
pavement reconstruction and rehabilitation, and storm drain infrastructure improvements. These projects highlight our commitment to the community in making long-term investments to improve and maintain our streets. More information about these projects can be found in the Capital Improvement Program section of this budget document.

## DISTRICTING




Following significant stakeholder and community input, the City Council adopted an ordinance codifying a transition from city-wide based elections to district-based elections and establishing a city-wide elected mayor. District-based elections offer an opportunity for local municipalities to be more inclusive and representative of the different communities within each municipality, and to ensure different voices and priorities are part of the conversation and decision-making process. For Belmont, the first two district-based councilmember elections, as well as the first City-wide mayor election, will take place in November 2022. The remaining two district-based councilmember seats will be elected in November 2024. As we transition to district-based elections, we stand ready as an organization, and I am confident that our ability to adapt will once again be demonstrated to support and serve the diverse needs of our community.

## DIVERSITY, EQUITY, AND INCLUSION

While Belmont has been at the forefront of the protection of civil rights, and recognition and appreciation of diversity and inclusiveness, there is always more work that can be done that will better align with Belmont's historical and evolving diversity. To that end, the City appointed a Diversity, Equity, and Inclusion Officer to direct efforts to assess internal policies and procedures, as well as the programs and services offered to the community to identify opportunities that will further improve along diversity, equity, and inclusion dimensions. The FY 2023 Budget includes resources to support these important efforts, which will include stakeholder surveys and listening sessions, an assessment of City programs, services, and communications, and identification and prioritization of areas where the City can make improvements.

## LONG-TERM FISCAL SUSTAINABILITY

Belmont has long been fiscally responsible with a focus on long-term sustainability. The Belmont Strategic Plan, adopted in 2020, formalized Fiscal Sustainability as one of five strategic focus areas, with a series of supporting goals and objectives including maximizing existing revenue sources, identifying ways to diversify revenues, and securing ongoing funding for critical public services and infrastructure. Events in the past couple of years that are outside the City's control have been hurting our revenue sources. The City continues to respond to the fiscal impacts of the pandemic, while simultaneously working to address the ongoing takeaway of key revenue sources as a result of actions taken by the State, which I will explain in more detail later in this transmittal letter. Focusing on long-term fiscal sustainability is now more important than ever. To that end, the FY 2023 Budget includes resources that will support this strategic focus area.

Through this past year, our engagement effort shows that enhancing locally-controlled revenues to support fiscal sustainability is a key priority. A significant proportion shows interest in updating and simplifying our business tax ordinance, and in assessing options on how best to have visitors pay their fair share to Belmont. With Council's support, potential ballot measures in November 2022 are currently being considered that will modernize our business tax ordinance having large businesses pay their fair share, and increasing our transient occupancy tax rate from 12% to 14% that will better align with what neighboring jurisdictions charge.

Belmont is also working on regulation of commercial cannabis businesses and developing land use and regulatory ordinances for Council's consideration in FY 2023. Regulation of commercial cannabis and the resulting tax generated from these businesses can offer a new locally-generated and locally-controlled source of revenue for the City to use to support community service priorities. We look forward to working with the Council and engaging our community as we continue to address these priorities.

On the development front, the City collects several development related fees including a parkland in-lieu fee, park and traffic impact fees, and housing and public art in-lieu fees, all of which help mitigate the impacts of new developments on community infrastructure and facilities. However, these revenues do not provide funding for the expansion of essential City services to address new service demands that these new developments will require. With significant development activity already in the pipeline and forecasted to be built over the next several years, the City is exploring creation of a Community Facilities District for generating a locally controlled source of revenue that will be funded by new developments for the provision of City services.

**Challenges**

### HOTEL ROOM TAX

Transient occupancy tax, or hotel room tax, is dependent on both the occupancy levels and room rates of the City's hotel stock. This revenue source is especially sensitive to the overall health of the economy. Prior to the pandemic, revenues from hotel room tax were approximately $4 million, making up one of the top revenue sources for the General Fund. However, travel restrictions from the pandemic have devastated this revenue source, and the reactive nature of hotel room tax to the economy was clearly demonstrated. In FY 2021 alone, hotel room tax dropped an unprecedented 65% to $1.3 million. As restrictions started to ease this year, traveling, especially leisure traveling, began to come back. Business travel still lags, and because our hotels serve mainly business travelers, this revenue source is expected to recover slower, with $2.8 million projected for FY 2023, still far from pre-pandemic levels. As conditions change, we will monitor this revenue closely and adjust our long-term forecast accordingly.

### PROPERTY TAX

Property tax is the largest source of revenues in the General Fund, and until recently, the most stable source of revenues. Actions from the State that are outside the City's control has negatively impacted our redevelopment agency (RDA) residual property tax, and the State is now threatening other property taxes, including property tax in lieu of VLF and excess ERAF.

On the residuals side, a decision made by the California Court of Appeals in August 2020 has modified the calculation on how redevelopment agency (RDA) residual property tax is distributed, resulting in approximately

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$700,000 shortfall to the General Fund and $900,000 to the Belmont Fire Protection District on an annual basis. With such a significant and ongoing impact, Belmont has taken extensive steps this past year to defease our RDA bonds early, and seek a final dissolution from the Successor Agency. After months of in-depth work with the County, multiple trips to the County Oversight Board, and multiple requests and responses with the Department of Finance (DOF), obligations of the Successor Agency were successfully discharged and the DOF recognized the final dissolution in April 2022. Belmont is the first Successor Agency in San Mateo County to achieve full dissolution, and in doing so, Belmont has successfully mitigated impacts to its redevelopment residual revenues. Starting FY 2023, without a Successor Agency, there will no longer be any property tax shift to RPTTF, and no longer any pass-through or residual revenues, thereby mitigating impacts to residual revenues. Instead, property tax will revert to secured property and distributed accordingly.

Such positive and welcoming news was only short-lived, unfortunately. The State has now proposed a budget trailer bill with a May revise that, if passed, will have a detrimental impact to our other property taxes: property tax in lieu of VLF and excess ERAF. For property tax in lieu of VLF, back in 2004, the California Legislature approved a swap of vehicle license fee (VLF) for property tax as part of a state-local budget agreement. The VLF that local municipalities had been receiving was permanently reduced from 2% to 0.65%, and the difference is replaced with a like amount from property tax that is based on the number of non-basic aid school districts. It is important to note that these school districts are not harmed by this swap in any way, as the State keeps their funding whole. Over the past several years, in San Mateo County, the number of non-basic aid school districts have been reducing, and as such, officials are projecting over $56 million countywide shortfall for FY 2022. This follows a $96 million countywide shortfall in the prior FY 2021. The long-term forecast projects the ongoing trend of less and less non-basic aid school districts in the County, until there is none in five years which will result in an approximate County-wide shortfall of $270 million, with Belmont's share at $4 million. Our $4 million shortfall then increases annually by assessed valuation growth.

In an attempt to address the continuous shortfall in VLF, the State Department of Finance drafted a budget trailer bill, with a May revise, that proposes using excess ERAF funds to backfill VLF shortfall. The State's draft proposes capping excess ERAF at FY 2022 amounts, and any growth in excess ERAF thereafter, shall be used to pay for VLF shortfall. This change essentially requires counties and cities to pay for the State's VLF obligations using monies that these local taxing agencies are already entitled to receive. Taking away excess ERAF from local taxing agencies and redirecting them to fund the State's VLF obligation is contrary to the 2004 State budget compromise that established the current system and could raise potential constitutional issues. The State further adds a provision in the May revise indicating that if agencies seek legal action, the State will automatically deny any reimbursement requests to backfill VLF. If passed, this bill will have a devastating impact on the amount of excess ERAF local taxing agencies receive, as excess ERAF will be capped, and any growth in all future years on this funding source will be lost. Based on the County's estimates, Belmont will stand to lose $7.2 million over the next ten years, of which $1.4 million is the loss in year ten. This loss will continue to grow annually in perpetuity. As I mentioned earlier, the San Mateo County and City Manager's Group have been mobilized along with our local representatives to put on a strong voice of opposition. We will monitor this situation closely and update the City Council as more information becomes available. With how the situation has been unfolding thus far, this only intensifies the need for Belmont to be self-reliant and have our own locally-controlled funding sources.

## ORGANIZATIONAL DEVELOPMENT

An important issue facing Belmont and other jurisdictions throughout the public sector is the wave of retirements that are happening right now. Especially for Belmont, we run a lean and "flat" organization, which means that there is not a lot of room for overlap between our employees when they perform different responsibilities to cover the comprehensive range of services we deliver to our community. So while retirements are not a surprise and are a part of ongoing organizational change, we are needing to deal with the loss of institutional knowledge that our long-term employees leave with when they retire.

Our efforts to focus on succession planning and attracting new talent are more important than ever. Over a third of our workforce will be retirement eligible in 5 years or less. As we see more retirements in the horizon, coupled with staff turnover that is a regular part of organizational operations including ours, as an organization we are moving to succession planning and knowledge sharing as best as we can. This requires thoughtful foresight and execution, while keeping an eye on our Strategic Focus Areas and advancing those priorities. Our focus to attract new talent at a time when there are seemingly fewer in the next generation wanting to enter the public sector, as well as our efforts to grow talent from within the organization, will be key to our success. As a service organization, we are only as strong as our people. As we evolve as an organization, it is important that we continue to find creative ways to meet our employees' needs, so we can attract, retain, and develop new dedicated talent to serve our community.

### General Fund Long-Term Financial Plan

One of the key benefits of long-term financial planning is the ability to identify issues beyond the budget year, so that appropriate actions can be taken to address those issues and course correct. The American Rescue Plan Act federal funding is helping to recover some of our revenue loss from the pandemic and is increasing our fund balance, but that is only in the short-term. The funding is only one-time, while revenues such as hotel room tax will take years to recover, and expenditures keep increasing in the meantime. The long-term plan allows us to see beyond the immediate term, so that we are able to make better decisions in how to utilize our resources strategically. With over half of the General Fund operating expenditures going to personnel costs, the plan projects for key factors such as salary increases, pension cost increases, and medical premium increases. On top of that, the General Fund provides support to other funds that are not fully recovered through user fees. In the long-term plan, we've continued to include all of our known or assumed resource demands for the General Fund, including:

- Salary increases based on existing contractual agreements, then assumed modest increases
- CalPERS contribution rate increases based on actuarial study and are being predominantly absorbed by the City
- Assumed increases in medical costs based on actuarial study
- Transferring an average of $5.4 million per year over the ten-year forecast to support operations in other funds, including the Recreation Fund, Development Services Fund, Street Maintenance Fund, and Storm Drainage Fund

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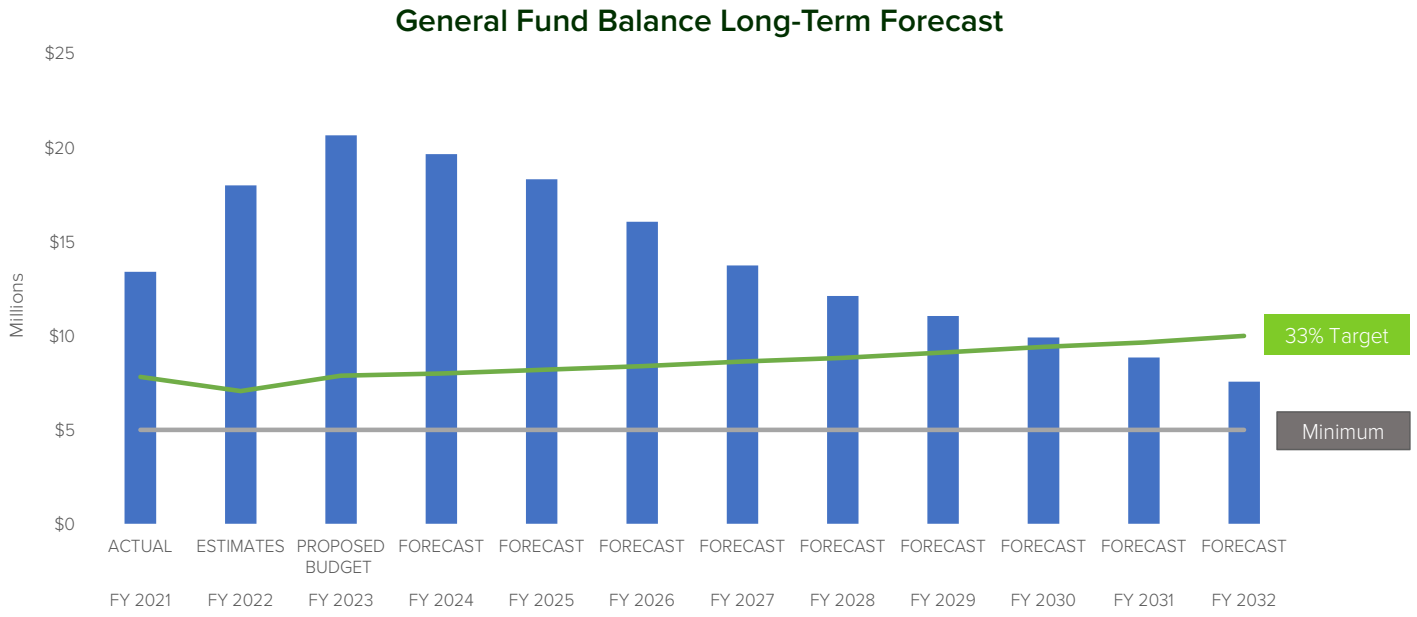
Loading all these known and assumed resource demands results in a structural imbalance, as our annual revenues are no longer able to sustain our ongoing expenditures. We are experiencing how quickly reserves can be drawn down when hit with factors outside our control, including revenue impacts from the pandemic and actions taken by the State. The graph shows our projected ending fund balance in the next ten years.




The accompanying long-term financial plan in the Fund Information Section of this budget document underscores the importance of carefully considering additional ongoing General Fund commitments. Part of that effort will include how other funds can become more self-sustainable so that support from the General Fund can be minimized. To that end, a fee study is underway to evaluate development-related permit fees and costs associated to process those permits. As we move forward, this plan will continually be evaluated to identify issues and assess options to address those issues.

**Concluding Remarks**

The FY 2023 budget has been developed to strike a thoughtful balance between the short-term and long-term. While we must respond to the fiscal impacts from the pandemic and property tax takeaway from the State, we must also keep our focus towards the future and act to ensure the long-term success of our community. That is why we continue to invest in our infrastructure needs, and make targeted investments in strategic focus areas to meet the growing demands of our community. We have also taken action towards the future to ensure a better level of sustainability that will serve Belmont well. As we move forward into the next phase, building back better, becoming more resilient and self-reliant will remain a focus for our organization. The experiences of these past years have challenged the way we deliver services to our community, and how we respond to impacts outside of our control. But our core principles remain the same: to execute on the Council's vision and to serve our community with high-quality services. With this as our anchor, I am confident that whether we face new opportunities or whether we face challenging circumstances, we will come out better and stronger and more resilient than we were before.

The development and delivery of this budget was a team effort across the board, the culmination of months of work from staff throughout the organization. First and foremost, I would like to thank the Council for articulating

a vision and setting priorities that guided us through the budget process. Next, I would like to thank my senior management team, along with their respective staff members, for their efforts in developing their respective departmental budgets. And finally, I would like to thank the members of the Finance Department, who drove the process to develop the budget and prepare this document.

Respectfully submitted,

Afshin Oskoui, P.E., PWLF
City Manager

# CITY OVERVIEW

# Achievement Highlights

## INFRASTRUCTURE AND MOBILITY

Infrastructure achievements include significant investments in the City's sewer and storm systems with completed construction of El Camino Real and Old County Road Sanitary and Storm Sewer Rehabilitation Project, Arthur Ave Storm Sewer Rehabilitation, and Belmont Creek Dredging projects. The design of the Hiller Sanitary Sewer Capacity Improvement Project is completed, with construction of the gravity line anticipated to start in Summer 2022, and the new Hiller Lift station in 2023. The Belmont Creek Restoration within Twin Pines Park and the Multi-benefit Stormwater Capture Project near City Hall both kicked off engineering design and environmental work in April 2022 and will continue into 2023, with each project anticipating construction in 2024. In addition, the development of two Master Plans for the City's Stormwater System and Sanitary Sewer Infrastructure System began last year and will be completed in 2023. The roadway rehabilitation on various streets was completed as part of the 2020 Pavement Project and 2021 Slurry Seal Project, with new summer construction set for two pavement projects in 2022 and another slate of roads set for upgrades in 2023. Transportation and Mobility accomplishments include completion of construction on the Ralston Ave. Corridor Improvement Project - Segment 3, which provides new sidewalks and bike lanes and a new road surface on Ralston from South Road to Villa Ave, completed in 2022. The design of the Alameda de las Pulgas Corridor Project (Carlmont Drive to San Carlos City limit) is also underway. The construction on 2022 Pavement Project will commence in April 2022, finishing in the summer. These pavement investments, largely funded by Measure I, mean that Belmont's Pavement Condition Index (PCI) has risen from the low 50's a few years ago to 68 in 2022. Additional accomplishments include use of the Vehicle Miles Traveled CEQA thresholds and collection of a new Traffic Impact Fee to address the impact of future development and creating investments in new city-wide transportation improvements.

## ECONOMIC DEVELOPMENT & HOUSING

Belmont continues to see a surge in both residential and non-residential development activity. As of May 2022, the City has issued building permits for 685 new housing units, including 179 affordable units available to lower income households. During FY 2023, the City anticipates issuing building permits for 243 more new housing units, including 141 affordable units, and working towards completion of a comprehensive update to the General Plan Housing Element. Subsequent long-range planning efforts in FY2023 will include updates to the Belmont General Plan, Belmont Village Specific Plan, and Zoning Ordinance to ensure adequate growth capacity and serve the growing demand for new housing. The City is also working to process development entitlements for three Biotech/R&D/Life Sciences projects that could add new commercial space in the City's Island Parkway, Shoreway Road, and former Harbor Industrial Area (HIA). New Economic Development activities include launching a new website and enhancing business community outreach and communications. In October 2021 the City convened an ad-hoc economic development advisory committee aimed at improving the City's interaction with the business community and identifying new priorities, some of which are included in the FY 2023 work plan and budget, including development of a community benefits program. In March 2022, the City joined the Choose Local SMC initiative, which uses a phone app to connect small businesses in Belmont with customers wanting to support local businesses.

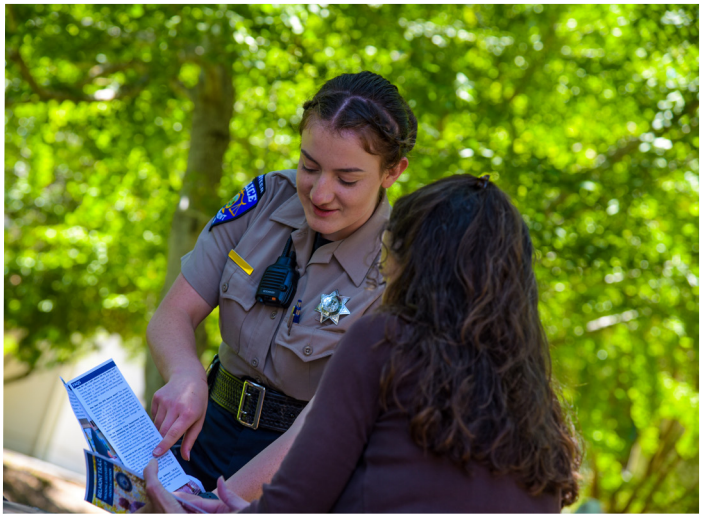
## FISCAL & ORGANIZATIONAL SUSTAINABILITY

The City received the Award for Excellence in financial reporting for the FY 2021 Annual Comprehensive Financial Report (ACFR), as well as the Distinguished Budget Presentation Award and the Operating Budget Excellence Award for the FY 2023 Budget. The Human Resources Department/City Management bargaining teams for FY 2022 successfully negotiated with two of the City's three bargaining

units for successor MOUs that are fair, competitive, and sustainable for the City. With record vacancies, the City recruited and hired more new talent than ever, offering hybrid teleworking opportunities where feasible. The City's first Telework Policy was also formalized. Finally, with new talent and promotions of qualified staff, the City looks forward to enhancing the onboarding experience in FY 2023.

## PUBLIC SAFETY

The Belmont Police Department continued its efforts towards upgrading transparency platforms and community messaging. In addition, the departments Community Police Academy has been instrumental in our outreach efforts to enhance our connectivity with the public. This provides community members with an inside look at the Belmont Police Department by presenting the functions, capabilities, and limitations of the department. Over the course of the last year, the Police Department maintained its community outreach through the C.A.R.E. (Crisis Assessment, Response and Education) Team to enhance our response to calls of those experiencing a mental health crisis. The C.A.R.E. Team also held its first Mental Health Symposium. This event featured mental health professionals from around our region discussing services and taking questions from the community about mental health related topics. The department in conjunction with members of the City Council formed a standing Public Safety Committee in an effort to review and improve police policies and procedures. The department continues to reevaluate and plan for the future to enhance its succession planning, infrastructure concerns, and service model to ensure continued community success.



## QUALITY OF LIFE

The Parks & Recreation Department is continuing the Parks, Recreation and Open Space Master Plan project, which will be completed in 2022. This project will deliver the 15-year vision by which parks and recreation resources will be allocated and improvements will be made, and includes the development of an Open Space Management Plan to define environmental sustainability, recreational balance and wildfire hazard mitigation goals and recommendations. The Department provided numerous virtual and in person recreation programs and special events, including a Sweetheart Dance, Holiday Home Decorating Contests, and a Golden Egg Scavenger Hunt through City parks. Numerous volunteer projects were completed, including open space trail improvements and invasive species removal. Parks staff continues to work with SMC Fire and Cal Fire to advance fuel reduction in the City's open spaces. The City received CalOES grant funds to purchase equipment for power resiliency and Proposition 68 per capita grant funds for tennis court resurfacing projects at Alexander and Hallmark Parks.

# City Council Vision Statement

## DISTINCTIVE COMMUNITY CHARACTER

- Belmont prides itself on being unique.
- Its small-town ambience sets it apart as a tranquil, inclusive, safe, and desirable place to live, work and play.
- We get involved in town matters because we care about living here.
- We connect with each other in all kinds of gathering places.
- We value and celebrate a strong commitment to diversity, inclusion, safety, equality and dignity for all individuals in Belmont.
- Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected.

## EASY MOBILITY

- We put a priority on getting out of, into, and through town efficiently.
- Bicyclists, walkers, and other nondrivers get where they're going easily and safely.
- We require safe residential streets and smooth-flowing thoroughfares.

## NATURAL BEAUTY

- We choose to make our home among these beautiful hills, trees, parks, views, and open spaces.
- Our natural surroundings inspire us to play, create, and contemplate.
- Our actions today preserve and enhance Belmont's beauty to make it even lovelier for future generations.
- Our wooded residential areas are diverse, peaceful and well maintained.

## THRIVING CULTURE

- Belmont is a wonderfully safe, culturally diverse and supportive place to raise a family.
- We facilitate lifelong learning in our academic, artistic, athletic, and social dimensions and we thrive in interconnection with the rest of the world.
- Our schools and library are the pride of the community.
- Our university is intrinsic to Belmont's social, artistic and economic life.
- Our playgrounds and athletic fields are of high quality and in high gear.
- The arts thrive in this creative, appreciative town – the arts hub of the Peninsula.
- Our history makes Belmont what it is, and we preserve that heritage for our children.

## THRIVING ECONOMY

- A charming, vibrant town center is the heart of our civic and economic life.
- Our economy prospers with a mix of attractive, successful businesses that fit with our community character.
- We look first into our town shops and restaurants for what we need.
- Education, arts and the economy flourish in concert.

# Organizational Values

We believe local government exists because of our citizen-customer and seek to understand and meet their needs within the resources available to us.

We are dedicated to the highest standards of honesty, integrity and ethics in all that we do.

We believe that employees are our most important resource and the cornerstone of the City's success. We are dedicated to providing our employees with the tools, training and incentives necessary to accomplish our mission.

We are dedicated to an open government process which encourages citizen involvement in all aspects of municipal activities.

We are dedicated to the fair and respectful treatment of all people, and we recognize and value the strengths derived from our diversity.

We are dedicated to responsible fiscal management, the development of a sound local economy and long-term fiscal stability.

We are dedicated to providing quality services and continuously improving our service delivery through relevant, reliable and consistent processes.

We believe that teamwork, partnership and interagency cooperation synergizes work and improves the quality and consistency of outcomes by strengthening and refining ideas, objectives and work products.

# Strategic Focus Areas

## INFRASTRUCTURE & MOBILITY

**GOAL:** A transportation, facilities and infrastructure system that maintains and improves our community to meet current and future demand.

**OBJECTIVES:**

- Advance sewer and storm improvements
- Advance pavement and street improvements
- Enhance multi-modal transportation
- Improve parks and facilities

## ECONOMIC DEVELOPMENT & HOUSING

**GOAL:** Local business, land use and housing policies to support economic development, downtown revitalization and diversity of housing choices.

**OBJECTIVES:**

- Coordinate housing and land use
- Implement Economic Development strategy

## FISCAL & ORGANIZATIONAL STABILITY

**GOAL:** Long-term financial stability and investment in our employees to strengthen organizational development and effectiveness.

**OBJECTIVES:**

- Ensure fiscal/revenue sustainability
- Strengthen organizational development

## PUBLIC SAFETY

**GOAL:** Forward-thinking public safety services aligned with community needs, including civic engagement, partnerships and public education.

**OBJECTIVES:**

- Ensure public safety - Police and Fire

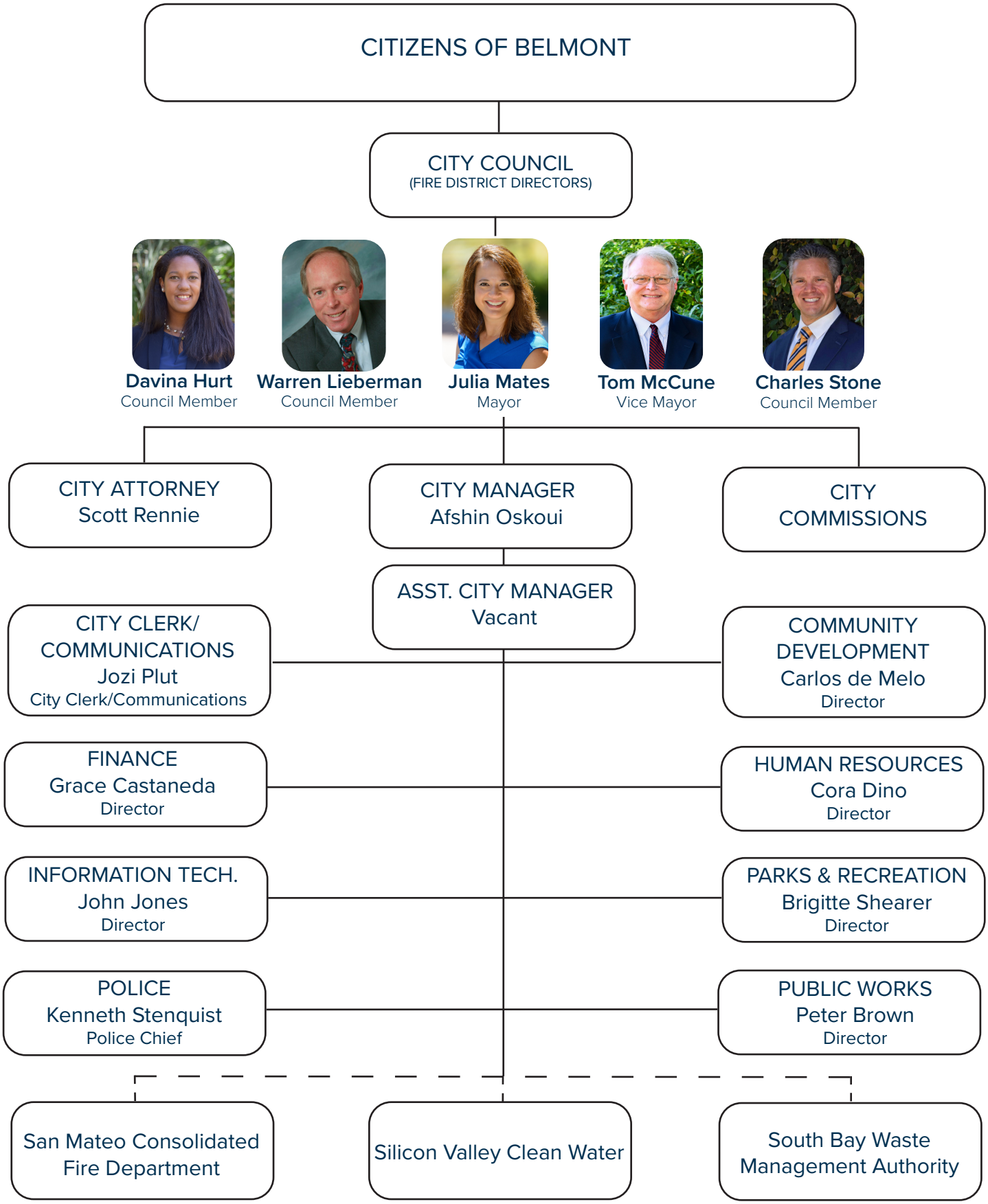
## QUALITY OF LIFE

**GOAL:** Maintain and enhance Belmont's character and quality of life in our community.

**OBJECTIVES:**

- Promote place-making
- Improve parks and recreational programs and facilities
- Expand communication and outreach

# Organizational Chart



# City Profile

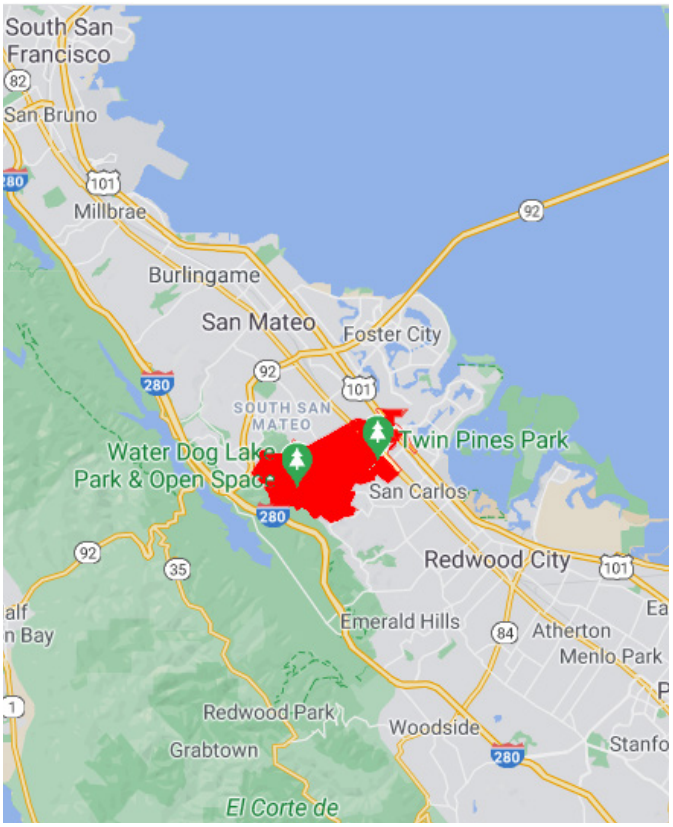
## CITY OF BELMONT PROFILE

### Location

The City of Belmont is a residential community located mid-way on the San Francisco Peninsula, midway between San Francisco and San Jose in the Bay Area. Covering approximately 4.6 square miles in size, the City is uniquely situated just north of Silicon Valley. It is bordered by by San Mateo to the north, Redwood Shores to the east, coastal mountains to the west, and San Carlos to the south.

### The City

Belmont was incorporated in 1926 as a general law city. The City is governed by a five-member City Council and is administered by a City Manager. The Council members serve at-large four-year terms and select a Mayor from among its members each December for a one-year term. The City Council is responsible for policy making, adopting the budget, appointing commissions, and hiring both the City Manager and City Attorney. The City Manager serves as chief executive officer and is responsible for carrying out the policies and ordinances of the Council, overseeing day-to-day operations of the City, and appointing the heads of the various departments. Belmont's current population is estimated at 26,813.




### Services

The City provides a full range of municipal services including police, planning, building, sewer and street maintenance, infrastructure, community development, parks and recreational activities, and general administrative government activities. Fire service is provided by the San Mateo Consolidated Fire Department. Water is provided to the residents of the City of Belmont by Mid-Peninsula Water District, an outside agency. Sanitary Sewer Services are provided by Silicon Valley Clean Water, which serves Belmont, San Carlos, Redwood City, and Menlo Park. The City offers sixteen parks, nineteen community buildings, 300+ acres of open space, and a library.

# City Profile

## GENERAL FAST FACTS

1926 Belmont incorporated as a City
4.61 square miles within City limits
$79,061 - City Per Capita Personal Income*
$64,450 - County Per Capita Personal Income*
3.9% Unemployment Rate (City)+
2.3% Unemployment Rate (County)+
26,813 population*

*U.S. Census

+California Employment Development Department

## INFRASTRUCTURE & MOBILITY

70 miles of streets and alleys
27 miles of storm drains
85 miles of sewers
8,263 service users (Belmont)

## ECONOMIC DEVELOPMENT & HOUSING

2,187 active business licenses
320 new housing unit building permits issued in FY 2021
$135,342 median household income*
60% of homes occupied by owner **

*U.S. Census Bureau

**Data USA

## FISCAL & ORGANIZATIONAL STABILITY

140.50 authorized employees
34% of City workforce will be retirement eligible in 5 years or less
50% of City workforce will be retirement eligible in 10 years or less
$12.8 million unassigned General Fund reserves as of fiscal year 2021

## PUBLIC SAFETY

31 sworn police officers
12 civilian police personnel
32 police fleet vehicles
28,561 Incidents responded to in 2022
3 minutes 39 seconds average police priority call response time
2 fire stations*
2 fire trucks - Fire Engine 14 and Fire Engine 15
2,783 calls for fire service
5 minutes 28 seconds average fire response time

* Fire protection provided by San Mateo Consolidated Fire Department

## QUALITY OF LIFE

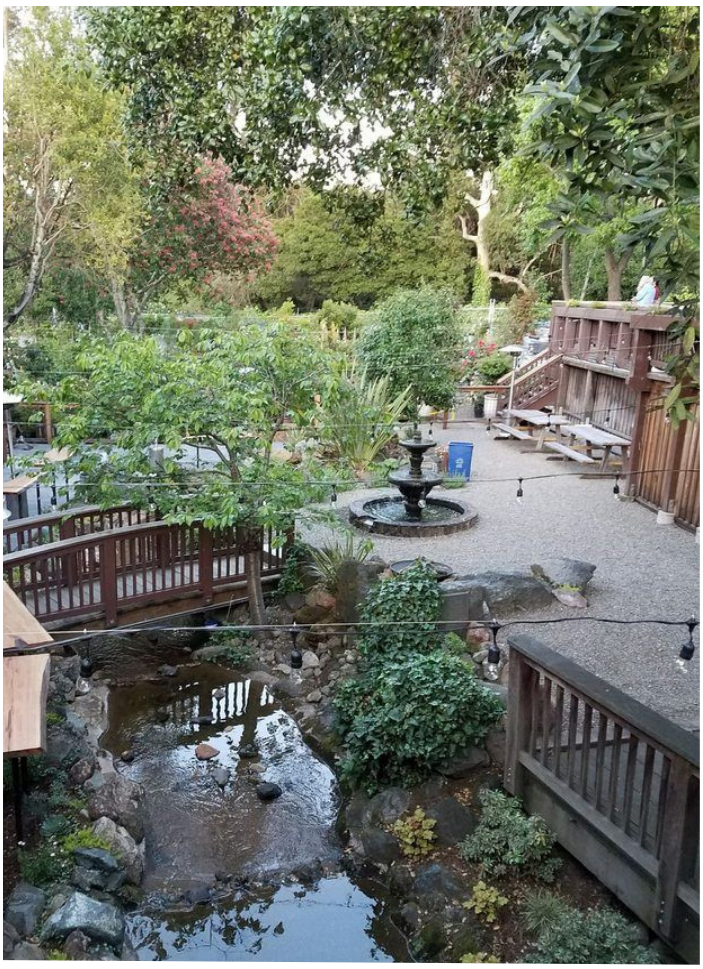
16 developed parks
63 acres of developed parks
16 playgrounds
300+ acres of open space
6,071 senior meals served
800+ programs offered
16 unique special events hosted
3,466 youth & teens participated in programs offered

# Basis of Budgeting

## FUND ACCOUNTING BUDGET SYSTEM

The City of Belmont's budget is based upon the principle of cost centers (i.e., funds, departments, and service areas). The City of Belmont prepares its budget based upon discrete service centers, which represent the many cost centers through which services are delivered. This allows the City Council to determine with accuracy what the true cost of delivering a service is and what impacts either increasing or decreasing appropriations will have on a particular service. This method is consistent with generally accepted accounting principles.

The budget is organized on the basis of the fund accounting system, in which each fund is considered a separate budgeting entity. Government resources are allocated to and expenses accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. All operating funds' budgets lapse at the end of the adoption cycle. The City of Belmont also maintains an encumbrance accounting system as one technique of accomplishing budgetary control. There is no formal provision in departmental budgets for depreciation and compensated absences (i.e. accrued vacation and sick leave time), but they are budgeted as internal services fund charges.



All governmental fund budgets are accounted for using the modified accrual basis of accounting whereby revenues are recognized when they become measurable and available. Likewise, expenditures are recognized when an event or transaction is expected to draw upon current spendable resources. Governmental funds include the General Funds, Special Revenue Funds, Debt Service Fund, and Capital Projects Funds. All proprietary fund budgets are accounted for on a flow of economic resources measurement focus and a full accrual basis. These funds include the Enterprise Funds and Internal Service Funds.

## BUDGETARY CONTROLS

The City Manager submits to the City Council a proposed annual operating budget for the ensuing fiscal year. The operating budget includes proposed expenditures and the means of financing them and is subjected to public hearings where comments are obtained for consideration. The Council adopts the budget through passage of a budget resolution at which time the proposed expenditures become appropriations. The budget is effective the following July 1 and may be amended by subsequent resolutions. The City Manager is authorized to transfer appropriations between any departments; however, any revisions, which increase the total appropriations of any fund, must be approved by the Council. Transfers not included in the original budget must be approved by the Finance Director. Where not contractually committed, expenditures may not exceed appropriations at the fund level. Unencumbered appropriations lapse at year end.

Activities of the General Fund, Special Revenue Funds, Debt Service Fund, Capital Funds, and Proprietary Funds are included in the annual budget. Department heads are responsible for containing expenditures within their budgeted appropriations as approved by the City Council. The City Manager is authorized to transfer appropriations between any departments that do not exceed the total appropriations of any fund. Subsequent to the adoption of the budget, all additional changes to the budget that have a financial impact at the fund level require City Council approval.

# Budget Preparation Process

## ANNUAL BUDGET CALENDAR

Like any large, complex organization, the process to develop and produce the budget is continuous throughout the fiscal year, which runs from July 1 to June 30. The major activities and milestones are as follows:

### July Through September

- Encumbrances are incorporated into department budgets and long-term financial plans of each applicable fund.
- Preliminary financial results from the previous fiscal year are reported to Council.

### October Through December

- Final financial results from the previous fiscal year, in the form of the Comprehensive Annual Financial Report, are presented to Council.
- Initial scoping meetings are held between Department Heads and the City Manager to discuss any significant changes to the departmental operating or capital budget that will be proposed for the upcoming cycle.

### January Through March

- City Council holds its annual goal setting session to identify budget priorities.
- Budget calendar for the following fiscal year's budget is established and approved by Council.
- Development of internal service charges and cost allocations begins.
- Annual mid-year financial report is delivered to Council.

### April Through June

- Departmental operating and/or capital budget requests are received and evaluated by Finance and the City Manager's Office.
- Revenue projections for major General Fund tax revenues and long-term financial plans for applicable funds are finalized.
- City Council approves Master Revenue Schedule during a public hearing.
- City Council and Belmont Fire Protection District (BFPD) Board receive an introduction on the proposed budget and provide feedback and guidance prior to the delivery of the proposed budget.
- Audit Committee reviews the proposed budget.
- City Council and BFPD Board hold public hearing and receive recommendation from the Audit Committee on the proposed budget.
- Final budget adopted by the City Council and BFPD Board.

# Annual Budget Calendar

| Day | Date | Event | Responsibility | ✓ |
|---|---|---|---|---|
| Tuesday | 1/25/22 | Adopt motion approving Budget Calendar | Finance | ✓ |
| Tuesday | 2/8/22 | FY 2022 Mid-Year Review and Adoption | All Departments & Finance | ✓ |
| Wednesday | 2/23/22 | Council Priority Workshop<br>• FY 2023 Strategic Planning & Financial Forecast<br>• Priorities and policy considerations | Finance & All Departments | ✓ |
| Monday | 3/7/22 | • Issue budget priorities, detail budget instructions and forms to departments.<br>• Distribute personnel allocations and revenue forms to departments | Finance | |
| Wednesday | 3/30/22 | Submit personnel allocations, proposed initiatives, departmental operating and capital requests and revenue estimates to Finance | All Departments | |
| Monday - Friday | 4/11/22 - 4/15/22 | Budget conferences with departments | City Manager, Finance & All Departments | |
| Monday | 4/18/22 | Begin compilation of FY 2023 Budget and preparation of budget message | Finance | |
| Friday | 5/20/22 | Distribute proposed FY 2023 Budget | Finance | |
| Tuesday | 5/24/22 | • Introduction of the proposed FY 2023 Budget and department presentations<br>• Set public hearing on adopting the FY 2023 Budget and setting non-Prop. 218 fees and charges – June 14, 2022 | All Departments | ✓ |
| TBD | 6/x/22 | Audit Committee reviews proposed FY 2023 Budget | City Manager, Finance | ✓ |
| Tuesday | 6/14/22 | • Recommendation from Audit Committee<br>• Adopt FY 2023 Budget<br>• Public Hearing - City Council and Fire Board<br>• Adopt resolutions implementing FY 2023 Budget | City Manager, Finance | ✓ |

(✓) denotes Council or Council Standing Committee Action

# GFOA Financial Reporting Award

Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Belmont**
**California**

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2020

Christopher P. Morrill

Executive Director/CEO

# GFOA Budget Award

GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished Budget Presentation Award*

**PRESENTED TO**

**City of Belmont**
**California**

For the Fiscal Year Beginning

**July 01, 2021**

Christopher P. Morrill

**Executive Director**

# CSMFO Budget Award

California Society of
Municipal Finance Officers

*Certificate of Award*

**Operating Budget Excellence Award**
**Fiscal Year 2021-2022**

*Presented to the*

**City of Belmont**

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

***February 28, 2022***

***Marcus Pimentel***
***CSMFO President***

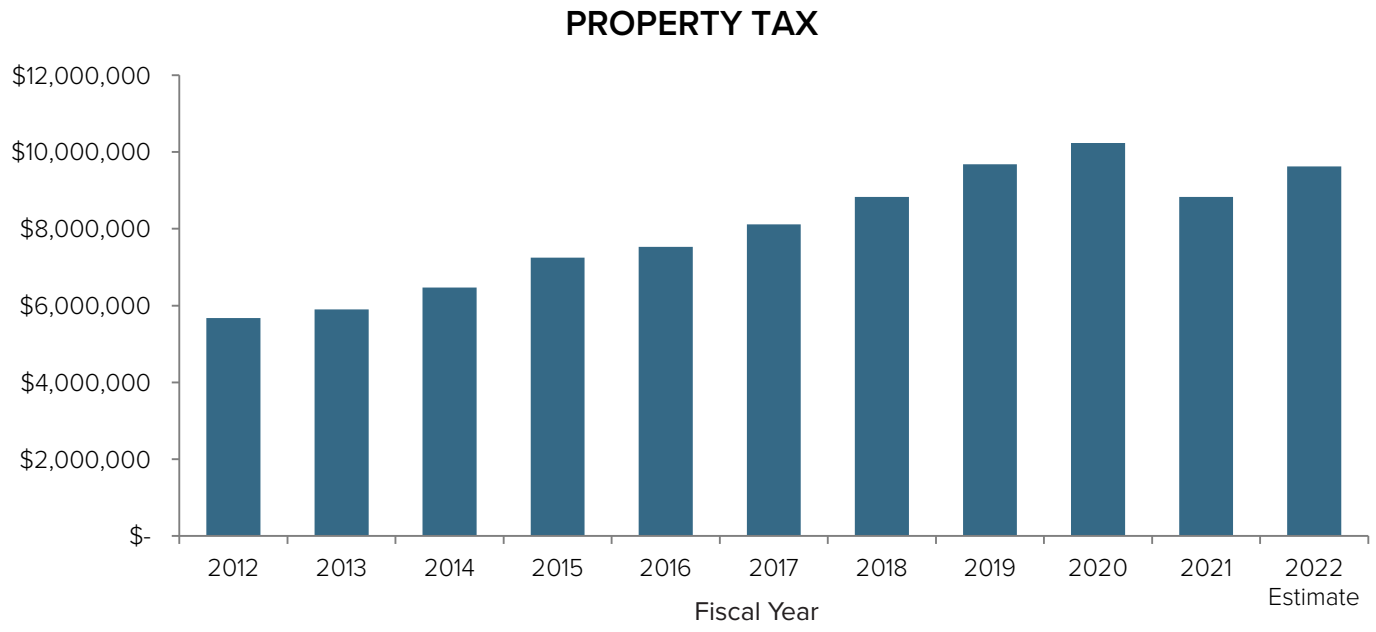
***Michael Manno, Chair***
***Recognition Committee***

***Dedicated Excellence in Municipal Financial Reporting***

MUST HAVE A
VALID CALTRAIN
TICKET BEFORE
BOARDING
tickets

# FINANCIAL TRENDS

# Major General Fund Tax Revenues



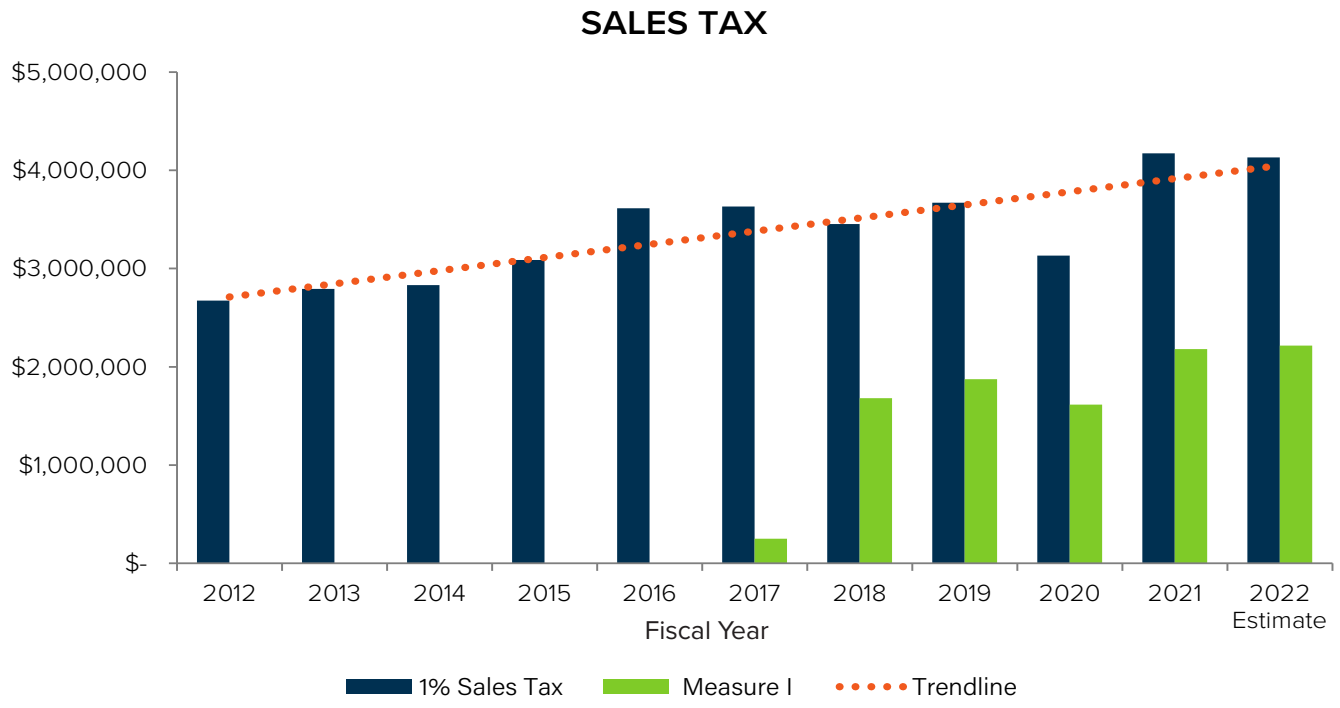

## MAJOR GENERAL FUND TAX REVENUES: PROPERTY TAX

Property tax is the General Fund's largest revenue source. Revenues have grown from approximately $5.5 million in fiscal year 2012 to over $10 million in fiscal year 2020, and that is attributable primarily to the strong growth in assessed valuations. As demonstrated in the table, over the past ten years, assessed valuations in the City have increased an average of 5.8% annually. This includes the first year of the recovery from the Great Recession when assessed valuations were slowing climbing back up, and the increase was less than 2%. The assessed valuation in Belmont is heavily weighted toward residential at almost 90%, and with many residential properties, especially ones that had been in long-term ownership, changing hands during the strong and extended period of recovery from the Great Recession, growth in this revenue source has been significant in the past several years. However, such extended growth is not expected in the long-term. Funding for property tax in lieu of VLF continues to be threatened as the shortfall increases and backfill from the State remains uncertain. Furthermore, a decision from the California Court of Appeals in 2020 has modified the methodology for distribution of redevelopment agency residual property tax, which resulted in Belmont receiving less residuals beginning fiscal year 2021, and reducing the overall baseline in the General Fund's primary revenue source, as demonstrated in the graph above. The impact continues in fiscal year 2022, with overall property tax coming in lower than where it could have trended if not for the reduction in residual property tax. To that end, Belmont took action to discharge obligations from the Successor Agency by seeking an early defeasance of its redevelopment agency bonds. After a year long and arduous process, Belmont received approvals from the County Oversight Board and the Department of Finance, becoming the first Successor Agency in San Mateo County to acheive final dissolution. The expectation moving forward and as reflected in the ten-year financial plan is for property tax to stabilize, with property transaction activity getting back to a more sustainable baseline growth.

## CHANGES IN ASSESSED VALUATIONS

| FISCAL YEAR ENDS JUNE 30 | % CHANGE FROM PRIOR YEAR |
|---|---|
| 2012 | 1.6% |
| 2013 | 3.5% |
| 2014 | 6.4% |
| 2015 | 3.9% |
| 2016 | 8.3% |
| 2017 | 7.4% |
| 2018 | 6.5% |
| 2019 | 7.3% |
| 2020 | 7.5% |
| 2021 | 6.5% |
| **AVERAGE** | **5.8%** |

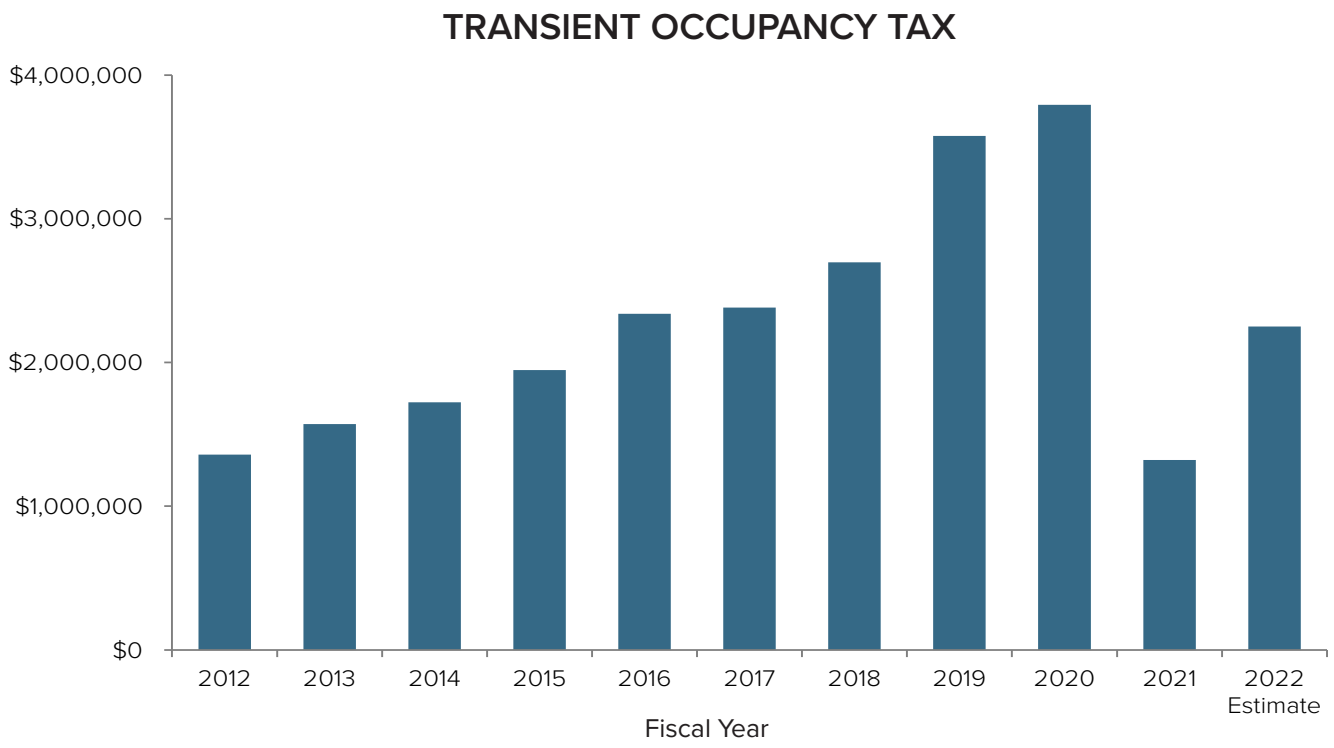
# Major General Fund Tax Revenues




## MAJOR GENERAL FUND TAX REVENUES: SALES TAX

This chart shows sales tax revenues trend over the last ten years, along with the fiscal year 2022 estimates. The blue bar is the 1% local sales tax, the green bar is the 0.50% Measure I sales tax passed by Belmont voters that began in April 2017, and the orange line is the trendline for the 1% local sales tax. As demonstrated by the chart, sales tax fell significantly below the trendline in fiscal year 2020, which reflected the impact of the COVID-19 pandemic and the recognition of sales tax deferments from businesses at the onset of the pandemic. As more data became available, however, businesses who were able to have continued to make their sales tax payments instead of deferring. Sales tax in fiscal year 2021 therefore came in higher due mainly to the recognition of these sales tax payments. Through the pandemic, consumers with disposable income redirected their spending to luxury auto purchases and online spending. With Belmont's major sales tax contributors coming from the autos category, their performance have helped towards the recovery in this revenue source. Further, sales tax from internet sales have begun to be unilaterally assessed by the end of 2019 as a result of the South Dakota v. Wayfair Supreme Court decision. As restrictions ease on traveling and indoor activities, consumer behavior may likely shift from purchase of goods, which is taxable, to purchase of services, which is non-taxable. The expectation and as reflected in the long-term financial plan is for sales tax, both the 1% and Measure I, to adjust back to a sustainable recovery and growth close to the trendline.

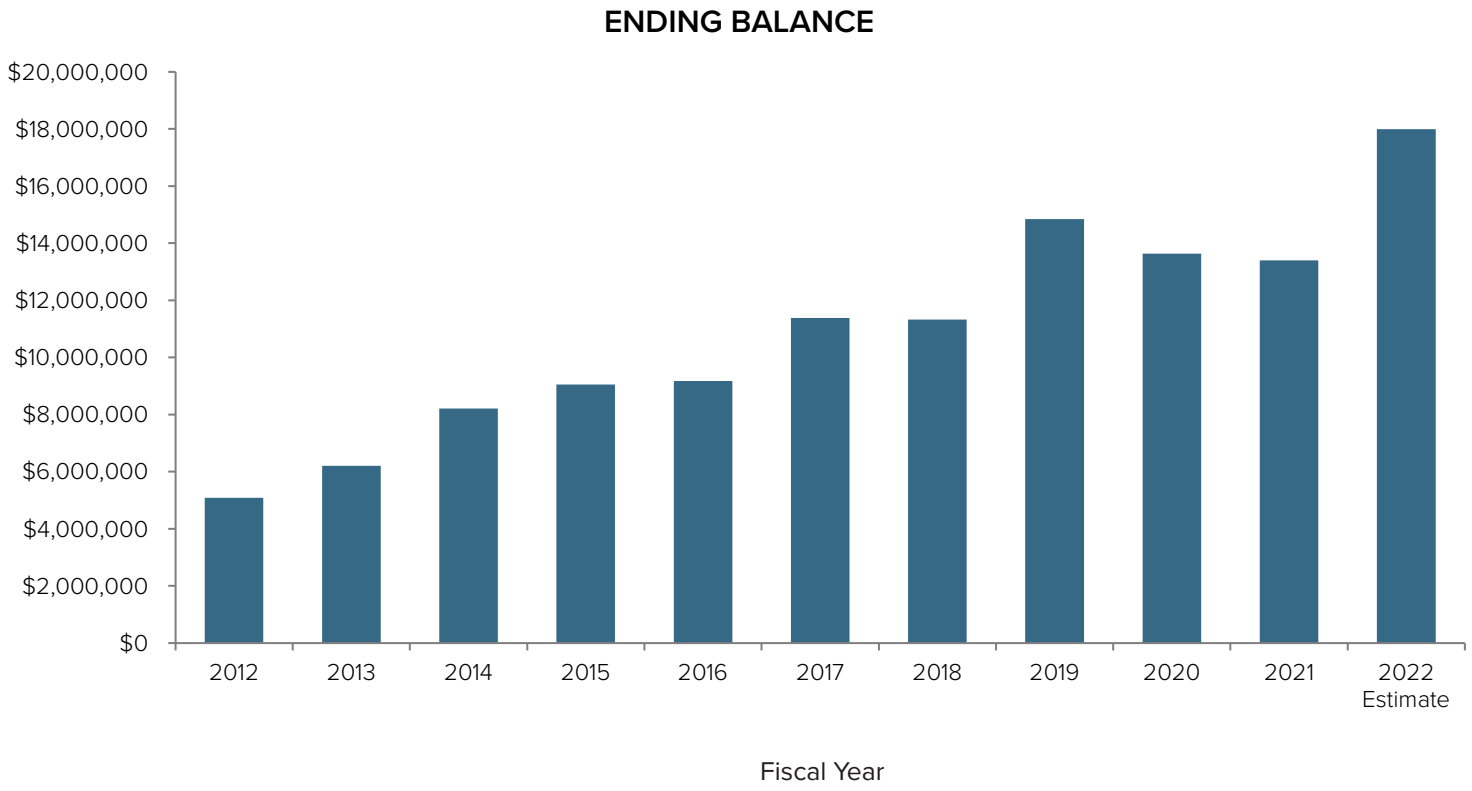
# Major General Fund Tax Revenues




## MAJOR GENERAL FUND TAX REVENUES: TRANSIENT OCCUPANCY TAX

Transient occupancy tax (TOT) is a tax on hotel or other short-term rental occupants whose stays are 30 consecutive nights or less. This revenue is largely dependent on the overall health of the economy. As demonstrated by this chart, revenues have been steadily increasing during an extended period of economic growth. Growth in TOT revenues was amplified in fiscal years 2019 and 2020 as two new hotels opened, which increased the overall tax base, along with the TOT tax rate increasing from 10% to 12% in January 2019. However, the COVID-19 pandemic stopped the growth abruptly, and the reactive nature of TOT to the economy was clearly demonstrated with an unprecendented drop in TOT in fiscal year 2021 as travel was restricted and occupancy rates dropped precipitously. As restrictions ease in fiscal year 2022, however, traveling, especially leisure traveling, began to come back. Business travel still lags, and is expected to recover slower. In Belmont, hotels cater mostly to business travelers, and as such, this revenue source is projected to stay low and recover slowly. The impacts on travel, especially business travel, and on the overall health of the economy will be monitored closely, and the long-term financial plan will be adjusted accordingly.

# General Fund Ending Balance




## GENERAL FUND ENDING BALANCE

This graph shows the ending fund balance for the General Fund over the past ten years, along with an estimated ending balance for fiscal year 2022. As evidenced by the low level of reserves in fiscal years 2012 and 2013, the Great Recession had a significant impact on the health of the General Fund. While the Great Recession officially ended by fiscal year 2009, it took several years for the fund balance to be replenished. Reserves steadily increased as the period of economic growth extended. However, the fund balance was once again threatened, with fund balances dropping in fiscal years 2020 and 2021, as major sources of General Fund revenues were impacted significantly from the COVID-19 pandemic. The fund balance is estimated to increase in fiscal year 2022, mainly due to an allocation of federal stimulus relief funding from the Armerican Rescue Plan Act. Federal and state stimulus relief funding are helping to mitigate the impact, but the funding are only one-time, while the impact is expected to continue. In the long-term financial plan, the existing fund balance will be drawn down for service-level stability and strategic utilization for one-time needs, while long-term adjustments can be made to achieve long-term sustainability.

# Citywide Employees

The following table shows Citywide permanent staffing over the past three years by department.

| DEPARTMENT | FY 2020 | FY 2021 | FY 2022 |
|---|---|---|---|
| City Attorney | 1.00 | 1.00 | 1.00 |
| City Council | 5.00 | 5.00 | 5.00 |
| City Manager | 4.00 | 4.00 | 6.00 |
| Community Development | 9.00 | 9.00 | 10.00 |
| Finance | 8.00 | 7.00 | 7.50 |
| Human Resources | 2.00 | 3.00 | 3.00 |
| Information Technology | 4.00 | 4.00 | 4.00 |
| Parks & Recreation | 24.30 | 24.30 | 23.80 |
| Police | 44.00 | 44.00 | 44.00 |
| Public Works | 33.00 | 33.00 | 33.00 |
| **Total City** | **134.30** | **134.30** | **137.30** |

# BUDGET OVERVIEW

# Citywide Operating Budget

| FUND # | FUND NAME | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **General Funds** | | | | |
| 101 | General Fund | 23,665,057 | 21,403,361 | 23,885,751 |
| **General Funds Total** | | **23,665,057** | **21,403,361** | **23,885,751** |
| **Special Revenue Funds** | | | | |
| 205 | Recreation | 2,552,978 | 2,878,348 | 3,847,137 |
| 206 | Library Maintenance and Operation | 377,955 | 425,442 | 425,385 |
| 207 | Athletic Field Maintenance | 51,006 | 70,000 | 80,000 |
| 208 | City Trees | 48,678 | 39,108 | 73,467 |
| 210 | Development Services | 4,188,138 | 4,912,455 | 5,677,571 |
| 212 | General Plan Maintenance | 87,599 | 115,000 | 1,030,581 |
| 225 | Public Safety Grants | 469 | 2,668 | 5,000 |
| 227 | Supplemental Law Enforcement | 224,350 | 237,073 | 163,863 |
| 231 | Street Maintenance | 2,361,714 | 2,132,683 | 2,433,542 |
| 234 | Street Improvement | 60,804 | 61,177 | 85,038 |
| 275 | Affordable Housing | 215,889 | 698,131 | 300,774 |
| 277 | Inclusionary Housing | 1,000,000 | - | - |
| **Special Revenue Funds Total** | | **11,169,580** | **11,572,084** | **14,122,358** |
| **Capital Projects Funds** | | | | |
| 308 | General Facilities | 8,273 | 8,498 | 5,148 |
| 341 | Planned Park | 731,191 | 731,667 | 720,293 |
| 343 | Open Space | 29,205 | 17,465 | 27,376 |
| **Capital Projects Funds Total** | | **768,669** | **757,630** | **752,817** |

# Citywide Operating Budget

| FUND # | FUND NAME | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Debt Service Fund** | | | | |
| 406 | Library Bond Debt Service | 671,605 | 679,108 | 684,822 |
| **Debt Service Funds Total** | | **671,605** | **679,108** | **684,822** |
| **Enterprise Funds** | | | | |
| 501-505 | Sewer Collections | 9,948,746 | 9,400,922 | 9,743,910 |
| 507 | Sewer Treatment Facility | 6,286,621 | 5,948,743 | 4,273,963 |
| 525 | Storm Drainage | 2,047,874 | 1,907,121 | 1,862,834 |
| 530 | Solid Waste | 452,748 | 477,588 | 556,489 |
| **Enterprise Funds Total** | | **18,735,989** | **17,734,373** | **16,437,196** |
| **City Operating Budget** | | **55,010,900** | **52,146,556** | **55,882,944** |
| 223 | Belmont Fire Protection District | 11,017,747 | 11,653,569 | 12,317,615 |
| **Total Citywide Operating Budget** | | **66,028,647** | **63,800,125** | **68,200,559** |
| **Internal Service Funds*** | | | | |
| 570 | Workers' Compensation | 198,638 | 557,203 | 708,500 |
| 571 | Liability Insurance | 479,553 | 693,610 | 1,067,285 |
| 572 | Self-Funded Vision | 13,786 | 8,969 | 4,776 |
| 573 | Fleet and Equipment Management | 3,376,144 | 3,679,489 | 3,968,584 |
| 574 | Facilities Management | 1,793,552 | 2,072,439 | 2,228,636 |
| 575 | Benefit Prefunding | 1,652,900 | 1,703,079 | 1,311,770 |
| **Internal Service Funds Total** | | **7,514,573** | **8,714,789** | **9,289,551** |

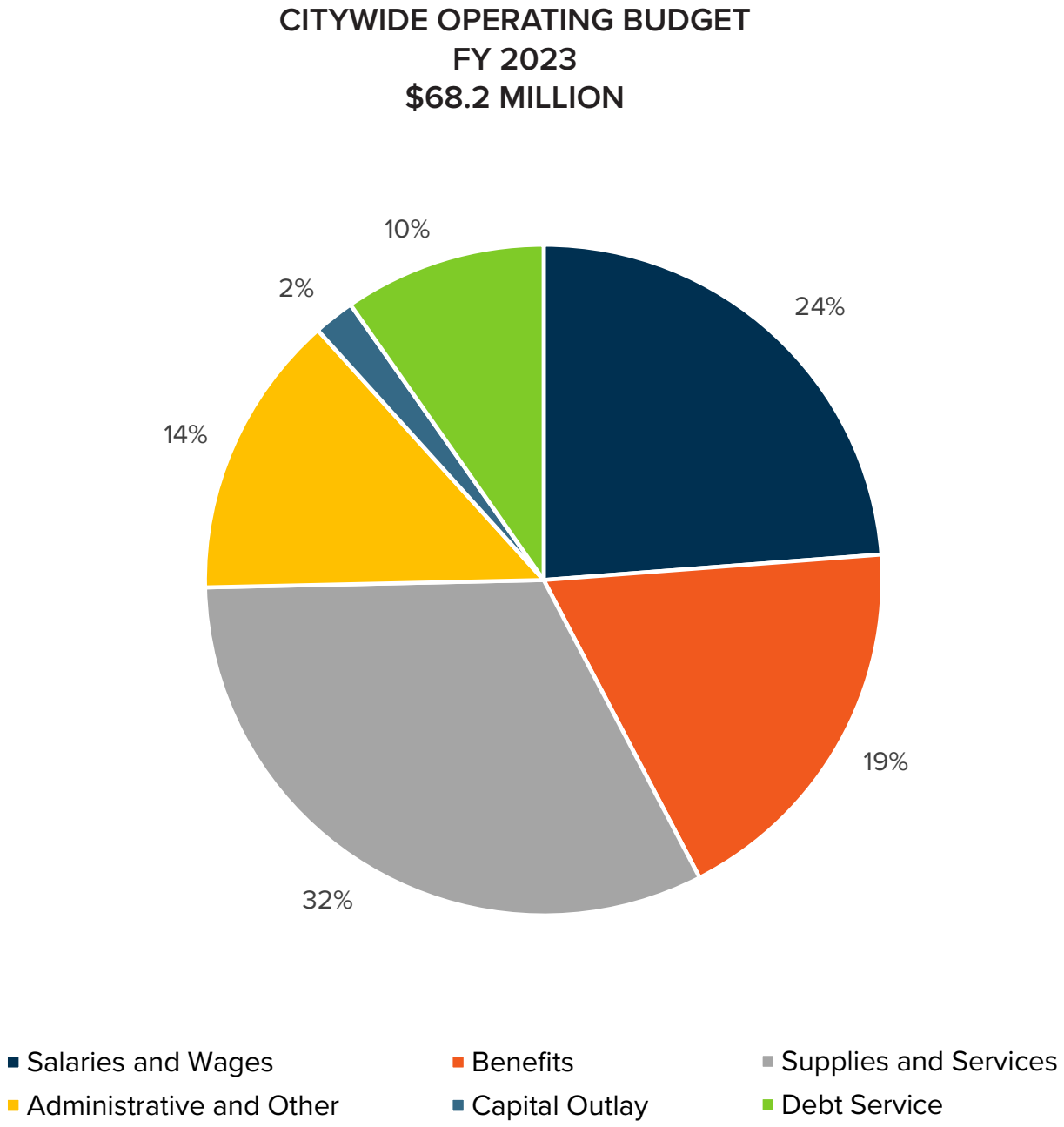
* Informational figures only. Not included in totals as they are already included in department budgets.

# Citywide Operating Budget

| CATEGORY | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|
| **City Operating Budget** | | | |
| Salaries and Wages | 14,098,929 | 14,521,574 | 16,222,931 |
| Benefits | 9,075,212 | 8,962,097 | 10,708,792 |
| Supplies and Services | 11,151,472 | 10,781,162 | 13,021,122 |
| Administrative and Other | 10,993,967 | 8,268,199 | 8,004,092 |
| Capital Outlay | 5,724,453 | 3,050,000 | 1,337,382 |
| Debt Service | 3,966,867 | 6,563,524 | 6,588,625 |
| **City Operating Budget** | **55,010,900** | **52,146,556** | **55,882,944** |
| **Belmont Fire Protection District** | | | |
| Salaries and Wages | - | - | - |
| Benefits | 1,841,371 | 1,844,610 | 1,975,689 |
| Supplies and Services | 8,107,852 | 8,668,023 | 8,982,696 |
| Administrative and Other | 1,068,523 | 1,140,936 | 1,359,230 |
| **Belmont Fire Protection District** | **11,017,747** | **11,653,569** | **12,317,615** |
| **Total Citywide Operating Budget** | **66,028,647** | **63,800,125** | **68,200,559** |

Totals do not include internal services.

# Citywide Operating Budget



# Citywide Sources of Funding

| FUND # | FUND NAME | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **General Funds** | | | | |
| 101 | General Fund | 25,502,867 | 28,161,298 | 30,962,654 |
| 102 | Measure I | 2,187,658 | 2,221,274 | 2,170,313 |
| **General Funds Total** | | **27,690,525** | **30,382,572** | **33,132,967** |
| **Special Revenue Funds** | | | | |
| 205 | Recreation | 1,076,074 | 1,757,795 | 2,001,641 |
| 206 | Library Maintenance and Operation | 307,071 | 304,105 | 304,130 |
| 207 | Athletic Field Maintenance | 104,114 | 82,555 | 90,566 |
| 208 | City Trees | 12,739 | 10,444 | 10,453 |
| 209 | Senior Services Donation | 410 | 3,208 | 4,128 |
| 210 | Development Services | 4,212,256 | 5,079,898 | 4,027,619 |
| 212 | General Plan Maintenance | 418,109 | 497,616 | 501,199 |
| 225 | Public Safety Grants | 120 | 48 | 49 |
| 227 | Supplemental Law Enforcement | 156,655 | 157,980 | 157,980 |
| 231 | Street Maintenance | 2,127,108 | 1,582,709 | 1,360,165 |
| 232 | Road Maintenance & Rehabilitation Account Street Project | 495,311 | 550,260 | 605,375 |
| 233 | Measure W | 320,544 | 1,212,234 | 551,574 |
| 234 | Street Improvement | 1,967,642 | 2,508,175 | 1,589,192 |
| 237 | Traffic Impact | - | 214,183 | 814,187 |
| 239 | Public Art | - | 395,227 | 316,000 |
| 275 | Affordable Housing | 285,231 | 88,578 | 4,291,081 |
| 277 | Inclusionary Housing | 118,959 | 122,000 | 793,000 |
| **Special Revenue Funds Total** | | **11,602,343** | **14,567,016** | **17,418,339** |
| **Capital Projects Funds** | | | | |
| 308 | General Facilities | 8,853 | 1,089 | 37,111 |
| 310 | Infrastructure Repair | 309,640 | 550,655 | 1,216,552 |
| 312 | Comcast | 1,252 | 65,678 | 525 |
| 341 | Planned Park | 40,204 | 43 | 400,044 |
| 342 | Park Impact Fees | 1,034,311 | 1,585,988 | 2,813,998 |
| 343 | Open Space | 6,770 | 271 | 276 |
| 704 | Special Assessment District | 1,044 | 437 | 446 |
| **Capital Projects Funds Total** | | **1,402,073** | **2,204,161** | **4,468,952** |

# Citywide Sources of Funding

| FUND # | FUND NAME | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Debt Service Fund** | | | | |
| 406 | Library Bond Debt Service | 676,008 | 674,060 | 674,060 |
| **Debt Service Funds Total** | | **676,008** | **674,060** | **674,060** |
| **Enterprise Funds** | | | | |
| 501-505 | Sewer Collections | 16,359,718 | 16,240,123 | 15,781,040 |
| 507 | Sewer Treatment Facility | 3,207,533 | 3,152,385 | 3,152,624 |
| 525 | Storm Drainage | 1,056,112 | 1,067,099 | 1,141,420 |
| 530 | Solid Waste | 495,782 | 537,978 | 547,524 |
| **Enterprise Funds Total** | | **21,119,145** | **20,997,585** | **20,622,608** |
| **Internal Service Funds*** | | | | |
| 570 | Workers' Compensation | 734,428 | 715,476 | 698,239 |
| 571 | Liability Insurance | 1,113,036 | 536,440 | 702,655 |
| 572 | Self-Funded Vision | 10,661 | 10,771 | 2,974 |
| 573 | Fleet and Equipment Management | 5,263,319 | 5,101,975 | 4,454,157 |
| 574 | Facilities Management | 1,544,541 | 1,663,074 | 2,198,327 |
| 575 | Benefit Prefunding | 1,496,993 | 1,315,788 | 1,473,113 |
| **Internal Service Funds Total** | | **10,162,979** | **9,343,524** | **9,529,465** |
| **City Sources of Funding** | | **62,605,555** | **69,111,479** | **76,640,250** |
| 223 | Belmont Fire Protection District | 13,015,966 | 11,935,908 | 14,605,876 |
| **Total Citywide Sources of Funding** | | **75,621,520** | **81,047,387** | **91,246,126** |

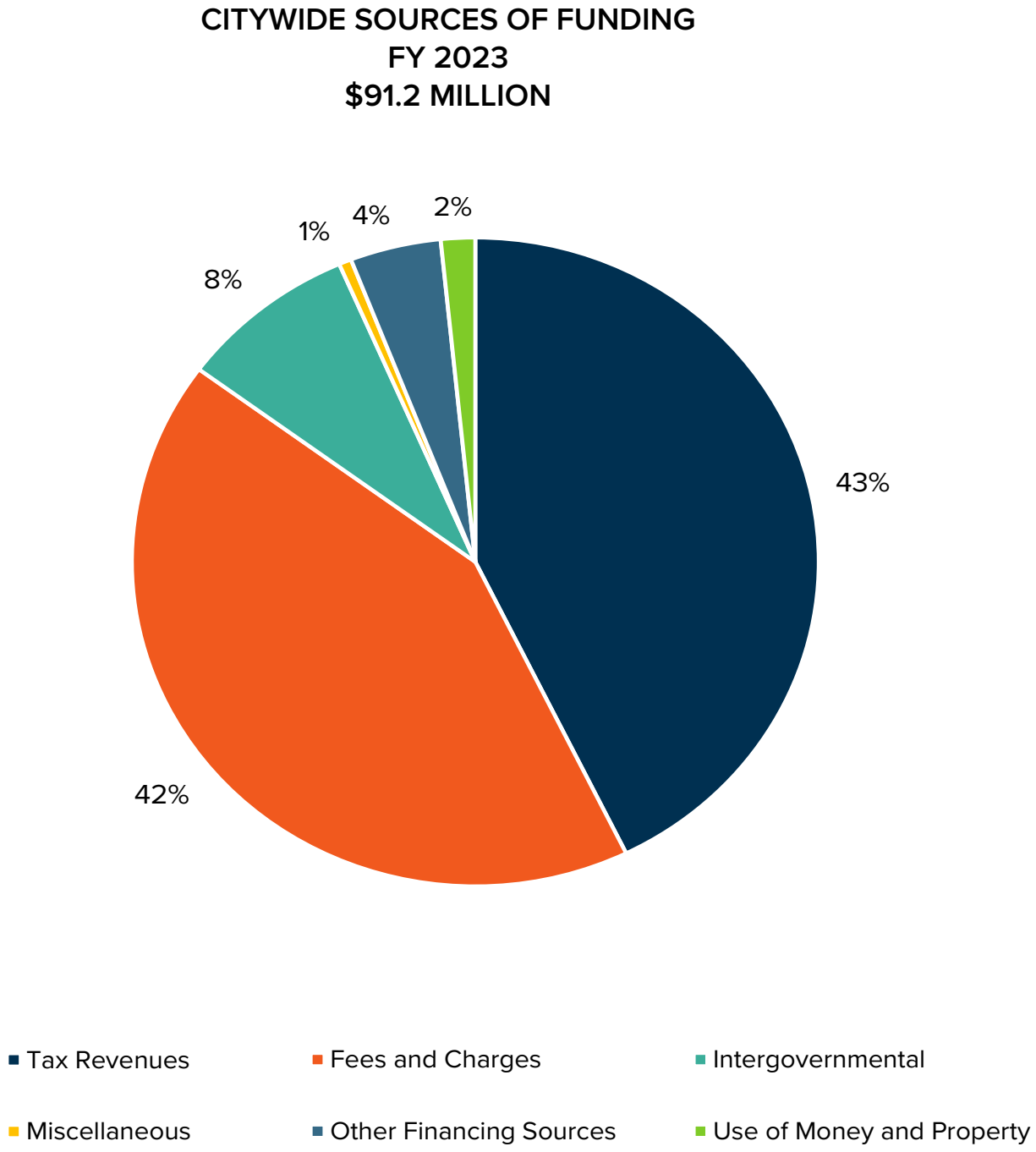
* Internal service charges not included in totals.

# Citywide Sources of Funding

| CATEGORY | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|
| **City Sources of Funding** | | | |
| Business License Tax | 1,296,000 | 1,101,640 | 1,123,672 |
| Fines and Forfeitures | 170,105 | 162,126 | 165,000 |
| Franchises | 1,372,697 | 1,430,426 | 1,493,186 |
| Intergovernmental | 2,952,799 | 7,935,167 | 7,597,599 |
| Library Special Assessment Tax | 979,697 | 976,896 | 976,896 |
| Licenses and Permits | 2,125,169 | 2,014,779 | 1,858,000 |
| Miscellaneous | 1,769,477 | 952,378 | 529,614 |
| Other Financing Sources | 6,470 | 17,408 | 3,910,000 |
| Property Tax | 8,829,922 | 9,625,080 | 11,530,577 |
| Property Transfer Tax | 354,894 | 485,313 | 500,000 |
| Sales Tax | 7,379,262 | 7,568,916 | 7,559,381 |
| Service Charges | 32,996,710 | 33,268,813 | 35,132,452 |
| Transient Occupancy Tax | 1,320,865 | 2,251,048 | 2,809,508 |
| Use of Money and Property | 1,051,488 | 1,321,489 | 1,454,365 |
| **City Sources of Funding** | **62,605,555** | **69,111,479** | **76,640,250** |
| **Belmont Fire Protection District** | | | |
| Intergovernmental | 64,290 | 64,290 | 64,290 |
| Miscellaneous | 102,097 | 7,201 | 5,000 |
| Property Tax | 12,871,017 | 11,849,962 | 14,519,084 |
| Use of Money and Property | (21,439) | 14,455 | 17,502 |
| **Belmont Fire Protection District** | **13,015,966** | **11,935,908** | **14,605,876** |
| **Total Citywide Sources of Funding** | **75,621,520** | **81,047,387** | **91,246,126** |

* Internal service charges not included in totals.

# Citywide Sources of Funding



# Schedule of Interfund Transfers

| FUND | FY 2022 ESTIMATES | | FY 2023 PROPOSED BUDGET | |
|---|---|---|---|---|
| | Transfer | | Transfer | |
| | In | Out | In | Out |
| **General Fund** | | | | |
| To Recreation Fund | - | 1,085,000 | - | 1,900,000 |
| To Development Services Fund | - | 500,000 | - | 1,500,000 |
| To Supplemental Law Enforcement Fund | - | 80,000 | - | 20,000 |
| To Street Maintenance Fund | - | 500,000 | - | 1,000,000 |
| **Total** | **-** | **2,165,000** | **-** | **4,420,000** |
| **Measure I Fund** | | | | |
| To Infrastructure Repair Fund | - | 1,385,864 | - | - |
| **Total** | **-** | **1,385,864** | **-** | **-** |
| **Recreation Fund** | | | | |
| From General Fund | 1,085,000 | - | 1,900,000 | - |
| **Total** | **1,085,000** | **-** | **1,900,000** | **-** |
| **Development Services Fund** | | | | |
| From General Fund | 500,000 | - | 1,500,000 | - |
| **Total** | **500,000** | **-** | **1,500,000** | **-** |
| **Supplemental Law Enforcement Fund** | | | | |
| From General Fund | 80,000 | - | 20,000 | - |
| **Total** | **80,000** | **-** | **20,000** | **-** |
| **Street Maintenance Fund** | | | | |
| From General Fund | 500,000 | - | 1,000,000 | - |
| **Total** | **500,000** | **-** | **1,000,000** | **-** |
| **Infrastructure Repair Fund** | | | | |
| From Measure I Fund | 1,385,864 | - | - | - |
| **Total** | **1,385,864** | **-** | **-** | **-** |
| **Planned Park Fund** | | | | |
| From Park Impact Fees Fund | 2,500,000 | - | 1,000,000 | - |
| **Total** | **2,500,000** | **-** | **1,000,000** | **-** |

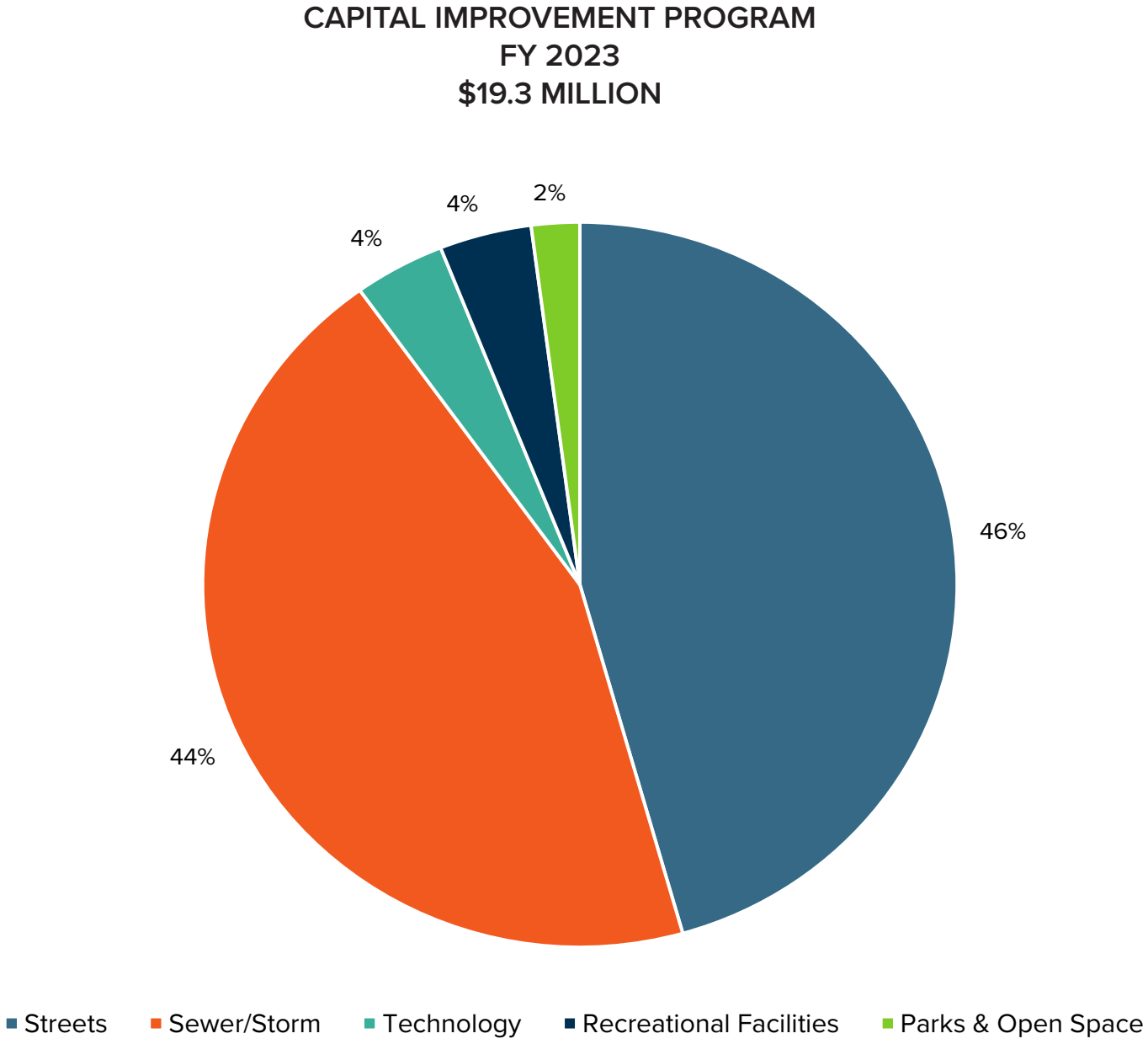
# Schedule of Interfund Transfers

| FUND | FY 2022 ESTIMATES | | FY 2023 PROPOSED BUDGET | |
|---|---|---|---|---|
| | Transfer | | Transfer | |
| | In | Out | In | Out |
| **Park Impact Fees Fund** | | | | |
| To Planned Park Fund | - | 2,500,000 | - | 1,000,000 |
| **Total** | **-** | **2,500,000** | **-** | **1,000,000** |
| **Sewer Collections Fund** | | | | |
| To Storm Drainage Fund | - | 230,000 | - | 1,063,000 |
| **Total** | **-** | **230,000** | **-** | **1,063,000** |
| **Storm Drainage Fund** | | | | |
| From Sewer Collections Fund | 230,000 | - | 1,063,000 | - |
| **Total** | **230,000** | **-** | **1,063,000** | **-** |
| **Fleet and Equipment Management Fund** | | | | |
| To Facilities Management Fund | - | 1,000,000 | - | - |
| **Total** | **-** | **1,000,000** | **-** | **-** |
| **Facilities Management Fund** | | | | |
| From Fleet & Equipment Management Fund | 1,000,000 | - | - | - |
| **Total** | **1,000,000** | **-** | **-** | **-** |
| **Total City Transfers** | **7,280,864** | **7,280,864** | **6,483,000** | **6,483,000** |

# Capital Improvement Program Budget

| FUND # | FUND NAME | FY 2023 PROPOSED BUDGET |
|---|---|---|
| **General Funds** | | |
| 102 | Measure I | 5,049,000 |
| **Special Revenue Funds** | | |
| 206 | Library Maintenance and Operation | 295,000 |
| 207 | Athletic Field Maintenance | 190,000 |
| 232 | Road Maintenance & Rehabilitation Account Street Project | 770,000 |
| 233 | Measure W | 320,000 |
| 234 | Street Improvement | 2,287,500 |
| **Capital Projects Funds** | | |
| 308 | General Facilities | 366,000 |
| 310 | Infrastructure Repair | 2,558,334 |
| 312 | Comcast | 120,000 |
| 341 | Planned Prak | 30,000 |
| 342 | Park Impact Fees | 160,000 |
| 343 | Open Space | 18,000 |
| **Enterprise Funds** | | |
| 501-505 | Sewer Collections | 5,300,000 |
| 525 | Storm Drainage | 1,063,000 |
| **Internal Service Funds** | | |
| 573 | Fleet and Equipment Management | 630,000 |
| 574 | Facilities Management | 100,000 |
| **Total Capital Improvement Projects Budget** | | **19,256,834** |

# Capital Improvement Program Budget



# All Funds Budget Summary

| FY 2023 | | BEGINNING FUND BALANCE | REVENUES |
|---|---|---|---|
| **Fund #** | **Fund Name** | | |
| **General Funds** | | | |
| 101 | General Fund | 17,991,045 | 30,962,654 |
| 102 | Measure I | 2,202,436 | 2,170,313 |
| **General Funds Total** | | **20,193,481** | **33,132,967** |
| **Special Revenue Funds** | | | |
| 205 | Recreation | (15,046) | 2,001,641 |
| 206 | Library Maintenance and Operation | 841,065 | 304,130 |
| 207 | Athletic Field Maintenance | 365,062 | 90,566 |
| 208 | City Trees | 297,745 | 10,453 |
| 209 | Senior Services Donation | 89,481 | 4,128 |
| 210 | Development Services | 1,084,263 | 4,027,619 |
| 212 | General Plan Maintenance | 1,120,748 | 501,199 |
| 225 | Public Safety Grants | 32,480 | 49 |
| 227 | Supplemental Law Enforcement | 907 | 157,980 |
| 231 | Street Maintenance | 661,215 | 1,360,165 |
| 232 | RMRA Street Project | 223,697 | 605,375 |
| 233 | Measure W | 1,212,234 | 551,574 |
| 234 | Street Improvement | 875,083 | 1,589,192 |
| 237 | Traffic Impact | 214,183 | 814,187 |
| 239 | Public Art | 395,227 | 316,000 |
| 275 | Affordable Housing | 3,078,365 | 4,291,081 |
| 277 | Inclusionary Housing | 284,726 | 793,000 |
| **Special Revenue Funds Total** | | **10,761,435** | **17,418,339** |
| **Capital Projects Funds** | | | |
| 308 | General Facilities | 722,320 | 37,111 |
| 310 | Infrastructure Repair | 3,820,532 | 1,216,552 |
| 312 | Comcast | 428,186 | 525 |
| 341 | Planned Park | 1,999,833 | 400,044 |
| 342 | Park Impact Fees | 176,108 | 2,813,998 |
| 343 | Open Space | 154,043 | 276 |
| 704 | Special Assessment District | 308,488 | 446 |
| **Capital Projects Funds Total** | | **7,609,510** | **4,468,952** |

# All Funds Budget Summary

| INTERFUND TRANSFERS IN | INTERFUND TRANSFERS OUT | EXPENDITURES | | ENDING FUND BALANCE |
|---|---|---|---|---|
| | | Operating | CIP | |
| | | | | |
| - | 4,420,000 | 23,885,751 | - | 20,647,948 |
| - | - | - | 5,049,000 | (676,251) |
| **-** | **4,420,000** | **23,885,751** | **5,049,000** | **19,971,697** |
| | | | | |
| 1,900,000 | - | 3,847,137 | - | 39,458 |
| - | - | 425,385 | 295,000 | 424,810 |
| - | - | 80,000 | 190,000 | 185,628 |
| - | - | 73,467 | - | 234,731 |
| - | - | - | - | 93,609 |
| 1,500,000 | - | 5,677,571 | - | 934,312 |
| - | - | 1,030,581 | - | 591,366 |
| - | - | 5,000 | - | 27,529 |
| 20,000 | - | 163,863 | - | 15,024 |
| 1,000,000 | - | 2,433,542 | - | 587,838 |
| - | - | - | 770,000 | 59,072 |
| - | - | - | 320,000 | 1,443,808 |
| - | - | 85,038 | 2,287,500 | 91,737 |
| - | - | - | - | 1,028,370 |
| - | - | - | - | 711,227 |
| - | - | 300,774 | - | 7,068,672 |
| - | - | - | - | 1,077,726 |
| **4,420,000** | **-** | **14,122,358** | **3,862,500** | **14,614,916** |
| | | | | |
| - | - | 5,148 | 366,000 | 388,283 |
| - | - | - | 2,558,334 | 2,478,750 |
| - | - | - | 120,000 | 308,711 |
| 1,000,000 | - | 720,293 | 30,000 | 2,649,584 |
| - | 1,000,000 | - | 160,000 | 1,830,106 |
| - | - | 27,376 | 18,000 | 108,943 |
| - | - | - | - | 308,934 |
| **1,000,000** | **1,000,000** | **752,817** | **3,252,334** | **8,073,311** |

# All Funds Budget Summary

| FY 2023 | | BEGINNING FUND BALANCE | REVENUES |
|---|---|---|---|
| Fund # | Fund Name | | Operating |
| **Debt Service Fund** | | | |
| 406 | Library Bond Debt Service | 261,880 | 674,060 |
| **Debt Service Fund Total** | | **261,880** | **674,060** |
| **Enterprise Funds** | | | |
| 501-505 | Sewer Collections | 23,950,680 | 15,781,040 |
| 507 | Sewer Treatment Facility | 16,588,905 | 3,152,624 |
| 525 | Storm Drainage | 2,744,828 | 1,141,420 |
| 530 | Solid Waste | 1,642,112 | 547,524 |
| **Enterprise Funds Total** | | **44,926,525** | **20,622,608** |
| **Internal Service Funds*** | | | |
| 570 | Workers' Compensation | 1,495,322 | 698,239 |
| 571 | Liability Insurance | 3,217,656 | 702,655 |
| 572 | Self-Funded Vision | 1,802 | 2,974 |
| 573 | Fleet and Equipment Management | 6,043,280 | 4,454,157 |
| 574 | Facilities Management | 606,833 | 2,198,327 |
| 575 | Benefit Prefunding | 1,008,829 | 1,473,113 |
| **Internal Service Funds Total** | | **12,373,722** | **9,529,465** |
| **City** | | **83,752,831** | **76,640,250** |
| 223 | Belmont Fire Protection District | 15,593,014 | 14,605,876 |
| **Total Citywide** | | **99,345,845** | **91,246,126** |

* For Internal Service Funds, internal service charges and operating expenses are not included in totals.

# All Funds Budget Summary

| INTERFUND TRANSFERS IN | INTERFUND TRANSFERS OUT | EXPENDITURES | | ENDING FUND BALANCE |
|---|---|---|---|---|
| | | Operating | CIP | |
| | | | | |
| - | - | 684,822 | - | 251,118 |
| **-** | **-** | **684,822** | **-** | **251,118** |
| | | | | |
| - | 1,063,000 | 9,743,910 | 5,300,000 | 23,624,810 |
| - | - | 4,273,963 | - | 15,467,566 |
| 1,063,000 | - | 1,862,834 | 1,063,000 | 2,023,414 |
| - | - | 556,489 | - | 1,633,147 |
| **1,063,000** | **1,063,000** | **16,437,196** | **6,363,000** | **42,748,937** |
| | | | | |
| - | - | 708,500 | - | 1,485,061 |
| - | - | 1,067,285 | - | 2,853,026 |
| - | - | 4,776 | - | - |
| - | - | 3,968,584 | 630,000 | 5,898,853 |
| - | - | 2,228,636 | 100,000 | 476,524 |
| - | - | 1,311,770 | - | 1,170,172 |
| **-** | **-** | **9,289,551** | **730,000** | **11,883,636** |
| **6,483,000** | **6,483,000** | **55,882,944** | **19,256,834** | **85,659,980** |
| - | - | 12,317,615 | - | 17,881,275 |
| **6,483,000** | **6,483,000** | **68,200,559** | **19,256,834** | **103,541,255** |

# Permanent Full Time Equivalent (FTE) Staffing Plan

| DEPARTMENT | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|
| City Attorney | 1.00 | 1.00 | 1.00 |
| City Council | 5.00 | 5.00 | 5.00 |
| City Manager | 4.00 | 6.00 | 6.00 |
| Community Development | 9.00 | 10.00 | 11.00 |
| Finance | 7.00 | 7.50 | 7.50 |
| Human Resources | 3.00 | 3.00 | 4.00 |
| Information Technology | 4.00 | 4.00 | 5.00 |
| Parks & Recreation | 24.30 | 23.80 | 24.00 |
| Police | 44.00 | 44.00 | 44.00 |
| Public Works | 33.00 | 33.00 | 33.00 |
| **Total Personnel** | **134.30** | **137.30** | **140.50** |

# DEPARTMENTS

# Departments by Fund

The following table identifies the funding sources of each department by fund. Detailed information on the City's funds can be found in the Fund Information section of this budget document.

| FUND # | FUND NAME | CITY ATTORNEY | CITY COUNCIL | CITY MANAGER | COMMUNITY DEVELOPMENT | FINANCE |
|---|---|---|---|---|---|---|
| **General Funds** | | | | | | |
| 101 | General | x | x | x | | x |
| **Special Revenue Funds** | | | | | | |
| 205 | Recreation | | | | | |
| 206 | Library Maintenance and Operation | | | | | |
| 207 | Athletic Field Maintenance | | | | | |
| 208 | City Trees | | | | | |
| 210 | Development Services | | | | x | |
| 212 | General Plan Maintenance | | | | x | |
| 223 | Belmont Fire Protection District | | | | | |
| 225 | Public Safety Grants | | | | | |
| 227 | Supplemental Law Enforcement | | | | | |
| 231 | Street Maintenance | | | | | |
| 234 | Street Improvement | | | | | |
| 275 | Affordable Housing | | | | | x |
| 277 | Inclusionary Housing | | | | | x |

# Departments by Fund

| HUMAN RESOURCES | INFORMATION TECHNOLOGY | PARKS AND RECREATION | POLICE | PUBLIC WORKS | BELMONT FIRE PROTECTION DISTRICT | NON-DEPARTMENTAL |
|---|---|---|---|---|---|---|
| | | | | | | |
| x | | x | x | | | |
| | | | | | | |
| | | x | | | | |
| | | x | | | | |
| | | x | | | | |
| | | x | | | | |
| | | | | x | | |
| | | | | | | |
| | | | | | x | |
| | | | x | | | |
| | | | x | | | |
| | | | | x | | |
| | | | | x | | |
| | | | | | | |
| | | | | | | |

# Departments by Fund

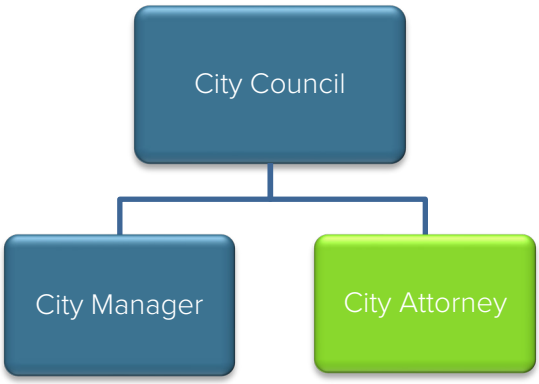
| FUND # | FUND NAME | CITY ATTORNEY | CITY COUNCIL | CITY MANAGER | COMMUNITY DEVELOPMENT | FINANCE |
|---|---|---|---|---|---|---|
| **Capital Projects Funds** | | | | | | |
| 308 | General Facilities | | | | | |
| 341 | Planned Park | | | | | |
| 343 | Open Space | | | | | |
| **Debt Service Fund** | | | | | | |
| 406 | Library Bond Debt Service | | | | | |
| **Enterprise Funds** | | | | | | |
| 501-505 | Sewer Collections | | | | | |
| 507 | Sewer Treatment Facility | | | | | |
| 525 | Storm Drainage | | | | | |
| 530 | Solid Waste | | | | | |
| **Internal Service Funds** | | | | | | |
| 570 | Workers' Compensation | | | | | |
| 571 | Liability Insurance | | | | | |
| 572 | Self-Funded Vision | | | | | |
| 573 | Fleet & Equipment Management | | | | | |
| 574 | Facilities Management | | | | | |
| 575 | Benefit Prefunding | | | | | |

# Departments by Fund

| HUMAN RESOURCES | INFORMATION TECHNOLOGY | PARKS AND RECREATION | POLICE | PUBLIC WORKS | BELMONT FIRE PROTECTION DISTRICT | NON-DEPARTMENTAL |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | x | | | | |
| | | x | | | | x |
| | | x | | | | |
| | | | | | | |
| | | | | | | x |
| | | | | | | |
| | | | | x | | x |
| | | | | x | | x |
| | | | | x | | x |
| | | x | | x | | x |
| | | | | | | |
| | | | | | | x |
| | | | | | | x |
| | | | | | | x |
| | x | | | x | | x |
| | | x | | | | x |
| | | | | | | x |

# CITY ATTORNEY

# City Attorney




## DEPARTMENTAL RESPONSIBILITY

The City Attorney's Office provides legal counsel and services to the City Council, its Commissions and the City departments.

| SUMMARY | FY 2023 |
|---|---|
| Personnel Count | 1.00 |
| Total Budget | $624,000 |
| Funding source(s) | General Fund |

## SERVICES AND STRUCTURE

The City Attorney serves as chief legal counsel and is responsible for administration of all legal affairs of the City, its boards and commissions, the Belmont Fire Protection District, and the Successor Agency to the Former Redevelopment Agency. The City Attorney's Office is responsible for:

- Providing legal advice and opinions to City Council, City officials, City staff, the Successor Agency, City Boards and Commissions
- Overseeing all work done by outside counsel on behalf of the City
- Drafting and reviewing leases, ordinances, deeds, bonds, resolutions, contracts, and other legal documents
- Representing the City in litigation, administrative hearings, and other legal matters

## HIGHLIGHTS AND INITIATIVES

- Supported City Manager recruitment; drafted employment agreement
- Advice with process and completion of payroll system transition.
- Completion of development agreements for Firehouse Square and Artisan Crossings
- Assisting with drafting of development agreement for fire station property acquisition
- Advice and assistance with drafting firearms safe storage ordinance.
- Advice and support in response to COVID-19 including: Emergency Proclamation and Orders for public property, Open Meeting Law procedure, COVID-19 related leave, compliance with Executive and Health Officer orders
- Assisting Community Development with update of design review entitlement process and standards.

# City Attorney

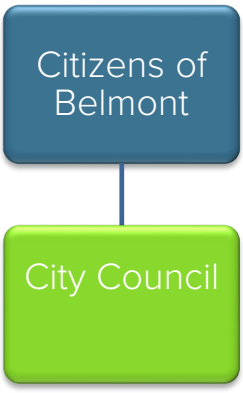
| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 433,188 | 429,994 | 502,732 | 446,517 |
| Supplies and Services | 64,878 | 79,954 | 126,233 | 129,279 |
| Administrative and Other | 243,111 | 322,460 | 50,579 | 48,207 |
| **Total Expenditures** | **741,178** | **832,408** | **679,544** | **624,003** |
| **Expenditures by Division** | | | | |
| City Attorney | 741,178 | 832,408 | 679,544 | 624,003 |
| **Total Expenditures** | **741,178** | **832,408** | **679,544** | **624,003** |
| **Expenditures by Fund** | | | | |
| General Fund | 741,178 | 832,408 | 679,544 | 624,003 |
| **Total Expenditures** | **741,178** | **832,408** | **679,544** | **624,003** |

Administrative and Other included internal charges to cover the cost of citywide administration between General Fund service departments, resulting in an expenditure in one General Fund service department with the same amount of revenue in another General Fund service department. As there is no net impact to the General Fund, these charges are eliminated beginning FY 2022.

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| City Attorney | 1.00 | 1.00 | 1.00 | 1.00 |
| **Total Personnel** | **1.00** | **1.00** | **1.00** | **1.00** |

# CITY COUNCIL

# City Council




## DEPARTMENTAL RESPONSIBILITY

The City Council has the responsibility for setting all municipal policies not designated by state legislation, such as adopting ordinances and resolutions, and approving the City budget.

| SUMMARY | FY 2023 |
|---|---|
| Personnel Count | 5.00 |
| Total Budget | $217,000 |
| Funding source(s) | General Fund |

## SERVICES AND STRUCTURE

The City Council serves as the legislative branch of City government and approves direction, policies and regulations that govern the operations of the City. The City Council appoints residents to serve on various boards, commissions, and committees, and City Council members may serve as City representatives on regional boards and JPAs.

## HIGHLIGHTS AND INITIATIVES

Top Council Strategic Focus Areas for this Fiscal Year include the following:

1. Infrastructure & Mobility
2. Economic Development & Housing
3. Fiscal & Organizational Sustainability
4. Public Safety
5. Quality of Life

# City Council

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 86,531 | 77,449 | 75,958 | 76,887 |
| Supplies and Services | 68,806 | 60,580 | 67,255 | 72,477 |
| Administrative and Other | 472,076 | 550,837 | 71,048 | 67,727 |
| **Total Expenditures** | **627,414** | **688,867** | **214,261** | **217,091** |
| **Expenditures by Division** | | | | |
| City Council | 627,414 | 688,867 | 214,261 | 217,091 |
| **Total Expenditures** | **627,414** | **688,867** | **214,261** | **217,091** |
| **Expenditures by Fund** | | | | |
| General Fund | 627,414 | 688,867 | 214,261 | 217,091 |
| **Total Expenditures** | **627,414** | **688,867** | **214,261** | **217,091** |

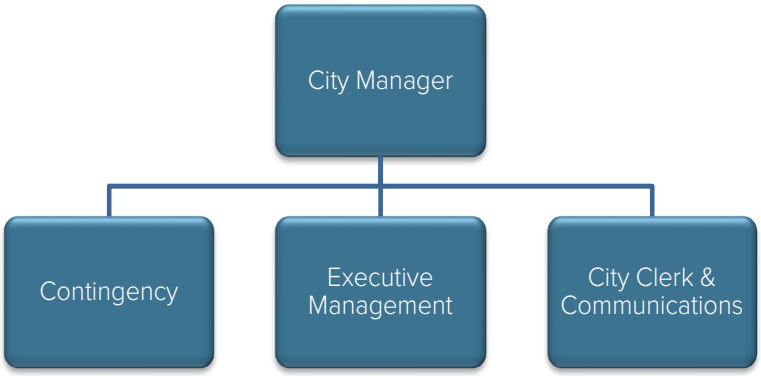
Administrative and Other included internal charges to cover the cost of citywide administration between General Fund service departments, resulting in an expenditure in one General Fund service department with the same amount of revenue in another General Fund service department. As there is no net impact to the General Fund, these charges are eliminated beginning FY 2022.

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| City Council Member | 5.00 | 5.00 | 5.00 | 5.00 |
| **Total Personnel** | **5.00** | **5.00** | **5.00** | **5.00** |

Julia Mates
Tom McCune
Vice Mayor
Mayor
Belmont City Council

# CITY MANAGER'S OFFICE

# City Manager's Office




## DEPARTMENTAL RESPONSIBILITY

The City Manager's Office provides comprehensive direction to all City departments, as well as coordination and administration of city activities, finances and personnel to attain effective and efficient municipal services. In addition, this Department also provides information to the City Council, staff and citizens, assists with elections, and keeps official records of City Council actions and City business.

| SUMMARY | FY 2023 |
|---|---|
| Personnel Count | 6.00 |
| Total Budget | $2.2 million |
| Funding source(s) | General Fund |

## SERVICES AND STRUCTURE

The office of City Manager is dedicated to continuous improvement and administrative leadership, City operations, policy development and managing legislative affairs, and provides general management of public communication and engagement.

### Contingency

The Contingency Fund is a recurring appropriation for contingencies. The use of these funds is covered by a policy included as part of this budget. This account requires Council authority to spend.

### Executive Management

The purpose of this Fund is to ensure effective and efficient delivery of City services and to guide municipal operations in accordance with City Council policies and adopted Council Priorities.

### City Clerk and Communication Services

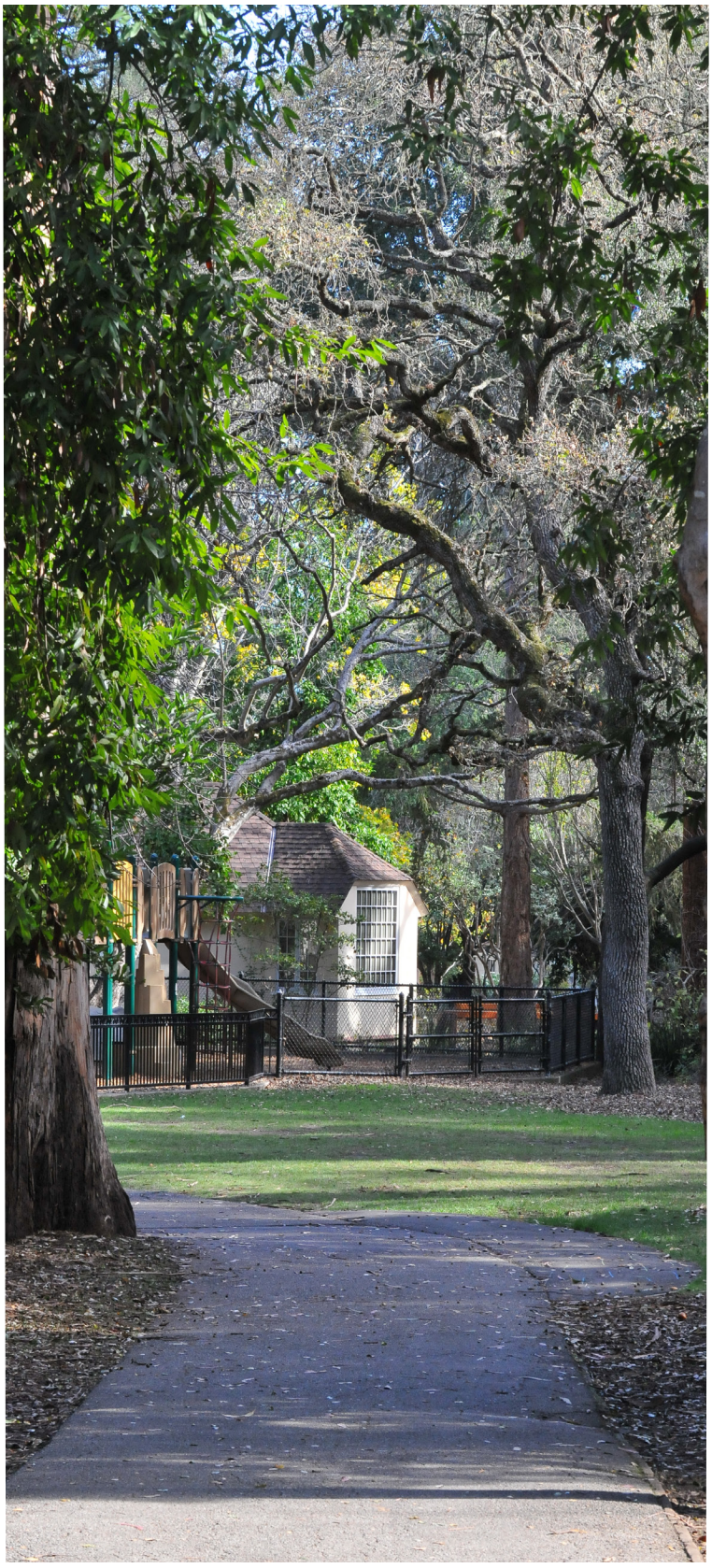
The City Clerk's Office ensures open and transparent access through services including: records-related services, creating agendas and conducting all public meetings, preserving the actions of the City Council, safeguarding vital, historic and permanent City records, providing information and support to the City Council, City staff and the public in a timely, courteous and fiscally responsible manner, and facilitating regular and special general municipal elections.

The goal of the City's communication engagement program is to ensure two-way communication with internal and external audiences about City issues and services, leading to a more responsive and transparent government.

# City Manager's Office

## HIGHLIGHTS AND INITIATIVES

- The basic contingency allocation is $250,000
- Provide strategic leadership, visioning and planning;
- Manage and support overall organizational performance;
- Maintain the financial stability of the organization;
- Ensure policy direction is implemented as intended;
- Promote efficient and effective customer service.
- Prioritize communications and community engagement to ensure the community understands the work of the City and meeting its needs.
- Collaborate with the IT Dept to refine the automated agenda system and electronic documents management program
- Continue refinement of procedures for records destruction and records management systems
- Ongoing digitizing of City's legacy documents for public access/transparency
- Work with City Attorney and Community Development to merge the Zoning Code with the existing electronic, searchable Municipal Code, making zoning regulations easily available to the public
- Respond to Council, citizen and staff requests for information, and management of state-mandated filings
- Oversee the election process of any ballot initiative that might be placed on the ballot by the City Council or through any referendum submitted by the voters
- Facilitates the City's legislative platform with focus on protecting local government control, continuing to improve public safety, maintain local government revenue, obtain funding for environmental sustainability, transportation, recreational, technology and infrastructure improvements and find ways to work collaboratively with federal, state and local partners to further the City's ability to achieve its strategic goals



# City Manager's Office

| METRICS |
| --- |
| **Communications** |
| Citywide City Manager’s Weekly Update or General news subscribers |
| Citywide City Council Agenda subscribers |
| Citywide Parks & Recreation Commission Agenda subscribers |
| Percent of Belmont households who are Nextdoor members |
| City of Belmont Facebook page followers |

# City Manager's Office

| TYPE | CITY COUNCIL PRIORITY | FY 2020 RESULTS | FY 2021 RESULTS |
|---|---|---|---|
| | | | |
| Performance | Community Engagement and Transparency | 1,744 | 9,263 |
| Performance | Community Engagement and Transparency | 937 | 1,160 |
| Performance | Community Engagement and Transparency | 716 | 1,147 |
| Performance | Community Engagement and Transparency | 64% | 54% |
| Performance | Community Engagement and Transparency | 1,178 | 1,300 |

# City Manager's Office

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 733,032 | 790,672 | 826,312 | 1,343,009 |
| Supplies and Services | 77,898 | 160,774 | 320,967 | 605,703 |
| Administrative and Other | 384,817 | 484,142 | 250,944 | 246,046 |
| **Total Expenditures** | **1,195,747** | **1,435,588** | **1,398,223** | **2,194,759** |
| **Expenditures by Division** | | | | |
| City Clerk | 365,913 | 406,210 | 259,105 | 524,922[1] |
| Contingency | - | - | 5,000 | 250,000 |
| Elections | - | 35,334 | 78,435 | 99,000 |
| Executive Management | 829,834 | 994,044 | 1,055,683 | 1,320,836 |
| **Total Expenditures** | **1,195,747** | **1,435,588** | **1,398,223** | **2,194,759** |
| **Expenditures by Fund** | | | | |
| General Fund | 1,195,747 | 1,435,588 | 1,398,223 | 2,194,759 |
| **Total Expenditures** | **1,195,747** | **1,435,588** | **1,398,223** | **2,194,759** |

Administrative and Other included internal charges to cover the cost of citywide administration between General Fund service departments, resulting in an expenditure in one General Fund service department with the same amount of revenue in another General Fund service department. As there is no net impact to the General Fund, these charges are eliminated beginning FY 2022.

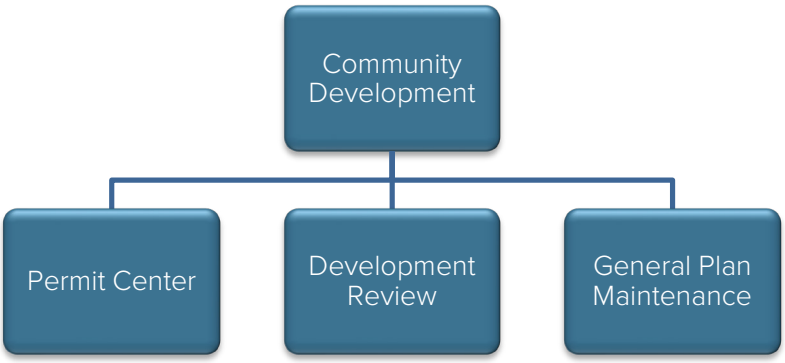
[1] In FY 2022, a portion of the expenditures is shifted from City Clerk to Executive Management to reflect divisional demands and structure.

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | - | - | 1.00 | 1.00 |
| Benefits Administrator/Payroll Supervisor [2] | - | - | 1.00 | 1.00 |
| City Clerk/Communications Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant to City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Engagement Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| **Total Personnel** | **4.00** | **4.00** | **6.00** | **6.00** |

[2] The position is included in the City Manager's departmental budget as a placeholder for FY 2022 until an appropriate department is identified as part of the overall organizational structure.

# COMMUNITY DEVELOPMENT

# Community Development




## DEPARTMENTAL RESPONSIBILITY

The Community Development Department develops, administers and enforces ordinances, building codes and standards relating to the community's present and future development and construction; and provides resources to implement the goals, policies and objectives, as outlined in the City's 2035 General Plan, Belmont Village Specific Plan, Climate Action Plan and other area plans.

| SUMMARY | FY 2023 |
|---|---|
| Personnel Count | 11.00 |
| Total Budget | $4.7 million |
| Funding source(s) | Development Services<br>General Plan Maintenance |

## SERVICES AND STRUCTURE

### Permit Center

The Permit Center provides assistance to the public in the processing of Building, Planning, Public Works, and Fire applications. At one single location, information is disseminated regarding land use, development, permitting, inspections, and business licenses. The Permit Center staff strives to assist the applicant with the various processes with the highest degree of customer service.

### Development Review

Development Review regulates land use in order to meet community values and environmental standards.

### General Plan Maintenance

The General Plan Maintenance Division serves to update and maintain the City's General Plan and associated policy documents, including preparation.

# Community Development

## HIGHLIGHTS AND INITIATIVES

- Permitting for Building, Public Works, and Fire activities
- Processing applications for Planning entitlements
- Plan review by Building, Planning, Public Works, and Fire
- Business license processing and inspections
- Public information
- Pre-application consultations and pre-construction meetings
- Encourage public participation through outreach and hearings
- Prepare reports & recommendations, including conditions of approval
- Prepare records of decision & related notices to implement policy actions
- Manage high-level complex Development Review projects
- Prepare Energy Reach and Electric Vehicle (EV) Infrastructure Codes
- Prepare Zoning Designation Amendments for Cannabis Retail/Distribution Uses
- ▶ Implementation of Adopted:
  - ▶ 2035 General Plan (GP)
  - ▶ Belmont Village Specific Plan (BVSP)
  - ▶ Climate Action Plan (CAP)
  - ▶ Placemaking Objectives and Initiatives
  - ▶ Zoning Text Amendments to Comply with State Housing Legislation
  - ▶ Wireless Regulations

▶ *= Council Strategic Focus Area Initiative*

400

# Community Development

| METRICS |
| --- |
| **Permits Issued:** |
| Accessory Dwelling Unit (ADU) |
| Tier 2 Single Family Residential |
| Tier 3 Single Family Residential |
| Solar (Photovoltaic) Systems |
| Electric Vehicle Charging Panels |
| Plumbing |
| Electrical |
| Total Number of Building Permits (All categories & types combined - Residential, Commercial, Industrial, etc.) |

# Community Development

| TYPE | STRATEGIC FOCUS AREA | FY 2020 RESULTS | FY 2021 RESULTS |
|---|---|---|---|
| | | | |
| Workload | Economic Development & Housing | 8 | 12 |
| Workload | Economic Development & Housing | 12 | 9 |
| Workload | Economic Development & Housing | 14 | 4 |
| Workload | Economic Development & Housing | 161 | 200 |
| Workload | Economic Development & Housing | 12 | 17 |
| Workload | Economic Development & Housing | 139 | 166 |
| Workload | Economic Development & Housing | 81 | 112 |
| Workload | Economic Development & Housing | 1,412 | 1,603 |

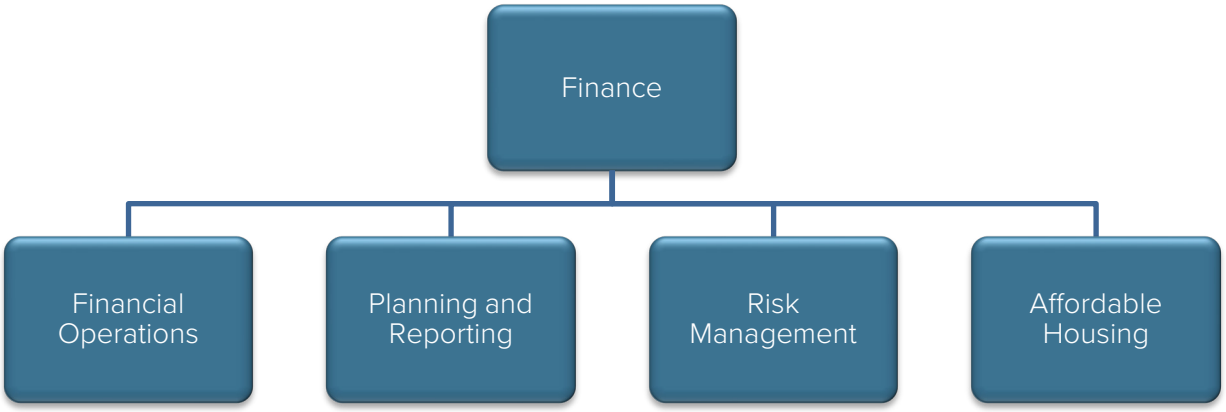
# Community Development

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 1,744,215 | 1,919,380 | 1,981,461 | 2,284,522 |
| Supplies and Services | 424,606 | 385,481 | 698,262 | 1,724,265 |
| Administrative and Other | 835,857 | 839,117 | 831,831 | 733,441 |
| **Total Expenditures** | **3,004,677** | **3,143,978** | **3,511,554** | **4,742,227** |
| **Expenditures by Division** | | | | |
| Development Review | 1,368,937 | 1,579,948 | 1,697,506 | 1,850,351 |
| General Plan Maintenance | 154,070 | 87,599 | 115,000 | 1,030,581 |
| Permit Center | 1,481,671 | 1,476,431 | 1,699,048 | 1,861,296 |
| **Total Expenditures** | **3,004,677** | **3,143,978** | **3,511,554** | **4,742,227** |
| **Expenditures by Fund** | | | | |
| Development Services | 2,850,608 | 3,056,379 | 3,396,554 | 3,711,646 |
| General Plan Maintenance | 154,070 | 87,599 | 115,000 | 1,030,581 |
| **Total Expenditures** | **3,004,677** | **3,143,978** | **3,511,554** | **4,742,227** |

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| Planning and Community Development Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Planner | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Planner | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Inspector I/II | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Official | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant I/II | - | - | 1.00 | 1.00 |
| Permit Technician | 1.00 | 1.00 | 1.00 | 1.00 |
| Principal Planner | 1.00 | 1.00 | 1.00 | 2.00 |
| Senior Planner | 1.00 | 1.00 | 1.00 | 1.00 |
| **Total Personnel** | **9.00** | **9.00** | **10.00** | **11.00** |

# FINANCE

# Finance




## DEPARTMENTAL RESPONSIBILITY

The Finance Department supports the delivery of City services by managing financial resources in a thorough, responsive, and accurate way that safeguards assets, promotes a system of internal controls, complies with laws and regulations, and maintains public trust.

| SUMMARY | FY 2023 |
|---|---|
| Personnel Count | 7.50 |
| Total Budget | $3 million |
| Funding source(s) | General Fund<br>Affordable Housing<br>Inclusionary Housing |

## SERVICES AND STRUCTURE

Major services under the Finance Department's responsibility include Financial Operations, Financial Planning and Reporting, Risk Management, and Housing.

### Financial Operations

The Financial Operations division ensures that sufficient funds are available to meet the obligations of the City. This includes managing the City's cash and investments to ensure cash requirements are met and return on invested funds is in compliance with the City's investment policy, administering the business license tax program, monitoring and enforcing collections of other revenue sources, and coordinating the annual update of the Master Fee Schedule.

### Financial Planning and Reporting

The Financial Planning and Reporting division enables informed decision-making by applying Generally Accepted Accounting Procedures (GAAP), analyzing alternatives, reporting results, and projecting information in a manner that facilitates fiscal stewardship and achieves long-term financial sustainability.

### Risk Management

The Risk Management division serves to minimize the City's financial losses from liability exposure, property damage, and other casualties. This includes working with the City Attorney to identify better ways to manage risk through improved contractual agreements.

# Finance

**Affordable Housing**

Activities of the City in its capacity as the Housing Successor to the former Redevelopment Agency (RDA) are accounted for under the Affordable Housing Fund. The affordable housing assets of the former RDA were transferred to the Housing Successor, including several real property assets. This fund also supports development and implementation of affordable housing policies and programs as directed by the City Council to further the City's housing priority.

Activities for residential and non-residential housing mitigation fees and their expenditures, pursuant to the Mitigation Fee Act, are accounted for in the Inclusionary Housing Fund. Housing mitigation fees are used to increase and preserve the supply of housing to households of extremely low, very low, low, and moderate incomes.

## HIGHLIGHTS AND INITIATIVES

- ▶ The Department received the highest recognition from GFOA for outstanding financial reporting.
- ▶ The Department received the Distinguished Budget Presentation Award and the Operating Budget Excellence Award for the FY 2023 Budget for the first time in the City's history.
- ▶ Refinanced the 2009A Sewer Revenue Bonds and achieved savings of $3.5 million in debt services, mitigating increases to the Sewer Treatment Facility Charges.
- The City is in full compliance with its debt covenants.
- Worked diligently with the workers' compensation third party administrator to actively manage and close claims in effort to control losses.
- ▶ Support the City's efforts to address deferred maintenance and development of long-term capital financing alternatives.
- ▶ Support Measure I Advisory Committee
- ▶ Advanced Economic Development Implementation Strategy, including enhanced business communications, Downtown Revitalization and General/Specific Plan Implementation, and Infrastructure financing continue to be advanced.
- Schedule preparation of bi-annual Other Post-Employments Benefits (OPEB) actuarial analysis as required by GASB 75.

**Affordable Housing Highlights**

- ▶ General Plan Housing Element Update: Prepared complete Draft Housing Element and Environmental Impact Report
- ▶ As of December 31, 2021 the City has issued building permits for 508 new housing units during the current planning cycle, exceeding our regional housing needs allocation of 468 units.
- ▶ Advanced negotiations and entitlements for two 100% affordable housing projects that will create 162 new affordable housing units.
- Provided financial support to local housing service providers Human Investment Project (HIP) Housing, HEART (Housing Endowment and Regional Trust), and Homeless Outreach Team SMC.

▶ *= Council Strategic Focus Area Initiative*

SPRINGHILL SUITES
Clearance 13'-2"

# Finance

| METRICS |
| --- |
| **Financial Reporting** |
| The City's annual financial statements receive an unmodified opinion from the external auditors |
| The City's Comprehensive Annual Financial Report receives the Government Finance Officers Association Award for Excellence |
| City City's Comprehensive Annual Financial Report is approved by Council by December 31st |
| **Accounts Payable** |
| Number of invoices paid |
| Number of new credit cards issued |
| Number of Purchase Orders issued |
| Number of change orders processed in Purchasing |
| **Revenues & Expenditures** |
| Percentage variance between final estimated revenues and actual revenues for major General Fund taxes |
| Percentage variance between final estimated budget and actual General Fund expenditures* |

*The final estimated revenues included $3.2 million allocation of COVID-19 Federal Relief Funding that got recognized in FY 2022.

# Finance

| TYPE | STRATEGIC FOCUS AREA | FY 2020 RESULTS | FY 2021 RESULTS |
|---|---|---|---|
| | | | |
| Performance | Fiscal  & Organizational Sustainability | Yes | Yes |
| Performance | Fiscal & Organizational Sustainability | Yes | Yes |
| Performance | Fiscal & Organizational Sustainability | Yes | Yes |
| | | | |
| Workload | Fiscal & Organizational Sustainability | 8,597 | 6,231 |
| Workload | Fiscal & Organizational Sustainability | 1 | 7 |
| Workload | Fiscal & Organizational Sustainability | 108 | 66 |
| Workload | Fiscal & Organizational Sustainability | 5 | 0 |
| | | | |
| Performance | Fiscal & Organizational Sustainability | 2% | 10%* |
| Performance | Fiscal & Organizational Sustainability | 1% | 4% |

# Finance

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 1,582,639 | 1,585,421 | 1,200,084 | 1,665,212 |
| Supplies and Services | 1,248,704 | 1,854,383 | 1,413,982 | 1,044,806 |
| Administrative and Other | 512,480 | 582,713 | 340,602 | 349,852 |
| **Total Expenditures** | **3,343,823** | **4,022,516** | **2,954,667** | **3,059,870** |
| **Expenditures by Division** | | | | |
| Financial Operations | 1,902,822 | 1,739,183 | 1,460,870 | 1,668,132 |
| Financial Planning and Reporting | 739,208 | 845,414 | 645,566 | 913,436 |
| Housing | 468,573 | 1,215,889 | 698,131 | 300,774 |
| Risk Management Services | 233,220 | 222,031 | 150,101 | 177,528 |
| **Total Expenditures** | **3,343,823** | **4,022,516** | **2,954,667** | **3,059,870** |
| **Expenditures by Fund** | | | | |
| General Fund | 2,875,250 | 2,806,627 | 2,256,536 | 2,759,096 |
| Affordable Housing | 468,573 | 215,889 | 698,131 | 300,774 |
| Inclusionary Housing | - | 1,000,000 | - | - |
| **Total Expenditures** | **3,343,823** | **4,022,516** | **2,954,667** | **3,059,870** |

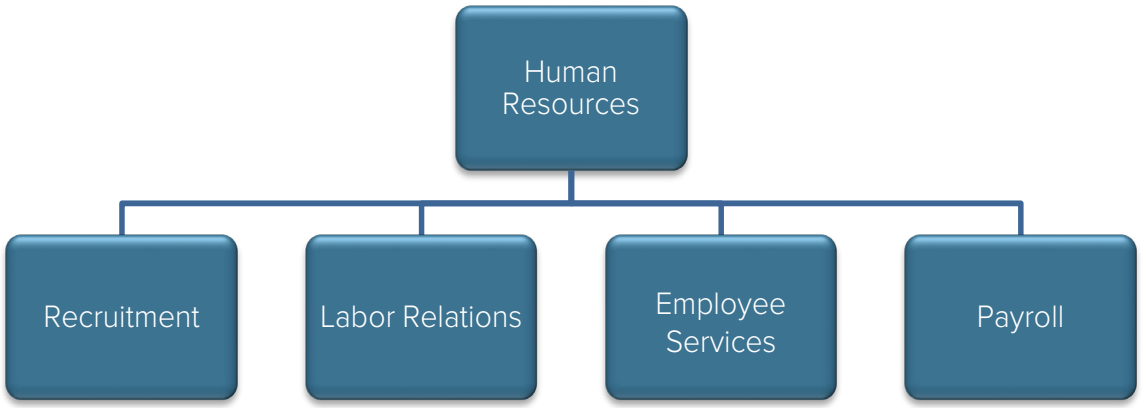
Administrative and Other included internal charges to cover the cost of citywide administration between General Fund service departments, resulting in an expenditure in one General Fund service department with the same amount of revenue in another General Fund service department. As there is no net impact to the General Fund, these charges are eliminated beginning FY 2022.

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant I/II/III | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Services Supervisor | 1.00 | - | - | - |
| Accounting Technician I/II/III | 1.00 | - | - | - |
| Deputy Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Finance Manager | 2.00 | 2.00 | 2.00 | 2.00 |
| Managment Analyst I/II | 1.00 | 2.00 | 2.50 | 2.50 |
| **Total Personnel** | **8.00** | **7.00** | **7.50** | **7.50** |

2012
2013
2014
2015
2016
2017
2018
2019
2020
GOVERNMENT FINANCE OFFICERS ASSOCIATION
Certificate of Achievement
for Excellence
in Financial Reporting
Presented to
City of Belmont
California
Executive Director / CEO

# HUMAN RESOURCES

# Human Resources




## DEPARTMENTAL RESPONSIBILITY

The Human Resources Department provides personnel support services to the City of Belmont. Its functions include recruitment, professional development, payroll, labor law compliance, compensation management, and employee development.

| SUMMARY | FY 2023 |
|---|---|
| Personnel Count | 4.00 |
| Total Budget | $1.2 million |
| Funding source(s) | General Fund |

## SERVICES AND STRUCTURE

The Human Resources Department collaborates with operating departments on the City's talent acquisition and organizational development/ training; workforce and succession planning; performance management; corrective action; grievance management; labor contract negotiations; labor law compliance; workers' compensation administration; safety compliance; labor & employee relations; employee recognition; and employee wellness.

The Department administers benefits; handles classification and compensation; responds to discrimination & harassment complaints; conducts/ coordinates investigation (s); and consults with/ makes recommendations to management and employees on a variety of organizational issues. On July 1, 2020, the Payroll division was added to the Department.

## HIGHLIGHTS AND INITIATIVES

- Central contact for employee related Covid-19 issues, making employee health and safety of utmost importance
- Successful internships in a Covid-19 environment (Community Dev. & Human Resources depts.)
- Recruitments for key City positions
- Successful negotiations with the Belmont Police Officer's Association (BPOA) and the American Federation of State County Municipal Employees (AFSCME) for successor MOUs
- Succession planning efforts in collaboration with operating departments an ongoing priority

# Human Resources

| METRICS |
| --- |
| **Human Resources Division** |
| Number of full-time new hires onboarded |
| Number of non-full-time new hires |
| Number of examinations conducted for full-time vacancies |
| Number of requests for leave of absence (*FMLA/PDL requested and approved) |
| Number of unemployment claims received/processed |
| Number of workers' compensation claims received/processed |
| Number of employee wellness sessions offered |
| Number of training sessions offered to employees |
| Number of acting assignment letters |
| Labor contracts extended |
| Number of grievances filed/resolved |
| Number of citywide employee recognition events |
| Number of employee benefit enrollments |
| Number of inquiries related to COVID-19 workplace regulations/safety |
| **Payroll Division** |
| Number of employee paychecks issued |
| Dollar amount expended for employee payroll (largest recurring expenditure for the City) |
| Number of W-2s issued |
| Number of Quarterly Tax Reports Remitted |
| Dollar amount of tax payments (State PIT & SDI; federal paid by ADP) |
| Preparation and issuance of State Controller's Compensation Report** |
| Number of hours to resolve ADP payroll set-up issues |
| Number of terminations/separations of employees |
| Number of new hires processed |

* FMLA: Family and Medical Leave Act; PDL: Prengancy Disability Leave

**First time the HR Department was asked to prepare and issue the City's State Controller's Report

# Human Resources

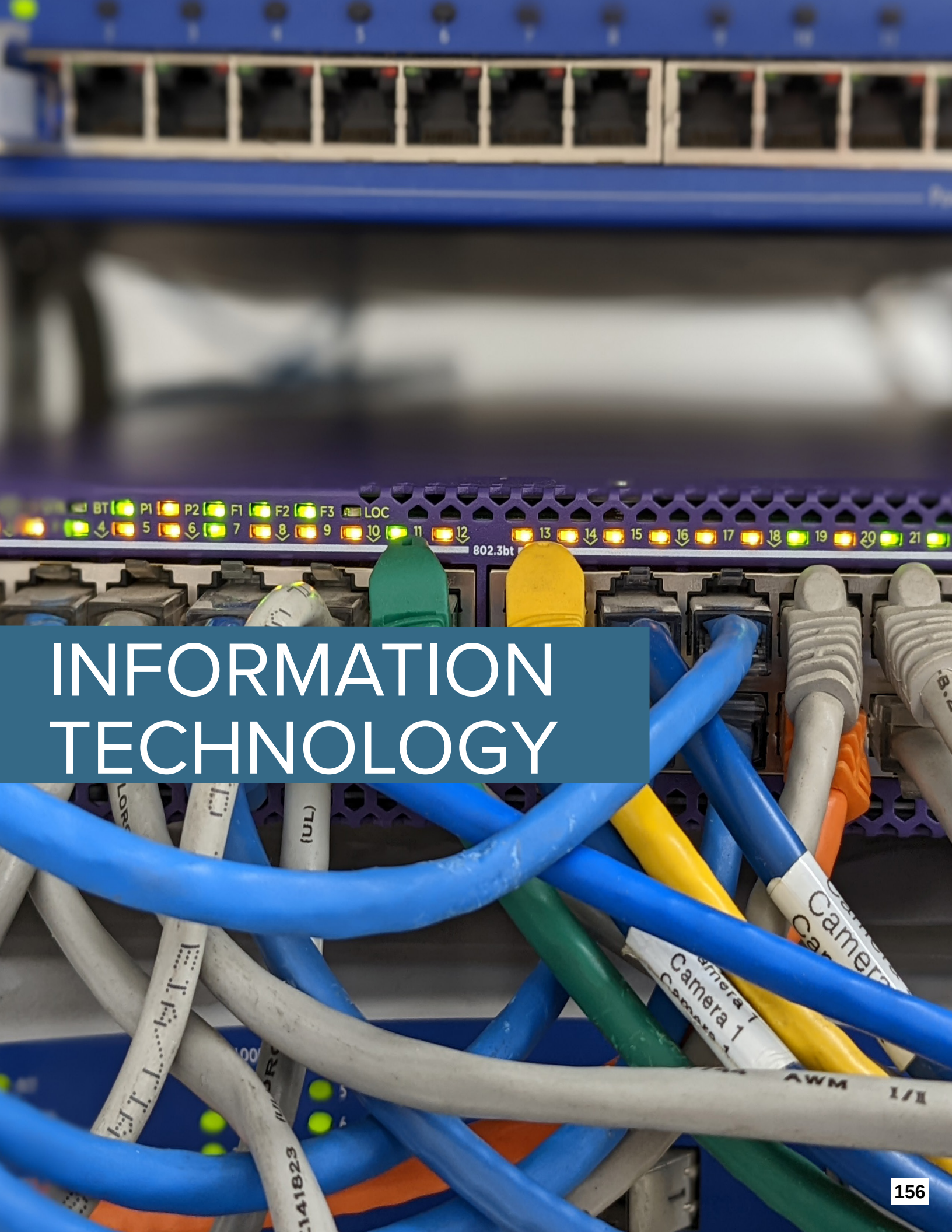
| TYPE | STRATEGIC FOCUS AREA | FY 2020 RESULTS | FY 2021 RESULTS |
|---|---|---|---|
| | | | |
| Workload | Fiscal & Organizational Sustainability | - | 12 |
| Workload | Fiscal & Organizational Sustainability | - | 31 |
| Workload | Fiscal & Organizational Sustainability | - | 12 |
| Workload | Fiscal & Organizational Sustainability | - | 6 |
| Workload | Fiscal & Organizational Sustainability | - | 4 |
| Workload | Fiscal & Organizational Sustainability | - | 7 |
| Workload | Fiscal & Organizational Sustainability | - | 6 |
| Workload | Fiscal & Organizational Sustainability | - | 42 |
| Workload | Fiscal & Organizational Sustainability | - | 3 |
| Workload | Fiscal & Organizational Sustainability | - | 1 |
| Workload | Fiscal & Organizational Sustainability | - | 1 |
| Workload | Fiscal & Organizational Sustainability | - | 2 |
| Workload | Fiscal & Organizational Sustainability | - | 12 |
| Workload | Fiscal & Organizational Sustainability | - | 75 |
| | | | |
| Workload | Fiscal & Organizational Sustainability | - | 4,260 |
| Workload | Fiscal & Organizational Sustainability | - | $15.6M |
| Workload | Fiscal & Organizational Sustainability | - | 160 |
| Workload | Fiscal & Organizational Sustainability | - | 4 |
| Workload | Fiscal & Organizational Sustainability | - | $922,754 |
| Workload | Fiscal & Organizational Sustainability | - | 1 |
| Workload | Fiscal & Organizational Sustainability | - | 100+ |
| Workload | Fiscal & Organizational Sustainability | - | 35 |
| Workload | Fiscal & Organizational Sustainability | - | 12 |

# Human Resources

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 534,214 | 791,864 | 898,010 | 891,915 |
| Supplies and Services | 107,573 | 128,695 | 173,549 | 195,688 |
| Administrative and Other | 170,524 | 210,091 | 102,176 | 130,700 |
| **Total Expenditures** | **812,311** | **1,130,650** | **1,173,735** | **1,218,303** |
| **Expenditures by Division** | | | | |
| Human Resources | 812,311 | 1,130,650 | 1,173,735 | 1,218,303 |
| **Total Expenditures** | **812,311** | **1,130,650** | **1,173,735** | **1,218,303** |
| **Expenditures by Fund** | | | | |
| General Fund | 812,311 | 1,130,650 | 1,173,735 | 1,218,303 |
| **Total Expenditures** | **812,311** | **1,130,650** | **1,173,735** | **1,218,303** |

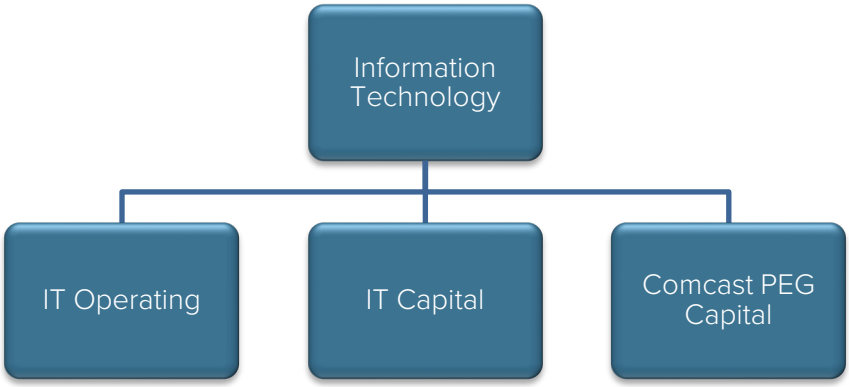
Administrative and Other included internal charges to cover the cost of citywide administration between General Fund service departments, resulting in an expenditure in one General Fund service department with the same amount of revenue in another General Fund service department. As there is no net impact to the General Fund, these charges are eliminated beginning FY 2022.

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| Human Resources Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Technician I/II/III | - | 1.00 | 1.00 | 1.00 |
| Management Analyst I/II | 1.00 | 1.00 | 1.00 | 2.00 |
| **Total Personnel** | **2.00** | **3.00** | **3.00** | **4.00** |




# INFORMATION TECHNOLOGY

# Information Technology




## DEPARTMENTAL RESPONSIBILITY

The Information Technology Department works collaboratively with all City departments to deliver the highest quality IT services, infrastructure and technology consulting possible. IT ensures the technologies that are being utilized serves business needs, helps staff to be effective and efficient and can be maintained long-term.

| SUMMARY | FY 2023 |
|---|---|
| Personnel Count | 5.00 |
| Total Budget | $2.5 million |
| Funding source(s) | Fleet and Equipment Management |

## SERVICES AND STRUCTURE

### IT Operating

The Information Technology Department enhances productivity and efficiency through the timely implementation of cost-effective technologies that meet goals defined by the City Council and City staff.

### IT Capital

The Information Technology Department continues implementation of the most current Technology Plan adopted by City Council.

### Comcast PEG Capital

The Comcast PEG Capital fund provides the ability for City Hall to broadcast events to Pen TV, the City's Public Education Government Channel.

## HIGHLIGHTS AND INITIATIVES

- Network infrastructure hardware upgrade
- Continued TeleCommute support and services expansion
- Increased cybersecurity measures to reduce infiltration success
- Video surveillance equipment expansion
- PC replacement program resumption
- GIS Health Check
- Added constituency updates delivery mechanism
- Campus WiFi upgrade and expansion

# Information Technology

| METRICS |
| --- |
| Number of technology support calls responded to - Access |
| Number of technology support calls responded to - Applications |
| Number of technology support calls responded to - Hardware |
| Number of technology support calls responded to - Other |

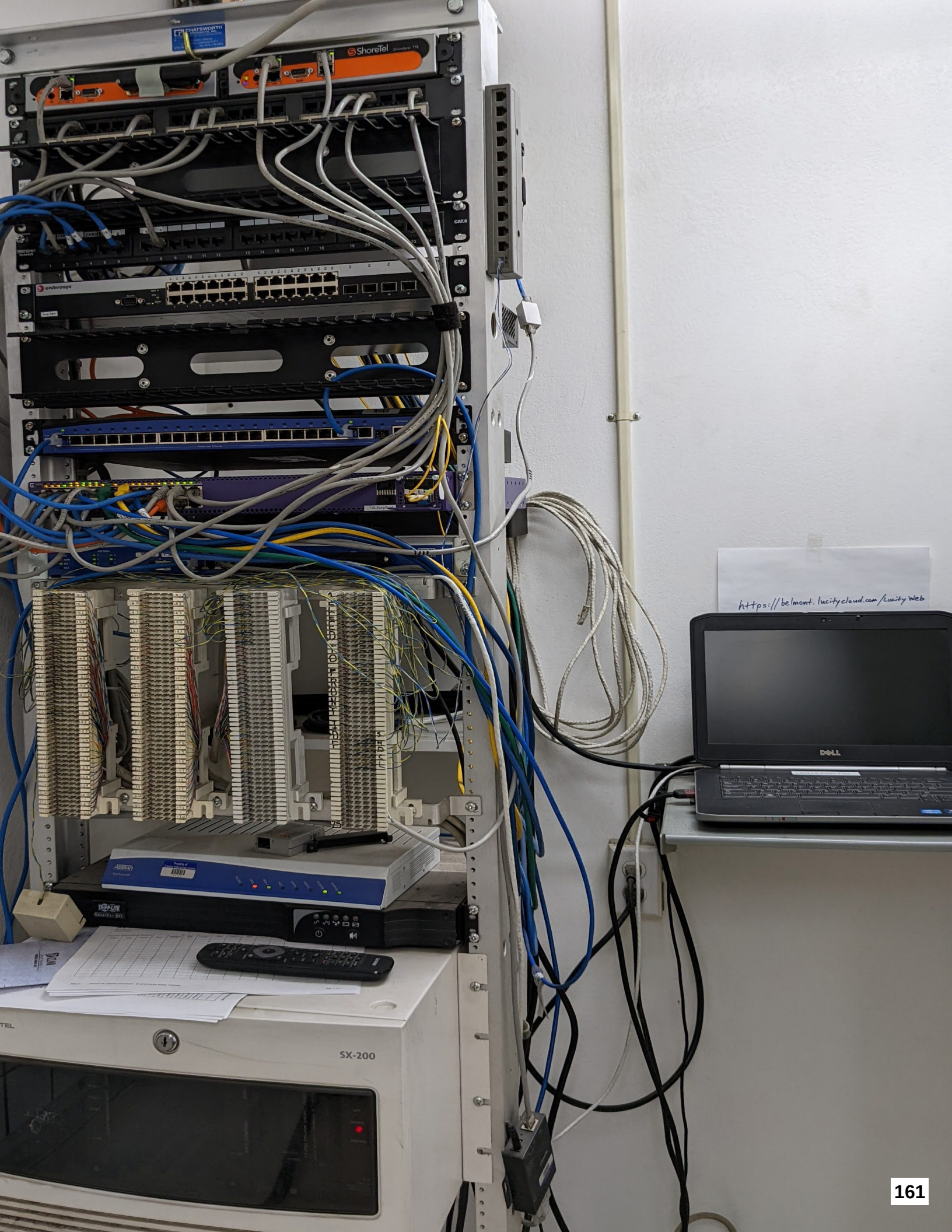
# Information Technology

| TYPE | STRATEGIC FOCUS AREA | FY 2020 RESULTS | FY 2021 RESULTS |
|---|---|---|---|
| Workload | Fiscal & Organizational Sustainability | 273 | 388 |
| Workload | Fiscal & Organizational Sustainability | 836 | 498 |
| Workload | Fiscal & Organizational Sustainability | 315 | 216 |
| Workload | Fiscal & Organizational Sustainability | 223 | 151 |

# Information Technology

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 915,205 | 979,260 | 986,042 | 1,060,725 |
| Supplies and Services | 787,510 | 911,842 | 1,020,063 | 1,060,868 |
| Administrative and Other | 217,601 | 293,085 | 294,674 | 416,087 |
| **Total Expenditures** | **1,920,316** | **2,184,187** | **2,300,779** | **2,537,681** |
| **Expenditures by Division** | | | | |
| Information Technology | 1,920,316 | 2,184,187 | 2,300,779 | 2,537,681 |
| **Total Expenditures** | **1,920,316** | **2,184,187** | **2,300,779** | **2,537,681** |
| **Expenditures by Fund** | | | | |
| Fleet and Equipment Management | 1,920,316 | 2,184,187 | 2,300,779 | 2,537,681 |
| **Total Expenditures** | **1,920,316** | **2,184,187** | **2,300,779** | **2,537,681** |

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| Information Technology Director | 1.00 | 1.00 | 1.00 | 1.00 |
| GIS Coordinator I/II/III | 1.00 | 1.00 | 1.00 | 1.00 |
| Technology Specialist I/II/III | 2.00 | 2.00 | 2.00 | 3.00 |
| **Total Personnel** | **4.00** | **4.00** | **4.00** | **5.00** |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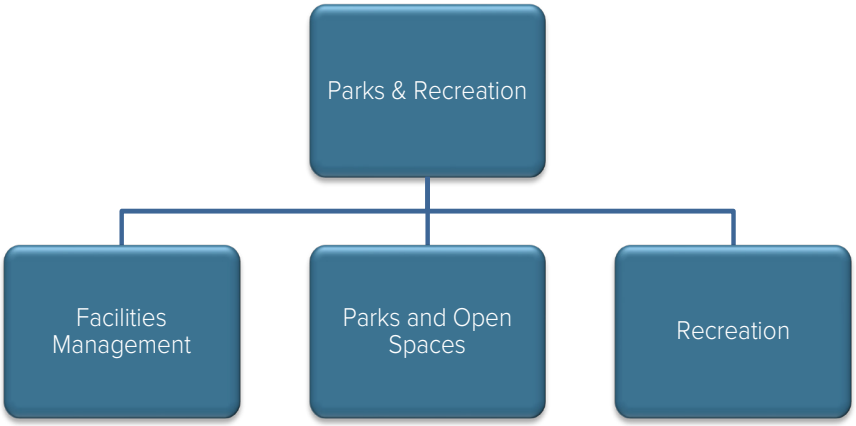
# PARKS AND RECREATION

# Parks and Recreation




## DEPARTMENTAL RESPONSIBILITY

The Parks and Recreation Department improves and maintains the quality of life in Belmont through the provision of educational, athletic and cultural activities in the City's parks and open spaces.

| SUMMARY | FY 2023 |
|---|---|
| Personnel Count | 24.00 |
| Total Budget | $9.1 million |
| Funding source(s) | Athletic Field Maintenance<br>City Trees<br>Recreation<br>Facilities Management<br>General Facilities<br>General Fund<br>Library Maintenance and Operation<br>Open Space<br>Planned Park<br>Solid Waste |

## SERVICES AND STRUCTURE

Operationally, the Parks and Recreation Department provides the following services:

### Facilities Management

Provides for capital improvements to the City's facilities, maintenance of a safe and well-maintained Library facility and quality, affordable, accessible and well-maintained facilities for a variety of recreational and rental opportunities for both public and private uses.

### Parks and Open Space

Provides for the acquisition and maintenance of open space in Belmont and capital outlay projects that provide new or enhanced recreational opportunities to the community through the acquisition of land for parks, design and construction of new parks, or major rehabilitation of existing parks.

### Recreation Programs

Serves to enhance the quality of life in the community by promoting lifelong learning, health and wellness, and providing quality classes, services and special events. Provides a comprehensive program of recreational, instructional and community-building activities for all age groups utilizing community centers, and numerous parks and school sites.

# Parks and Recreation

## HIGHLIGHTS AND INITIATIVES

**Facilities Management**

- Maintenance and repair of the various structural and mechanical systems, including roofs, fire safety equipment, lighting, HVAC systems, doors and windows
- Maintenance of Twin Pines Senior Center as an Emergency Resource Center
- Facilitation and supervision of regular and routine custodial service
- Efficient and effective management of natural gas and electricity
- Coordination of a facility maintenance program for the Library
- Work with Library staff to enhance the facility, including new flooring, painting and planning for future improvements such as a maker space
- Preventative maintenance on City buildings
- Energy and water conservation projects
- Track assets and analyze Belmont's facilities to prioritize use of resources
- Scheduling facilities for City meetings, programs and events
- Marketing, scheduling, and renting facilities for private and non-profit uses
- Providing safe, clean and properly prepared facilities
- Updating the Facility Use Policy which governs use of City facilities for rentals and events
- Improvements to Belmont Conference Center interior in FY 2023

▶ Belmont Conference Center roof replacement completed in FY 2022

▶ Conduct facility assessment in FY 2023

▶ Grant-funded energy resiliency equipment to be purchased

**Parks and Open Space**

- Maintenance/repair of landscaping in 16 developed parks, over 300 acres of open space and trails, 11 athletic fields, 3 acres of development right-of-way, 13 acres of undeveloped right-of-way and 5.6 acres of developed medians
- Maintain trees on City property

- Open space activities, including fuel reduction, trail maintenance, and invasive species removal
- Improvements to the athletic fields including turf repair, materials, and services to directly benefit the sports leagues in Belmont
- Manage new construction, improvements or rehabilitation of City parks and playgrounds
- Acquisition of lands to further provide recreational opportunities
- Improvements to the City's Open Space and trails
- Purchase new waste management containers that include composting, recycling, and trash
- Collect and manage the waste and recyclables generated by activities in the City's facilities, parks, picnic areas and open spaces
- Continue to improve the rates of recycling and composting in facilities and parks by providing appropriate containers and signage
- Deliver accessible, inclusive, age-friendly services, programs, special events, and facilities

▶ Complete Parks, Recreation and Open Space Master Plan, including Open Space Management Plan, in 2022

▶ Resurface tennis courts at Hallmark and Alexander Parks in FY 2022

▶ *= Council Strategic Focus Area Initiative*

# Parks and Recreation

**Recreation Programs**

- Partner with community groups, non-profits, and local organizations to provide recreational opportunities
- Provide developmentally appropriate, safe and caring licensed childcare services
- Allocate athletic field usage for youth and adult sports
- Provide summer camps, aquatics, and after school activities
- Enhance services for youth and teens in Belmont, including Youth Advisory Committee and VOICES volunteer organization
- Foster cognitive, physical, social and emotional development
- Hire and retain quality staff
- Provide enrichment opportunities, field trips and special events
- Provide education and wellness classes, seminars and workshops for adults
- Provide local transportation to/from the Senior Center
- Provide nutritional lunch program for seniors
- Partner and provide social opportunities and special events for all ages
- Provide quality health and wellness programs that are supported by partner organizations
- Coordinate public festivals in Twin Pines Park, including Celebrate the Music and Water Dog Run

**Other Services**

- Manage tree removal permitting process
- Promote citywide tree canopy
- Maintain Belmont's status as a "Tree City USA"
- Coordinate a variety of volunteer and educational opportunities for the Belmont community
- Seek opportunities for advancing Diversity, Equity and Inclusion in City service and program design and development

# Parks and Recreation

| METRICS |
| --- |
| **Facilities Management** |
| Square feet of City facilities maintained |
| **Parks and Open Space** |
| Acres of developed parks maintained |
| Acres of Belmont-Redwod Shores School District sports fields maintained |
| Number of tree removal permits issued |
| Acres of Open Space maintained |
| **Recreation Programs** |
| Recreation program registrants who are youth |
| Number of Special Events offered for youth & families |
| Senior meals served |

# Parks and Recreation

| TYPE | STRATEGIC FOCUS AREA | FY 2020 RESULTS | FY 2021 RESULTS |
|---|---|---|---|
| | | | |
| Workload | Quality of Life | 155,000 | 155,000 |
| | | | |
| Workload | Quality of Life | 63 | 63 |
| Workload | Quality of Life | 25 | 25 |
| Performance | Quality of Life | 120 | 172 |
| Workload | Quality of LIfe | 300+ | 300+ |
| | | | |
| Workload | Quality of Life | 3,498 | 3,466 |
| Workload | Quality of Life | 5 | 16 |
| Workload | Quality of Life | 3,337 | 5,294 |

# Parks and Recreation

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 3,846,773 | 3,856,289 | 4,023,681 | 4,552,281 |
| Supplies and Services | 2,787,189 | 1,851,071 | 2,430,267 | 2,951,671 |
| Administrative and Other | 1,403,956 | 1,724,129 | 1,324,115 | 1,652,294 |
| **Total Expenditures** | **8,037,918** | **7,431,489** | **7,778,063** | **9,156,246** |
| **Expenditures by Division** | | | | |
| Athletic Field Maintenance | 45,831 | 51,006 | 70,000 | 80,000 |
| Community Learning Center | 950,550 | 1,000,532 | 1,094,005 | 1,173,691 |
| Facilities Management | 1,583,949 | 1,681,511 | 1,863,943 | 1,965,032 |
| General Facilities Improvement | 176,123 | 8,273 | 8,498 | 5,148 |
| Litter Control | 102,119 | 136,972 | 161,924 | 202,795 |
| Park Improvement Management | 77,527 | 92,396 | 81,132 | 79,669 |
| Parks and Open Space | 2,326,677 | 2,397,324 | 2,080,280 | 2,287,476 |
| Recreation Programs | 1,634,664 | 1,001,993 | 1,197,085 | 2,020,371 |
| Recreational Facilities | 583,129 | 511,029 | 633,938 | 688,990 |
| Senior Services | 557,349 | 550,454 | 587,258 | 653,075 |
| **Total Expenditures** | **8,037,918** | **7,431,489** | **7,778,063** | **9,156,246** |
| **Expenditures by Fund** | | | | |
| Athletic Field Maintenance | 45,831 | 51,006 | 70,000 | 80,000 |
| City Trees | 39,703 | 48,678 | 39,108 | 73,467 |
| Recreation | 3,142,563 | 2,552,978 | 2,878,348 | 3,847,137 |
| Facilities Management | 1,797,033 | 1,814,585 | 2,072,439 | 2,228,636 |
| General Facilities | 176,123 | 8,273 | 8,498 | 5,148 |
| General Fund | 2,286,974 | 2,348,646 | 2,041,172 | 2,214,008 |
| Library Maintenance and Operation | 370,045 | 377,955 | 425,442 | 425,385 |
| Open Space | 12,500 | 29,205 | 17,465 | 27,376 |
| Planned Park | 65,027 | 63,191 | 63,667 | 52,293 |
| Solid Waste | 102,119 | 136,972 | 161,924 | 202,795 |
| **Total Expenditures** | **8,037,918** | **7,431,489** | **7,778,063** | **9,156,246** |

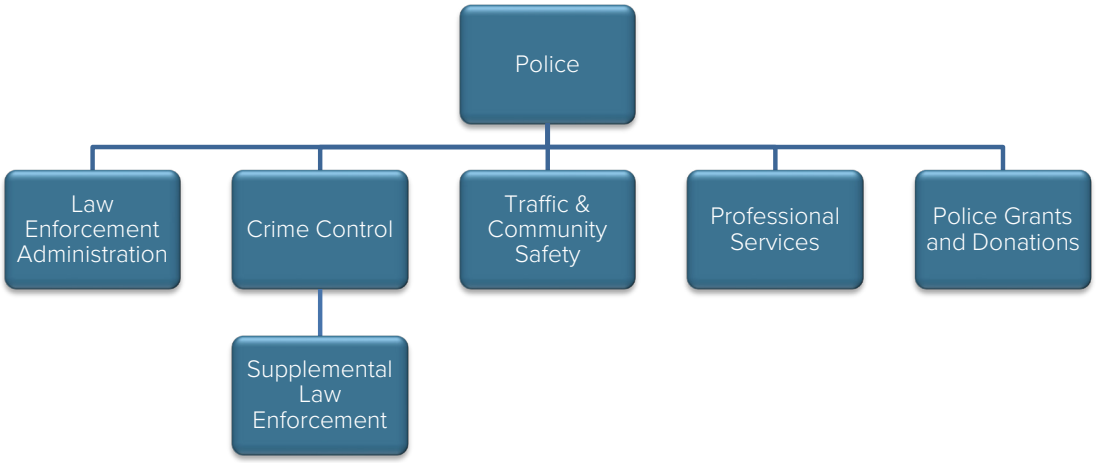
Administrative and Other included internal charges to cover the cost of citywide administration between General Fund service departments, resulting in an expenditure in one General Fund service department with the same amount of revenue in another General Fund service department. As there is no net impact to the General Fund, these charges are eliminated beginning FY 2022.

# Parks and Recreation

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| Parks and Recreation Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 1.00 | 1.00 | - | - |
| Equipment Operator | 1.00 | 1.00 | 1.00 | 1.00 |
| Head Teacher | 2.00 | 2.00 | 2.00 | 2.00 |
| Management Analyst I/II | - | - | 0.50 | 0.50 |
| Office Assistant I/II | 1.00 | 1.00 | 1.00 | 1.00 |
| Parks Maintenance Worker I/II | 6.00 | 6.00 | 6.00 | 6.00 |
| Parks Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Program Coordinator | 3.00 | 3.00 | 3.00 | 3.00 |
| Recreation Specialist I/II | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Supervisor | 2.80 | 2.80 | 2.80 | 3.00 |
| Senior Parks Maintenance Worker | 2.00 | 2.00 | 2.00 | 2.00 |
| Teacher | 1.50 | 1.50 | 1.50 | 1.50 |
| **Total Personnel** | **24.30** | **24.30** | **23.80** | **24.00** |

# POLICE

# Police




## DEPARTMENTAL RESPONSIBILITY

The Police Department provides a sense of security for the community through its patrol services; furnishes information and support to citizens with respect to police service and crime prevention; recovers and returns property to its rightful owner; conducts both criminal and non-criminal investigations; and protects the public in the event of disaster or unusual incident.

## SERVICES AND STRUCTURE

**Law Enforcement Administration**
Provides management oversight and support to all divisions within the Police Department.

**Crime Control**

Includes all uniformed officers who respond to emergency and non-emergency calls for service as well as the Investigations Bureau and School Resource Officers; conducts follow-up on reports taken by patrol officers and works with officers and investigators from law enforcement agencies throughout the country; School Resource Officers work within the Investigations Bureau and identify youth that are at risk, provide outreach and education to the youth of Belmont and investigate crimes committed by juveniles.

| SUMMARY | FY 2023 |
|---|---|
| Personnel Count | 44.00 |
| Total Budget | $14.8 million |
| Funding source(s) | General Fund<br>Public Safety Grants<br>Supplemental Law Enforcement |

**Traffic and Community Safety**

Educates the motoring public, enforce the street traffic regulations of the City, enforce the State's vehicle laws applicable to traffic, make arrests for traffic violations, and to investigate traffic accidents; works with the Public Works Traffic Engineer and other departments to improve traffic conditions and traffic safety; includes non-sworn officers whose duties include parking enforcement, code enforcement, vehicle abatement, traffic control, abandoned vehicles, and various other details, including taking limited types of criminal reports.

# Police

### Professional Services

Maintains all criminal records and responds to requests for copies of police reports and other official documents received by the Department; responsible for handling front counter inquiries, warrant verification, statistical compilation for the U. S. Department of Justice and the FBI, processing of subpoenas and other court documents; Communications is the link between citizens and the Police Department and handle all 9-1-1 communications and radio support for officers on the street.

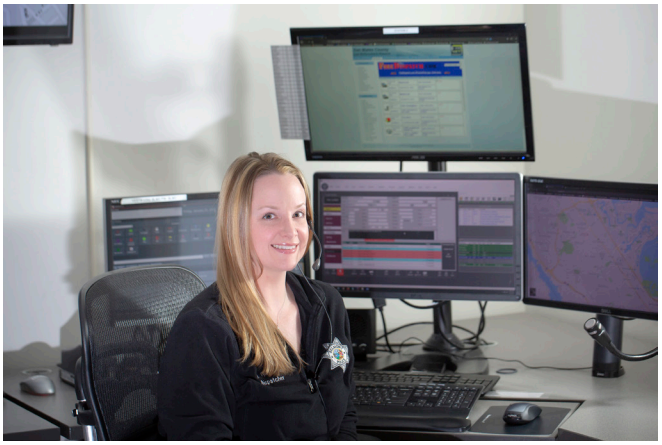
### Police Grants and Donations

Accounts for grants and donations received by the Police Department to further their activities.

## HIGHLIGHTS AND INITIATIVES

### Law Enforcement Administration

- Provide the leadership and guidance to allow this department to meet and exceed the expectations of the community
- Enhancing professional standards and controlling liability through the effective delivery of training services
- ▶ Coordination of Emergency Preparedness services
- Recruit and prepare high quality staff
- Promote community partnerships via special events and social media



### Crime Control

- Impartial enforcement of laws
- ▶ Prevention and deterrence of crime, including the Belmont Watch Program
- Apprehension and prosecution of offenders
- ▶ Response to emergency and non-emergency calls in a timely manner
- Collaborative resolution of public safety problems within a community policing philosophy
- Crisis Assessment, Response and Education (C.A.R.E.) Team follows-up on cases involving those experiencing a mental health crisis
- Community outreach achieved through various programs, including: The Belmont Police Community Academy, BelmontWatch, BPD Website, BPD YouTube Channel, Twitter, NextDoor, Belmont TRAC, etc.

### Traffic and Community Safety

- Enforcing State vehicle code and City parking regulations
- Coordinating with other City departments for traffic calming and collision reduction
- Marking and towing abandoned vehicles
- Soliciting and responding to traffic enforcement concerns via the "Traffic Enforcement Hot Spot" Program
- Investigating vehicle collisions

### Professional Services

- Answer questions, give direction and provide assistance related to community inquiries
- ▶ Timely dispatch of calls for service
- Securely storing and organizing property and evidence
- Safeguarding, maintaining and reporting police records in compliance with the law
- Release police reports in compliance with the law

▶ *= Council Strategic Focus Area Initiative*

POLICE
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# Police

| METRICS |
| --- |
| **Crime Control** |
| Total number of arrests |
| Total reported incidents of Violent Crime Part I UCR (murder, rape, robbery, aggravated assault)* |
| Total reported incidents of Property Crime Part II UCR (burglary, motor vehicle theft, auto burglary, larceny, arson)* |
| Total officer-initiated incidents |
| **Traffic and Community Safety** |
| Total number of collisions |
| Total number of citations |
| **Law Enforcement Administration** |
| Percentage of recruits passing Field Training Program |
| Conduct compliance checks on all registered sex offenders (i.e., 100%) |
| **Support Services** |
| Total BPD calls for service |
| Number of Code Enforcement calls |

* BPD changed to FBI NIBRS Reporting System on June 1, 2021

# Police

| TYPE | STRATEGIC FOCUS AREA | FY 2020 RESULTS | FY 2021 RESULTS |
|---|---|---|---|
| | | | |
| Workload | Public Safety | 357 | 489 |
| Workload | Public Safety | 116 | 1,075 |
| Workload | Public Safety | 435 | 241 |
| Workload | Public Safety | 9,755 | 7,561 |
| | | | |
| Workload | Public Safety | 337 | 301 |
| Workload | Public Safety | 4,176 | 3,247 |
| | | | |
| Performance | Public Safety | 100% | N/A |
| Workload | Public Safety | 100% | N/A |
| | | | |
| Workload | Public Safety | 15,592 | 21,000 |
| Workload | Public Safety | 1,213 | 493 |

# Police

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 10,507,605 | 10,180,542 | 10,270,676 | 11,243,053 |
| Supplies and Services | 1,076,043 | 949,572 | 983,614 | 1,113,541 |
| Administrative and Other | 2,847,251 | 3,516,507 | 2,625,341 | 2,470,760 |
| **Total Expenditures** | **14,430,899** | **14,646,621** | **13,879,631** | **14,827,354** |
| **Expenditures by Division** | | | | |
| Crime Control | 8,613,880 | 9,331,900 | 9,064,992 | 9,691,945 |
| Law Enforcement Administration | 2,714,388 | 2,203,962 | 1,944,884 | 2,295,060 |
| Police Support Services | 1,702,681 | 1,745,456 | 1,651,194 | 1,693,967 |
| Traffic and Community Safety | 1,399,949 | 1,365,303 | 1,218,561 | 1,146,382 |
| **Total Expenditures** | **14,430,899** | **14,646,621** | **13,879,631** | **14,827,354** |
| **Expenditures by Fund** | | | | |
| General Fund | 14,216,273 | 14,422,271 | 13,639,890 | 14,658,491 |
| Public Safety Grants | 1,295 | - | 2,668 | 5,000 |
| Supplemental Law Enforcement | 213,332 | 224,350 | 237,073 | 163,863 |
| **Total Expenditures** | **14,430,899** | **14,646,621** | **13,879,631** | **14,827,354** |

Administrative and Other included internal charges to cover the cost of citywide administration between General Fund service departments, resulting in an expenditure in one General Fund service department with the same amount of revenue in another General Fund service department. As there is no net impact to the General Fund, these charges are eliminated beginning FY 2022.

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 |
| Code Enforcement Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Service Officer | 3.00 | 2.00 | 2.00 | 2.00 |
| Dispatcher | 5.00 | 5.00 | 5.00 | 5.00 |
| Management Analyst I/II | 2.00 | 2.00 | 2.00 | 2.00 |
| Police Cadet | - | 1.00 | 1.00 | 1.00 |
| Police Captain | 2.00 | 1.00 | 1.00 | 1.00 |
| Police Corporal | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Lieutenant | - | 2.00 | 2.00 | 2.00 |
| Police Officer | 18.00 | 18.00 | 18.00 | 18.00 |
| Police Records Specialist I/II | 2.00 | 2.00 | 2.00 | 2.00 |
| Police Sergeant | 6.00 | 5.00 | 5.00 | 5.00 |
| **Total Personnel** | **45.00** | **44.00** | **44.00** | **44.00** |

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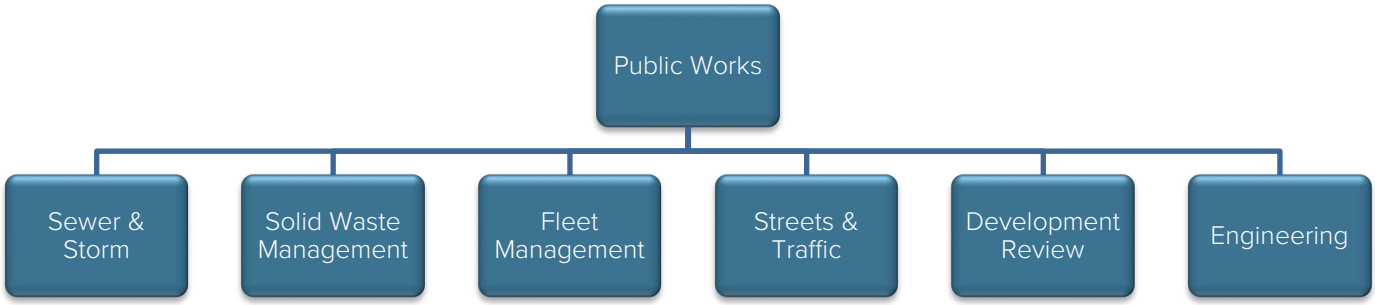
# PUBLIC WORKS

# Public Works




## DEPARTMENTAL RESPONSIBILITY

The Public Works Department provides inspection and engineering services to public rights-of-way and private development projects; maintains our system of City streets, sidewalks, storm drains and traffic control devices; and ensures the safe and dependable performance of the sanitary sewer system, pump stations and storm drain infrastructure to reduce the risk of flooding.

| SUMMARY | FY 2023 |
|---|---|
| FTEs | 33.00 |
| Total Budget | $11.3 million |
| Funding source(s) | Development Services<br>Fleet & Equipment Mgmt<br>Sewer Collections<br>Sewer Treatment Facility<br>Solid Waste<br>Storm Drainage<br>Street Improvement<br>Street Maintenance |

## SERVICES AND STRUCTURE

Operationally, the Public Works Department provides the following services:

### Sanitary Sewer

The Sewer Division manages the City's sewer infrastructure in a cost-effective way to ensure the health and safety of the community and provides a safe and reliable sewage collection and conveyance system. Belmont also is a JPA member of Silicon Valley Clean Water, which operates the local secondary sewage treatment plant in Redwood Shores.

### Storm Drainage

The Storm Division manages the City's storm infrastructure in a cost-effective way to ensure the health and safety of the community. They serve to protect the environment from flooding and erosion with a safe and reliable storm drain collection system and reduce pollution and run-off in compliance with regional, state and federal regulations. The division is also responsible for cost-effective construction and repair of the City's storm infrastructure.

### Solid Waste Management

To ensure that all Belmont residents are provided with a clean, safe, and ecologically-sound environment, Public Works manages the City's Franchise Agreement that emphasizes waste reduction and recycling, composting, and environmentally-sound landfill management to meet the City and region's long-term disposal needs and oversee the delivery of quality environmental programs through fiscal management, community outreach and education, and customer service. SB 1383 now requires that all organic material be composted.

# Public Works

### Fleet Management

The Fleet Management Division serves to provide safe, reliable, functional and cost-effective vehicles and equipment that enable the Police Department and City staff to serve the community.

### Streets & Traffic

The Streets Division manages the City's transportation infrastructure in a cost-effective way to ensure the mobility and safety of all users, serves to protect and extend the life of the roadway infrastructure and promote safe and efficient transportation, and accounts for capital projects utilizing the financial resources associated with Measure I (½-cent local district sales and use tax enacted by Belmont voters on November 8, 2016), which are legally unrestricted as to purpose.

### Public Works Engineering

The Public Works Engineering Division ensures private developments are in compliance with sound civil engineering principles and all federal, state, and local regulations. The Engineering group also is charged with implementing the City's Capital Improvement Program (CIP), which entails project delivery in all realms from storm, sewer, roadways, bike lanes/sidewalks, traffic control devices, and pavement management.

## HIGHLIGHTS AND INITIATIVES

### Sewer

- Evaluating existing sewer infrastructure
- Developing strategies to determine cost-effective approaches to asset management
- Sewer Capital Project Planning
- Infiltration & Inflow Elimination Program
- Regulatory compliance

### Solid Waste Management

- Single stream recycling
- Household hazardous waste
- E-waste, compost, and document shredding events
- NPDES stormwater compliance
- SBWMA & Recology services management

### Fleet Management

- Placed 2 hybrid vehicles into service replacing gas-powered engines with lower emission vehicles

### Streets

- ▶ Allocate $1,000,000 of Measure I resources annually to the Street Repair and Related Improvement Program and $300,000 annually for the repair and replacement of deficient pipes, installation of new storm pipes to help with storm and flooding issues, and installation of curb and gutter improvements
- Evaluate and improve existing street infrastructure conditions (e.g., pavement, traffic signals, streetlights, sidewalks, retaining walls, and signs)
- Develop strategies to determine cost-effective approaches to pavement management
- Street Capital Project Planning
- Preparation and Administration of Grant Applications
- Managing the Parking and Traffic Safety Committee
- Implementing the City's Complete Streets Policy
- Regulatory Compliance
- Maintain and repair City-owned curbs, gutters, sidewalks, ADA ramps, and retaining walls
- Maintain and repair traffic signals at six City-owned intersections
- Maintain roadway striping, 43,000+ feet of painted curb and six lighted crosswalks
- Maintain the Ralston Bike Bridge over U.S. 101
- Remove graffiti in public right-of-way
- Construction of the 2022 Pavement Project
- Construction of the Slurry Seal Project for local streets and roads
- Planning, Designing and Construction of Street Capital Improvement Projects
- Development of the Five-Year Pavement Plan
- Construction of Ralston Avenue Corridor - Segment 3 pavement improvements
- Design of the Alameda de las Pulgas Corridor Project

▶ *= Council Strategic Focus Area Initiative*

# Public Works

- Maintained and repaired the City's 90 miles of sewer main lines and 10 pump stations
- Performed CCTV inspections on 83,900 feet of sewer main lines
- Planning, Designing, and Construction of Sewer Capital Improvement Projects
- Development of the Sanitary Sewer Master Plan
- Continue updating the model of future capital financing requirements, which is likely to need to be increased to determine adequacy of the Sewer Treatment Facility charge

**Development Review**

- Review of traffic and other engineering studies for development projects
- Review, issue, and inspect permits in compliance with City ordinances
- Review and approve subdivisions in accordance with the Subdivision Map Act
- Process easements and right-of-way vacation and dedications in compliance with State law
- Coordinate public events throughout the City, including Earth Day, Coastal Cleanup, and Public Works Week Open House

**Stormwater & Municipal Region Permit**

- Evaluating existing storm drain infrastructure
- Developing strategies to determine cost-effective approaches to asset management
- Storm Drain Capital Project Planning
- Securing Environmental Permits
- Preparation and Administration of Grant Applications
- Commercial and Industrial Inspections for MRP compliance
- Construction Storm water Inspections
- Regulatory Compliance
- Development of the Storm Drain Master Plan
- Planning, Designing and Construction of Storm Drain Capital Improvement Projects

# Public Works

| METRICS |
| --- |
| **Fleet Management** |
| Number of City vehicles and equipment inspected with preventive maintenance performed |
| Number of preventive maintenance and repair work orders performed |
| **Streets** |
| Number of lane miles of streets maintained and repaired |
| Number of streetlights with preventive maintenance and repairs performed |
| Number of locations of City-owned underground utilities for construction work done in public right-of-way identified and marked |
| Linear feet of pavement cracks sealed |
| Tons of asphalt for road repairs placed |
| Potholes filled |
| Number of regulatory, warning and guide signs maintained and repaired |
| New signs fabricated |
| Number of signs replaced |
| Feet of sewer main lines hydro cleaned |
| Feet of sewer main lines root foamed to address ongoing problems with root intrusion |
| Manholes root foamed to address ongoing problems with root intrusion |
| Sewer pump stations regularly inspected and cleaned |
| **Storm Drain** |
| Storm drain inlets cleaned, maintained, inspected, and repaired |
| Pump stations cleaned, maintained, inspected, and repaired |
| Miles of storm drain lines cleaned, maintained, inspected, and repaired |
| Feet of storm drain lines with CCTV inspections performed feet of storm drain lines |
| Curb miles swept |
| Tons of debris removed |
| On-land trash cleanups performed |
| Trash hot spot cleanings performed |
| Inspections performed full capture devices |
| Number of full capture devices cleaned |

# Public Works

| TYPE | STRATEGIC FOCUS AREA | FY 2020 RESULTS | FY 2021 RESULTS |
|---|---|---|---|
| | | | |
| Workload | Infrastructure and Mobility | 102 | 100 |
| Workload | Infrastructure and Mobility | 250+ | 280 |
| | | | |
| Workload | Infrastructure and Mobility | 140 | 140 |
| Workload | Infrastructure and Mobility | 1,450 | 1,450 |
| Workload | Infrastructure and Mobility | 1,241 | 2,408 |
| Workload | Infrastructure and Mobility | 200,000 | 34,969 |
| Workload | Infrastructure and Mobility | 400 | 170.27 |
| Workload | Infrastructure and Mobility | 308 | 217 |
| Workload | Infrastructure and Mobility | 3,000+ | 3,000+ |
| Workload | Infrastructure and Mobility | 509 | 130 |
| Workload | Infrastructure and Mobility | 195 | 157 |
| Workload | Infrastructure and Mobility | 343,310 | 247,783 |
| Workload | Infrastructure and Mobility | 44,942 | 44,553 |
| Workload | Infrastructure and Mobility | 3 | N/A |
| Workload | Infrastructure and Mobility | 10 | 10 |
| | | | |
| Workload | Infrastructure and Mobility | 1,400+ | 1,400+ |
| Workload | Infrastructure and Mobility | 2 | 2 |
| Workload | Infrastructure and Mobility | 26 | 26 |
| Workload | Infrastructure and Mobility | 12,405 | 4,037 |
| Workload | Infrastructure and Mobility | 5,599 | 5,682 |
| Workload | Infrastructure and Mobility | 476.75 | 479.03 |
| Workload | Infrastructure and Mobility | 3 | 7 |
| Workload | Infrastructure and Mobility | 6 | 10 |
| Workload | Infrastructure and Mobility | 345 | 345 |
| Workload | Infrastructure and Mobility | 305 | 345 |

# Public Works

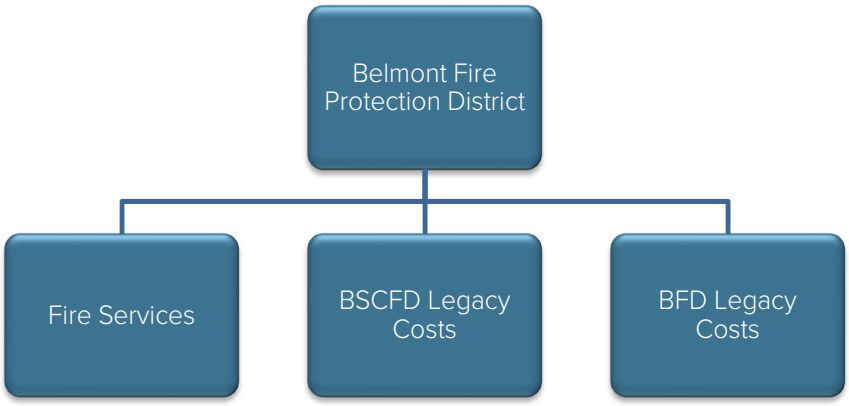
| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Personnel | 4,597,648 | 4,897,377 | 4,869,801 | 5,640,922 |
| Supplies and Services | 2,640,580 | 2,601,590 | 2,338,732 | 2,838,625 |
| Administrative and Other | 2,833,570 | 3,255,034 | 3,159,059 | 2,186,480 |
| Capital Outlay | - | - | 9,800 | 4,500 |
| **Total Expenditures** | **10,071,798** | **10,754,001** | **10,377,392** | **11,300,526** |
| **Expenditures by Division** | | | | |
| Capital Improvement Management | 274,481 | 339,440 | 331,074 | 384,016 |
| Drainage and Water Pollution Control | 1,584,749 | 1,673,407 | 1,620,848 | 1,544,383 |
| Fleet Management | 672,008 | 810,608 | 797,810 | 845,903 |
| Planning and Project Management | 2,140,530 | 2,073,141 | 1,664,428 | 1,637,949 |
| Public Works Development | 927,066 | 1,131,759 | 1,515,901 | 1,965,924 |
| Sewer Utility | 2,542,264 | 2,766,065 | 2,503,961 | 2,684,794 |
| Solid Waste Management | 276,546 | 292,672 | 315,664 | 353,694 |
| Street Maintenance | 1,094,168 | 1,015,599 | 1,060,121 | 1,173,557 |
| Traffic and Electrical Operations | 559,986 | 651,311 | 567,585 | 710,306 |
| **Total Expenditures** | **10,071,798** | **10,754,001** | **10,377,392** | **11,300,526** |
| **Expenditures by Fund** | | | | |
| Development Services | 927,066 | 1,131,759 | 1,515,901 | 1,965,924 |
| Fleet and Equipment Management | 672,008 | 810,608 | 797,810 | 845,903 |
| Sewer Collections | 3,828,965 | 4,008,577 | 3,523,440 | 3,617,039 |
| Sewer Treatment Facility | 90,355 | 126,823 | 123,596 | 136,552 |
| Solid Waste | 276,546 | 292,672 | 315,664 | 353,694 |
| Storm Drainage | 1,898,381 | 1,961,043 | 1,907,121 | 1,862,834 |
| Street Improvement | 66,320 | 60,804 | 61,177 | 85,038 |
| Street Maintenance | 2,312,158 | 2,361,714 | 2,132,683 | 2,433,542 |
| **Total Expenditures** | **10,071,798** | **10,754,001** | **10,377,392** | **11,300,526** |

# Public Works

| PERSONNEL | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 2.00 | 2.00 | 2.00 | 2.00 |
| Assistant Civil Engineer | 2.00 | 2.00 | 2.00 | 2.00 |
| Assistant Public Works Director/ City Engineer | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Civil Engineer | 3.00 | 3.00 | 3.00 | 3.00 |
| Construction Inspector | 2.00 | 2.00 | 2.00 | 2.00 |
| Electrician/Lead Maintenance Worker | 1.00 | 1.00 | 1.00 | 1.00 |
| Engineering Technician | 1.00 | 1.00 | 1.00 | 1.00 |
| Equipment Operator | 2.00 | 2.00 | 2.00 | 2.00 |
| Field Supervisor | 2.00 | 2.00 | 2.00 | 2.00 |
| Lead Maintenance Worker | 3.00 | 3.00 | 3.00 | 3.00 |
| Maintenance Worker I/II | 7.00 | 7.00 | 7.00 | 7.00 |
| Management Analyst I/II | 1.00 | 1.00 | 1.00 | 1.00 |
| Mechanic | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Services Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Civil Engineer | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Mechanic | 1.00 | 1.00 | 1.00 | 1.00 |
| Street Operator | 1.00 | 1.00 | 1.00 | 1.00 |
| **Total Personnel** | **33.00** | **33.00** | **33.00** | **33.00** |

# BELMONT FIRE PROTECTION DISTRICT

# Belmont Fire Protection District




## PURPOSE

The Belmont Fire Protection District provides fire suppression and rescue to the City's residents and businesses through the San Mateo Consolidated Fire Department and accounts for the legacy costs for the Belmont-San Carlos Fire Department and Belmont Fire Department.

| SUMMARY | FY 2023 |
|---|---|
| FTEs | 0.00 |
| Total Budget | $12.3 million |
| Funding source(s) | Belmont Fire Protetion District |

## SERVICES AND STRUCTURE

### Fire Services

Provides all risk emergency services to the City of Belmont and the unincorporated Harbor Industrial Area as a member agency, along with the cities of San Mateo and Foster City, of the San Mateo Consolidated Fire Department Joint Powers Authority ("SMC Fire").

### Belmont-San Carlos Fire Department Legacy Costs

Reflects the Belmont-San Carlos Fire Department's (BSCFD) obligations in a post-operations era since the September 30, 2011 dissolution; funds wind-down activities, such as unfunded liabilities of the safety and miscellaneous retirement plans with CalPERS, Other Post-Employment Benefits (OPEB), outstanding workers compensation claims from past Fire Department employees and administrative and professional services required to carry-out the above activities.

### Belmont Fire Department Legacy Costs

Reflects the Belmont Fire Department's (BFD) obligations in a post-operations era from the beginning of operations on October 1, 2011 to the cessation of operations on January 12, 2019; funds wind-down activities, such as unfunded liabilities of the safety retirement plan with CalPERS, Other Post-Employment Benefits (OPEB) from past Fire Department employees, and administrative and professional services required to carry-out the above activities.

# Belmont Fire Protection District

## HIGHLIGHTS AND INITIATIVES

- SMC Fire commenced operations on January 13, 2019
- SMC Fire operations include field operations, training, Hazardous Materials Response Program, emergency preparedness and planning & program administration
- Ensure effective direction in handling the contributions to be paid by the member agencies
- Ensure effective direction in handling the contributions to be paid by the Belmont Fire Protection District

# Belmont Fire Protection District

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Legacy Benefits | 2,117,096 | 1,841,371 | 1,844,610 | 1,975,689 |
| Supplies and Services | 7,974,157 | 8,107,852 | 8,668,023 | 8,982,696 |
| Administrative and Other | 383,168 | 1,068,523 | 1,140,936 | 1,359,230 |
| **Total Expenditures** | **10,474,421** | **11,017,747** | **11,653,569** | **12,317,615** |
| **Expenditures by Division** | | | | |
| Belmont Fire Department (BFD) Legacy Costs | 154,063 | 178,069 | 182,156 | 188,411 |
| Belmont-San Carlos Fire Department (BSCFD) Legacy Costs | 1,532,711 | 1,696,206 | 1,694,257 | 1,804,512 |
| Fire Services | 8,787,639 | 9,143,472 | 9,777,156 | 10,324,692 |
| HAZMAT | 8 | - | - | - |
| **Total Expenditures** | **10,474,421** | **11,017,747** | **11,653,569** | **12,317,615** |
| **Expenditures by Fund** | | | | |
| Belmont Fire Protection District | 10,474,421 | 11,017,747 | 11,653,569 | 12,317,615 |
| **Total Expenditures** | **10,474,421** | **11,017,747** | **11,653,569** | **12,317,615** |

# NON-DEPARTMENTAL

# Non-Departmental

## OVERVIEW

In addition to expenditures that are directly related to departmental operations, there are also significant expenditures that are not directly attributable to the departments. One major category of the non-departmental expenditures is related to our internal services mechanism. To reflect the full cost of operations in departmental budgets, the cost of comprehensive liability, workers' compensation, building maintenance, and vehicle and equipment replacement is included in those budgets. In order to administer these programs in an efficient manner, however, the actual funds from each department are collected into a series of internal service funds, which consolidate the monies to pay for these programs. In order to not "double count" these costs, internal service fund expenses are not included in the total operating budget, as they are already incorporated into each department's operations.

Another major category of the non-departmental expenditures reflects the City's contribution to Silicon Valley Clean Water (SVCW), a joint powers authority (JPA) between the cities of Belmont, Redwood City, San Carlos, and the West Bay Sanitary District, for wastewater treatment services. The contribution includes the City's annual member agency contribution to SVCW, plus participation in SVCW's debt service as well as cash in-lieu of debt service participation. For FY 2023, the City's contribution amounts to $5.0 million.

Finally, a third major category of the non-departmental expenditures is the payment of City's debt service. This includes payment for the sewer bonds, library bonds from the Community Facilities District, and the County lease for improvements made to the Belmont Sports Complex. The amount for FY 2023 is $6.6 million.

| SUMMARY | FY 2023 |
|---|---|
| FTEs | 0.00 |
| Total Budget | $15.3 million |
| Funding source(s) | Planned Park<br>Library Bond Debt Service<br>Sewer Collections<br>Sewer Treatment Facility<br>Storm Drainage<br>Solid Waste<br>Workers' Compensation<br>Liability Insurance<br>Self-Funded Vision<br>Fleet & Equipment Mgmt<br>Facilities Management<br>Benefit Prefunding |

# Non-Departmental

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET |
|---|---|---|---|---|
| **Expenditures by Category** | | | | |
| Operating | 5,718,524 | 5,533,696 | 6,399,074 | 6,783,428 |
| Capital Outlay | 9,968,673 | 7,231,731 | 3,630,900 | 1,922,382 |
| Debt Service | 3,635,713 | 3,966,867 | 6,563,524 | 6,588,625 |
| **Total Expenditures** | **19,322,910** | **16,732,294** | **16,593,498** | **15,294,435** |
| **Expenditures by Division** | | | | |
| Planned Park | 334,000 | 668,000 | 668,000 | 668,000 |
| Library Bond Debt Service | 661,018 | 671,605 | 679,108 | 684,822 |
| Sewer Collections | 5,584,955 | 6,083,808 | 5,877,482 | 6,126,871 |
| Sewer Treatment Facility | 8,276,454 | 6,159,797 | 5,825,147 | 4,137,411 |
| Storm Drainage | 220,611 | 95,165 | - | - |
| Solid Waste | (35,590) | 23,104 | - | - |
| Workers' Compensation | 593,354 | 198,638 | 557,203 | 708,500 |
| Liability Insurance | 622,515 | 479,553 | 693,610 | 1,067,285 |
| Self-Funded Vision | 15,719 | 13,786 | 8,969 | 4,776 |
| Fleet and Equipment Management | 1,187,131 | 672,670 | 580,900 | 585,000 |
| Facilities Management | 10,780 | 13,268 | - | - |
| Benefit Prefunding | 1,851,962 | 1,652,900 | 1,703,079 | 1,311,770 |
| **Total Expenditures** | **19,322,910** | **16,732,294** | **16,593,498** | **15,294,435** |

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# FUND INFORMATION

# Introduction

## FUND INFORMATION

The City of Belmont's budget is organized on the basis of the fund accounting system, and each fund is considered a separate budgeting entity. For each fund, there is a ten-year financial plan, a five-year financial plan, or a two-year financial plan provided in this section of the budget document. The General Fund is the primary fund for the City, and as such, a ten-year financial plan has been created. This allows for the ability to identity issues beyond the budget and immediate short-term, yet take the appropriate actions within the budget plan to address those issues. The ten-year plan underscores the importance of carefully considering additional and ongoing General Fund commitments, especially as they relate to personnel costs, and allows time for course correction as issues are identified in the forecast.

Five-year financial plans have been created for the Measure I, certain special revenue, capital, and internal service funds. The duration of five years was selected to be able to identify trends beyond the budget cycle but not stretch the forecasting process out as far as was done with the General Fund. For grant special revenue funds, donation special revenue funds, certain housing special revenue funds, and debt service fund, the financial plans were set at the two year due to the nature of the funds themselves. Grant funding is typically evaluated and renewed on an annual basis, so long-term planning for grant funding has somewhat limited value. The financial plan duration will be evaluated annually, and if it is determined there is greater value to planning for a longer duration for some or all of these funds, the financial plans will be adjusted accordingly.

Below is a summary table of all other funds and the duration of each fund's financial plan:

| FUND # | FUND NAME | FUND TYPE | FINANCIAL PLAN DURATION |
|---|---|---|---|
| 101 | General Fund | General Fund | 10 Years |
| 102 | Measure I | General Fund | 5 Years |
| 205 | Recreation | Special Revenue | 5 Years |
| 206 | Library Maintenance and Operation | Special Revenue | 5 Years |
| 207 | Athletic Field Maintenance | Special Revenue | 5 Years |
| 208 | City Trees | Special Revenue | 5 Years |
| 209 | Senior Services Donation | Special Revenue | 2 Years |
| 210 | Development Services | Special Revenue | 5 Years |
| 212 | General Plan Maintenance | Special Revenue | 5 Years |
| 223 | Belmont Fire Protection District | Special Revenue | 5 Years |
| 225 | Public Safety Grants | Special Revenue | 2 Years |
| 227 | Supplemental Law Enforcement | Special Revenue | 2 Years |
| 231 | Street Maintenance | Special Revenue | 5 Years |
| 232 | Road Maintenance & Rehabilitation Account Street Project | Special Revenue | 5 Years |
| 233 | Measure W | Special Revenue | 5 Years |
| 234 | Street Improvement | Special Revenue | 5 Years |
| 237 | Traffic Impact | Special Revenue | 5 Years |

# Introduction

| FUND # | FUND NAME | FUND TYPE | FINANCIAL PLAN DURATION |
|---|---|---|---|
| 239 | Public Art | Special Revenue | 5 Years |
| 275 | Affordable Housing | Special Revenue | 2 Years |
| 277 | Inclusionary Housing | Special Revenue | 5 Years |
| 308 | General Facilities | Capital Projects | 5 Years |
| 310 | Infrastructure Repair | Capital Projects | 5 Years |
| 312 | Comcast | Capital Projects | 5 Years |
| 341 | Planned Park | Capital Projects | 5 Years |
| 342 | Park Impact Fees | Capital Projects | 5 Years |
| 343 | Open Space | Capital Projects | 5 Years |
| 704 | Special Assessment District | Capital Projects | 5 Years |
| 406 | Library Bond Debt Service | Debt Service | 2 Years |
| 501-505 | Sewer Collections | Enterprise | 5 Years |
| 507 | Sewer Treatment Facility | Enterprise | 5 Years |
| 525 | Storm Drainage | Enterprise | 5 Years |
| 530 | Solid Waste | Enterprise | 5 Years |
| 570 | Workers' Compensation | Internal Service | 5 Years |
| 571 | Liability Insurance | Internal Service | 5 Years |
| 572 | Self-Funded Vision | Internal Service | 5 Years |
| 573 | Fleet and Equipment Management | Internal Service | 5 Years |
| 574 | Facilities Management | Internal Service | 5 Years |
| 575 | Benefit Prefunding | Internal Service | 5 Years |

# FUND DESCRIPTIONS

# Fund Descriptions

## GENERAL FUNDS

- **General Fund** - Used to account for all revenues and expenditures necessary to carry out basic governmental activities of the City that are not accounted for through other funds. For the City, the General Fund includes such activities as police protection, parks operation and maintenance, and legal and administrative services.

- **Measure I** - A sub-fund of the General Fund and is used to account for the financial resources and expenditures associated with the ½-cent local district sales and use tax made effective for thirty years by the State Board of Equalization on transactions beginning April 1, 2017. Revenues collected from this general tax are legally unrestricted as to purpose; however, the City Council has determined to allocate Measure I resources towards streets and storm drains improvement projects.

## SPECIAL REVENUE FUNDS

- **Recreation** - Used for Parks and Recreation. Currently the direct cost of providing these programs is paid for by the fees collected for the activities. The City has historically supported these programs from the General Fund.

- **Library Maintenance and Operation** - Used for on-going maintenance of the Belmont Library Community Facilities District, including the Library and adjacent Belameda Park. The cost of providing these services is funded by special taxes.

- **Athletic Field Maintenance** - Used to account for the ongoing maintenance of the City's athletic fields.

- **City Tree** - Used to account for the removal of trees required for the development of property.

- **Senior Services Donation** - Used to account for donations from the community to be used for senior services and programming.

- **Development Services** - Used to account for the Permit Center and Development Regulation Programs. This fund makes it possible for staff to track and determine if development fees are covering the direct and indirect cost of providing these services. State law allows for full recovery of these costs.

- **General Plan Maintenance** - Used to account for activities related to the General Plan Update.

- **Belmont Fire Protection District** - Created to account for the dependent District's activities which are a component of the City of Belmont. The purpose of this fund is to provide fire protection services to the City of Belmont and the unincorporated Harbor Industrial Area through the San Mateo Consolidated Fire Department, a JPA of Foster City, San Mateo, and the District. The District has established a reserve target of 33% of operating expenditures.

# Fund Descriptions

- **Public Safety Grants** - Used to account for grants and donations for the Police Department's activities.

- **Supplemental Law Enforcement** - Used to account for the Citizens Option for Public Safety (COPS) program. Money for this fund comes from the State of California and can be used for front line law enforcement programs. The amount of money received is based on population.

- **Street Maintenance** - Required by the State of California to restrict the use of gas tax dollars to street improvements and maintenance. The money from this fund is used to pay for street maintenance activities. These funds are expended on a first-in, first-out basis, consistent with recommendations by the State Controller's Office.

- **Road Maintenance and Rehabilitation Account (RMRA) Street Project** - Accounts for gas tax resources restricted for expenditure on basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017 provides funding for local streets and roads over the next 10 years.

- **Measure W** - Accounts for the 30-year ½-cent sales tax approved by San Mateo County voters that went into effect July of 2019 to provide funds to the improvement of local transportation, including streets and road improvements.

- **Street Improvement** - Restricted for street improvements. The primary source of funds comes from Measure A sales taxes and grants and are spent on transportation related capital projects and programs.

- **Traffic Impact** - To account for traffic impact fees collected from development activity via building permits. This fund includes the impact fees, interest earned thereon and their expenditure, pursuant to the Mitigation Fee Act, needed to ensure that the City can construct transportation infrastructure and improvements needed for the population growth forecast in the Belmont Village Specific Plan and Belmont General Plan.

- **Public Art** - Accounts for the private development fee paid in lieu of incorporating art elements in the development to provide funds for art installation on City property.

- **Affordable Housing** - Created as a result of the dissolution of the Redevelopment Agency. It is used to account for the City's housing-related activities that were formerly administered under the Low and Moderate Incoming Housing Fund.

- **Inclusionary Housing Fund** - A sub-fund of the Affordable Housing Fund and is used to account for residential and non-residential housing mitigation fees which lessen the burdens created by new residential and non-residential development projects on the need for extremely low, very low, low, and moderate-income housing, interest earned thereon and their expenditure, pursuant to the Mitigation Fee Act.

# Fund Descriptions

## CAPITAL PROJECTS FUNDS

- **General Facilities** - Established to fund expenditures with the City's facilities. Funding is used to offset both the direct and indirect cost of implementing these projects.

- **Infrastructure Repair** - Established to fund expenditures associated with the City's infrastructure including streets, retaining walls, bridges, culverts, waterways, buildings, etc. Funding is used to offset both the direct and indirect cost of implementing these projects.

- **Comcast** - Accounts for the purchase and installation of hardware within City Hall to broadcast events to Pen TV, our Public Education Government Channel.

- **Planned Park** - For the acquisition and improvement of parks, playgrounds, and recreation facilities funded through Quimby Act fees.

- **Park Impact Fees** - Accounts for park impact fees, interest earned thereon and their expenditure, pursuant to the Mitigation Fee Act, needed to ensure that the City can construct park and recreation facilities and improvements needed for the population growth created by new development consistent with the policies of the City of Belmont General Plan.

- **Open Space** - Accounts for the accumulation of resources for the acquisition, preservation, and improvements of open space.

- **Special Assessment District** - For maintenance and improvement costs within City's Special Assessment District boundaries. Resources represent funds remaining after the retirement of Special Assessment Debt.

## DEBT SERVICE FUND

- **Library Bond Debt Service** - Accounts for the Library special taxes legally restricted for the payment of principal and interest on long-term indebtedness generated by the Library Mello-Roos bonds sold in 2004.

## ENTERPRISE FUNDS

- **Sewer Collections** - 2016 (AA+) and 2019 (AA+) sewer revenue bonds payable by sewer connection fees used for financing the City's operating costs associated with the operating of Silicon Valley Clean Water (SVCW). SVCW is a joint powers authority that manages wastewater treatment.

- **Sewer Treatment Facility** - 2009A (AA-) and 2018 (AA-) sewer revenue bonds payable by sewer treatment facility charges used to account for capital improvements made to the SVCW plant. Revenue for the improvements comes from the Sewer Treatment Facility Charge paid by users connected to the sanitary system.

- **Storm Drainage** - Used to account for operations to the City's storm drainage system. Funding comes from customers connected to the City's sewer system, due to extensive infiltration to the City's sewer system, and NPDES charges.

- **Solid Waste** - Accounts for operating costs associated with the City's Solid Waste Franchise Agreement.

## INTERNAL SERVICE FUNDS

- **Workers' Compensation** and **Liability Insurance** - The City participates in a risk sharing pool with other California public agencies for liability and workers' compensation coverage. The carrier provides the City with coverage limits through a combination of risk sharing, reinsurance, and excess insurance. A loss reserve is maintained to pay for claims that fall within the self-insured retentions, which is funded by contributions from divisions that have experienced liability losses. The City self-insures for the risks of earthquake and flood, and the property insurance program that protects all City property and assets includes a cyber-liability component, providing first and third-party liability coverage for security breaches. The cost associated with workers' compensation is based on rates established by the carrier and allocated to the operating divisions and service centers. The cost of the liability program is allocated to all operating divisions and service centers based on claim losses in prior years.

- **Self-Funded Vision** - Used for the City's dental and vision reimbursement plan for covered employees.

- **Fleet and Equipment Management** - Used to collectively manage the purchase of vehicles and computer hardware. Departments "lease" vehicles and computer equipment from the fund. Over time, this fund will accumulate monies to replace worn out equipment. The fund also accounts for the interdepartmental services provided by the Fleet Management and Information Technology divisions.

- **Facilities Management** - Accounts for maintenance to the City's main facilities, including City Hall, Police, Parks and Recreation, etc. Departments pay for maintenance on a square footage basis. Over time, this fund will accumulate monies to replace furniture, equipment and furnishings.

- **Benefit Prefunding** - Established to account for certain employee benefits which have been accrued, i.e., earned, by the employee and are payable to the employee at a future date. The fund activity includes, but is not limited to, amortizing compensated absences (vacation, sick leave, general leave, etc.), post-employment benefits and other benefits due to employees upon separation from City service. The Fund also accounts for benefits related to retirees, such as retiree medical costs. The cost of these programs are paid by charging departments an amount sufficient to fund the program expressed as a percentage of base payrolls.

# GENERAL FUNDS

# 101 General Fund

| | FY 2021 ACTUAL | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST |
|---|---|---|---|---|---|
| **Beginning Fund Balance** | **13,637,147** | **13,398,109** | **17,991,045** | **20,647,949** | **19,656,296** |
| **Current Resources** | | | | | |
| Property Tax | 8,829,922 | 9,625,080 | 11,530,577 | 10,703,166 | 11,094,022 |
| Sales Tax - Local 1% | 4,173,378 | 4,131,200 | 4,136,402 | 4,290,174 | 4,375,978 |
| Property Transfer Tax | 354,894 | 485,313 | 500,000 | 515,000 | 525,300 |
| Transient Occupancy Tax | 1,320,865 | 2,251,048 | 2,809,508 | 3,231,179 | 3,982,428 |
| Business License Tax | 1,296,000 | 1,101,640 | 1,123,672 | 1,146,146 | 1,169,069 |
| Franchises | 1,372,697 | 1,430,426 | 1,493,186 | 1,523,050 | 1,553,511 |
| Intergovernmental | 586,190 | 249,649 | 242,690 | 245,117 | 247,568 |
| Service Charges | 6,571,685 | 4,202,883 | 4,464,145 | 4,508,786 | 4,553,874 |
| Fines and Forfeitures | 170,105 | 162,126 | 165,000 | 168,300 | 171,666 |
| Use of Money and Property | 428,606 | 918,650 | 938,181 | 956,945 | 976,084 |
| Miscellaneous | 398,525 | 380,852 | 336,864 | 343,601 | 350,473 |
| COVID-19 Federal Relief Funding | - | 3,222,430 | 3,222,430 | - | - |
| **Current Resources** | **25,502,867** | **28,161,297** | **30,962,655** | **27,631,464** | **28,999,972** |
| **Current Requirements** | | | | | |
| Salaries and Wages | 8,664,609 | 8,773,807 | 9,878,095 | 10,162,776 | 10,459,829 |
| Benefits | 6,162,506 | 5,906,890 | 6,930,994 | 6,871,953 | 7,047,126 |
| Operating | 8,837,941 | 6,722,664 | 7,076,663 | 7,188,387 | 7,302,442 |
| Transfer Out | 2,076,849 | 2,165,000 | 4,420,000 | 4,400,000 | 5,525,000 |
| **Total Current Requirements** | **25,741,905** | **23,568,361** | **28,305,751** | **28,623,116** | **30,334,397** |
| **Resources Over/(Under) Requirements** | **(239,038)** | **4,592,936** | **2,656,904** | **(991,653)** | **(1,334,425)** |
| **Total Reserves/Fund Balance** | **13,398,109** | **17,991,045** | **20,647,949** | **19,656,296** | **18,321,871** |
| **33% Target Reserve** | **7,809,469** | **7,063,109** | **7,882,298** | **7,993,628** | **8,187,101** |
| **Remaining Fund Balance** | **5,588,640** | **10,927,936** | **12,765,651** | **11,662,668** | **10,134,771** |

# 101 General Fund

| FY 2026 FORECAST | FY 2027 FORECAST | FY 2028 FORECAST | FY 2029 FORECAST | FY 2030 FORECAST | FY 2031 FORECAST | FY 2032 FORECAST |
|---|---|---|---|---|---|---|
| **18,321,871** | **16,062,390** | **13,731,087** | **12,107,228** | **11,048,428** | **9,907,177** | **8,839,786** |
| | | | | | | |
| 11,440,882 | 11,773,575 | 12,796,228 | 13,909,737 | 14,388,967 | 14,887,209 | 15,405,222 |
| 4,463,497 | 4,552,767 | 4,643,823 | 4,736,699 | 4,831,433 | 4,928,062 | 5,026,623 |
| 535,806 | 546,522 | 557,453 | 568,602 | 579,974 | 591,573 | 603,405 |
| 4,065,942 | 4,344,138 | 4,409,300 | 4,475,439 | 4,542,571 | 4,610,710 | 4,679,870 |
| 1,192,450 | 1,216,299 | 1,240,625 | 1,265,438 | 1,290,746 | 1,316,561 | 1,342,893 |
| 1,584,581 | 1,616,273 | 1,648,598 | 1,681,570 | 1,715,201 | 1,749,505 | 1,784,495 |
| 250,043 | 252,544 | 255,069 | 257,620 | 260,196 | 262,798 | 265,426 |
| 4,599,413 | 4,645,407 | 4,691,861 | 4,738,780 | 4,786,168 | 4,834,029 | 4,882,370 |
| 175,099 | 178,601 | 182,173 | 185,817 | 189,533 | 193,324 | 197,190 |
| 995,605 | 1,015,517 | 1,035,828 | 1,056,544 | 1,077,675 | 1,099,229 | 1,121,213 |
| 357,483 | 364,632 | 371,925 | 379,364 | 386,951 | 394,690 | 402,584 |
| - | - | - | - | - | - | - |
| **29,660,802** | **30,506,277** | **31,832,883** | **33,255,609** | **34,049,415** | **34,867,690** | **35,711,291** |
| | | | | | | |
| 10,777,036 | 11,092,165 | 11,416,740 | 11,751,045 | 12,095,371 | 12,461,833 | 12,827,113 |
| 7,224,372 | 7,425,204 | 7,598,446 | 7,997,928 | 8,403,391 | 8,652,234 | 9,122,061 |
| 7,418,876 | 7,620,211 | 7,741,557 | 7,865,436 | 7,991,904 | 8,121,015 | 8,339,421 |
| 6,500,000 | 6,700,000 | 6,700,000 | 6,700,000 | 6,700,000 | 6,700,000 | 6,700,000 |
| **31,920,283** | **32,837,579** | **33,456,743** | **34,314,409** | **35,190,667** | **35,935,081** | **36,988,594** |
| **(2,259,481)** | **(2,331,303)** | **(1,623,859)** | **(1,058,800)** | **(1,141,251)** | **(1,067,391)** | **(1,277,304)** |
| **16,062,390** | **13,731,087** | **12,107,228** | **11,048,428** | **9,907,177** | **8,839,786** | **7,562,482** |
| **8,388,694** | **8,625,401** | **8,829,725** | **9,112,755** | **9,401,920** | **9,647,577** | **9,995,236** |
| **7,673,697** | **5,105,686** | **3,277,503** | **1,935,673** | **505,257** | **(807,791)** | **(2,432,754)** |

# 102 Measure I

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **2,101,292** | **3,751,162** | **2,202,436** | **(676,251)** | **342,380** | **365,784** | **614,855** |
| **Revenues** | | | | | | | |
| Sales Tax ½-cent Measure I | 2,179,340 | 2,215,835 | 2,164,765 | 2,232,972 | 2,277,631 | 2,323,184 | 2,369,648 |
| Use of Money and Property | 8,319 | 5,439 | 5,548 | 5,659 | 5,772 | 5,888 | 6,005 |
| **Total Revenues** | **2,187,658** | **2,221,274** | **2,170,313** | **2,238,631** | **2,283,404** | **2,329,072** | **2,375,653** |
| **Capital Improvement Plan** | **537,788** | **3,470,000** | **5,049,000** | **1,220,000** | **1,760,000** | **2,080,000** | **1,130,000** |
| **Transfer Out** | **-** | **300,000** | **-** | **-** | **500,000** | **-** | **-** |
| **Ending Fund Balance** | **3,751,162** | **2,202,436** | **(676,251)** | **342,380** | **365,784** | **614,855** | **1,860,508** |

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CITY OF BELMONT

# Revenue and Expenditure Assumptions

A detailed discussion of the projection methodologies and major assumptions made for the fiscal year (FY) 2023 budget and corresponding long-term financial plan are presented below. This includes a discussion on factors impacting each major revenue and expenditure category. In general, assumptions for revenues are largely based on economic or other conditions outside the City's control. Assumptions for expenditures, however, differ in that in many cases, the assumptions are predominantly under the City's control.

## GENERAL FUND REVENUES

### Revenue Estimation Methodology

All revenue assumptions and projections are reviewed and revised each fiscal year. Considerable analysis is done to identify the key elements impacting major revenue sources, and this ensures that the projection methodology is as reliable as possible over the long term. Historical data trends indicate that significant swings in a number of major revenue categories can occur due to economic cycles. Therefore, projecting revenues based on the high point of the economic cycle overstates the City's financial position significantly for future years and could result in spending patterns that cannot be sustained. Conversely, projecting revenues from the lowest point of the economic cycle understates the long-term financial position of the City and can cause unnecessary service reductions.

### Property Taxes

Property Tax is the largest source of General Fund revenue, comprising nearly 40% of the total anticipated revenue for FY 2023, and nearly 60% of the total tax revenue, excluding Measure I. While the property tax base in Belmont has been very stable, actions coming from Sacramento which are outside the City's control are threatening the City's property tax revenue. In particular, the redevelopment residual revenues have been impacting the City for the past couple of years, which the City has taken extensive steps to address and mitigate. Property tax in lieu of VLF remains uncertain and Excess ERAF is threatened to be taken away. These issues are discussed in more detail below.

The City's property tax revenue includes several main categories:

- Secured Property Tax is the tax on real property and the structures on that real property.
- Redevelopment Pass-Through funds represent the City's General Fund share of the pass-through payments made to taxing entities based on the tax increment funds used by Successor Agency to pay remaining debt obligations. These revenues are primarily from the secured tax base in the former redevelopment project areas.
- Redevelopment Residual Revenues represent the City's designated share of tax increment from the former redevelopment project areas that are in excess of the Successor Agency's required obligated payments. Similar to the redevelopment pass-through funds, these revenues are primarily from the secured tax base in the former redevelopment project areas. With the Successor Agency successfully dissolved in April 2022, as described in more detail below, the City's redevelopment pass-through and residual revenues will revert to general secured property tax, and projected in the forecast to grow in proportion to the growth in assessed valuation.
- Educational Revenue Augmentation Fund (ERAF) is a mechanism used by the State to shift funding from local property tax dollars to public schools. When local property tax dollars shifted into ERAF exceed what is necessary to fund the schools, those excess funds are returned to the local taxing entities via Excess ERAF revenue. San Mateo County is one of the five counties in the State where Excess ERAF is generated.

# Revenue and Expenditure Assumptions

- Property Tax in Lieu of VLF represents the swap of vehicle license fees (VLF) for property tax as part of a state-local budget agreement in 2004. The agreement permanently reduced the VLF tax rate from 2% to 0.65%, and the difference is replaced with a like amount that is to be funded by property tax from non-basic aid school districts. Any monies taken from non-basic aid school districts are backfilled by the State. Subsequent to the fiscal year 2005 base year, property tax in lieu of VLF increases annually in proportion to the growth in assessed valuation.
- Unsecured Property Tax represents the tax on appurtenances such as furniture, machinery, and equipment.
- Supplemental Property Tax is the result of reassessing the value of real property when there is a change of ownership or when new construction is completed after the official lien date.
- Unitary Property Tax is assessed on property owned by utilities, such as power lines, cable, etc.
- Homeowners' Property Tax Relief revenues are reimbursements from the State for revenues lost due to the homeowners' property tax exemption on the first $7,000 of assessed value of their principal place of residence.

Secured property tax, including excess ERAF and property tax in lieu of VLF, represents roughly 95% of the overall property tax revenue base for the City. Over 85% of the secured property tax base is from residential property. Proposition 13 limits the percentage increase of property tax value to 2% per year or the rate of inflation, whichever is lower. However, the base value is adjusted upon transfer of property to reflect the sales price. The average annual growth in secured property tax over the past 10 years, which included the extended period of economic growth subsequent to the Great Recession, has been 5.8%.

With the continued strong performance in the housing market, coupled with many residential properties that had been in long-term ownership changing hands which then increased the tax base value, secured property tax revenues are estimated to increase 8.5% in FY 2023. This estimate is based on the County Assessor's Office estimated property tax roll as of May 2022. However, such extended growth is not expected in the long-term. The FY 2024 revenue projects a 5% growth, then gradually moving to a more conservative growth estimate of 4% through the remainder of the forecast. This factors in historic growth rates as well as the current economic environment.

One area that has been impacted by Sacramento's actions outside of the City's control relates to redevelopment residual revenues. In August 2020, a decision made by the California Court of Appeals has modified the calculation on how redevelopment residual property tax is distributed by the County. The modified methodology excludes each entity's AB1290 statutory pass-through payments when calculating the proportionate share of Redevelopment Property Tax Trust Fund (RPTTF) that gets applied to the residual balance. For Belmont, this results in approximately $700,000 shortfall to the General Fund on an annual basis, and $900,000 shortfall to the Belmont Fire Protection District on an annual basis.

With such a significant and ongoing impact, Belmont has taken extensive steps to discharge obligations from the Successor Agency by seeking an early defeasance of the redevelopment agency (RDA) bonds. With obligations discharged from the Successor Agency, the Successor Agency can receive a final dissolution that will result in the shift of property tax revenues

# Revenue and Expenditure Assumptions

from RPTTF to general secured tax, thereby mitigating the shortfall to RDA residuals. In March and April of 2021, Belmont received approvals from the Successor Agency and County Oversight Board, respectively. After having 100 days to review, the Department of Finance (DOF) approved amendments to the Indentures and Last and Final ROPS in July 2021. With this approval, work to discharge the RDA bond obligations from the Successor Agency kicked into high gear, along with final reconciliations between the Successor Agency and the County. After all the obligations were successfully discharged, the County Oversight Board and DOF approved the dissolution of the Successor Agency in February and March of 2022, respectively, and the DOF recognized the final dissolution in April 2022. Belmont is the first Successor Agency in San Mateo County to achieve full dissolution, and in doing so, Belmont has successfully mitigated impacts to its redevelopment residual revenues. Starting FY 2023, without a Successor Agency, there will no longer be any property tax shift to RPTTF, and no longer any pass-through or residual revenues. Instead, property tax will revert to secured property and distributed accordingly.

For property tax in lieu of VLF, local taxing entities including Belmont are facing a shortfall as less school districts in San Mateo County are categorized as non-basic aid. Out of 26 school districts in San Mateo County, only 6 are non-basic aid. As such, the Countywide shortfall is projected to be over $56 million in FY 2022, and that grows as more school districts lose their non-basic aid status and flip to basic aid. For FY 2022, out of the $3.5 million VLF allocated for Belmont, Belmont is estimated to receive only $2.6 million, with the remaining $0.9 million as shortfall. Allocation for Belmont is projected to be $3.7 million in FY 2023 and continues to grow in the ten-year forecast based on assessed valuation growth, but the shortfall is also projected to increase as more school districts flip to basic aid. The long-term forecast reflects that all school districts will flip to basic aid in five years, and correspondingly projects the full amount of allocation as the amount of the shortfall by FY 2027. To recover from the shortfall, the County has been submitting a claim for consideration in the State's budget that, if approved, gets distributed two years later. It is important to note that while the State has backfilled shortfalls in previous years, there is no requirement for the State to do so. That said, the long-term forecast assumes that the State will backfill shortfalls two years out. If this changes or as more data becomes available, the long-term forecast will be adjusted accordingly.

In an attempt to address the continuous shortfall in VLF, the State Department of Finance drafted a Budget Trailer Bill, with a May revise, that proposes using excess ERAF funds to backfill VLF shortfall. The State's draft proposes capping excess ERAF at FY 2022 amounts, and any growth in excess ERAF thereafter, shall be used to pay for VLF shortfall. This change essentially requires counties and cities to pay for the State's VLF obligations using monies that these local taxing agencies are already entitled to receive. Taking away excess ERAF from local taxing agencies and redirecting them to fund the State's VLF obligation is contrary to the 2004 State budget compromise that established the current system and could raise potential constitutional issues. The State further adds a provision in the May revise indicating that if agencies seek legal action to protect their constitutional rights, the State will automatically deny any reimbursement requests to backfill VLF. If passed, this bill will have a devastating impact on the amount of excess ERAF local taxing agencies receive, as excess ERAF will be capped, and any growth in all future years on this funding source will be lost. Based on the County's estimates, Belmont will stand to lose $7.2 million over the next ten years, of which $1.4 million is the loss in year ten. This loss will continue to grow annually in perpetuity. The County, local taxing entities within the County, and local representatives are putting on a strongly opposition the draft bill. For now, the long-term forecast assumes that the budget trailer bill will not pass, and that excess ERAF will not be taken away by the State. $1.5 million is budgeted in FY 2023, then grows gradually over the forecast to reflect the projected decrease in non-basic aid school districts, which will require less allocation of the ERAF shift funds.

# Revenue and Expenditure Assumptions

A growth rate of 2% to 3% is assumed for supplemental and unitary property tax revenues, while Homeowners' Property Tax Relief revenues are expected to remain flat due to the nature of that revenue source. Unsecured taxes are projected to increase at a more modest 1% rate to reflect the impact of depreciating values of unsecured property.

**Sales Tax**

Sales tax continues to recover from the initial impact of the COVID-19 pandemic. Sales tax fell significantly in FY 2020, but some of the drop was attributable to the recognition of sales tax deferments from businesses. As more data became available, businesses who were able to pay have continued to make their sales tax payments instead of deferring. At the onset of the pandemic, consumers with disposable income redirected their spending from leisure travel and dining to luxury auto purchases and online spending. With Belmont's major sales tax contributors coming from the autos category, their performance have helped towards the recovery in this revenue source. Further, sales tax from internet sales have begun to be unilaterally assessed by the end of 2019 as a result of the South Dakota v. Wayfair Supreme Court decision. With consumer behavior shifting heavily to online spending especially during the pandemic, sales tax performed above the trendline in FY 2021. However, as restrictions ease on traveling and indoor activities, consumer behavior may likely shift from purchase of goods, which is taxable, to purchase of services, which is non-taxable. The expectation and as reflected in the long-term financial plan is for sales tax, both the 1% and Measure I, to adjust back to a sustainable recovery close to the trendline. The local 1% sales tax is projected to be $4 million in FY 2023 and Measure I 0.50% sales tax is projected to be $2.2 million in FY 2023. Both sources are projected to grow modestly between 2% and 3% annually in the forecast.

**Property Transfer Tax**

Belmont collects a property transfer tax upon the transfer of any property within the City boundaries. This revenue source is driven by both property values and transaction volume. As a general law city, the tax rate that Belmont receives is $0.55 per $1,000, or 0.055%, of the sales value. Factoring in historic growth rates and the current economic environment, revenues are projected at $500,000 in FY 2023, then grows between 2% and 3% annually in the forecast.

**Transient Occupancy Tax**

Transient occupancy tax (TOT), or hotel room tax, is dependent on both the occupancy levels and room rates of the City's hotel stock. This revenue is largely dependent on the overall health of the economy. In good economic times, both occupancy rates and room rates increase, but during recessionary periods, both go down, which can result in a significant reduction in TOT revenue. In Belmont, the existing hotel stock primarily caters to business travelers. Two new hotels went into operations within the last several years that increased the City's hotel stock by 264 rooms, which expanded the overall tax base.

The COVID-19 pandemic stopped the growth abruptly, and the reactive nature of TOT to the economy was clearly demonstrated with an unprecedented 70% drop in TOT collections in fiscal year 2021. Occupancy rates dropped to single-digits and low two-digits during the pandemic when travel was restricted. As restrictions ease in fiscal year 2022, however, traveling, especially leisure traveling, began to recover. Business travel still lags, and is expected to recover slower especially as many companies are adapting to a hybrid model with virtual meetings. As hotels in Belmont cater mostly to business travelers, this revenue source is projected to stay low and recover slowly. Revenues are projected to be $2.8 million in FY 2023, with occupancy rates projected at around 60%. In the long-term forecast, revenues will gradually build back to pre-pandemic levels in three years, then the occupancy rates hold steady while room rates are projected to increase by 2% on an annual basis.

# Revenue and Expenditure Assumptions

### Business License Tax

A business license tax is imposed on all persons or businesses doing business in Belmont. The payment of this tax is required prior to the commencement of business. Business license tax revenues have remained fairly consistent over the past several years. Revenues are projected at $1.1 million in FY 2023, then grows at a modest 2% annually in the long-term financial plan.

### Franchise Fees

The City receives franchise payments from companies providing garbage, electricity, gas, and cable television services. In total, franchise revenue from the garbage service is approximately 55% of the total franchise revenue, electricity and gas service at approximately 20%, and cable television service at approximately 25%. Modest growth is expected from this revenue source, 2% annually in the forecast. For FY 2023, revenues are projected at $1.5 million.

### Intergovernmental

Intergovernmental revenues are grants or reimbursements from other governmental agencies, including other cities, the county, the state, and the federal government. This revenue category also includes a payment from the Sewer Collections Fund for streets access. Based on known grants, reimbursements, and streets access payment, total revenues are projected to be approximately $242,000 in FY 2023, then grow modestly from there throughout the remainder of the forecast.

### Service Charges

Service charges include police charges such as fingerprinting fees, police report fees, and alarm fees. Predominately, however, service charges are funds transferred into the General Fund from other funds to cover the cost of city-wide administration. These costs cover a portion of expenditures related to the operation of the City Manager's Office, City Attorney's Office, City Clerk, Finance, and Human Resources. Other charges in this revenue category are funds transferred from the Belmont Fire Protection District to cover for the cost of fire-related activities. These activities include fuel reduction and wildfire mitigation efforts provided by the Parks Department, as well as response to fire- and medical-related calls and fire-related code enforcement deficiencies provided by the Police Department. In total, approximately $4.5 million is projected for service charges in FY 2023. Per best practices, the cost allocation model will be maintained and updated on an annual basis to ensure alignment with the cost of providing administrative services throughout the City.

### Fines and Forfeitures

Fines and forfeitures include parking and traffic-related citations. FY 2023 revenues are expected to be $165,000, and projected to grow modestly throughout the forecast.

### Use of Money and Property

This revenue category includes interest earnings on the City's investment portfolio, and lease and rental revenues. The City invests its funds in LAIF, the Local Agency Investment Fund program established by the State. Through the latest reporting period, the City's investment portfolio is earning approximately 0.4 percent. While interest rates have been historically low, projections going forward for

investment earnings reflect the expectation that the City will gradually begin to earn more on its portfolio through gradually higher interest rates. Projections for lease and rental revenues are based on lease terms and agreement. In total, this category of revenues is expected to generate approximately $938,000 in FY 2023.

**Miscellaneous**

This revenue category includes other smaller revenues not attached to other categories. FY 2023 revenues are projected at approximately $337,000 in FY 2023.

**COVID-19 Federal Relief Funding**

With the passage of the American Rescue Plan Act (ARPA), federal relief funding was made available to state and local municipalities to help with the economic recovery from COVID-19. This one-time funding is allocated based on population, not in proportion of revenue loss. With a population of about 27,000, Belmont's allocation is $6.4 million and will be remitted through the State split into two tranches, one at the beginning of FY 2022 and one in FY 2023, as reflected in the ten-year forecast. These funds will be used to help Belmont and those that have been impacted in Belmont to recover from the crisis.

## GENERAL FUND EXPENDITURES

**Expenditure Estimation Methodology**

Similar to the revenue assumptions, expenditure assumptions and projections are reviewed and revised each fiscal year. Unlike revenues, especially tax revenues, General Fund expenditures are largely under the control of the City. Because of that, assumptions for expenditure growth are generally able to be aligned with revenue growth where possible. In cases where an expenditure category is not under control of the City, as is the case for CalPERS pension contributions, the projected increases are treated as nondiscretionary and take precedence in terms of the allocation of resources, limiting the City's flexibility to prioritize where funds are expended. Assumptions for each of the General Fund's expenditure categories are discussed in detail below.

**Personnel Costs**

Personnel costs represent nearly 60% of total General Fund expenditures, and total $16.8 million for FY 2023. To best reflect the cost of the personnel expenditure category, the ten-year forecast splits costs into two categories: salaries, and benefits. This allows assumptions for cost increases in the two categories to move independently from one another. Assumptions for the major categories of personnel expenditures are discussed in the detail below.

Increases for salaries and salary-related costs, such as overtime, are initially based on existing contractual agreements or assumptions about the outcome of ongoing and future negotiations. Beyond those contractual assumptions, salary increases were set in the ten-year forecast based on projected modest salary increases throughout the forecast. It is important to note that these are only projections of possible salary increases and do not reflect the actual salary adjustments that will be made in the future. There are a number of factors that have to be considered related to salary increases in the future, including the City's economic condition, the amount of unassigned fund balance in the General Fund, labor negotiations, and our ability to compete in the market for employees.

As previously discussed, the cost of CalPERS pension contributions is not something the City has control over the way it does over many other expenditures. As a result, the ten-year forecast contains projected increases in the City's contribution rates that were developed by a consulting actuary. These contribution rates, which have been

adjusted to consider the employees' share of the City's contribution rates, factor in assumptions related to turnover of City employees and the fact that new employees will come in under lower pension formulas. The rates also factor in the most up-to-date information available about the economic and actuarial changes CalPERS has recently implemented, as well as updated investment return results. A couple of the significant factors include:

- The 4.7% actual return on the CalPERS investment portfolio for the fiscal year ended June 30, 2020 which was below the 7.0% target and will impact contribution costs starting in FY 2023.
- The 21.3% actual return on the CalPERS investment portfolio for the fiscal year ended June 30, 2021, which was above the 7.0% target. However, that triggered CalPERS' Funding Risk Mitigation Policy, and as affirmed through the Asset Liability Management process, lowered the discount rate, or expected rate of return, from 7.0% to 6.8%, with impacts to contribution costs starting in FY 2024.
- The change in amortization period from 30 to 20 years that impacted contribution rates starting in FY 2022.

These factors have a significant impact on the City's cost for employee pension benefits, and continue to put pressure on General Fund operations. The City's pension cost in the General Fund is projected to increase from $3.8 million in FY 2023 to $4.6 million in FY 2032, and takes up about 15% of total operations. Even though CalPERS generated higher-than-expected returns for the fiscal year ended June 30, 2021, their risk mitigation policy got triggered, which lowered the discount rate from 7.0% to 6.8%. Concurrently, CalPERS went through their process of evaluating its Asset Liability Management (ALM), a formal process that runs on a four-year cycle which included a review of their investment portfolios, retirement plan liabilities, and expected rate of return. From that process, CalPERS affirmed the lowered 6.8% discount rate in November 2021.

With the discount rate, or expected rate of return, at 6.8%, any returns that fall short of this target will create another layer of unfunded pension liability that increase total pension contribution. As of mid-May 2022, investment returns stand at -6.5%. If returns do not meet the target rate by the end of June, pension contribution costs for all CalPERS-contracted agencies, including Belmont, will increase. The further away from the target rate in the negative direction, the higher the increase will be. Pension contribution costs will continue to be monitored carefully, and as more information becomes available, the ten-year financial plan will be updated accordingly.

Overall, the pension cost in the General Fund makes up over 50% of the total cost of employee fringe benefits. Other major costs in this category include medical, dental, and vision premiums paid by the City; Medicare taxes; workers' compensation; and deferred compensation. Medical insurance, which is the second-largest cost in this category, is set in the forecast to increase approximately 5% in FY 2023 and then taper off to approximately 4% annual increase throughout the long-term plan. These assumptions are based on historical trends and assumptions used by the consulting actuary in the valuation of the City's retiree medical plan. For other benefit costs that move with salary increases, such as Medicare taxes, those are set to increase at the same rate as salaries in the ten-year financial plan.

**Non-Personnel Costs**

The remaining 50% of the General Fund's expenditures consist of non-personnel costs. For the purpose of the ten-year forecast, non-personnel expenditures were broken down into two distinct categories: operating, and transfers out. A brief description of the types of expenditures in each category is provided below.

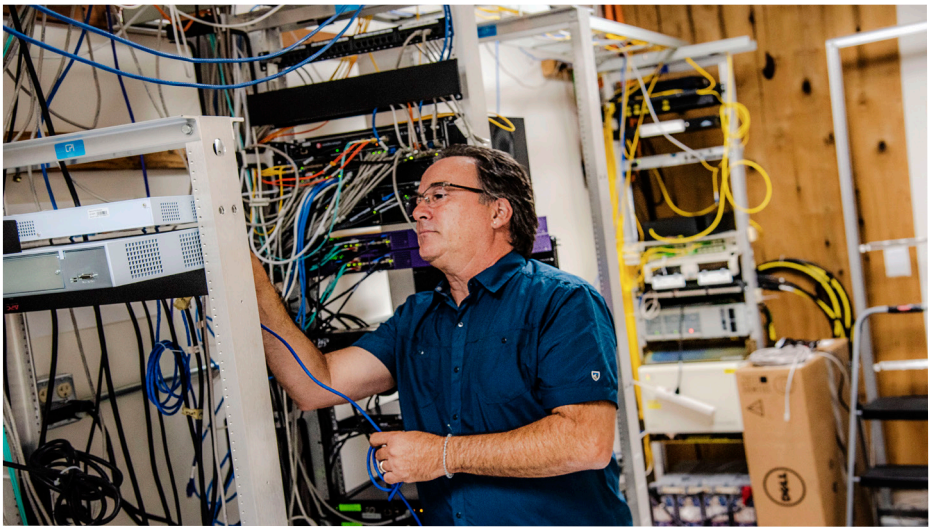
### OPERATING

Operating expenditures, which total $7.1 million in fiscal year 2023, include spending on a wide variety of expenditure categories related to operation of the City. Some of the major expenditure categories include $1.6

million in professional and contract services, $318,000 in utilities costs, and $3.5 million in administrative and other costs.

Professional and contract services include service areas like the annual financial audit, consultants for special studies and staffing assistance, animal control, and maintenance of city parks and trees. Because expenditures in this category are largely within the City's control, the long-term forecast holds the total budget in this category flat for four years before increasing the budget by 5% in year five. The remaining forecast years are then held flat.

Utilities costs include gas, electricity, and water costs. For the ten-year forecast, the annual increase is set at 3%. These increases consider expected growth in costs, which are largely beyond the City's control, although increased conservation efforts can help control expenditure growth in this area.



And finally, the administrative and other expenditures consist of the "rental rate" the departments are charged to cover the cost of funding the replacement of city computers, vehicles, and equipment from the Fleet and Equipment Management Fund. Funds are collected for replacement while the vehicle/equipment is still in use so that adequate funds are available at the time when replacement is necessary. This expenditure category also includes charges to cover for building maintenance in City facilities from the Facilities Management Fund.

### TRANSFER OUT

This category of funding includes the transfers the General Fund makes to various funds to fund ongoing and one-time needs. Ongoing items are to support costs in other funds that are not fully recovered through user fees. They include transfers to support the Recreation Fund, Development Services Fund, Street Maintenance Fund, and the Storm Drainage Fund. Total transfers are approximately $4.4 million in FY 2023, and increases to $6.7 million throughout the forecast. Additional detail about the City's funds can be found in the accompanying long-term financial plans in this Fund Information section of the budget document.

### MEASURE I

Measure I is the ½-cent transaction and use sales tax that Belmont voters passed in 2016 that became effective in April 2017. This locally-controlled funding source has greatly enhanced the City's ability to invest in roadway repairs. While Measure I is a sub-fund of the General Fund, the sales tax from Measure I and projects funded by Measure I are presented in its own long-term financial plan for tracking purposes.

Measure I sales tax is budgeted at $2.2 million in FY 2023, and grows between 2% and 3% annually in the forecast. A total of $11.2 million is included in the five-year capital improvement plan, funding for slurry seal, pavement rehabilitation, and storm drain infrastructure improvements. Measure I revenues will continue to be monitored carefully, and funding adjustments will be made in the long-term financial plan as appropriate.

**Resources Over/(Under) Requirements and Fund Balance**

The long-term financial forecast includes all known and assumed resource demands. It provides a comprehensive view of the demand for the City's resources and allows Council to prioritize how those resources should be allocated. As demonstrated in the ten-year forecast, the COVID-19 pandemic has impacted revenues

# Revenue and Expenditure Assumptions

in Belmont that are slow to recover, as is the case with TOT, a major revenue source in the General Fund. The ARPA federal funding allocation is helping to recover some of the revenue loss, and as demonstrated in the forecast, is boosting the fund balance in FY 2022 and FY 2023. However, that funding is only one-time. Meanwhile, costs for operations remain, and continue to grow throughout the forecast. Ongoing support in the form of fund transfers to other funds that are not achieving cost recovery put further pressure on the General Fund. All this result in a draw down on fund balance and place a strain to maintain operations at current service levels. On top of that, actions from the State that are outside of the City's control is threatening property tax, the General Fund's top revenue source. The long-term plan illustrates that even with the success in mitigating the impact to redevelopment residuals, and even with expenditure reduction strategies such as funding freezes on certain vacant positions, resources are not able to meet demands in each year of the plan from FY 2024 until FY 2032. The fund balance that has been diligently built up over the past several years are getting drawn down through the forecast and will fall below the 33% target reserve level in FY 2031. This depletion of fund balance places significant pressure on operations and threatens provision of services at current levels. That said, the long-term forecast allows the City to foresee structural imbalances, and plan ahead to position itself towards long-term sustainability. A community engagement effort from the spring of 2021 shows that enhancing locally controlled revenues to support fiscal sustainability is a key priority. With this input, the City has begun to identify opportunities to diversify and expand the City's revenue sources, including an update to the business license tax and transient occupancy tax ordinances and rates, and exploring a Community Facilities District formation that will allow new developments to pay its fair share so current service levels are not diluted. Implementing a long-term financial sustainability plan will be the focus of the FY 2024 budget development and beyond.

CITY OF BELMONT

# SPECIAL REVENUE

# 205 Recreation

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **-** | **20,507** | **(15,046)** | **39,458** | **35,228** | **70,434** | **43,189** |
| **Revenues** | | | | | | | |
| Intergovernmental | 65,635 | 72,440 | 60,000 | 61,200 | 62,424 | 63,672 | 64,946 |
| Service Charges | 1,005,105 | 1,679,915 | 1,930,480 | 1,969,090 | 2,008,471 | 2,048,641 | 2,089,614 |
| Use of Money and Property | (1,007) | (823) | (839) | (839) | (839) | (839) | (839) |
| Miscellaneous | 6,342 | 6,263 | 12,000 | 12,240 | 12,485 | 12,734 | 12,989 |
| **Total Revenues** | **1,076,074** | **1,757,795** | **2,001,641** | **2,041,691** | **2,082,541** | **2,124,209** | **2,166,710** |
| **Expenditures** | | | | | | | |
| Personnel | 1,722,850 | 1,832,552 | 2,184,100 | 2,249,623 | 2,317,112 | 2,386,625 | 2,458,224 |
| Operating | 830,128 | 1,045,796 | 1,663,037 | 1,696,298 | 1,730,224 | 1,764,828 | 1,800,125 |
| **Total Expenditures** | **2,552,978** | **2,878,348** | **3,847,137** | **3,945,921** | **4,047,335** | **4,151,453** | **4,258,349** |
| **Transfer In** | **1,497,411** | **1,085,000** | **1,900,000** | **1,900,000** | **2,000,000** | **2,000,000** | **2,100,000** |
| Ending Fund Balance | 20,507 | (15,046) | 39,458 | 35,228 | 70,434 | 43,189 | 51,550 |

# 206 Library Maintenance and Operation

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **1,033,288** | **962,402** | **841,065** | **424,810** | **296,328** | **160,393** | **16,768** |
| **Revenues** | | | | | | | |
| Taxes | 303,706 | 302,838 | 302,838 | 305,866 | 308,925 | 312,014 | 315,134 |
| Use of Money and Property | 3,365 | 1,267 | 1,292 | 1,318 | 1,344 | 1,371 | 1,399 |
| **Total Revenues** | **307,071** | **304,105** | **304,130** | **307,184** | **310,269** | **313,385** | **316,533** |
| **Expenditures** | | | | | | | |
| Personnel | 190,150 | 191,905 | 177,281 | 182,600 | 188,078 | 193,720 | 199,532 |
| Operating | 187,805 | 233,537 | 284,104 | 253,066 | 258,127 | 263,290 | 268,556 |
| **Total Expenditures** | **377,955** | **425,442** | **425,385** | **435,666** | **446,205** | **457,010** | **468,087** |
| **Capital Improvement Plan** | **-** | **-** | **295,000** | **-** | **-** | **-** | **-** |
| **Ending Fund Balance** | **962,402** | **841,065** | **424,810** | **296,328** | **160,393** | **16,768** | **(134,786)** |

# 207 Athletic Field Maintenance

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **324,158** | **377,267** | **365,062** | **185,628** | **96,405** | **107,398** | **118,611** |
| **Revenues** | | | | | | | |
| Intergovernmental | - | - | - | - | 1,000,000 | - | - |
| Service Charges | 52,760 | 77,000 | 90,000 | 91,800 | 93,636 | 95,509 | 97,419 |
| Use of Money and Property | 1,163 | 555 | 566 | 577 | 589 | 601 | 613 |
| Miscellaneous | 50,282 | 5,000 | - | - | 1,000,000 | - | - |
| **Total Revenues** | **104,114** | **82,555** | **90,566** | **92,377** | **2,094,225** | **96,109** | **98,032** |
| **Expenditures** | | | | | | | |
| Operating | 51,006 | 70,000 | 80,000 | 81,600 | 83,232 | 84,897 | 86,595 |
| **Total Expenditures** | **51,006** | **70,000** | **80,000** | **81,600** | **83,232** | **84,897** | **86,595** |
| **Capital Improvement Plan** | **-** | **24,760** | **190,000** | **100,000** | **2,000,000** | **-** | **-** |
| Ending Fund Balance | 377,267 | 365,062 | 185,628 | 96,405 | 107,398 | 118,611 | 130,048 |

# 208 City Trees

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **362,349** | **326,409** | **297,745** | **234,731** | **200,926** | **166,317** | **130,890** |
| **Revenues** | | | | | | | |
| Service Charges | 11,552 | 10,000 | 10,000 | 10,500 | 11,025 | 11,576 | 12,155 |
| Use of Money and Property | 1,187 | 444 | 453 | 467 | 481 | 495 | 510 |
| **Total Revenues** | **12,739** | **10,444** | **10,453** | **10,967** | **11,506** | **12,071** | **12,665** |
| **Expenditures** | | | | | | | |
| Personnel | 29,510 | 29,108 | 33,467 | 34,471 | 35,505 | 36,571 | 37,668 |
| Operating | 19,169 | 10,000 | 40,000 | 10,300 | 10,609 | 10,927 | 11,255 |
| **Total Expenditures** | **48,678** | **39,108** | **73,467** | **44,771** | **46,114** | **47,498** | **48,923** |
| **Ending Fund Balance** | **326,409** | **297,745** | **234,731** | **200,926** | **166,317** | **130,890** | **94,632** |

# 209 Senior Services Donation

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST |
|---|---|---|---|---|
| **Beginning Fund Balance** | **85,863** | **86,273** | **89,481** | **93,609** |
| **Revenues** | | | | |
| Use of Money and Property | 292 | 125 | 128 | 131 |
| Miscellaneous | 117 | 3,083 | 4,000 | 4,000 |
| **Total Revenues** | **410** | **3,208** | **4,128** | **4,131** |
| **Ending Fund Balance** | **86,273** | **89,481** | **93,609** | **97,740** |

# 210 Development Services

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **-** | **416,819** | **1,084,263** | **934,311** | **763,512** | **542,274** | **269,077** |
| **Revenues** | | | | | | | |
| Licenses and Permits | 2,125,169 | 2,014,779 | 1,858,000 | 1,938,600 | 1,992,576 | 2,048,088 | 2,105,179 |
| Service Charges | 2,071,817 | 3,054,548 | 2,159,000 | 2,202,180 | 2,246,224 | 2,291,148 | 2,336,971 |
| Use of Money and Property | 1,983 | 2,372 | 2,419 | 2,468 | 2,517 | 2,568 | 2,619 |
| Miscellaneous | 13,287 | 8,200 | 8,200 | 8,364 | 8,531 | 8,702 | 8,876 |
| **Total Revenues** | **4,212,256** | **5,079,898** | **4,027,619** | **4,151,612** | **4,249,848** | **4,350,505** | **4,453,645** |
| **Expenditures** | | | | | | | |
| Personnel | 2,459,294 | 3,021,331 | 3,128,863 | 3,222,729 | 3,319,410 | 3,418,993 | 3,521,563 |
| Operating | 1,728,848 | 1,891,124 | 2,548,708 | 2,599,682 | 2,651,676 | 2,704,709 | 2,758,804 |
| **Total Expenditures** | **4,188,141** | **4,912,455** | **5,677,571** | **5,822,411** | **5,971,086** | **6,123,702** | **6,280,366** |
| **Transfer In** | **392,705** | **500,000** | **1,500,000** | **1,500,000** | **1,500,000** | **1,500,000** | **1,600,000** |
| Ending Fund Balance | 416,819 | 1,084,263 | 934,311 | 763,512 | 542,274 | 269,077 | 42,356 |

# 212 General Plan Maintenance

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **407,621** | **738,132** | **1,120,748** | **591,366** | **267,241** | **18,279** | **69,384** |
| **Revenues** | | | | | | | |
| Intergovernmental | 10,000 | - | - | - | - | - | - |
| Service Charges | 376,431 | 496,441 | 500,000 | 510,000 | 520,200 | 530,604 | 541,216 |
| Use of Money and Property | 1,678 | 1,175 | 1,199 | 1,223 | 1,247 | 1,272 | 1,298 |
| Miscellaneous | 30,000 | - | - | - | - | - | - |
| **Total Revenues** | **418,109** | **497,616** | **501,199** | **511,223** | **521,447** | **531,876** | **542,514** |
| **Expenditures** | | | | | | | |
| Personnel | - | - | 325,581 | 335,348 | 345,409 | 355,771 | 366,444 |
| Operating | 87,598 | 115,000 | 705,000 | 500,000 | 500,000 | 125,000 | 125,000 |
| **Total Expenditures** | **87,598** | **115,000** | **1,030,581** | **835,348** | **845,409** | **480,771** | **491,444** |
| **Transfer Out** | **-** | **-** | **-** | **-** | **75,000** | **-** | **-** |
| Ending Fund Balance | 738,132 | 1,120,748 | 591,366 | 267,241 | 18,279 | 69,384 | 120,454 |

# 223 Belmont Fire Protection District

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **13,405,276** | **15,403,495** | **15,593,014** | **17,881,275** | **20,467,623** | **23,169,980** | **25,919,342** |
| **Revenues** | | | | | | | |
| Property Tax | 12,871,017 | 11,849,962 | 14,519,084 | 15,207,286 | 15,858,639 | 16,464,921 | 17,095,128 |
| Intergovernmental | 64,290 | 64,290 | 64,290 | 65,576 | 66,887 | 68,225 | 69,590 |
| Service Charges | - | - | - | - | - | - | - |
| Use of Money and Property | (21,439) | 14,455 | 17,502 | 17,852 | 18,209 | 18,573 | 18,945 |
| Miscellaneous | 102,097 | 7,201 | 5,000 | 5,100 | 5,202 | 5,306 | 5,412 |
| **Total Revenues** | **13,015,966** | **11,935,908** | **14,605,876** | **15,295,814** | **15,948,937** | **16,557,026** | **17,189,074** |
| **Expenditures** | | | | | | | |
| Legacy Benefits | 1,841,371 | 1,844,610 | 1,975,689 | 1,912,940 | 1,974,373 | 2,037,702 | 2,103,015 |
| Operating | 9,176,375 | 9,808,959 | 10,341,926 | 10,796,526 | 11,272,207 | 11,769,962 | 12,290,832 |
| **Total Expenditures** | **11,017,747** | **11,653,569** | **12,317,615** | **12,709,466** | **13,246,580** | **13,807,664** | **14,393,847** |
| **Capital Improvement Plan** | **-** | **92,820** | **-** | **-** | **-** | **-** | **-** |
| Ending Fund Balance | 15,403,495 | 15,593,014 | 17,881,275 | 20,467,623 | 23,169,980 | 25,919,342 | 28,714,570 |
| **Capital Reserve** | **7,500,000** | **10,000,000** | **11,250,000** | **12,500,000** | **13,125,000** | **13,781,250** | **14,470,313** |
| **Remaining Fund Balance** | **7,903,495** | **5,593,014** | **6,631,275** | **7,967,623** | **10,044,980** | **12,138,092** | **14,244,257** |

# 225 Public Safety Grants

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST |
|---|---|---|---|---|
| **Beginning Fund Balance** | **35,448** | **35,100** | **32,480** | **27,529** |
| **Revenues** | | | | |
| Use of Money and Property | 120 | 48 | 49 | 50 |
| **Total Revenues** | **120** | **48** | **49** | **50** |
| **Expenditures** | | | | |
| Operating | 469 | 2,668 | 5,000 | 5,100 |
| **Total Expenditures** | **469** | **2,668** | **5,000** | **5,100** |
| **Ending Fund Balance** | **35,100** | **32,480** | **27,529** | **22,479** |

# 227 Supplemental Law Enforcement

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST |
|---|---|---|---|---|
| **Beginning Fund Balance** | **2,791** | **-** | **907** | **15,024** |
| **Revenues** | | | | |
| Intergovernmental | 156,727 | 158,000 | 158,000 | 161,160 |
| Use of Money and Property | (71) | (20) | (20) | (20) |
| **Total Revenues** | **156,655** | **157,980** | **157,980** | **161,140** |
| **Expenditures** | | | | |
| Personnel | 163,409 | 192,430 | 115,627 | 119,095 |
| Operating | 60,942 | 44,643 | 48,236 | 49,201 |
| **Total Expenditures** | **224,351** | **237,073** | **163,863** | **168,296** |
| **Transfer In** | **64,904** | **80,000** | **20,000** | **-** |
| **Ending Fund Balance** | **-** | **907** | **15,024** | **7,868** |

# 231 Street Maintenance

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **945,792** | **711,188** | **661,215** | **587,838** | **217,722** | **51,246** | **80,914** |
| **Revenues** | | | | | | | |
| Intergovernmental | 1,239,085 | 1,021,753 | 778,700 | 792,033 | 806,107 | 814,757 | 821,378 |
| Service Charges | 885,587 | 560,177 | 581,078 | 591,559 | 601,492 | 611,221 | 620,354 |
| Use of Money and Property | 1,803 | 379 | 387 | 395 | 403 | 411 | 419 |
| Miscellaneous | 633 | 400 | - | - | - | - | - |
| **Total Revenues** | **2,127,108** | **1,582,709** | **1,360,165** | **1,383,986** | **1,408,001** | **1,426,389** | **1,442,151** |
| **Expenditures** | | | | | | | |
| Personnel | 1,114,972 | 893,019 | 1,232,877 | 1,529,423 | 1,575,306 | 1,622,565 | 1,671,242 |
| Operating | 1,246,740 | 1,239,664 | 1,200,665 | 1,224,679 | 1,249,172 | 1,274,156 | 1,299,639 |
| **Total Expenditures** | **2,361,712** | **2,132,683** | **2,433,542** | **2,754,102** | **2,824,478** | **2,896,720** | **2,970,880** |
| **Transfer In** | **-** | **500,000** | **1,000,000** | **1,000,000** | **1,250,000** | **1,500,000** | **1,500,000** |
| Ending Fund Balance | 711,188 | 661,215 | 587,838 | 217,722 | 51,246 | 80,914 | 52,185 |

# 232 Road Maintenance and Rehabilitation Account Street Project

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **587,977** | **323,437** | **223,697** | **59,072** | **194,656** | **363,858** | **573,129** |
| **Revenues** | | | | | | | |
| Intergovernmental | 492,931 | 548,260 | 603,375 | 633,544 | 667,122 | 707,149 | 758,064 |
| Use of Money and Property | 2,380 | 2,000 | 2,000 | 2,040 | 2,081 | 2,122 | 2,165 |
| **Total Revenues** | **495,311** | **550,260** | **605,375** | **635,584** | **669,202** | **709,271** | **760,228** |
| **Capital Improvement Plan** | **759,851** | **650,000** | **770,000** | **500,000** | **500,000** | **500,000** | **500,000** |
| Ending Fund Balance | 323,437 | 223,697 | 59,072 | 194,656 | 363,858 | 573,129 | 833,358 |

# 233 Measure W

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **-** | **249,587** | **1,212,234** | **1,443,808** | **1,483,218** | **1,520,627** | **1,556,192** |
| **Reallocated Balance from Street Improvement Fund Revenues** | **329,043** | **-** | **-** | **-** | **-** | **-** | **-** |
| Intergovernmental | - | 840,000 | 160,000 | - | - | - | - |
| Taxes | 320,610 | 371,729 | 391,059 | 398,880 | 406,858 | 414,995 | 423,295 |
| Use of Money and Property | (65) | 505 | 515 | 530 | 551 | 571 | 598 |
| **Total Revenues** | **320,544** | **1,212,234** | **551,574** | **399,410** | **407,408** | **415,566** | **423,893** |
| **Capital Improvement Plan** | **-** | **-** | **320,000** | **360,000** | **370,000** | **380,000** | **390,000** |
| **Transfer Out** | **400,000** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Ending Fund Balance** | **249,587** | **1,212,234** | **1,443,808** | **1,483,218** | **1,520,627** | **1,556,192** | **1,590,086** |

# 234 Street Improvement

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **682,742** | **2,161,085** | **875,083** | **91,737** | **96,243** | **618,139** | **1,457,773** |
| **Revenues** | | | | | | | |
| Taxes | 705,935 | 850,152 | 867,155 | 900,107 | 918,109 | 936,471 | 955,201 |
| Intergovernmental | 102,232 | 1,554,555 | 618,500 | 52,530 | 53,581 | 54,652 | 55,745 |
| Use of Money and Property | 4,234 | 3,468 | 3,537 | 3,608 | 3,680 | 3,753 | 3,829 |
| Miscellaneous | 1,155,242 | 100,000 | 100,000 | 75,000 | 50,000 | 50,000 | 50,000 |
| **Total Revenues** | **1,967,642** | **2,508,175** | **1,589,192** | **1,031,245** | **1,025,370** | **1,044,877** | **1,064,774** |
| **Expenditures** | | | | | | | |
| Operating | 60,804 | 61,177 | 85,038 | 86,739 | 88,474 | 90,243 | 92,048 |
| **Total Expenditures** | **60,804** | **61,177** | **85,038** | **86,739** | **88,474** | **90,243** | **92,048** |
| **Capital Improvement Plan** | **499,452** | **3,733,000** | **2,287,500** | **940,000** | **415,000** | **115,000** | **115,000** |
| **Transfer In** | **400,000** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Reallocate Balance for Creation of Measure W Fund** | **329,043** | **-** | **-** | **-** | **-** | **-** | **-** |
| Ending Fund Balance | **2,161,085** | **875,083** | **91,737** | **96,243** | **618,139** | **1,457,773** | **2,315,499** |

# 237 Traffic Impact

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **-** | **-** | **214,183** | **1,028,370** | **2,028,561** | **2,628,755** | **2,728,954** |
| **Revenues** | | | | | | | |
| Service Charges | - | 214,000 | 814,000 | 1,000,000 | 600,000 | 100,000 | 100,000 |
| Use of Money and Property | - | 183 | 187 | 191 | 195 | 198 | 202 |
| **Total Revenues** | **-** | **214,183** | **814,187** | **1,000,191** | **600,195** | **100,198** | **100,202** |
| **Ending Fund Balance** | **-** | **214,183** | **1,028,370** | **2,028,561** | **2,628,755** | **2,728,954** | **2,829,156** |

# 239 Public Art

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **-** | **-** | **395,227** | **711,227** | **1,333,547** | **1,668,314** | **2,009,775** |
| **Revenues** | | | | | | | |
| Service Charges | - | 395,227 | 315,000 | 621,300 | 333,726 | 340,401 | 347,209 |
| Use of Money and Property | - | - | 1,000 | 1,020 | 1,040 | 1,061 | 1,082 |
| **Total Revenues** | **-** | **395,227** | **316,000** | **622,320** | **334,766** | **341,462** | **348,291** |
| **Ending Fund Balance** | **-** | **395,227** | **711,227** | **1,333,547** | **1,668,314** | **2,009,775** | **2,358,066** |

# 275 Affordable Housing

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST |
|---|---|---|---|---|
| **Beginning Fund Balance** | **3,618,577** | **3,687,918** | **3,078,365** | **7,068,672** |
| **Revenues** | | | | |
| Intergovernmental | - | - | 310,000 | - |
| Miscellaneous | 510 | 7,500 | - | - |
| Use of Money and Property | 284,721 | 81,078 | 81,081 | 81,084 |
| Other Financing Sources | - | - | 3,900,000 | - |
| **Total Revenues** | **285,231** | **88,578** | **4,291,081** | **81,084** |
| **Expenditures** | | | | |
| Operating | 215,889 | 698,131 | 300,774 | 306,789 |
| **Total Expenditures** | **215,889** | **698,131** | **300,774** | **306,789** |
| **Ending Fund Balance** | **3,687,918** | **3,078,365** | **7,068,672** | **6,842,967** |

# 277 Inclusionary Housing

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **1,043,767** | **162,726** | **284,726** | **1,077,726** | **1,692,786** | **1,845,907** | **1,999,091** |
| **Revenues** | | | | | | | |
| Service Charges | 44,535 | 120,000 | 790,000 | 3,612,000 | 150,000 | 150,000 | 150,000 |
| Use of Money and Property | 74,424 | 2,000 | 3,000 | 3,060 | 3,121 | 3,184 | 3,247 |
| **Total Revenues** | **118,959** | **122,000** | **793,000** | **3,615,060** | **153,121** | **153,184** | **153,247** |
| **Expenditures** | | | | | | | |
| Operating | 1,000,000 | - | - | 3,000,000 | - | - | - |
| **Total Expenditures** | **1,000,000** | **-** | **-** | **3,000,000** | **-** | **-** | **-** |
| **Ending Fund Balance** | **162,726** | **284,726** | **1,077,726** | **1,692,786** | **1,845,907** | **1,999,091** | **2,152,338** |

* Fund balance is reduced by $2.2 million to reflect loans receivable that is not available for appropriation.

RIGHT LANE
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BUSES

# CAPITAL PROJECTS

# 308 General Facilities

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **1,020,074** | **827,229** | **722,320** | **388,283** | **184,165** | **79,965** | **75,681** |
| **Revenues** | | | | | | | |
| Intergovernmental | - | - | 36,000 | - | - | - | - |
| Use of Money and Property | 3,292 | 1,089 | 1,111 | 1,133 | 1,156 | 1,179 | 1,203 |
| Miscellaneous | 5,561 | - | - | - | - | - | - |
| **Total Revenues** | **8,853** | **1,089** | **37,111** | **1,133** | **1,156** | **1,179** | **1,203** |
| **Expenditures** | | | | | | | |
| Operating | 8,273 | 8,498 | 5,148 | 5,251 | 5,356 | 5,463 | 5,572 |
| **Total Expenditures** | **8,273** | **8,498** | **5,148** | **5,251** | **5,356** | **5,463** | **5,572** |
| **Capital Improvement Plan** | **193,425** | **97,500** | **366,000** | **200,000** | **400,000** | **-** | **-** |
| **Transfer In** | **-** | **-** | **-** | **-** | **300,000** | **-** | **-** |
| **Ending Fund Balance** | **827,229** | **722,320** | **388,283** | **184,165** | **79,965** | **75,681** | **71,311** |

# 310 Infrastructure Repair

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **2,816,035** | **2,302,012** | **3,820,532** | **2,478,750** | **540,032** | **43,380** | **46,795** |
| **Revenues** | | | | | | | |
| Intergovernmental | 300,000 | 247,500 | 1,213,334 | 4,100,000 | 3,351,000 | - | - |
| Use of Money and Property | 9,640 | 3,155 | 3,218 | 3,282 | 3,348 | 3,415 | 3,483 |
| Miscellaneous | - | 300,000 | - | - | - | - | - |
| **Total Revenues** | **309,640** | **550,655** | **1,216,552** | **4,103,282** | **3,354,348** | **3,415** | **3,483** |
| **Capital Improvement Plan** | **823,663** | **418,000** | **2,558,334** | **6,042,000** | **4,351,000** | **1,000,000** | **1,000,000** |
| **Transfer In** | **-** | **1,385,865** | **-** | **-** | **500,000** | **1,000,000** | **1,000,000** |
| Ending Fund Balance | **2,302,012** | **3,820,532** | **2,478,750** | **540,032** | **43,380** | **46,795** | **50,279** |

# 312 Comcast

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **372,685** | **362,508** | **428,186** | **308,711** | **309,247** | **309,793** | **310,350** |
| **Revenues** | | | | | | | |
| Service Charges | - | 65,163 | - | - | - | - | - |
| Use of Money and Property | 1,252 | 515 | 525 | 536 | 546 | 557 | 568 |
| **Total Revenues** | **1,252** | **65,678** | **525** | **536** | **546** | **557** | **568** |
| **Capital Improvement Plan** | **11,429** | **-** | **120,000** | **-** | **-** | **-** | **-** |
| **Ending Fund Balance** | **362,508** | **428,186** | **308,711** | **309,247** | **309,793** | **310,350** | **310,918** |

# 341 Planned Park

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **4,660,027** | **357,457** | **1,999,833** | **2,649,584** | **1,928,290** | **1,455,930** | **732,483** |
| **Revenues** | | | | | | | |
| Service Charges | 30,450 | - | 400,000 | - | 250,000 | - | 250,000 |
| Use of Money and Property | 9,654 | 43 | 44 | 45 | 46 | 47 | 48 |
| Miscellaneous | 100 | - | - | - | - | - | - |
| **Total Revenues** | **40,204** | **43** | **400,044** | **45** | **250,046** | **47** | **250,048** |
| **Expenditures** | | | | | | | |
| Operating | 63,191 | 63,667 | 52,293 | 53,339 | 54,406 | 55,494 | 56,604 |
| Debt Service | 668,000 | 668,000 | 668,000 | 668,000 | 668,000 | 668,000 | 668,000 |
| **Total Expenditures** | **731,191** | **731,667** | **720,293** | **721,339** | **722,406** | **723,494** | **724,604** |
| **Capital Improvement Plan** | **3,611,583** | **126,000** | **30,000** | **-** | **-** | **-** | **-** |
| **Transfer In** | **-** | **2,500,000** | **1,000,000** | **-** | **-** | **-** | **-** |
| Ending Fund Balance | **357,457** | **1,999,833** | **2,649,584** | **1,928,290** | **1,455,930** | **732,483** | **257,927** |

# 342 Park Impact Fees

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **362,708** | **1,397,020** | **176,108** | **1,830,106** | **4,093,175** | **4,095,284** | **4,817,437** |
| **Revenues** | | | | | | | |
| Intergovernmental | - | - | 194,570 | - | - | 3,000,000 | - |
| Service Charges | 1,032,853 | 1,574,000 | 2,617,400 | 2,511,000 | 500,000 | 1,000,000 | 500,000 |
| Use of Money and Property | 1,458 | 1,988 | 2,028 | 2,069 | 2,110 | 2,152 | 2,195 |
| Miscellaneous | - | 10,000 | - | - | - | - | - |
| **Total Revenues** | **1,034,311** | **1,585,988** | **2,813,998** | **2,513,069** | **502,110** | **4,002,152** | **502,195** |
| **Capital Improvement Plan** | **-** | **306,900** | **160,000** | **250,000** | **500,000** | **3,250,000** | **125,000** |
| **Transfer Out** | **-** | **2,500,000** | **1,000,000** | **-** | **-** | **30,000** | **50,000** |
| Ending Fund Balance | **1,397,020** | **176,108** | **1,830,106** | **4,093,175** | **4,095,284** | **4,817,437** | **5,144,632** |

# 343 Open Space

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **234,605** | **206,237** | **154,043** | **108,943** | **63,301** | **17,106** | **347** |
| **Revenues** | | | | | | | |
| Use of Money and Property | 769 | 271 | 276 | 282 | 287 | 293 | 299 |
| Miscellaneous | 6,001 | - | - | - | - | - | - |
| **Total Revenues** | **6,770** | **271** | **276** | **282** | **287** | **293** | **299** |
| **Expenditures** | | | | | | | |
| Operating | 29,205 | 17,465 | 27,376 | 27,924 | 28,482 | 29,052 | 29,633 |
| **Total Expenditures** | **29,205** | **17,465** | **27,376** | **27,294** | **28,482** | **29,052** | **29,633** |
| **Capital Improvement Plan** | **5,933** | **35,000** | **18,000** | **18,000** | **18,000** | **18,000** | **18,000** |
| **Transfer In** | **-** | **-** | **-** | **-** | **-** | **30,000** | **50,000** |
| **Ending Fund Balance** | **206,237** | **154,043** | **108,943** | **63,301** | **17,106** | **347** | **3,014** |

# 704 Special Assessment District

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **306,562** | **307,605** | **308,042** | **308,488** | **308,943** | **309,407** | **309,880** |
| **Revenues** | | | | | | | |
| Use of Money and Property | 1,043 | 437 | 446 | 455 | 464 | 473 | 483 |
| **Total Revenues** | **1,043** | **437** | **446** | **455** | **464** | **473** | **483** |
| Ending Fund Balance | 307,605 | 308,042 | 308,488 | 308,943 | 309,407 | 309,880 | 310,363 |

# DEBT SERVICE

# 406 Library Bond Debt Service

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST |
|---|---|---|---|---|
| **Beginning Fund Balance** | **262,525** | **266,928** | **261,880** | **251,118** |
| **Revenues** | | | | |
| Taxes | 675,991 | 674,058 | 674,058 | 680,799 |
| Use of Money and Property | 17 | 2 | 2 | 2 |
| **Total Revenues** | **676,008** | **674,060** | **674,060** | **680,801** |
| **Expenditures** | | | | |
| Operating | 41,261 | 49,177 | 51,597 | 52,629 |
| Debt Service | 630,344 | 629,931 | 633,225 | 630,225 |
| **Total Expenditures** | **671,605** | **679,108** | **684,822** | **682,854** |
| **Ending Fund Balance** | **266,928** | **261,880** | **251,118** | **249,065** |

# ENTERPRISE

# 501-505 Sewer Collections

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **14,443,229** | **20,034,479** | **23,950,680** | **23,624,811** | **23,036,024** | **24,826,890** | **25,500,409** |
| **Revenues** | | | | | | | |
| Service Charges | 16,273,536 | 16,150,684 | 15,685,619 | 16,105,134 | 16,061,672 | 16,066,178 | 16,070,774 |
| Use of Money and Property | 86,057 | 89,439 | 95,421 | 97,329 | 99,276 | 101,262 | 103,287 |
| Miscellaneous | 125 | - | - | - | - | - | - |
| **Total Revenues** | **16,359,718** | **16,240,123** | **15,781,040** | **16,202,463** | **16,160,948** | **16,167,439** | **16,174,060** |
| **Expenditures** | | | | | | | |
| Personnel | 1,478,447 | 1,555,159 | 1,742,368 | 1,794,639 | 1,848,478 | 1,903,933 | 1,961,051 |
| Operating and Debt Service | 8,470,299 | 7,845,763 | 8,001,542 | 8,066,611 | 8,246,604 | 8,429,987 | 8,621,651 |
| **Total Expenditures** | **9,948,745** | **9,400,922** | **9,743,910** | **9,861,250** | **10,095,083** | **10,333,920** | **10,582,701** |
| **Capital Improvement Plan** | **811,389** | **2,693,000** | **5,300,000** | **6,720,000** | **3,815,000** | **5,000,000** | **1,900,000** |
| **Transfer Out** | **8,334** | **230,000** | **1,063,000** | **210,000** | **460,000** | **160,000** | **460,000** |
| Ending Fund Balance | 20,034,479 | 23,950,680 | 23,624,811 | 23,036,024 | 24,826,890 | 25,500,409 | 28,731,768 |

# 507 Sewer Treatment Facility

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **22,464,351** | **19,385,263** | **16,588,905** | **15,467,566** | **15,502,311** | **15,566,777** | **15,662,666** |
| **Revenues** | | | | | | | |
| Service Charges | 3,181,962 | 3,142,679 | 3,142,679 | 3,174,106 | 3,205,847 | 3,237,905 | 3,270,284 |
| Use of Money and Property | 25,571 | 9,706 | 9,945 | 10,144 | 10,347 | 10,554 | 10,765 |
| **Total Revenues** | **3,207,533** | **3,152,385** | **3,152,624** | **3,184,250** | **3,216,194** | **3,248,459** | **3,281,049** |
| **Expenditures** | | | | | | | |
| Operating and Debt Service | 1,370,917 | 2,898,743 | 2,936,581 | 2,971,080 | 2,330,353 | 2,331,195 | 2,332,751 |
| Capital Outlay | 4,915,703 | 3,050,000 | 1,337,382 | 178,425 | 821,375 | 821,375 | 821,375 |
| **Total Expenditures** | **6,286,621** | **5,948,743** | **4,273,963** | **3,149,505** | **3,151,728** | **3,152,570** | **3,154,126** |
| **Ending Fund Balance** | **19,385,263** | **16,588,905** | **15,467,566** | **15,502,311** | **15,566,777** | **15,662,666** | **15,789,589** |

# 525 Storm Drainage

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **4,576,611** | **3,584,850** | **2,744,828** | **2,023,414** | **1,242,531** | **834,228** | **497,686** |
| **Revenues** | | | | | | | |
| Service Charges | 968,968 | 1,011,462 | 1,088,346 | 1,078,771 | 1,102,654 | 1,127,167 | 1,152,330 |
| Use of Money and Property | 8,223 | 1,543 | 1,574 | 1,605 | 1,638 | 1,670 | 1,704 |
| Miscellaneous | 78,920 | 54,094 | 51,500 | 52,530 | 53,581 | 54,652 | 55,745 |
| **Total Revenues** | **1,056,112** | **1,067,099** | **1,141,420** | **1,132,907** | **1,157,872** | **1,183,490** | **1,209,779** |
| **Expenditures** | | | | | | | |
| Personnel | 896,966 | 782,803 | 828,091 | 852,934 | 878,522 | 904,878 | 932,024 |
| Operating | 1,150,908 | 1,124,318 | 1,034,743 | 1,060,855 | 1,087,653 | 1,115,153 | 1,143,377 |
| **Total Expenditures** | **2,047,874** | **1,907,121** | **1,862,834** | **1,913,790** | **1,966,175** | **2,020,031** | **2,075,401** |
| **Capital Improvement Plan** | **8,334** | **230,000** | **1,063,000** | **210,000** | **460,000** | **160,000** | **460,000** |
| **Transfer In** | **8,334** | **230,000** | **1,063,000** | **210,000** | **860,000** | **660,000** | **960,000** |
| Ending Fund Balance | 3,584,850 | 2,744,828 | 2,023,414 | 1,242,531 | 834,228 | 497,686 | 132,065 |

# 530 Solid Waste

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **1,538,689** | **1,581,722** | **1,642,112** | **1,633,147** | **1,636,800** | **1,642,596** | **1,650,638** |
| **Revenues** | | | | | | | |
| Intergovernmental | - | 20,580 | - | - | - | - | - |
| Service Charges | 489,560 | 514,634 | 544,705 | 571,940 | 589,098 | 606,771 | 624,975 |
| Use of Money and Property | 6,222 | 2,764 | 2,819 | 2,875 | 2,933 | 2,992 | 3,051 |
| **Total Revenues** | **495,782** | **537,978** | **547,524** | **574,816** | **592,031** | **609,763** | **628,026** |
| **Expenditures** | | | | | | | |
| Personnel | 291,432 | 304,668 | 354,380 | 365,011 | 375,961 | 387,240 | 398,857 |
| Operating | 161,316 | 172,920 | 202,109 | 206,152 | 210,275 | 214,480 | 218,770 |
| **Total Expenditures** | **452,748** | **477,588** | **556,489** | **571,163** | **586,236** | **601,720** | **617,627** |
| **Ending Fund Balance** | **1,581,722** | **1,642,112** | **1,633,147** | **1,636,800** | **1,642,596** | **1,650,638** | **1,661,037** |

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# INTERNAL SERVICE

# 570 Workers' Compensation

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **801,258** | **1,337,049** | **1,495,322** | **1,485,061** | **1,462,421** | **1,427,067** | **1,377,943** |
| **Revenues** | | | | | | | |
| Service Charges | 730,321 | 693,450 | 681,232 | 700,988 | 722,017 | 743,678 | 765,988 |
| Use of Money and Property | 4,107 | 1,968 | 2,007 | 2,047 | 2,088 | 2,130 | 2,172 |
| Miscellaneous | - | 20,058 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| **Total Revenues** | **734,428** | **715,476** | **698,239** | **718,035** | **739,105** | **760,808** | **783,161** |
| **Expenditures** | | | | | | | |
| Insurance and Claims | 194,212 | 552,728 | 704,000 | 735,950 | 769,498 | 804,722 | 841,708 |
| Operating | 4,426 | 4,475 | 4,500 | 4,725 | 4,961 | 5,209 | 5,470 |
| **Total Expenditures** | **198,638** | **557,203** | **708,500** | **740,675** | **774,459** | **809,932** | **847,178** |
| **Ending Fund Balance** | **1,337,049** | **1,495,322** | **1,485,061** | **1,462,421** | **1,427,067** | **1,377,943** | **1,313,926** |

# 571 Liability Insurance

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **2,741,342** | **3,374,826** | **3,217,656** | **2,853,026** | **2,583,095** | **2,416,111** | **2,315,961** |
| **Revenues** | | | | | | | |
| Service Charges | 1,085,399 | 478,959 | 700,000 | 805,000 | 925,750 | 1,110,900 | 1,333,080 |
| Use of Money and Property | 5,101 | 2,603 | 2,655 | 2,708 | 2,762 | 2,818 | 2,874 |
| Miscellaneous | 22,536 | 54,878 | - | - | - | - | - |
| **Total Revenues** | **1,113,036** | **536,440** | **702,655** | **807,708** | **928,512** | **1,113,718** | **1,335,954** |
| **Expenditures** | | | | | | | |
| Insurance and Claims | 342,577 | 479,285 | 771,874 | 780,320 | 796,230 | 812,617 | 829,495 |
| Operating | 136,976 | 214,325 | 295,411 | 297,319 | 299,266 | 401,251 | 403,276 |
| **Total Expenditures** | **479,553** | **693,610** | **1,067,285** | **1,077,639** | **1,095,495** | **1,213,868** | **1,232,771** |
| **Ending Fund Balance** | **3,374,826** | **3,217,656** | **2,853,026** | **2,583,095** | **2,416,111** | **2,315,961** | **2,419,144** |

# 572 Self-Funded Vision

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ESTIMATES | FY 2022 ADOPTED BUDGET | FY 2023 FORECAST | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **-** | **-** | **1,802** | **-** | **-** | **-** | **-** |
| **Revenues** | | | | | | | |
| Service Charges | 10,621 | 10,726 | 2,964 | 2,964 | 2,964 | 2,964 | 2,964 |
| Use of Money and Property | 40 | 45 | 10 | - | - | - | - |
| **Total Revenues** | **10,661** | **10,771** | **2,974** | **2,964** | **2,964** | **2,964** | **2,964** |
| **Expenditures** | | | | | | | |
| Operating | 13,786 | 8,968 | 4,776 | 2,964 | 2,964 | 2,964 | 2,964 |
| **Total Expenditures** | **13,786** | **8,968** | **4,776** | **2,964** | **2,964** | **2,964** | **2,964** |
| **Transfer In** | **3,125** | - | - | - | - | - | - |
| **Ending Fund Balance** | **-** | **1,802** | **-** | **-** | **-** | **-** | **-** |

# 573 Fleet and Equipment Management

| FINANCIALS | FY 2020 ACTUALS | FY 2021 ESTIMATES | FY 2022 ADOPTED BUDGET | FY 2023 FORECAST | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **4,142,041** | **5,830,794** | **6,043,280** | **5,898,853** | **4,242,045** | **5,263,454** | **2,083,391** |
| **Revenues** | | | | | | | |
| Service Charges | 5,243,734 | 5,074,775 | 4,434,210 | 4,559,617 | 4,650,809 | 4,743,826 | 4,838,702 |
| Use of Money and Property | 11,820 | 7,742 | 7,897 | 8,055 | 8,216 | 8,380 | 8,548 |
| Miscellaneous | 1,295 | 2,050 | 2,050 | 2,091 | 2,133 | 2,175 | 2,219 |
| Other Financing Sources | 6,470 | 17,408 | 10,000 | 10,200 | 10,404 | 10,612 | 10,824 |
| **Total Revenues** | **5,263,319** | **5,101,975** | **4,454,157** | **4,579,963** | **4,671,562** | **4,764,994** | **4,860,293** |
| **Expenditures** | | | | | | | |
| Personnel | 1,392,236 | 1,403,598 | 1,498,963 | 1,543,003 | 1,589,293 | 1,636,972 | 1,686,081 |
| Operating | 1,891,007 | 1,685,191 | 1,880,121 | 1,917,723 | 1,956,078 | 1,995,199 | 2,035,103 |
| Capital Outlay | 92,901 | 590,700 | 589,500 | 2,726,045 | 104,782 | 312,885 | 265,131 |
| **Total Expenditures** | **3,376,144** | **3,679,489** | **3,968,584** | **6,186,772** | **3,650,153** | **3,945,057** | **3,986,316** |
| **Capital Improvement Plan** | **198,423** | **210,000** | **630,000** | **50,000** | **-** | **4,000,000** | **-** |
| **Transfer Out** | **-** | **1,000,000** | **-** | **-** | **-** | **-** | **-** |
| Ending Fund Balance | 5,830,794 | 6,043,280 | 5,898,853 | 4,242,045 | 5,263,454 | 2,083,391 | 2,957,369 |

# 574 Facilities Management

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **205,806** | **41,198** | **606,833** | **476,523** | **388,326** | **291,394** | **185,313** |
| **Revenues** | | | | | | | |
| Service Charges | 1,485,409 | 1,485,411 | 1,916,327 | 1,954,654 | 1,993,747 | 2,033,622 | 2,074,294 |
| Use of Money and Property | 59,132 | 177,663 | 282,000 | 287,640 | 293,393 | 299,261 | 305,246 |
| **Total Revenues** | **1,544,541** | **1,663,074** | **2,198,327** | **2,242,294** | **2,287,139** | **2,332,882** | **2,379,540** |
| **Expenditures** | | | | | | | |
| Personnel | 703,258 | 747,487 | 774,358 | 797,127 | 821,040 | 845,672 | 871,042 |
| Operating | 1,090,294 | 1,324,952 | 1,454,278 | 1,483,364 | 1,513,031 | 1,543,292 | 1,574,158 |
| **Total Expenditures** | **1,793,552** | **2,072,439** | **2,228,636** | **2,280,491** | **2,334,072** | **2,388,964** | **2,445,199** |
| **Capital Improvement Plan** | **34,301** | **25,000** | **100,000** | **50,000** | **50,000** | **50,000** | **-** |
| **Transfer In** | **118,704** | **1,000,000** | **-** | **-** | **-** | **-** | **-** |
| **Ending Fund Balance** | **41,198** | **606,833** | **476,523** | **388,326** | **291,394** | **185,313** | **119,653** |

# 575 Benefit Prefunding

| FINANCIALS | FY 2021 ACTUALS | FY 2022 ESTIMATES | FY 2023 PROPOSED BUDGET | FY 2024 FORECAST | FY 2025 FORECAST | FY 2026 FORECAST | FY 2027 FORECAST |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **1,552,027** | **1,396,120** | **1,008,829** | **1,170,172** | **1,306,945** | **1,469,669** | **1,609,897** |
| **Revenues** | | | | | | | |
| Service Charges | 1,492,034 | 1,314,117 | 1,471,409 | 1,514,080 | 1,559,502 | 1,606,287 | 1,654,476 |
| Use of Money and Property | 4,959 | 1,671 | 1,704 | 1,738 | 1,773 | 1,808 | 1,844 |
| **Total Revenues** | **1,496,993** | **1,315,788** | **1,473,113** | **1,515,818** | **1,561,275** | **1,608,096** | **1,656,320** |
| **Expenditures** | | | | | | | |
| Operating | 95,854 | 112,786 | 120,619 | 134,659 | 125,084 | 139,446 | 129,721 |
| OPEB/ADP | 1,557,046 | 1,340,293 | 941,151 | 969,386 | 998,467 | 1,028,421 | 1,059,274 |
| Severance Trust | - | 250,000 | 250,000 | 275,000 | 275,000 | 300,000 | 300,000 |
| **Total Expenditures** | **1,652,900** | **1,703,079** | **1,311,770** | **1,379,045** | **1,398,551** | **1,467,867** | **1,488,995** |
| **Ending Fund Balance** | **1,396,120** | **1,008,829** | **1,170,172** | **1,306,945** | **1,469,669** | **1,609,897** | **1,777,223** |

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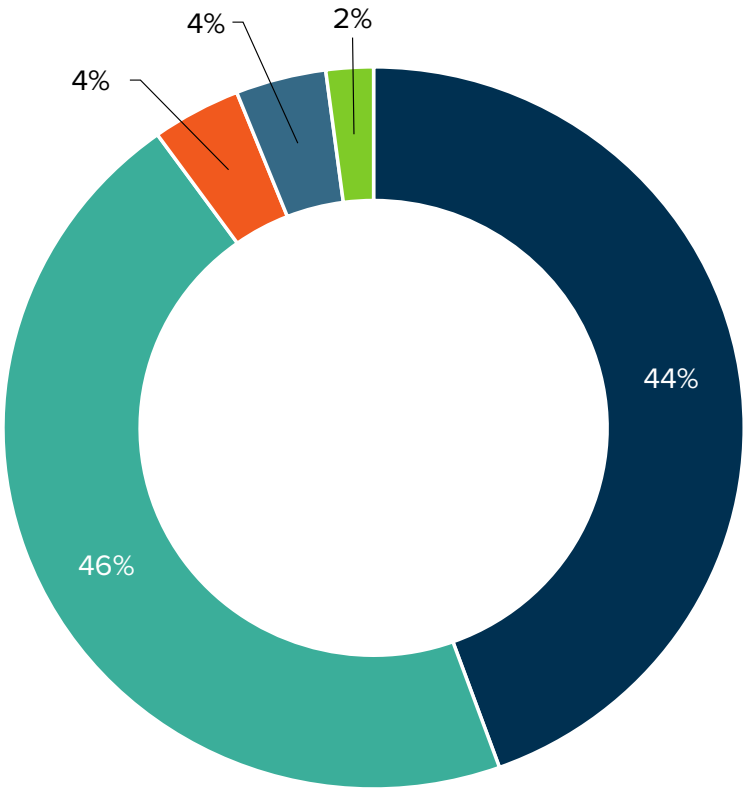
BARRETT

# CAPITAL IMPROVEMENT PROGRAM

ACADEMY
STOP
NO PARKING
CITY OF BELMONT

# FY 2023 Capital Improvement Program




**STREETS $8.8M**
Includes Measure I, Measure A and Measure W Improvement Projects, general street improvements and RMRA street projects.

**FACILITIES $760K**
Includes improvements to recreational and general facilities, and facilities management.

**SEWER/STORM $8.6M**
Includes improvements to the sewer infrastructure and storm drainage systems.

**PARKS/OPEN SPACE $400K**
Includes Library maintenance and operations, planned park development, open space maintenance/improvements and maintenance of athletic fields.

**TECHNOLOGY $750K**
Includes improvements to communication infrastructure, fleet and equipment.

The City includes the cost of all acquisition, construction, expansion or rehabilitation of its physical plant and facilities in the Capital Improvement Budget. At present, the City faces an aging infrastructure dilemma with hundreds of millions of dollars in street and storm drain infrastructure needs alone, in addition to deferred maintenance needs for the City's facilities and parks. It's well understood that the City's assets will remain in good condition with periodic investments, and will move to poor condition when they are not, at significantly greater cost in the future.

With 70 miles of street pavement which has an average rating of "fair" condition and 28 miles of storm drain pipes, many of which are deficient, the task of addressing the backlog of deferred maintenance is formidable. Nonetheless, the FY 2023 Budget, strengthened with continued funding from Measure I, Measure W, and the Road Repair and Accountability Act of 2017, takes meaningful steps towards improving this situation by funding a number of important infrastructure projects.

The City's five-year CIP plan is $72.7 million, with the CIP budget for FY 2023 at $19.3 million. The chart above shows allocation of the CIP budget in FY 2023 to the different categories.

**FY 2023 CAPITAL PROJECTS EXCEEDING $1 MILLION**

| PROJECT | | FY 2023 FUNDING | PROJECTED 5-YEAR COST |
|---|---|---|---|
| Measure I | *2023 Pavement Reconstruction Project* | $3,294,000 | $3,294,000 |
| Infrastructure | *Street Pavement Project* | $1,000,000 | $5,000,000 |
| Sewer | *Pump Station Rehabilitation* | $2,385,000 | $2,385,000 |
| | *Hiller Pump Station Rehabilitation Projects* | $2,000,000 | $2,000,000 |

# CIP Project Listing

| Fund | Fund Description | Project # | Description |
|---|---|---|---|
| 102 | Measure I | | |
| | | 3101 | Street Improvements Measure I |
| | | 3104 | 2020 Pavement Reconstruction Project |
| | | 3105 | 2021 Slurry Seal Project |
| | | 3107 | 2022 Pavement Rehabilitation Project |
| | | 3108 | 2023 Pavement Reconstruction Project |
| | | 3111 | 2024 Pavement Reconstruction Project |
| | | 3116 | Ralston Segment 3 Re-Pavement Project |
| | | 3117 | 2025 Pavement Rehabilitation Project |
| | | 3118 | 2026 Pavement Rehabilitation Project |
| | | 3119 | 2027 Pavement Slurry Project |
| | | 6020 | Measure I Storm Project |
| | | | **Total Measure I** |
| 206 | Library Maintenance & Operations | | |
| | | 8087 | Library Flooring Replacement |
| | | 8108 | Belmont Library Painting |
| | | | **Total Library Maintenance & Operations** |
| 207 | Athletic Field Maintenance | | |
| | | 8059 | McDougal Field Improvements |
| | | 8060 | Belmont Sports Complex Lighting - South & Marina Fields |
| | | 8061 | Belmont Sports Complex North Field Netting |
| | | 8062 | Belmont Sports Complex Concession & Scorebooth Roof Replacement |
| | | | **Total Athletic Field Maintenance** |
| 232 | RMRA | | |
| | | 3102 | RMRA Street Project |
| | | 3109 | 2020 RMRA Street Reconstruction |
| | | 3113 | 2022 RMRA Pavement Rehabilitation Project |
| | | 3115 | RMRA Pavement Rehabilitation & Slurry Projects |
| | | | **Total RMRA** |
| 233 | Measure W | | |
| | | 3300 | Measure W Pavement Rehabilitation and Slurry Projects |
| | | | **Total Measure W** |

# CIP Project Listing

| FY 2023 Proposed | FY 2024 Planned | FY 2025 Planned | FY 2026 Planned | FY 2027 Planned |
|---|---|---|---|---|
| | | | | |
| 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| - | - | - | - | - |
| - | - | - | - | - |
| 800,000 | - | - | - | - |
| 3,294,000 | - | - | - | - |
| - | 940,000 | - | - | - |
| 250,000 | - | - | - | - |
| - | - | 1,500,000 | - | - |
| - | - | - | 1,800,000 | - |
| - | - | - | - | 900,000 |
| 645,000 | 220,000 | 200,000 | 220,000 | 170,000 |
| **5,049,000** | **1,220,000** | **1,760,000** | **2,080,000** | **1,130,000** |
| | | | | |
| 200,000 | - | - | - | - |
| 95,000 | - | - | - | - |
| **295,000** | **-** | **-** | **-** | **-** |
| | | | | |
| - | 100,000 | 2,000,000 | - | - |
| 90,000 | - | - | - | - |
| 10,000 | - | - | - | - |
| 10,000 | - | - | - | - |
| **190,000** | **100,000** | **2,000,000** | **-** | **-** |
| | | | | |
| - | - | - | - | - |
| - | - | - | - | - |
| 270,000 | - | - | - | - |
| 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| **770,000** | **500,000** | **500,000** | **500,000** | **500,000** |
| | | | | |
| 320,000 | 360,000 | 370,000 | 380,000 | 390,000 |
| **320,000** | **360,000** | **370,000** | **380,000** | **390,000** |

# CIP Project Listing

| Fund | Fund Description | Project # | Description |
|---|---|---|---|
| 234 | Street Improvement | | |
| | | 3026 | Accessible Ramp/Pathway Improvement |
| | | 3084 | Hillside Stabilization & RWR |
| | | 3207 | Traffic Intersection Improvement |
| | | 3213 | Lantern Style Street Light Replacement |
| | | 3219 | Alameda de las Pulgas Corridor Improvements |
| | | 3223 | Ralston Corridor Study Improvements Segment 3 |
| | | 3224 | Ralston Corridor Study Improvements Segment 4 |
| | | 3225 | Ralston Circulation & Safety |
| | | 3227 | 2022 Local Streets and Roads Pavement Project |
| | | 3228 | O'Neill Street Undercrossing Feasibility Study |
| | | 3230 | Ralston Avenue Adaptive Signaliza |
| | | 3231 | Traffic Signal Improvement at Cipriani & Belmont Canyon Road |
| | | | **Total Street Improvements** |
| 308 | General Facilities | | |
| | | 8079 | Belmont Community Center |
| | | 8090 | EV Charging Stations |
| | | 8092 | Conference Center Roof Replacement |
| | | 8093 | City Hall Carpet Flooring Replacement |
| | | 8098 | Facility Assessment |
| | | | **Total General Facilities** |
| 310 | Infrastructure | | |
| | | 3218 | Belmont Creek Watershed Project |
| | | 3220 | Street Pavement Project |
| | | 3222 | Hillside Slippage Area Study |
| | | 6025 | Twin Pines Park Stormwater Capture Project |
| | | | **Total Infrastructure** |
| 312 | Comcast | | |
| | | 2062 | Comcast PEG Program |
| | | | **Total Comcast** |
| 341 | Planned Park | | |
| | | 8052 | Park and Open Space Master Plan |
| | | | **Total Planned Park** |

# CIP Project Listing

| FY 2023 Proposed | FY 2024 Planned | FY 2025 Planned | FY 2026 Planned | FY 2027 Planned |
|---|---|---|---|---|
| | | | | |
| 70,000 | 70,000 | 70,000 | 70,000 | 70,000 |
| - | 300,000 | 300,000 | - | - |
| 285,000 | 45,000 | 45,000 | 45,000 | 45,000 |
| - | 135,000 | - | - | - |
| 250,000 | - | - | - | - |
| 230,000 | - | - | - | - |
| 318,000 | 80,000 | - | - | - |
| 80,000 | 310,000 | - | - | - |
| 167,000 | - | - | - | - |
| 410,000 | - | - | - | - |
| 177,500 | - | - | - | - |
| 300,000 | - | - | - | - |
| **2,287,500** | **940,000** | **415,000** | **115,000** | **115,000** |
| | | | | |
| 50,000 | 100,000 | 100,000 | - | - |
| 186,000 | 100,000 | 300,000 | - | - |
| - | - | - | - | - |
| 100,000 | - | - | - | - |
| 30,000 | - | - | - | - |
| **366,000** | **200,000** | **400,000** | **-** | **-** |
| | | | | |
| 525,000 | 967,000 | - | - | - |
| 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| 305,000 | - | - | - | - |
| 728,334 | 4,075,000 | 3,351,000 | - | - |
| **2,558,334** | **6,042,000** | **4,351,000** | **1,000,000** | **1,000,000** |
| | | | | |
| 120,000 | - | - | - | - |
| **120,000** | **-** | **-** | **-** | **-** |
| | | | | |
| 30,000 | - | - | - | - |
| **30,000** | **-** | **-** | **-** | **-** |

# CIP Project Listing

| Fund | Fund Description | Project # | Description |
|---|---|---|---|
| 342 | Park Impact Fees | | |
| | | 8101 | Hallmark Park Tennis Court Resurfacing |
| | | 8102 | Alexander Park Improvement |
| | | 8103 | Cipriani Park Design and Construction |
| | | 8104 | Twin Pines Park Master Plan Implementation Projects |
| | | 8105 | Meadow Stage Improvements |
| | | 8106 | Twin Pines Oval Dog Park |
| | | 8109 | PROS Plan Phase 1 Implementation |
| | | | **Total Park Impact** |
| 343 | Open Space | | |
| | | 8033 | Open Space Trail Improvements |
| | | 8096 | Open Space Management Plan |
| | | | **Total Open Space** |
| 503 | Sewer Operations Capital | | |
| | | 7036 | Pump Station Rehabilitation |
| | | 7037 | Hiller Pump Station Rehabilitation |
| | | 7073 | Basin Rehabilitation Projects |
| | | 7074 | Residential Gravity Replacement |
| | | 7075 | Recycled Water Projects |
| | | 7078 | Force Main Evaluation & Rehabilitation |
| | | 7085 | Pump Station Electrical Mechanical Repair |
| | | 7086 | San Juan Sewer Main Capacity Improvements |
| | | 7088 | Island Parkway Pump Station Rehabilitation |
| | | 7089 | San Juan Pump Station Rehabilitation |
| | | 7090 | Sewer System Capacity Study Update |
| | | | **Total Sewer Operations Capital** |
| 525 | Storm Drainage | | |
| | | 6001 | Storm Drainage Rehabilitation |
| | | 6045 | Storm Drain CIP Project |
| | | 6046 | Storm Drain System Master Plan Update |
| | | 6058 | Redwood Shores Levee Project |
| | | | **Total Storm Drainage** |

# CIP Project Listing

| FY 2023 Proposed | FY 2024 Proposed | FY 2025 Proposed | FY 2026 Proposed | FY 2027 Proposed |
|---|---|---|---|---|
| | | | | |
| - | - | - | - | - |
| - | - | - | - | - |
| - | - | 250,000 | 3,000,000 | - |
| 25,000 | 125,000 | 125,000 | 125,000 | - |
| 50,000 | - | - | - | - |
| 35,000 | - | - | - | - |
| 50,000 | 125,000 | 125,000 | 125,000 | 125,000 |
| **160,000** | **250,000** | **500,000** | **3,250,000** | **125,000** |
| | | | | |
| 18,000 | 18,000 | 18,000 | 18,000 | 18,000 |
| - | - | - | - | - |
| **18,000** | **18,000** | **18,000** | **18,000** | **18,000** |
| | | | | |
| 1,000,000 | - | - | - | - |
| 2,000,000 | - | - | - | - |
| 800,000 | 2,500,000 | 800,000 | 2,900,000 | 800,000 |
| 500,000 | 500,000 | 850,000 | 500,000 | 850,000 |
| - | - | - | - | 200,000 |
| - | - | - | - | - |
| 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| - | 170,000 | 1,765,000 | - | - |
| 750,000 | 3,500,000 | - | - | - |
| - | - | 350,000 | 1,550,000 | - |
| 200,000 | - | - | - | - |
| **5,300,000** | **6,720,000** | **3,815,000** | **5,000,000** | **1,900,000** |
| | | | | |
| 330,000 | 110,000 | 110,000 | 110,000 | 110,000 |
| 400,000 | 50,000 | 350,000 | 50,000 | 350,000 |
| 250,000 | - | - | - | - |
| 83,000 | 50,000 | - | - | - |
| **1,063,000** | **210,000** | **460,000** | **160,000** | **460,000** |

# CIP Project Listing

| Fund | Fund Description | Project # | Description |
|---|---|---|---|
| 573 | Fleet & Equipment Management | | |
| | | 2143 | Enterprise Architecture Review |
| | | 2148 | GIS Redesign |
| | | 2150 | Network Update |
| | | 2151 | Technology Refresh (printers & copiers) |
| | | 2155 | HRIS |
| | | 2158 | Dynamics Upgrade |
| | | 2160 | Continuity of Operations Automation Plan |
| | | 2161 | ERP System Replacement |
| | | 2162 | Police Department Software Upgrades |
| | | | **Total Fleet & Equipment Management** |
| 574 | Recreational Facilities | | |
| | | 8080 | Recreation Facilities Improvements |
| | | | **Total Recreational Facilities** |
| | | | **Total Expenditures** |

# CIP Project Listing

| FY 2023 Proposed | FY 2024 Proposed | FY 2025 Proposed | FY 2026 Proposed | FY 2027 Proposed |
|---|---|---|---|---|
| | | | | |
| - | 50,000 | - | - | - |
| - | - | - | - | - |
| 180,000 | - | - | - | - |
| 45,000 | - | - | - | - |
| 25,000 | - | - | - | - |
| 250,000 | - | - | - | - |
| 50,000 | - | - | - | - |
| - | - | - | 4,000,000 | - |
| 80,000 | - | - | - | - |
| **630,000** | **50,000** | **-** | **4,000,000** | **-** |
| | | | | |
| 100,000 | 50,000 | 50,000 | 50,000 | - |
| **100,000** | **50,000** | **50,000** | **50,000** | **-** |
| **19,256,834** | **16,660,000** | **14,639,000** | **16,553,000** | **5,638,000** |

# Measure I

| | | | |
|---|---|---|---|
| Project: | Street Improvements Measure I | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3101 |

This project will provide for street pavement maintenance and rehabilitation in accordance with voter approved Measure I.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| | | **Total Expenditures** | **60,000** | **60,000** | **60,000** | **60,000** | **60,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| | | **Total Fund Sources** | | **60,000** | **60,000** | **60,000** | **60,000** | **60,000** |

# Measure I

| | | | |
|---|---|---|---|
| Project: | 2020 Pavement Reconstruction Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3104 |

This project will provide for the reconstruction of various City streets under voter approved Measure I.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | - | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | - | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# Measure I

| | | | |
|---|---|---|---|
| Project: | 2021 Slurry Seal Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3105 |

This project will provide for the slurry seal of various City streets under voter approved Measure I and in accordance with the City's 5-year Paving Plan.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | - | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | - | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# Measure I

| | | | |
|---|---|---|---|
| Project: | 2022 Pavement Rehabilitation Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3107 |

This project will provide for the heavy rehabilitation of various City streets under voter approved Measure I and in accordance with the City's 5-year Paving Plan.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 100,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 5,000 | - | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 695,000 | - | - | - | - |
| | | **Total Expenditures** | **800,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 800,000 | - | - | - | - |
| | | **Total Fund Sources** | | **800,000** | **-** | **-** | **-** | **-** |

# Measure I

| | | | |
|---|---|---|---|
| Project: | 2023 Pavement Reconstruction Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3108 |

This project will provide for the heavy maintenance of various City streets under voter approved Measure I and in accordance with the City's 5-year Paving Plan.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 309,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 15,000 | - | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 2,970,000 | - | - | - | - |
| | | **Total Expenditures** | **3,294,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 3,294,000 | - | - | - | - |
| | | **Total Fund Sources** | | **3,294,000** | **-** | **-** | **-** | **-** |

# Measure I

| | | | |
|---|---|---|---|
| Project: | 2024 Pavement Reconstruction Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3111 |

This project will provide for the heavy maintenance of various City streets under voter approved Measure I and in accordance with the City's 5-year Paving Plan.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | 200,000 | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | 20,000 | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | 720,000 | - | - | - |
| | | **Total Expenditures** | **-** | **940,000** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | 940,000 | - | - | - |
| | | **Total Fund Sources** | | **-** | **940,000** | **-** | **-** | **-** |

# Measure I

| | | | |
|---|---|---|---|
| Project: | Ralston Segment 3 Re-Pavement Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3116 |

Additional pavement restoration for the Ralston Segment 3 Project.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 9030 | Improvements 9030 | 250,000 | - | - | - | - |
| | | **Total Expenditures** | **250,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 250,000 | - | - | - | - |
| | | **Total Fund Sources** | | **250,000** | **-** | **-** | **-** | **-** |

| | | | |
|---|---|---|---|
| Project: | 2025 Pavement Rehabilitation Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3117 |

Additional pavement restoration for the Ralston Segment 3 Project.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | - | 100,000 | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | - | 20,000 | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | 1,380,000 | - | - |
| | | **Total Expenditures** | **-** | **-** | **1,500,000** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | 1,500,000 | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **1,500,000** | **-** | **-** |

# Measure I

| | | | |
|---|---|---|---|
| Project: | 2026 Pavement Rehabilitation Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3118 |

Additional pavement restoration for the Ralston Segment 3 Project.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | - | - | 150,000 | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | - | - | 20,000 | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | 1,630,000 | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **1,800,000** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | 1,500,000 | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **1,500,000** | **-** |

| | | | |
|---|---|---|---|
| Project: | 2025 Pavement Rehabilitation Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3119 |

Additional pavement restoration for the Ralston Segment 3 Project.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | - | - | - | 100,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | - | - | - | 10,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | - | 790,000 |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **900,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | 900,000 |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **900,000** |

# Measure I

| | | | |
|---|---|---|---|
| Project: | Measure I Storm Project | Fund: | 102 Measure I |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Storm Line | Project #: | 6020 |

This project provides for the repair and rehabilitation of City Storm drains and other storm drain related efforts under voter approved Measure I.

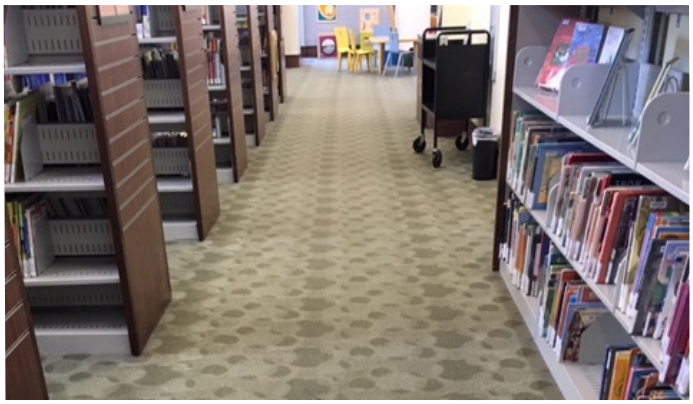
| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 225,000 | - | 180,000 | - | 150,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 400,000 | 200,000 | - | 200,000 | - |
| | | **Total Expenditures** | **645,000** | **220,000** | **200,000** | **220,000** | **170,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 645,000 | 220,000 | 200,000 | 220,000 | 170,000 |
| | | **Total Fund Sources** | | **645,000** | **220,000** | **200,000** | **220,000** | **170,000** |

# Library Maintenance and Operations

| | | | |
|---|---|---|---|
| Project: | Library Flooring Replacement | Fund: | 206 Library Maintenance |
| Neighborhood: | Carlmont | Division: | 801 |
| Asset Category: | Library | Project #: | 8087 |

The Belmont Library opened in 2009 and receives over 400,000 visitors a year. The carpet is showing signs of wear and tear and will need replacing.



| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 200,000 | - | - | - | - |
| | | **Total Expenditures** | **200,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 200,000 | - | - | - | - |
| | | **Total Fund Sources** | | **200,000** | **-** | **-** | **-** | **-** |

# Library Maintenance and Operations

| | | | |
|---|---|---|---|
| Project: | Belmont Library Painting | Fund: | 206 Library Maintenance |
| Neighborhood: | Carlmont | Division: | 801 |
| Asset Category: | Library | Project #: | 8108 |

This project includes repainting of the interior of the Belmont Library. This has not been done since the library opened.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 95,000 | - | - | - | - |
| | | **Total Expenditures** | **95,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 95,000 | - | - | - | - |
| | | **Total Fund Sources** | | **95,000** | **-** | **-** | **-** | **-** |

# Athletic Field Maintenance

| | | | |
|---|---|---|---|
| Project: | McDougal Field Improvements Design & Construction | Fund: | 207 Athletic Field Maint. |
| Neighborhood: | McDougal | Division: | 812 |
| Asset Category: | Park | Project #: | 8059 |

This project consists of the installation of synthetic turf at McDougal Park. Improvements to the girls' softball fields and soccer fields may include scoreboards, shade structures for dugouts and bleachers, and new site amenities. Full funding has not yet been identified.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Design** | | | | | |
| 9030 | 8351 | Other Profl/Tech 8351 - Design | - | 100,000 | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | 2,000,000 | - | - |
| | | **Total Expenditures** | **-** | **100,000** | **2,000,000** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | 100,000 | - | - | - |
| | 6359 | Misc. State Grants | | - | - | 1,000,000 | - | - |
| | 7270 | Contributions & Donations | | - | - | 1,000,000 | - | - |
| | | **Total Fund Sources** | | **-** | **100,000** | **2,000,000** | **-** | **-** |

# Athletic Field Maintenance

| | | | |
|---|---|---|---|
| Project: | Belmont Sports Complex Lighting for South and Marina Fields | Fund: | 207 Athletic Field Maint. |
| Neighborhood: | Island Parkway | Division: | 812 |
| Asset Category: | Parks | Project #: | 8060 |

This project includes upgrading the lighting control systems for the Marina and South Fields at the Belmont Sports Complex.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 90,000 | - | - | - | - |
| | | **Total Expenditures** | **90,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 90,000 | - | - | - | - |
| | | **Total Fund Sources** | | **90,000** | **-** | **-** | **-** | **-** |

# Athletic Field Maintenance

| | | | |
|---|---|---|---|
| Project: | Belmont Sports Complex North Field Netting | Fund: | 207 Athletic Field Maint. |
| Neighborhood: | Island Parkway | Division: | 812 |
| Asset Category: | Parks | Project #: | 8061 |

This project entails replacing netting at the North field of the Belmont Sports Complex. Existing netting is aged and torn and is in need of replacement.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 10,000 | - | - | - | - |
| | | **Total Expenditures** | **10,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 10,000 | - | - | - | - |
| | | **Total Fund Sources** | | **10,000** | **-** | **-** | **-** | **-** |

# Athletic Field Maintenance

| | | | |
|---|---|---|---|
| Project: | Belmont Sports Complex Concession and Scorebooth Roof Replacement | Fund: | 207 Athletic Field Maint. |
| Neighborhood: | Island Parkway | Division: | 812 |
| Asset Category: | Parks | Project #: | 8062 |

This project includes upgrading the lighting control systems for the Marina and South Fields at the Belmont Sports Complex.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 90,000 | - | - | - | - |
| | | **Total Expenditures** | **90,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 90,000 | - | - | - | - |
| | | **Total Fund Sources** | | **90,000** | **-** | **-** | **-** | **-** |

# Road Maintenance and Rehabilitation Account

| | | | |
|---|---|---|---|
| Project: | RMRA Street Project | Fund: | 232 RMRA Street Project |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3102 |

This project provides for the repair and rehabilitation of City streets based on criteria and requirements of Senate Bill 1, which created the Road Maintenance and Rehabilitation Account (RMRA).

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | - | - | - | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# Road Maintenance and Rehabilitation Account

| | | | |
|---|---|---|---|
| Project: | 2020 RMRA Street Reconstruction | Fund: | 232 RMRA Street Project |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3109 |

This project provides for the reconstruction of various City streets based on requirements of Senate Bill 1 which created the Road Maintenance and Rehabilitation Account (RMRA).

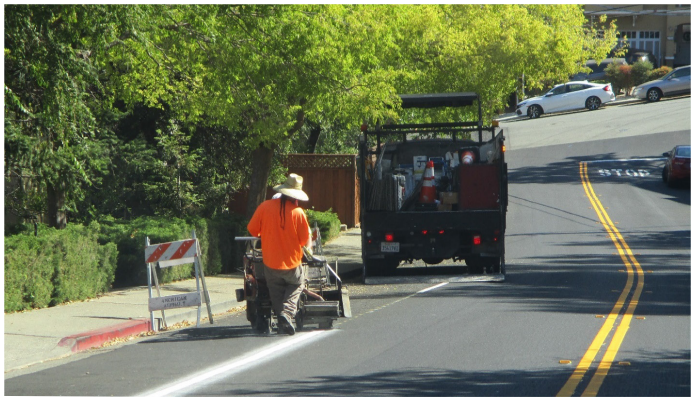
| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | - | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | - | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# Road Maintenance and Rehabilitation Account

| | | | |
|---|---|---|---|
| Project: | 2022 RMRA Pavement Rehabilitation Project | Fund: | 232 RMRA Street Project |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3113 |

This project provides for the reconstruction of various City streets based on requirements of Senate Bill 1, which created the Road Maintenance and Rehabilitation Account (RMRA).



| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 10,000 | - | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 260,000 | - | - | - | - |
| | | **Total Expenditures** | **270,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 270,000 | - | - | - | - |
| | | **Total Fund Sources** | | **470,000** | **-** | **-** | **-** | **-** |

# Road Maintenance and Rehabilitation Account

| | | | |
|---|---|---|---|
| Project: | RMRA Pavement Rehabilitation & Slurry Projects | Fund: | 232 RMRA Street Project |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3115 |

This project provides for the rehabilitation of various City streets based on requirements of Senate Bill 1, which created the Road Maintenance and Rehabilitation Account (RMRA).

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 275,000 | 275,000 | 275,000 | 275,000 | 275,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| | | **Total Expenditures** | **500,000** | **500,000** | **500,000** | **500,000** | **500,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| | | **Total Fund Sources** | | **500,000** | **500,000** | **500,000** | **500,000** | **500,000** |

# Measure W

| | | | |
|---|---|---|---|
| Project: | Measure W Pavement Rehabilitation & Slurry Projects | Fund: | 233 Measure W |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3300 |

This project provides for the reconstruction of various City streets based on requirements of Measure W.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 220,000 | 260,000 | 270,000 | 280,000 | 290,000 |
| | | **Total Expenditures** | **320,000** | **360,000** | **370,000** | **380,000** | **390,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 320,000 | 360,000 | 370,000 | 380,000 | 390,000 |
| | | **Total Fund Sources** | | **320,000** | **360,000** | **370,000** | **380,000** | **390,000** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Accessible Ramp / Pathway Improvements | Fund: | 234 Street Improvement |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | ADA Ramps | Project #: | 3026 |

This project provides for the construction of accessible ramps and pathways, if grant funds become available.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| | | **Total Expenditures** | **70,000** | **70,000** | **70,000** | **70,000** | **70,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 |
| | | **Total Fund Sources** | | **70,000** | **70,000** | **70,000** | **70,000** | **70,000** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Hillside Stabilization & RWR | Fund: | 234 Street Improvement |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Retaining Walls | Project #: | 3084 |

This project will provide for the evaluation of hillside slippage areas and corresponding hillside stabilization improvements. Existing City-owned retaining walls will also be evaluated and repaired as necessary.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | 25,000 | 25,000 | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | 15,000 | 15,000 | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | 260,000 | 260,000 | - | - |
| | | **Total Expenditures** | **-** | **298,000** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | 300,000 | 300,000 | - | - |
| | | **Total Fund Sources** | | **-** | **300,000** | **300,000** | **-** | **-** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Traffic Intersection Improvements | Fund: | 234 Street Improvement |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Traffic Signals | Project #: | 3207 |

This project provides for the upgrade, repair and optimization of the City's signalized intersections. A number of the City's traffic signal infrastructure has reached its useful life and is in need of repair. This project will look at each traffic intersection as a whole to ensure compatibility of the entire system.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 240,000 | - | - | - | - |
| | | **Total Expenditures** | **285,000** | **45,000** | **45,000** | **45,000** | **45,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 285,000 | 45,000 | 45,000 | 45,000 | 45,000 |
| | | **Total Fund Sources** | | **285,000** | **45,000** | **45,000** | **45,000** | **45,000** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Lantern Style Streetlight Replacement | Fund: | 234 Street Improvement |
| Neighborhood: | Ralston Ave. | Division: | 730 |
| Asset Category: | Streetlights | Project #: | 3213 |

This project will replace the 111 town and country style wood pole lights located along Ralston Avenue and around the downtown area. Currently, these streetlights have varying pole shapes and lantern fixtures. The poles are deteriorating, require a high degree of maintenance, and are no longer commercially available.

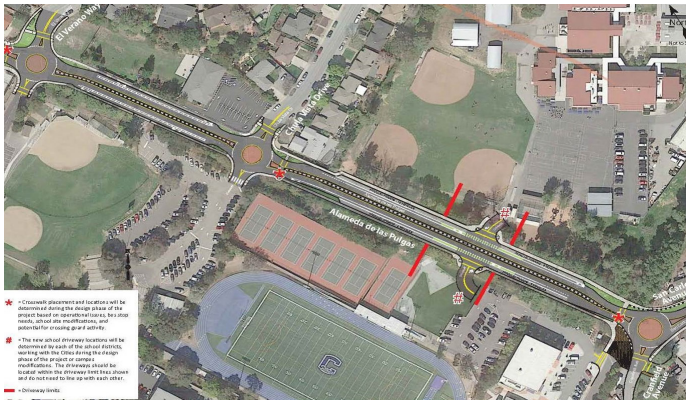
| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | 135,000 | - | - | - |
| | | **Total Expenditures** | **-** | **135,000** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | 135,000 | - | - | - |
| | | **Total Fund Sources** | | **-** | **135,000** | **-** | **-** | **-** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Alameda de las Pulgas Corridor Improvements | Fund: | 234 Street Improvement |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3219 |

Improvements on Alameda de las Pulgas from Ralston Avenue to the Belmont/San Carlos City limits. This is a joint-sponsored project between the City of Belmont and the City of San Carlos, San Carlos School District, and the Sequoia Union High School District.



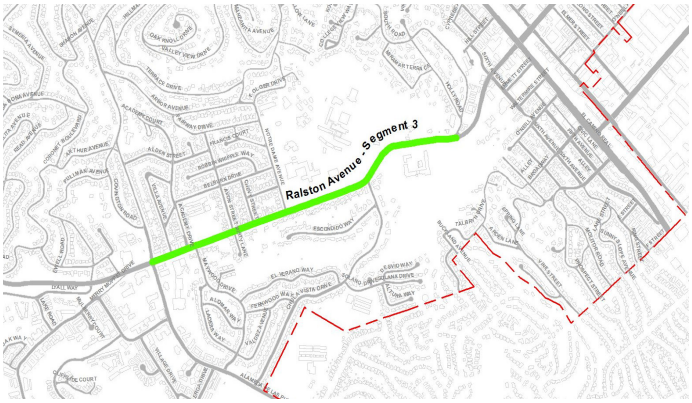

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 200,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 50,000 | - | - | - | - |
| | | **Total Expenditures** | **250,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 250,000 | - | - | - | - |
| | 6380 | Contributions for Other Local Agencies | | - | - | - | - | - |
| | | **Total Fund Sources** | | **250,000** | **-** | **-** | **-** | **-** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Ralston Corridor Study Improvements - Segment 3 | Fund: | 234 Street Improvement |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | None | Project #: | 3223 |

This project includes the design and construction of the Ralston Avenue Corridor Improvements from South Road to Alameda de las Pulgas.



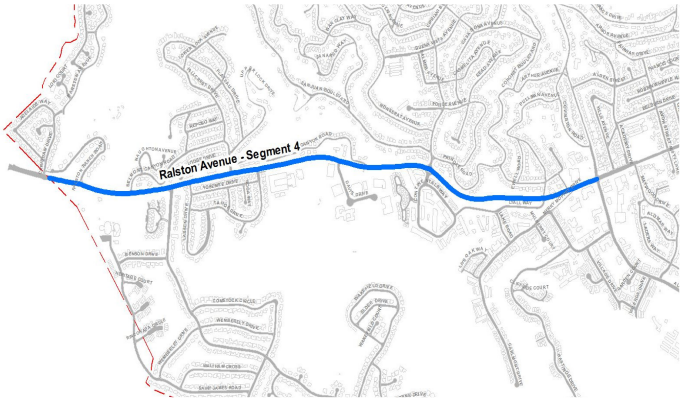

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 30.000 | - | - | - | - |
| | | | | | | | |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 200,000 | - | - | - | - |
| | | | | | | | |
| | | **Total Expenditures** | **230,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 230,000 | - | - | - | - |
| | 6319 | Miscellaneous Federal Grants | | - | - | - | - | - |
| | 6362 | County Grants | | - | - | - | - | - |
| | | | | | | | | |
| | | **Total Fund Sources** | | **230,000** | **-** | **-** | **-** | **-** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Ralston Corridor Study Improvements - Segment 4 | Fund: | 234 Street Improvement |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | None | Project #: | 3224 |

This project includes the design of Ralston Avenue Corridor Improvements from Alameda de las Pulgas to Highway 92.



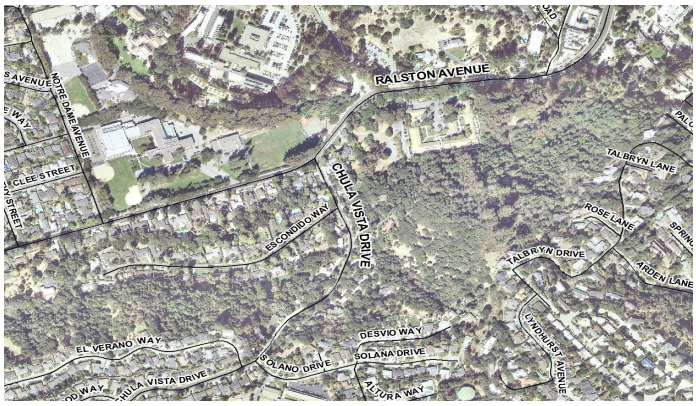

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 288,000 | 50,000 | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 30,000 | 30,000 | - | - | - |
| | | **Total Expenditures** | **318,000** | **80,000** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 318,000 | 80,000 | - | - | - |
| | | **Total Fund Sources** | | **318,000** | **80,000** | **-** | **-** | **-** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Ralston Circulation and Safety | Fund: | 234 Street Improvement |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | None | Project #: | 3225 |

This project will evaluate circulation and safety along Ralston Avenue in the vicinity of Chula Vista Drive.




| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2065 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 60,000 | 300,000 | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 20.000 | 10,000 | - | - | - |
| | | **Total Expenditures** | **80,000** | **310,000** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 80,000 | 310,000 | - | - | - |
| | | **Total Fund Sources** | | **80,000** | **310,000** | **-** | **-** | **-** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | 2022 Local Streets and Roads Pavement Project | Fund: | 234 Street Improvement |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3227 |

This project will provide for the pavement treatment on various City streets in accordance with One Bay Area Grant (OBAG) requirements.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | - | - | - | - |
| | | | | | | | |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 167,000 | - | - | - | - |
| | | | | | | | |
| | | **Total Expenditures** | **167,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 6319 | Miscellanous Federal Grants | | 167.000 | - | - | - | - |
| | | | | | | | | |
| | | **Total Fund Sources** | | **167,000** | **-** | **-** | **-** | **-** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | O'Neill Street Undercrossing Feasibility Study | Fund: | 234 Street Improvement |
| Neighborhood: | Belmont Village | Division: | 730 |
| Asset Category: | Bicycle/Pedestrian Facilities | Project #: | 3228 |

This project will include performance of a feasibility study for a pedestrian and bicycle tunnel under the Caltrain train tracks as described in the Belmont Village Specific Plan (BVSP).

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 400,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 10,000 | - | - | - | - |
| | | **Total Expenditures** | **410,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 410,000 | - | - | - | - |
| | | **Total Fund Sources** | | **410,000** | **-** | **-** | **-** | **-** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Ralston Ave. Adaptive Signaliza | Fund: | 234 Street Improvement |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Streets | Project #: | 3230 |

Design, furnish and install an adaptive multi-modal signal system along Ralston Avenue, consistent with the Ralston Avenue Corridor Study.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 75,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 3,000 | - | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 99,500 | - | - | - | - |
| | | **Total Expenditures** | **177,500** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 177,500 | - | - | - | - |
| | | **Total Fund Sources** | | **177,500** | **-** | **-** | **-** | **-** |

# Street Improvement

| | | | |
|---|---|---|---|
| Project: | Traffic Signal Imprv at Cipriani & Belmont Canyon Road | Fund: | 234 Street Improvement |
| Neighborhood: | Cipriani | Division: | 730 |
| Asset Category: | Streets | Project #: | 3231 |

Traffic signal improvements at Cipriani & Belmont Canyon Road, including signal cabinets and installation of a new pullbox, detector/video cable, conduit, service cabinet, and controller & cabinet.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2065 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 300.000 | - | - | - | - |
| | | **Total Expenditures** | **300,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 300,000 | - | - | - | - |
| | | **Total Fund Sources** | | **300,000** | **-** | **-** | **-** | **-** |

# General Facilities

| | | | |
|---|---|---|---|
| Project: | Belmont Community Center | Fund: | 308 General Facilities |
| Neighborhood: | Central | Division: | 802 |
| Asset Category: | Facility | Project #: | 8079 |

This project includes phase 1 of the redesign and construction of a new park and facility at the Barrett Community Center site. Phase 1 includes a needs assessment, conceptual design and a funding plan for this effort. Phases 2 (design refinement) and 3 (consruction) will follow upon confirmation of funding.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Design** | | | | | |
| 9030 | 8351 | Other Profl/Tech 8351 - Design | 50,000 | 100,000 | 100,000 | - | - |
| | | **Total Expenditures** | **50,000** | **100,000** | **100,000** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 50.000 | 100,000 | 100,000 | - | - |
| | | **Total Fund Sources** | | **50,000** | **100,000** | **100,000** | **-** | **-** |

# General Facilities

| | | | |
|---|---|---|---|
| Project: | EV Charging Stations | Fund: | 308 General Facilities |
| Neighborhood: | Citywide | Division: | 802 |
| Asset Category: | None | Project #: | 8090 |

Design and install EV charging stations at one or more City locations. Number of sites and number of chargers determined by grant funding available.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | | City Proj Mgmt - Construction | 186,000 | 100,000 | 300,000 | - | - |
| | | **Total Expenditures** | **186,000** | **100,000** | **300,000** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 150,000 | 100,000 | 300,000 | - | - |
| | 6359 | Misc. State Grants | | 36,000 | - | - | - | - |
| | | **Total Fund Sources** | | **186,000** | **100,000** | **300,000** | **-** | **-** |

# General Facilities

| | | | |
|---|---|---|---|
| Project: | Belmont Conference Center Roof Replacement | Fund: | 308 General Facilities |
| Neighborhood: | Central | Division: | 802 |
| Asset Category: | Facility | Project #: | 8092 |

The Belmont Conference Center was built in 1990. The composition shingle roof is from the original construction and has reached the end of its life cycle. It is in need of replacement.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | - | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# General Facilities

| | | | |
|---|---|---|---|
| Project: | City Hall Carpet Flooring Replacement | Fund: | 308 General Facilities |
| Neighborhood: | City Hall | Division: | 802 |
| Asset Category: | Facility | Project #: | 8093 |

There are areas of City Hall where the carpet is worn and soiled, and should be replaced. Specifically, the carpet in the stairwells are in poor condition.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 100,000 | - | - | - | - |
| | | **Total Expenditures** | **100,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 100,000 | - | - | - | - |
| | | **Total Fund Sources** | | **100,000** | **-** | **-** | **-** | **-** |

# General Facilities

| | | | |
|---|---|---|---|
| Project: | Facility Assessment | Fund: | 308 General Facilities |
| Neighborhood: | Citywide | Division: | 802 |
| Asset Category: | Facility | Project #: | 8098 |

This project consists of engaging a consultant to assess the condition of all City facilities to create a capital rehabilitation and replacement schedule.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Design** | | | | | |
| 9030 | 8351 | Other Profl/Tech 8351 - Design | 30,000 | - | - | - | - |
| | | **Total Expenditures** | **30,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 30,000 | - | - | - | - |
| | | **Total Fund Sources** | | **30,000** | **-** | **-** | **-** | **-** |

| | | | |
|---|---|---|---|
| Project: | Belmont Creek Watershed Project | Fund: | 310 Infrastructure Repair |
| Neighborhood: | Citywide | Division: | 760 |
| Asset Category: | Public Works | Project #: | 3218 |

This is a joint-sponsored study between the City of Belmont, the City of San Carlos and the County of San Mateo. Proposed work includes preliminary engineering for improvements to Belmont Creek within the three jurisdictions.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 500,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt- Planning 8368 | 25,000 | 15,000 | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | 952,000 | - | - | - |
| | | **Total Expenditures** | **525,000** | **967,000** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 25,000 | 467,000 | - | - | - |
| | 6359 | Misc. State Grants | | 500,000 | 500,000 | - | - | - |
| | 6380 | Contributions for Other Local Agencies | | - | - | - | - | - |
| | | **Total Fund Sources** | | **525,000** | **967,000** | **-** | **-** | **-** |

# Infrastructure

| | | | |
|---|---|---|---|
| Project: | Street Pavement Project | Fund: | 310 Infrastructure Repair |
| Neighborhood: | Citywide | Division: | 760 |
| Asset Category: | Streets | Project #: | 3220 |

This project will provide for the maintenance and rehabilitation of various streets in the City.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| | | **Total Expenditures** | **1,000,000** | **1,000,000** | **1,000,000** | **1,000,000** | **1,000,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| | | **Total Fund Sources** | | **1,000,000** | **1,000,000** | **1,000,000** | **1,000,000** | **1,000,000** |

| | | | |
|---|---|---|---|
| Project: | Hillside Slippage Area Study | Fund: | 310 Infrastructure Repair |
| Neighborhood: | Citywide | Division: | 760 |
| Asset Category: | None | Project #: | 3222 |

This project will evaluate seven hillside slippage areas and make recommendations for repair.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 280,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 25,000 | - | - | - | - |
| | | **Total Expenditures** | **305,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 305,000 | - | - | - | - |
| | | **Total Fund Sources** | | **305,000** | **-** | **-** | **-** | **-** |

# Infrastructure

| | | | |
|---|---|---|---|
| Project: | Twin Pines Park Stormwater Capture Project | Fund: | 310 Infrastructure Repair |
| Neighborhood: | Citywide | Division: | 760 |
| Asset Category: | Storm | Project #: | 6025 |

This project is for a detention facility for stormwater under the parking lot of Twin Pines Park.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 713,334 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 15,000 | 10,000 | 1,000 | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | 4,065,000 | 3,350,000 | - | - |
| | | **Total Expenditures** | **728,334** | **4,075,000** | **3,351,000** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 15,000 | 475,000 | - | - | - |
| | 6359 | Miscellaneous State Grants | | 713,334 | 3,000,000 | 2,951,000 | - | - |
| | 6380 | Contributions for Other Local Agencies | | - | 600,000 | 400,000 | - | - |
| | | **Total Fund Sources** | | **728,334** | **4,075,000** | **3,351,000** | **-** | **-** |

# Comcast

| | | | |
|---|---|---|---|
| Project: | Comcast PEG Program | Fund: | 312 Comcast |
| Neighborhood: | Citywide | Division: | 303 |
| Asset Category: | None | Project #: | 2062 |

Technology moves at a fast pace and is rapidly outdated; to that end, the City strives to meet industry standards at a reasonable rate and upgrade existing infrastructure and hardware as necessary to meet public demands for streaming audio and video meeting attendance.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment | 120,000 | - | - | - | - |
| | | **Total Expenditures** | **120,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 120,000 | - | - | - | - |
| | | **Total Fund Sources** | | **120,000** | **-** | **-** | **-** | **-** |

# Planned Park

| | | | |
|---|---|---|---|
| Project: | Park and Open Space Master | Fund: | 341 Planned Park |
| Neighborhood: | Citywide | Division: | 810 |
| Asset Category: | Plan | Project #: | 8052 |

The Parks and Open Space Master Plan was completed in 1992 and an update is necessary. Consultant assistance will be required to assist in community engagement and complete the document.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 30,000 | - | - | - | - |
| | | **Total Expenditures** | **30,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 30,000 | - | - | - | - |
| | | **Total Fund Sources** | | **30,000** | **-** | **-** | **-** | **-** |

# Park Impact Fees

| | | | |
|---|---|---|---|
| Project: | Hallmark Park Tennis Court Resurfacing | Fund: | 342 Park Impact Fees |
| Neighborhood: | Hallmark | Division: | 810 |
| Asset Category: | Parks | Project #: | 8101 |

This project includes resurfacing of the two tennis courts. There is damage caused by water intrusion and tree roots. The surface is worn and faded and is in need of repairs.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | - | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | - |
| | 6347 | State Park Bond Funding | | - | - | - | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# Park Impact Fees

| | | | |
|---|---|---|---|
| Project: | Alexander Park Improvements | Fund: | 342 Park Impact Fees |
| Neighborhood: | Sterling Downs | Division: | 810 |
| Asset Category: | Parks | Project #: | 8102 |

This project entails resurfacing of the existing tennis courts with striping for pickleball courts at Alexander Park.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | | City Proj Mgmt - Construction | - | - | - | - | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 6313 | Federal Highways Grant | | - | - | - | - | - |
| | 6345 | State Bond Revenue | | - | - | - | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# Park Impact Fees

| | | | |
|---|---|---|---|
| Project: | Cipriani Park Design and Construction | Fund: | 342 Park Impact Fees |
| Neighborhood: | Citywide | Division: | 810 |
| Asset Category: | Parks | Project #: | 8103 |

This project consists of designing and constructing a new park at the current Cipriani Park site. The project may include new play structures, picnic area, Dog Park improvements, and other site amenities with improved access to the Tot Lot, park, athletic field and dog park. This project is only possible with grant funding.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Design** | | | | | |
| 9030 | 8351 | Other Profl/Tech 8351 - Design | - | - | 250,000 | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | 3,000,000 | - |
| | | **Total Expenditures** | **-** | **-** | **250,000** | **3,000,000** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | 250,000 | - | - |
| | 6359 | Miscellaneous State Grants | | - | - | - | 3,000,000 | - |
| | | **Total Fund Sources** | | **-** | **-** | **250,000** | **3,000,000** | **-** |

# Park Impact Fees

| | | | |
|---|---|---|---|
| Project: | Twin Pines Park Master Plan Implementation Projects | Fund: | 342 Park Impact Fees |
| Neighborhood: | Downtown | Division: | 810 |
| Asset Category: | Parks | Project #: | 8104 |

This project consists of implementation of Phase 1 recommendations from the Twin Pines Park Master Plan. This may include installation of an adventure play area, renovation of entry from Ralston Avenue, enhancement of Cottage Lane, exploration of a partnership for funding CEQA and permit process for construction of Creekside trail and bridge.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Design** | | | | | |
| 9030 | 8351 | Other Profl/Tech 8351 - Design | 25,000 | - | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | 125,000 | 125,000 | 125,000 | - |
| | | **Total Expenditures** | **25,000** | **125,000** | **125,000** | **125,000** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 25,000 | 125,000 | 125,000 | 125,000 | - |
| | | **Total Fund Sources** | | **25,000** | **125,000** | **125,000** | **125,000** | **-** |

# Park Impact Fees

| | | | |
|---|---|---|---|
| Project: | Meadow Stage Improvements | Fund: | 342 Park Impact Fees |
| Neighborhood: | Downtown | Division: | 810 |
| Asset Category: | Parks | Project #: | 8105 |

Assess, design and repair Meadow Stage in Twin Pines Park.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 50,000 | - | - | - | - |
| | | **Total Expenditures** | **50,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 50,000 | - | - | - | - |
| | | **Total Fund Sources** | | **50,000** | **-** | **-** | **-** | **-** |

# Park Impact Fees

| | | | |
|---|---|---|---|
| Project: | Twin Pines Oval Dog Park | Fund: | 342 Park Impact Fees |
| Neighborhood: | Downtown | Division: | 810 |
| Asset Category: | Parks | Project #: | 8106 |

This project includes the creation of an off-leash dog park in Twin Pines Park through the installation of fencing around the oval and establishment of access from the nearby sidewalk. This is planned to address the need for an off-leash dog park space within the City park system.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 35,000 | - | - | - | - |
| | | **Total Expenditures** | **35,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 25,000 | 125,000 | 125,000 | 125,000 | - |
| | | **Total Fund Sources** | | **25,000** | **125,000** | **125,000** | **125,000** | **-** |

# Park Impact Fees

| | | | |
|---|---|---|---|
| Project: | PROS Plan Phase 1 Implementation | Fund: | 342 Park Impact Fees |
| Neighborhood: | Citywide | Division: | 810 |
| Asset Category: | Parks | Project #: | 8109 |

This project consists of implementation of Phase 1 recommendations from the 2022 Parks, Recreation and Open Space Master Plan. This may include improvements at existing parks, currently undeveloped parks, or new park spaces.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 50,000 | 125,000 | 125,000 | 125,000 | 125,000 |
| | | **Total Expenditures** | **50,000** | **125,000** | **125,000** | **125,000** | **125,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 50,000 | 125,000 | 125,000 | 125,000 | 125,000 |
| | | **Total Fund Sources** | | **50,000** | **125,000** | **125,000** | **125,000** | **125,000** |

# Open Space

| | | | |
|---|---|---|---|
| Project: | Open Space Trail Improvements | Fund: | 343 Open Space |
| Neighborhood: | Western Hills | Division: | 810 |
| Asset Category: | Trail | Project #: | 8033 |

The maintenance and improvement of trails in the Waterdog Lake Open Space Area and the San Juan Hills, including materials and labor for bridges, retaining walls, erosion control, wayfinding signage, trail markers and trail maintenance.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 |
| | | **Total Expenditures** | **18,000** | **18,000** | **18,000** | **18,000** | **18,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 |
| | | **Total Fund Sources** | | **18,000** | **18,000** | **18,000** | **18,000** | **18,000** |

# Open Space

| | | | |
|---|---|---|---|
| Project: | Open Space Management Plan | Fund: | 343 Open Space |
| Neighborhood: | Citywide | Division: | 810 |
| Asset Category: | None | Project #: | 8096 |

Engage consultant to develop trail maintenance standards and environmental sustainability standards.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Design** | | | | | |
| 9030 | 8351 | Other Profl/Tech 8351 - Design | - | - | - | - | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | Pump Station Rehabilitation | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Sewer Pump Station | Project #: | 7036 |

The City has eleven sanitary sewer pump stations throughout the City. This project will rehabilitate and/or the existing sewer pump stations. This project will evaluate and provide for rehabilitation and needed upgrades at the pump stations.

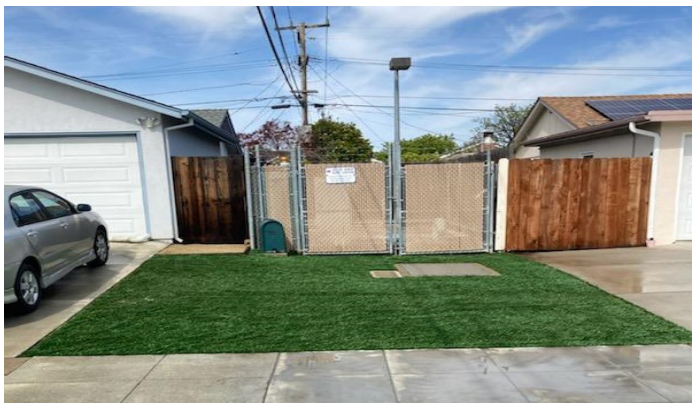
| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archt 8331 | 500,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 35,000 | - | - | - | - |
| | | | | | | | |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 465,000 | - | - | - | - |
| | | | | | | | |
| | | **Total Expenditures** | **1,000,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 1,000,000 | - | - | - | - |
| | | | | | | | | |
| | | **Total Fund Sources** | | **1,000,000** | **-** | **-** | **-** | **-** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | Hiller Pump Station Rehabilitation | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Sewer Pump Station | Project #: | 7037 |

This project will provide for the rehabilitation and capacity improvements for the Hiller Pump Station.



| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 170,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 30,000 | - | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 1,800,000 | - | - | - | - |
| | | **Total Expenditures** | **2,000,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 2,000,000 | - | - | - | - |
| | | **Total Fund Sources** | | **2,000,000** | **-** | **-** | **-** | **-** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | Basin Rehabilitation Projects | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Sewer Pipe | Project #: | 7073 |

The City has eleven sanitary sewer pump stations throughout the City. This project will rehabilitate and/or the existing sewer pump stations. This project will evaluate and provide for rehabilitation and needed upgrades at the pump stations.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archt 8331 | 400,000 | 380,000 | 400,000 | 380,000 | 400,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 35,000 | 20,000 | 35,000 | 20,000 | 35,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 365,000 | 2,100,000 | 365,000 | 2,500,000 | 365,000 |
| | | **Total Expenditures** | **800,000** | **2,500,000** | **800,000** | **2,900,000** | **800,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 800,000 | 2,500,000 | 800,000 | 2,900,000 | 800,000 |
| | | **Total Fund Sources** | | **800,000** | **2,500,000** | **800,000** | **2,900,000** | **800,000** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | Residential Gravity Replacement | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Sewer | Project #: | 7074 |

Residential Gravity Replacement includes new repairs of gravity lines based on smoke testing and VCP replacement.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 120,000 | 120,000 | 120,000 | 120,000 | 120,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 350,000 | 350,000 | 700,000 | 350,000 | 700,000 |
| | | **Total Expenditures** | **500,000** | **500,000** | **850,000** | **500,000** | **850,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 500,000 | 500,000 | 850,000 | 500,000 | 850,000 |
| | | **Total Fund Sources** | | **500,000** | **500,000** | **850,000** | **500,000** | **850,000** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | Recycled Water Projects | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Sewer | Project #: | 7075 |

Upgrade secondary treatment to tertiary treatment for recycled water projects.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | - | 200,000 |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **200,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | 200,000 |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **200,000** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | Force Main Evaluation and Rehabilitation | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Force Main | Project #: | 7078 |

The force main pipes are used to transmit sewer flows from the pump station to the gravity line. The City has eleven sewer pump stations and each pump station has a force main line. An evaluation of all of the sewer main pipes was completed in 2014. The results of the evaluation will be used to plan for future force main rehabilitation.

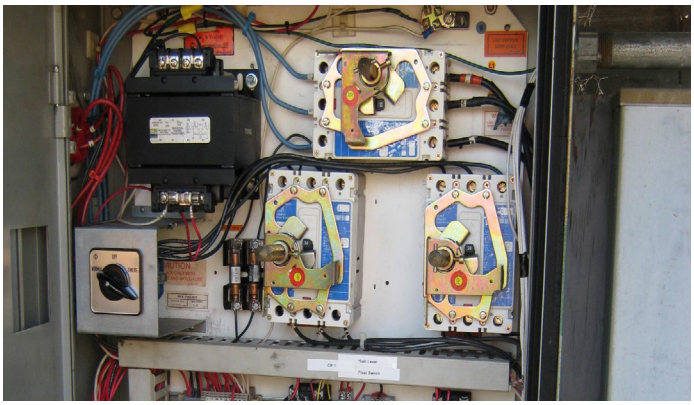
| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | - | - | - | - |
| | | | | | | | |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | - | - |
| | | | | | | | |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | - |
| | | | | | | | | |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | Pump Station Electrical Mechanical Repair | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Sewer Pump Station | Project #: | 7085 |

This project will provide for needed repair and replacement of electrical and mechanical components at the City's eleven sanitary sewer pump stations throughout the City.



| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 |
| | | **Total Expenditures** | **50,000** | **50,000** | **50,000** | **50,000** | **50,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| | | **Total Fund Sources** | | **50,000** | **50,000** | **50,000** | **50,000** | **50,000** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | San Juan Sewer Main Capacity Improvements | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | San Juan Hills | Division: | 730 |
| Asset Category: | Sewer Pipe | Project #: | 7086 |

This project will increase the capacity of the sewer main along San Juan Boulevard. The 2010 Sewer Capacity Study identified future capacity needs for the sewer main. This project will provide for the evaluation, design and construction of these improvements.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | 150,000 | 1,500,000 | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | 20,000 | 15,000 | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | 250,000 | - | - |
| | | **Total Expenditures** | **-** | **170,000** | **1,765,000** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2025 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | 170,000 | 1,765,000 | - | - |
| | | **Total Fund Sources** | | **-** | **170,000** | **1,765,000** | **-** | **-** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | Island Parkway Pump Station Rehabilitation | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | Island Parkway | Division: | 730 |
| Asset Category: | Sewer Pump Station | Project #: | 7088 |

This project will rehabilitate the Island Parkway Sewer Pump Station.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archt 8331 | 720,000 | 470,000 | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 30,000 | 30,000 | - | - | - |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | 3,000,000 | - | - | - |
| | | **Total Expenditures** | **750,000** | **3,500,000** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Adopted FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 750,000 | 3,500,000 | - | - | - |
| | | **Total Fund Sources** | | **750,000** | **3,500,000** | **-** | **-** | **-** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | San Juan Pump Station Rehabilitation | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | San Juan Hills | Division: | 730 |
| Asset Category: | Sewer Pump Station | Project #: | 7089 |

This project will rehabilitate the San Juan Pump Station.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | - | - | 325,000 | 325,000 | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | - | - | 25,000 | 25,000 | - |
| | | | | | | | |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | 1,200,000 | - |
| | | | | | | | |
| | | **Total Expenditures** | **-** | **-** | **350,000** | **1,550,000** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | 350,000 | 1,550,000 | - |
| | | | | | | | | |
| | | **Total Fund Sources** | | **-** | **-** | **350,000** | **1,550,000** | **-** |

# Sewer Operations Capital

| | | | |
|---|---|---|---|
| Project: | Sewer System Capacity Study Update | Fund: | 503 Sewer Oper. Capital |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Sewer System | Project #: | 7090 |

The City's 2010 Sewer Capacity Study will be updated to incorporate future needs based on the City's General Plan and Belmont Village Specific Plan.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archt 8331 | 190,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 10,000 | - | - | - | - |
| | | | | | | | |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | - | - | - | - | - |
| | | | | | | | |
| | | **Total Expenditures** | **200,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 200,000 | - | - | - | - |
| | | | | | | | | |
| | | | **Total Fund Sources** | **200,000** | **-** | **-** | **-** | **-** |

# Storm Drainage

| | | | |
|---|---|---|---|
| Project: | Storm Drainage Rehabilitation | Fund: | 525 Storm Drainage |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Storm Line | Project #: | 6001 |

This program is intended to fund improvements to the City's storm drainage infrastructure that are not identified during the fiscal year and to reduce intrusion and infiltration to the storm drainage infrastructure. During the winter season, it often becomes apparent that the drainage systems that are in adequate condition has failed and require repair or replacement. Drainage improvement projects typically include: 1. Repair or replacement of corroded corrugated metal pipes (CMP); 2. Realignment or replacement of reinforced concrete pipes (RCP); 3. Repair of existing catch basins; 4. Repair of existing gutter or to control surface runoff; 5. Repair of existing sub-drains to remove surface and shallow flows.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 295,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| | | **Total Expenditures** | **330,000** | **110,000** | **110,000** | **110,000** | **110,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 110,000 | 110,000 | 110,000 | 110,000 | 110,000 |
| | | **Total Fund Sources** | | **330,000** | **110,000** | **110,000** | **110,000** | **110,000** |

# Storm Drainage

| | | | |
|---|---|---|---|
| Project: | Storm Drain CIP Project | Fund: | 525 Storm Drainage |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Storm Line | Project #: | 6045 |

In 2008, the City finished a Storm Drain Master Plan that addresses areas of deficiencies in the City's stormwater system. Project priorities were established as follows: Priority 1 - Private property flooding improvements, Undersized CMP improvements, and Aging CMP improvements; Priority 2 - Improvements to correct existing undersized lines where the excess flow is not readily conveyed within the street; Priority 3 - Improvements correcting existing undersized lines where there is adequate flow capacity within the street to convey the excess runoff. Addressing these deficiencies will fix I&I problems for the sewer lines. The Master Plan has identified $5.8M for Priority 1 projects. The location for replacement and relining will be prioritized depending on the existing condition and risk of failure.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archt 8331 | 50,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 325,000 | - | 300,000 | - | 300,000 |
| | | **Total Expenditures** | **400,000** | **50,000** | **350,000** | **50,000** | **350,000** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 400,000 | 50,000 | 350,000 | 50,000 | 350,000 |
| | | **Total Fund Sources** | | **400,000** | **50,000** | **350,000** | **50,000** | **350,000** |

# Storm Drainage

| | | | |
|---|---|---|---|
| Project: | Storm Drain System Master Plan Update | Fund: | 525 Storm Drainage |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Storm System | Project #: | 6046 |

The City's 2009 Storm Drainage Study will be updated to incorporate future needs based on the City's General Plan and Belmont Village Specific Plan (BVSP).

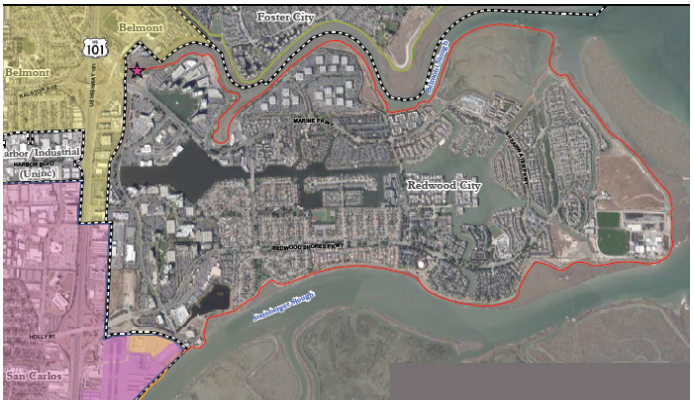
| Acct | Sub Acct | Description | Adopted FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archit 8331 | 240,000 | - | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 10,000 | - | - | - | - |
| | | **Total Expenditures** | **250,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 250,000 | - | - | - | - |
| | | **Total Fund Sources** | | **250,000** | **-** | **-** | **-** | **-** |

# Storm Drainage

| | | | |
|---|---|---|---|
| Project: | Redwood Shores Levee Project | Fund: | 525 Storm Drainage |
| Neighborhood: | Citywide | Division: | 730 |
| Asset Category: | Storm System | Project #: | 6058 |

This project provides for the City coordination and contribution to the multi-jurisdictional Redwood Shores Levee Project.




| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Planning** | | | | | |
| 9030 | 8331 | Engineering/Archt 8331 | 70,000 | 40,000 | - | - | - |
| 9030 | 8368 | City Proj Mgmt - Planning 8368 | 13,000 | 10,000 | - | - | - |
| | | **Total Expenditures** | **83,000** | **50,000** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 83,000 | 50,000 | - | - | - |
| | | **Total Fund Sources** | | **83,000** | **50,000** | **-** | **-** | **-** |

# Fleet & Equipment Management

| | | | |
|---|---|---|---|
| Project: | Enterprise Architecture Review | Fund: | 573 Fleet & Equip Mgmt |
| Neighborhood: | Citywide | Division: | 302 |
| Asset Category: | | Project #: | 2143 |

EA applies architecture principles and practices to guide organizations through the business, information, process, and technology changes necessary to execute their strategies.

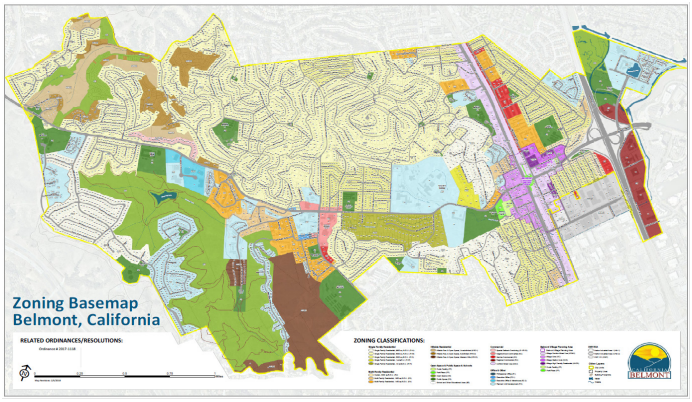
| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment 9040 | - | 50,000 | - | - | - |
| | | **Total Expenditures** | **-** | **50,000** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | 50,000 | - | - | - |
| | | **Total Fund Sources** | | **-** | **50,000** | **-** | **-** | **-** |

# Fleet & Equipment Management

| | | | |
|---|---|---|---|
| Project: | GIS Redesign | Fund: | 573 Fleet & Equip Mgmt |
| Neighborhood: | Citywide | Division: | 302 |
| Asset Category: | | Project #: | 2148 |

In order to implement the City's GIS Strategic Plan, IT is building a more secure and readily accessible infrastructure for staff and the public to access Geographical Information, including property parameters, public safety needs, etc., by centralizing the geo-data and creating interfaces to various applications from one 'true' data set.




| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment 9040 | - | - | - | - | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | - | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **-** | **-** |

# Fleet & Equipment Management

| | | | |
|---|---|---|---|
| Project: | Network Update | Fund: | 573 Fleet & Equip Mgmt |
| Neighborhood: | Citywide | Division: | 302 |
| Asset Category: | | Project #: | 2150 |

In order to remain compliant with industry standards and best practices, infrastructure/hardware must be updated at regular intervals. The City's core router, switches, WiFi, etc. must be current to hinder cyber-security attacks and other potential security threats.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment 9040 | 180,000 | - | - | - | - |
| | | **Total Expenditures** | **180,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 180,000 | - | - | - | - |
| | | **Total Fund Sources** | | **180,000** | **-** | **-** | **-** | **-** |

# Fleet & Equipment Management

| | | | |
|---|---|---|---|
| Project: | Technology Refresh (printers & copiers) | Fund: | 573 Fleet & Equip Mgmt |
| Neighborhood: | Citywide | Division: | 302 |
| Asset Category: | | Project #: | 2151 |

In order to remain compliant with industry standards and best practices, infrastructure/hardware must be updated at regular intervals. The Clty's core router, switches, WiFi, etc., must be current to hinder cyber-security attacks and other potential security threats.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment 9040 | 45,000 | - | - | - | - |
| | | **Total Expenditures** | **45,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 45,000 | - | - | - | - |
| | | **Total Fund Sources** | | **45,000** | **-** | **-** | **-** | **-** |

# Fleet & Equipment Management

| | | | |
|---|---|---|---|
| Project: | HRIS | Fund: | 573 Fleet & Equip Mgmt |
| Neighborhood: | Citywide | Division: | 302 |
| Asset Category: | | Project #: | 2155 |

Sewer modeling and design software product to design, analyze, and plan wastewater collection systems.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2026 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment 9040 | 25,000 | - | - | - | - |
| | | **Total Expenditures** | **25,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 25,000 | - | - | - | - |
| | | **Total Fund Sources** | | **25,000** | **-** | **-** | **-** | **-** |

# Fleet & Equipment Management

| | | | |
|---|---|---|---|
| Project: | Dynamics Upgrade | Fund: | 573 Fleet & Equip Mgmt |
| Neighborhood: | Citywide | Division: | 302 |
| Asset Category: | | Project #: | 2158 |

As with all software applications, programmers constantly improve the efficiencies by introducing new features. Ultimately, the patching and upgrading will reach end-of-life and the entire application will require an upgrade or a migration to a new platform.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment 9040 | 250,000 | - | - | - | - |
| | | **Total Expenditures** | **250,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 250,000 | - | - | - | - |
| | | **Total Fund Sources** | | **250,000** | **-** | **-** | **-** | **-** |

# Fleet & Equipment Management

| | | | |
|---|---|---|---|
| Project: | Continuity of Operations Automation Plan | Fund: | 573 Fleet & Equip Mgmt |
| Neighborhood: | Citywide | Division: | 302 |
| Asset Category: | | Project #: | 2160 |

Belmont is in a position to take advantage of many technological solutions to increase efficiencies and reduce manual labor by automating many processes currently in place. This endeavor will conduct Business Process Analysis and determine how/where the City can implement more streamlined and paperless workflow.

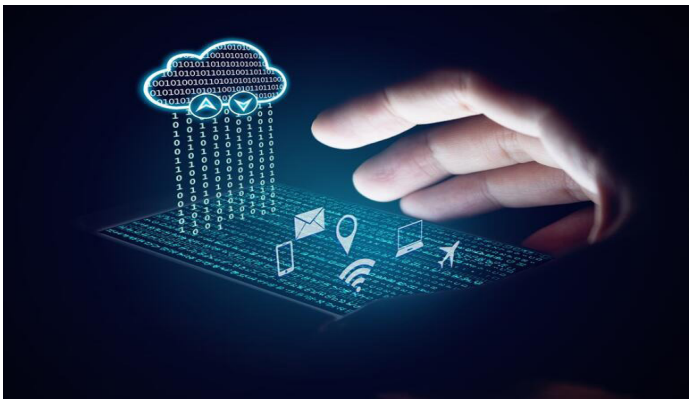
| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment 9040 | 50,000 | - | - | - | - |
| | | **Total Expenditures** | **50,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 50,000 | - | - | - | - |
| | 6301 | Federal Grants | | - | - | - | - | - |
| | | **Total Fund Sources** | | **50,000** | **-** | **-** | **-** | **-** |

# Fleet & Equipment Management

| | | | |
|---|---|---|---|
| Project: | ERP System Replacement | Fund: | 573 Fleet & Equip Mgmt |
| Neighborhood: | Citywide | Division: | 302 |
| Asset Category: | | Project #: | 2161 |

ERP system replacement.



| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment 9040 | - | - | - | 4,000,000 | - |
| | | **Total Expenditures** | **-** | **-** | **-** | **4,000,000** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | - | - | - | 4,000,000 | - |
| | | **Total Fund Sources** | | **-** | **-** | **-** | **4,000,000** | **-** |

# Fleet & Equipment Management

| | | | |
|---|---|---|---|
| Project: | Police Department Software Upgrades | Fund: | 573 Fleet & Equip Mgmt |
| Neighborhood: | Citywide | Division: | 302 |
| Asset Category: | Information Technology | Project #: | 2162 |

Software and system upgrades specifically required for police department operations.

| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9040 | 9040 | Machinery & Equipment 9040 | 80,000 | - | - | - | - |
| | | **Total Expenditures** | **80,000** | **-** | **-** | **-** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 80,000 | - | - | - | - |
| | | **Total Fund Sources** | | **80,000** | **-** | **-** | **-** | **-** |

# Recreational Facilities

| | | | |
|---|---|---|---|
| Project: | Barrett & Recreational Facility Improvement Project | Fund: | 574 Recreational Facilities |
| Neighborhood: | Citywide | Division: | 803 |
| Asset Category: | Facility | Project #: | 8080 |

The recreation facilities suffer from deferred maintenance. Structures, walkways, weatherproofing, heating, air conditioning, painting, plumbing and electrical systems, etc., need to be addressed. This project includes continued modest improvements to make the facilities safe, appealing and usable. The project also includes necessary maintenance at other recreation facilities, including painting the multi-use room of the Twin Pines Senior and Community Center.

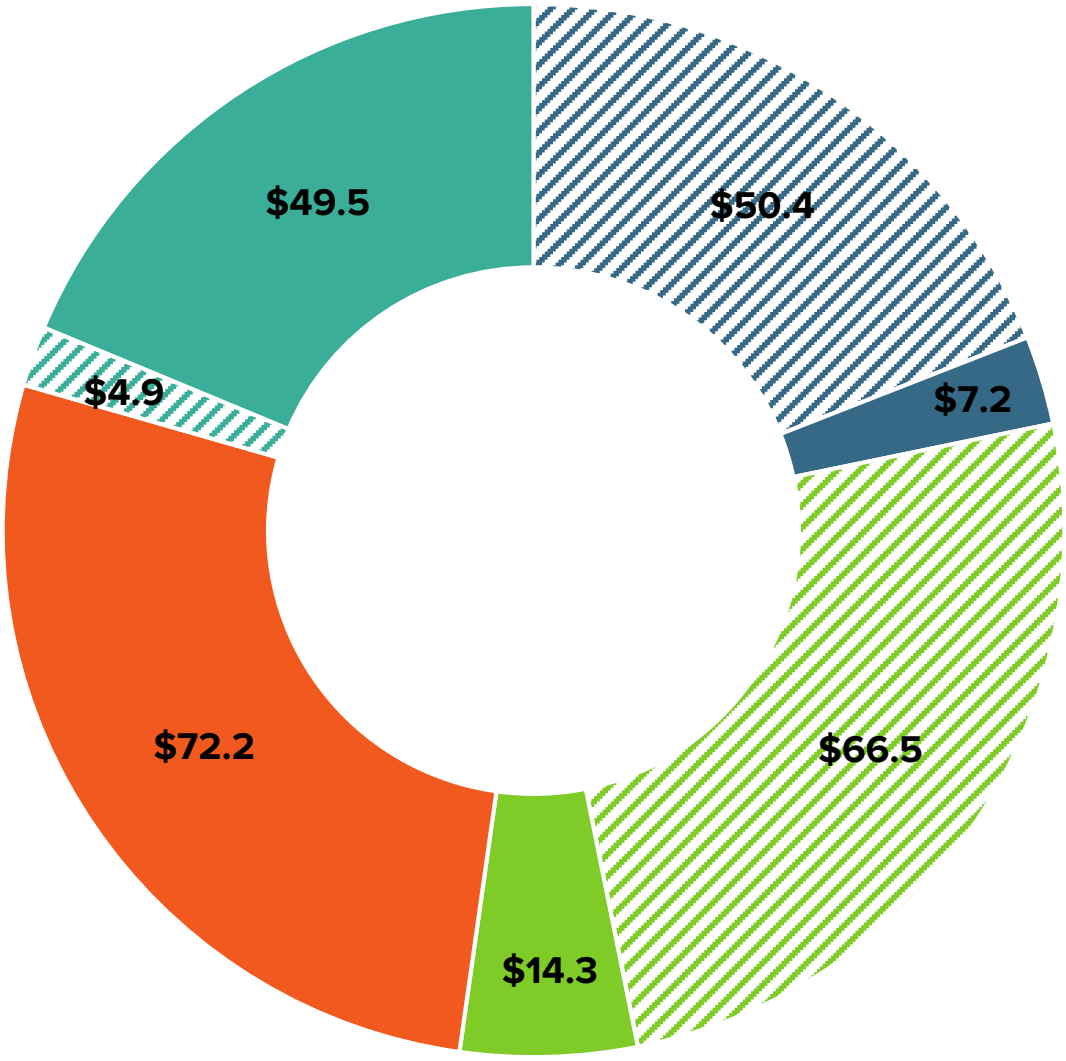
| Acct | Sub Acct | Description | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|
| | | **Project Construction** | | | | | |
| 9030 | 9030 | Improvements 9030 | 100,000 | 50,000 | 50,000 | 50,000 | - |
| | | **Total Expenditures** | **100,000** | **50,000** | **50,000** | **50,000** | **-** |

| Acct | Sub Acct | Description | Detail | Proposed FY 2023 | Proposed FY 2024 | Proposed FY 2025 | Proposed FY 2026 | Proposed FY 2027 |
|---|---|---|---|---|---|---|---|---|
| | 5120 | Fund Balance | | 100,000 | 50,000 | 50,000 | 50,000 | - |
| | | **Total Fund Sources** | | **100,000** | **50,000** | **50,000** | **50,000** | **-** |

# DEFERRED CAPITAL MAINTENANCE

# Deferred Capital Maintenance

(in millions)




- Storm $ Unfunded
- Storm $ Identified
- Facilities & Parks $ Unfunded
- Facilities & Parks $ Identified
- Sewer
- Streets $ Unfunded
- Streets $ Identified

# Deferred Capital Maintenance - Streets

The City's street infrastructure includes approximately 70 centerline miles (140 travel lane miles) of street pavement, as well as 8 traffic signals, 1,431 street lights, pedestrian and bicycle facilities, street signs and retaining walls.

The City's street pavement condition index (PCI) has been steadily improving during past several years due to capital improvement and maintenance projects. The PCI data are listed below:

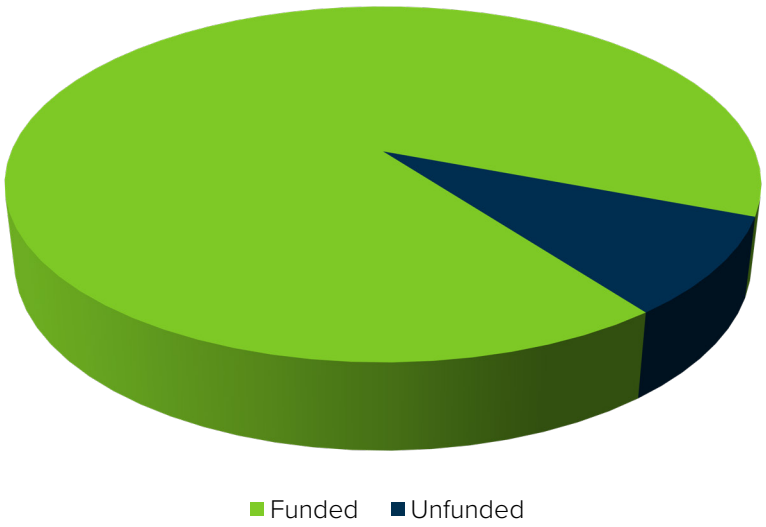
- 2014 PCI = 56
- 2017 PCI = 59
- 2020 PCI = 63
- 2021 PCI = 68

In addition, City staff is in the process of adopting pavement restoration standards that would require developers and utility companies to provide additional pavement restoration during private development projects and utility installation.

Beginning in FY 2018, the Governor authorized the Road Maintenance and Rehabilitation Account (RMRA) Fund to provide $15 billion for local streets and roads over the next ten years, of which Belmont is expected to receive $6.37 million. Additionally, Council initially determined to allocate a minimum of $1,000,000 (or 80%) in Measure I resources towards the Street Repair and Related Improvement Program.

Remaining Gas Tax revenues are insufficient and the City's General Fund remains at risk from unanticipated failures and emergency response.

## STREETS FUNDING LEVEL



# Deferred Capital Maintenance - Streets

| STREETS CAPITAL IMPROVEMENT PROJECTS | |
|---|---|
| **Sources:** | |
| Section 2130 (RMRA) Gas Tax (4 years total remaining, average) | $2,034,588 |
| Measure I Tax (24 years total remaining, average) | 24,000,000 |
| Measure A Tax (11 years total remaining, average) | 8,535,758 |
| Measure W Tax (27 years total remaining, average) | 9,138,106 |
| Traffic Impact Fees (non-recurring) | 3,080,507 |
| General Fund Measure A Match (non-recurring) | 1,250,000 |
| Grants (non-recurring) | 1,500,000 |
| **Total Sources** | **$49,538,959** |
| **Uses:** | |
| **Pavement Maintenance (Distribution by Classification)[a]** | |
| 70 Centerline Miles | $50,400,000 |
| **Subtotal Pavement Maintenance** | **$50,400,000** |
| **Priority Hillside Slippage Projects[b]** | |
| Hillside Stabilization & RWR Projects | 600,000 |
| 7 High Priority Locations | TBD [c] |
| **Subtotal Priority Hillside Slippage Project Cost** | **$600,000** |
| **Traffic Asset Renewal Projects** | |
| Traffic Signals | TBD [d] |
| 64 Lantern-style fixtures with direct burial wood poles (55 fixtures were replaced in FY 2017) | $470,000 |
| Streetlight Steel Pole Replacements | 2,930,000 |
| **Subtotal Traffic Asset Renewal Project Cost** | **3,400,000** |
| **Total Uses** | **$54,400,000** |

[a] Level of expenditure required to raise the CIty's pavement condition to an optimal network PCI of 73 and eliminate the current maintenance and rehabilitation backlog, based on the 2022 Street Condition Assessment Report.

[b] Rough estimate.

[c] A rough estimate puts the cost of repairs between $1,900,000 to $2,500,000.

[d] A rough estimate puts the cost of renewal between $500,000 to $1,000,000.

# Deferred Capital Maintenance - Storm Drain

The City's drainage and water pollution prevention infrastructure consist of 28 miles of storm drain pipes and 2 storm pump stations.

The existing 28 miles of storm lines are made up of:

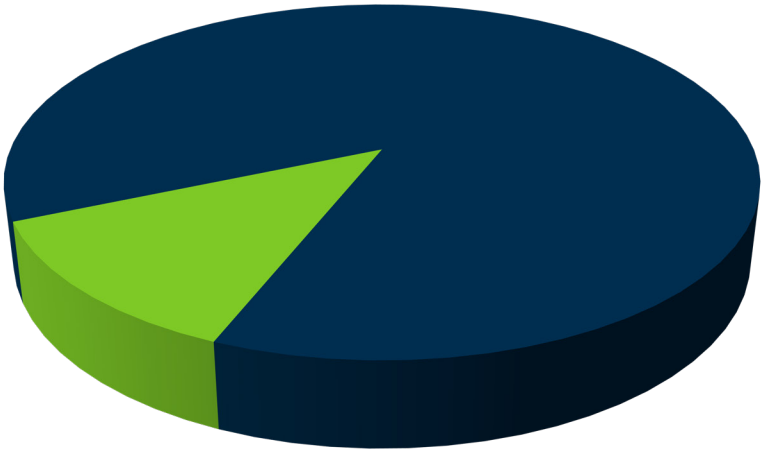
1. Corrugated Metal Pipe (CMP) [11,300 feet citywide, 2.1 miles]
2. Reinforced Concrete Pipe (RCP) [132,800 feet citywide, 14.3 miles]
3. High-Density Polyethylene Pipe (HDPE) and Polyvinyl Chloride Pipe (PVC) [61,526 feet citywide, 11.6 miles]

Throughout the City are areas that do not have adequate drainage infrastructure.

In 2009, the City completed a Storm Drainage Study which documented the existing City storm drainage system as deficient. The cost to correct the deficiencies was estimated at $44 million. These costs were updated in late 2013, to an estimated $57.1 million, as described on the following page. The City has started the Storm Drain Master Plan Update project which will be using previously adopted 2007 Sanitary Sewer Master Plan as well as all subsequent studies, to identify strategies for planning, budgeting and improving the City's storm drain system based physical condition of the system, and redevelopment plans. At the conclusion of the Storm Drain Mater Plan update, a prioritized short- and long-term Capital Improvement Program (CIP) plan with detailed descriptions and cost estimates will be prepared.

To the extent storm drainage infiltrates and intrudes into the City's sewer system, repairs can be made from sewer fees. Council determined initially to allocate $300,000 annually in Measure I resources towards the repair and replacement of deficient pipes, installation of new storm pipes, where currently none exist, to help with storm and flooding issues, and installation of curb and gutter improvements. Otherwise, there is no dedicated revenue source for Storm Drain Infrastructure repairs and, as a consequence, the City's General Fund is exposed to risk from failures.

## STORM DRAIN FUNDING LEVEL



# Deferred Capital Maintenance - Storm Drain

| STORM DRAIN CAPITAL IMPROVEMENT PROJECTS | |
|---|---|
| **Sources:** | |
| Measure I Tax (24 years remaining, monetized) | $7,200,000 |
| **Total Sources** | **$7,200,000** |
| **Uses:** | |
| Improvements to Eliminate Property Flooding | $20,200,000 |
| Replace/Rehabilitate Deficient Pipes | 29,300,000 |
| Installation of Curb and Gutter Improvements | 3,300,000 |
| Creek Improvements | 2,800,000 |
| Water Dog Lake Siltation Removal [a] | 1,500,000 |
| Storm Drain Master Plan Update | 500,000 |
| **Total Uses** | **$57,600,000** |

[a] Needed for safety of dam

# Deferred Capital Maintenance - Sewers

The City's sewer infrastructure consists of 80 miles of sewer pipelines, 10 sewer pump stations and approximately 3 miles of force (pressurized) mains.

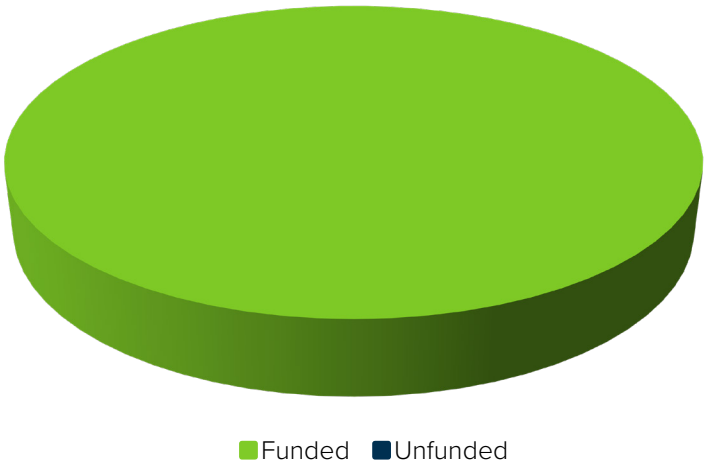
Wastewater flows east to the Belmont Sewer Pump Station, operated by the Silicon Valley Clean Water (SVCW), located on Shoreway Road. The wastewater is then pumped to the SVCW sewer treatment plant in Redwood Shores for processing and discharge into the San Francisco Bay. The SVCW is currently replacing the Belmont Sewer Pump Station and associated force main with a gravity pipe. The project is anticipated to end in 2023. The Hiller Gravity Pipe Replacement Project will be constructed in summer 2022. The Hiller Sanitary Sewer Pump Station will be designed as part of the development at Old County Road and is anticipated for construction in 2023; City will be responsible for constructing these improvements.

Many of Belmont's sewer pipelines were installed 50 to 90 years ago, and are in dire need of rehabilitation, replacement or upsizing. In addition, the pump stations and force mains are also in need of rehabilitation. The estimated costs of this work are noted on the following page. These costs exclude the deferred maintenance at the SVCW sewer treatment plant. That project is in excess of $0.5 billion, of which Belmont is partially responsible. A separate fee has been adopted to pay for those costs

Public Works has selected a consultant and started work on a Sanitary Sewer Master Plan Update that will use the previously adopted 2007 Sanitary Sewer Master Plan, as well as all subsequent studies, to identify strategies for planning, budgeting and improving the City's wastewater system based physical condition of the system, -current flow demands, and redevelopment plans. At the conclusion of the Sanitary Sewer Mater Plan update, a prioritized short- and long-term Capital Improvement Program (CIP) plan with detailed descriptions and cost estimates will be prepared.

The City Council has adopted a plan to fully fund sewer infrastructure from sewer fees.

**SEWERS FUNDING LEVEL**



# Deferred Capital Maintenance - Sewers

| SEWERS CAPITAL IMPROVEMENT PROJECTS | |
|---|---|
| **Sources:** | |
| Sewer Fees | $74,111,170 |
| **Total Sources** | **$74,111,170** |
| **Uses:** | |
| **Sewer Gravity** | |
| Gravity Sewer Rehabilitation (19,200 LF have been rehabilitated at a cost of $6.4M) | $33,900,000 |
| Basin Rehabilitation Projects | 7,800,000 |
| Sanitary Sewer Master Plan Update | 576,170 |
| **Pump Stations** | |
| Hiller Pump Station | 2,000,000 |
| Island Parkway Pump Station Rehabilitation | 4,250,000 |
| Pump Station Electrical/Mechanical Repairs | 250,000 |
| San Juan Pump Station Rehabilitation | 1,900,000 |
| Allowance for Future PS Rehabilitation | 2,000,000 |
| **Force Mains** | |
| Allowance for Force Main Spot Repair | 500,000 |
| Allowance for Force Main Replacement | 4,000,000 |
| **Sewer Capacity Improvement Projects** | |
| San Juan Sewer Main Capacity Improvements | 1,935,000 |
| Capacity Improvement Projects defined in the Flow Monitoring Report (23 Projects) | 15,000,000 |
| **Total Uses** | **$74,111,170** |

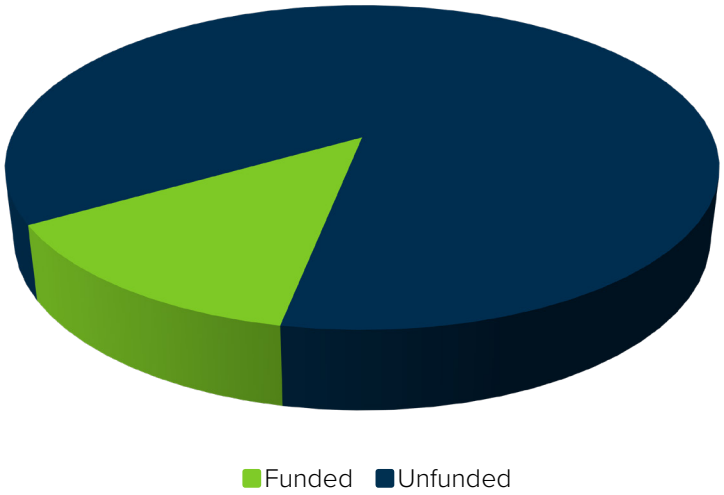
# Deferred Capital Maintenance - Facilities

The City of Belmont manages over 160,000 square feet of built space in facilities spread across the City and construction over a period of over 100 years. The facilities require considerable investment to ensure continued use and resolve deferred maintenance issues, including:

- **The Manor Building**, consisting of 5,725 square feet and being one of the oldest buildings in Belmont, was constructed in 1908 and refurbished in 2009, will require a fire sprinkler system and lighting;
- **Barrett Community Center**, originally constructed in 1949 as a school, was converted to a community center, and is a facility that is at the end of its useful life. A conceptual design plan was approved in 2019, community support and funding sources are being considered;
- **Belmont Library**, built in 2006, is a heavily used facility, requires constant maintenance and presents challenges related to building style and type;
- **City Hall**, built in 1983, was substantially remodeled in 2006, and needs selected flooring replacement.
- **Fire Station 15**, located at the corner of Cipriani and Ralston, has been identified for replacement.

With the exception of the Belmont Library, which has a dedicated revenue source, the balance of facilities has no recurring revenue and represents a risk to the City's General Fund or Fire Protection District in the event of failure.

## FACILITIES FUNDING LEVEL



# Deferred Capital Maintenance - Facilities

| FACILITIES CAPITAL IMPROVEMENT PROJECTS | |
|---|---|
| **Sources:** | |
| Library Maintenance & Operating Fund Balance | $841,065 |
| General Facilities Fund | 722,320 |
| Belmont Fire Protection District Reserve Set-Aside | 10,000,000 |
| **Total Sources** | **$11,563,385** |
| **Uses:** | |
| **Facilities** | |
| Barrett Community Center - Demolishment and Replacement | $58,000,000 |
| Sports Complex - Repairs & Upgrades to Concessions Buildings (2) and Score Booths (3) | 90,000 |
| Sports Complex - Conference Center Building Restroom Modernization, Flooring Upgrade | 75,500 |
| Sports Complex - Upgrade Restrooms (2) | 50,000 |
| Civic Center Complex – City Hall Repairs and Improvements | 100,000 |
| Corporation Yard Repairs and Upgrades | 500,000 |
| Fire Station 15 - Demolition and Replacement | 14,500,000 |
| Kiosk on Alameda - Painting | 10,000 |
| Library Painting and Flooring Replacement | 295,000 |
| Manor Building Fire Sprinklers & Lighting | 55,000 |
| Twin Pines Cottage Repairs & Bracing for Lower Level | 88,000 |
| Twin Pines Creekside Studio - Demolishment | 200,000 |
| Twin Pines Lodge Heating System Repair, Paint, Roof Repairs | 100,000 |
| Twin Pines Senior & Community Center, Fire Suppression Upgrades, and Restroom Modernization | 225,000 |
| **Total Uses** | **$74,288,500** |

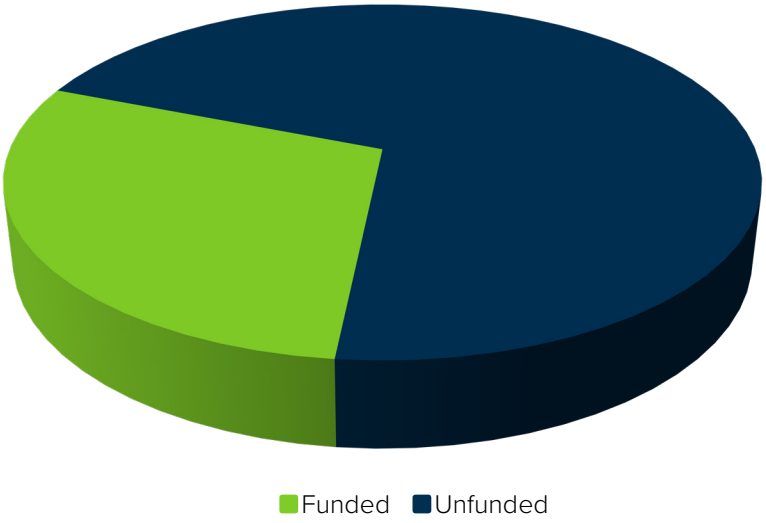
# Deferred Capital Maintenance - Parks

The City of Belmont manages 16 parks, 11 athletic fields, and 335 acres of open space including 10 miles of trails, street medians, and rights-of-way which represent a significant public investment, but suffer from deferred maintenance.

Belmont's athletic fields are in need of renewal. The irrigation systems are antiquated, require constant repair and should be replaced. The turf suffers from broad leaf weeds and the irrigation systems do not function properly. The turf at the Belmont Sports Complex was replaced in 2020 to reduce maintenance and improve the environment.

Additional investment is needed to upgrade existing playgrounds and restrooms, complete additional park improvements, and perform trail maintenance in Belmont's open space with the goal of reducing the danger of wildfire and enhancing the recreational use. The Parks, Recreation and Open Space (PROS) Master Plan is underway to assess and prioritize improvements. Park capital funding is contingent upon new development projects. Consequently, existing facilities have little to no recurring funding source and are dependent upon the City's General Fund for repair, maintenance and replacement in the event of failure.

**PARKS FUNDING LEVEL**



# Deferred Capital Maintenance - Parks

| PARKS CAPITAL IMPROVEMENT PROJECTS | |
|---|---|
| **Sources:** | |
| Planned Park Fund Balance | $1,999,833 |
| Park Impact Fees Fund Balance | 176,108 |
| Open Space Fund Balance | 154,043 |
| Athletic Fleld Maintenance Fund Balance | 364,841 |
| **Total Sources** | **$2,694,825** |
| **Uses:** | |
| **Parks** | |
| City and School District Athletic Fields (Fox, Ralston, McDougal, Cipriani, Nesbit, Central): Improvements to Irrigation, Turf, and Amenities | $5,380,000 |
| Twin Pines Park/Parks Master Plan – Creekside Restoration, Circulation Improvements, New Dog Park Area, Picnic Area Improvements, and Plan Updates | 485,000 |
| Parks Recreation and Open Space (PROS) Plan Phase I Implementation Projects | 550,000 |
| **Subtotal Parks** | **6,415,000** |
| **Open Space** | |
| Trail Maintenance, Erosion Control, and Fire Prevention Projects | 90,000 |
| **Subtotal Open Space** | **90,000** |
| **Total Uses** | **$6,505,000** |

# APPENDIX

# Financial Policies

## STATEMENT OF PURPOSE

The City of Belmont has evolved with a variety of financial policies that can be found in many different sources, including City Council resolutions and budget documents. The set of policies within this document, accompanying each year with the City's budget, serves as a central reference point of the most important of our policies, which are critical to the continued financial health of our local government.

Written financial policies have many benefits, such as assisting elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they provide the basic foundation and framework for many of the issues and decisions facing the City. They promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

The following policies are divided into ten (10) general categories for ease of reference. These categories include:

1. **General Policies**
2. **Accounting, Auditing, and Financial Reporting Policies**
3. **Fund Balance and Reserve Policies**
4. **Pension and Retirement Funding Policies**
5. **Internal Service Fund Policies**
6. **Debt Policies**
7. **Revenue Policies**
8. **Capital Improvement Policies**
9. **Investment Policies**
10. **Operating Budget Policies**

Except as otherwise noted, all policies included in this document are currently adhered to.

Additionally, included at the end of this section are specific policy benchmarks along with their status.

## GENERAL

The City will:

- Manage its financial assets in a sound and prudent manner.
- Maintain and further develop programs to ensure its long-term ability to fund core services and pay all costs necessary to provide the level and quality of service required by its citizens.
- Establish and maintain investment policies that are in accordance with State laws.

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

**Financial Information**

The City of Belmont will provide all financial information in a thorough, timely fashion, and in a format that is easy for City Council, citizens, and City employees to understand and utilize.

**Accounting Standards**

The City's accounting of financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

**Annual Audit**

An independent public accounting firm will perform an annual audit, and its opinions will be included in the Comprehensive Annual Financial Report and presented to the Audit Committee at a public meeting.

It is the City's goal to maintain accounting records, processes, and procedures in such a manner as to receive an unmodified audit opinion and to maintain a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## FUNDING BALANCE AND RESERVES

The City utilizes a variety of accounting funds for recording revenues and expenditures of the City. At the end of each fiscal year-end, appropriated expenditure authority lapses, with the exception of operating expenses and capital project spending that have been incurred but not paid (encumbered). The remaining dollars left in each fund constitute available funds of the City. The City's fund balances are classified in accordance with GAAP which require the City to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the City prioritizes and expends funds in the following order:

Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

- *Nonspendable* fund balances represent balances that do not represent available, spendable resources even though they are a component of assets. Fund balances required to be maintained intact, such as assets not expected to be converted to cash, including prepaids, notes receivable, and land held for resale are included.

- *Restricted* fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose.

- *Committed* fund balances have constraints imposed by resolution of the City Council which may be altered only by resolution of the City Council.

- *Assigned* fund balances are amounts constrained by the City's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the City Council or its designee and may be changed at the discretion of the City Council or its designee. Through a Council Resolution, the City Council has designated the City Manager to determine the amount of assigned fund balances.

- *Unassigned* fund balance represents residual amounts that have not been restricted, committed, or assigned. The residual classification for the General Fund, the only governmental fund that can report a positive unassigned fund balance. Other funds might have a negative unassigned fund balance due to overspending restricted, committed, or assigned amounts.

### General Fund

The General Fund reserve will be targeted in an amount equal to at least 33% of the annual General Fund operating expenditure budget, with a $5 million minimum. This reserve is designed to be used in the event of significant financial emergency: for catastrophic events such as an earthquake, and for service stability to moderate the impact of economic cycles. City Council may, at its discretion, reserve additional funds above the minimum. Such additional reserves may be set aside for specific purposes, such as capital projects, for known significant future cost items, or as general operational reserves.

In addition, the City Council utilizes long term forecasting to determine the adequacy of the General Fund reserve. Consistent with GFOA best practice, the General Fund reserve often may require a level of reserve significantly in excess of the recommended minimum or target levels, when considering the balance in context with the results of long-term forecast, thereby avoiding the risk of placing too much emphasis upon the level of reserve in the General Fund at any one time.

The City Council also established a $250,000 Contingency appropriation that may be used to pay for an emergency or an uncertain occurrence. The use of contingency funds requires City Council approval.

## PENSION AND RETIREMENT FUNDING

The City contracts with the California Public Employees' Retirement System (CalPERS) for pension benefits. The City will make minimum annual payments for the employer share equal to the required Annual Required Contribution (ARC) established by actuarial valuation but, in any given year, no less than the normal cost.

## INTERNAL SERVICE FUND

### Fleet and Equipment Management Fund

The City will annually budget sufficient funds to provide for the orderly replacement of the City's vehicles, equipment, and other major capital outlay, including technology. Replacement of these assets will be funded through user departments, which are adjusted annually based on the departments' proportionate share of estimated expenses. Sufficient reserves will be maintained in the Fleet and Equipment Management Fund to provide for the scheduled replacement of assets at the end of their useful lives.

### Facilities Management Fund

The City will annually budget sufficient funds to provide for orderly building maintenance and repair, and replacement of furnishings. The fund is supported by charges to user departments which are adjusted annually based on the department's proportionate share of estimated expenses. Sufficient reserves will be maintained in the Facilities Management Fund to provide for building maintenance and repair, and replacement of furnishings at the end of their useful lives.

# Financial Policies

### Risk Management Funds

The City maintains a Liability Insurance Fund and a Worker's Compensation Insurance Fund for the purpose of property, liability, and workers' compensation expenses. The funds are supported by charges to other City funds for the services it provides. These annual charges for service shall reflect historical experience and shall be established to approximately equal the annual expenses of the funds. The City is a member of Public Risk Innovation, Solutions, and Management (PRISM) for general liability, worker's compensation and other coverage. PRISM is a public entity risk pool of cities and counties within California. Loss contingency reserves established by PRISM are funded by contributions from member agencies. The City will pay an annual contribution to PRISM, which includes its pro-rata share of excess insurance premiums, charges for pooled risk, claims adjusting and legal costs, and administrative and other costs to operate the risk pool.

The City will complete an actuarial valuation of these funds every other year. Separate reserves shall be maintained for current and long-term general liability and workers' compensation liability at a level which will adequately fund the City's potential loss exposure in each area. The practice is to establish reserves in both funds at least at the marginally acceptable level as determined by the actuarial report.

## DEBT

The City is bound by a provision in State law limiting indebtedness for California cities to 15% of the assessed value of all real and personal property of the City. The City has been prudent in its use of debt to finance projects and major purchases. Prior to the issuance of any debt, the funding source for the debt service is identified and designated. The level of debt to which the City obligates itself is managed within available resources and represents a minimal cost to general taxpayers. By managing the repayment of new debt, current City operations are not affected.

## REVENUE

### General Fund Revenue

To shelter itself from exposure from a decrease in any one revenue source, the City will strive to develop and maintain a diversified and reliable revenue stream. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies, or reliable economic forecasters, when available.

### Grants

The City shall aggressively seek State and Federal financial support unless conditions attached to that assistance are contrary to the City's interest. Prior to applying for and accepting intergovernmental aid, the City will examine the matching requirements so that a source and availability of these funds may be determined before a grant application is made. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits.

### User Service Fees

The City may impose user fees wherever appropriate. Such fees will recover the cost of providing the service, demonstrating a nexus to benefits received, including all direct and indirect costs, administrative overhead, depreciation, etc. By policy, Council may direct certain fees to be lowered for particular purposes. Waivers of user fees will be presented for Council approval as appropriate. Certain fees are based upon market conditions and are not subject to the limitations of cost recovery. These fees may be adjusted periodically by the City Council. In general, fees will be reviewed no less than annually to ensure that full cost recovery levels are identified.

## CAPITAL IMPROVEMENT

### Five Year Capital Improvement Program (CIP)

The City shall annually prepare a capital improvement spending program, projecting capital needs for a five-year period. The CIP shall provide for the systematic repair and/or replacement of existing capital assets. The CIP shall directly relate to the long-range plans and policies of the City. Operating funds to maintain capital improvements and additional staff needs will be estimated and identified prior to making the decision to undertake a specific capital improvement. The first year of the five-year CIP will be consistent with, and adopted as a component of, the annual operating budget.

### Enterprise Fund Capital Improvements

Capital Improvements funded from the Enterprise Fund shall be paid for in combination of "pay-as-you-go" financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and "pay-as-you-go," while attempting to keep the enterprise service rates competitive with those in the surrounding area.

## INVESTMENT

The City Council shall annually review and update, or modify as appropriate, the City's investment policy. Reports on the City's investment portfolio shall be developed and presented to the City Council regularly. City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

## OPERATING BUDGET

### Balanced Operating Budget

The City Council and Belmont Fire Protection District (BFPD) Board shall adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy or available for capital projects and/or "one-time only" expenditures.

### Budget Document

The budget document shall serve as the official financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council and BFPD Board, and City Council and BFPD Board shall adopt said budget no later than June 30 of each year.

### Budget Control and Accountability

Department heads are responsible for containing expenditures within their budgeted appropriations as approved by the City Council. The City Manager is authorized to transfer appropriations between any departments that do not exceed the total appropriations of any fund. Subsequent to the adoption of the budget, all additional changes to the budget that have a financial impact at the fund level require City Council approval.

# Financial Policies

## POLICY STATUS

| ACCOUNTING | |
|---|---|
| Benchmark | The City's accounting of financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA). |
| **Status** | **Met** |
| Benchmark | It is the City's goal to maintain accounting records, processes, and procedures in such a manner as to receive an unmodified audit opinion and to maintain a Certificate of Achievement for Excellence in Financial Reporting from the GFOA. |
| **Status** | **Met** |
| **RESERVE/SINKING FUND** | |
| Benchmark | The General Fund reserve will be maintained at a $5 million minimum, with a target amount equal to at least 33% of the annual General Fund operating expenditure budget. |
| **Status** | **Met. FY 2021 General Fund reserve was at least 33% of the annual General Fund operating expenditure budget.** |
| Benchmark | Through the use of the Fleet and Equipment Management Fund, the City will annually budget sufficient funds to provide for the orderly replacement of the City's vehicles, equipment, and other major capital outlay, including technology. |
| **Status** | **Met** |
| Benchmark | Through the use of the Facilities Management Fund, the City will annually budget sufficient funds to provide for the orderly building maintenance and repair. |
| **Status** | **Met** |
| Benchmark | The City shall maintain reserves in the Liability Insurance Fund and Workers' Compensation Fund at least at the marginally acceptable level as determined by the actuarial valuation report. |
| **Status** | **Reserves have been maintained at the conservative level for both funds. This level is four notches above the City's policy goal.** |
| **REVENUE** | |
| Benchmark | Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies, or reliable economic forecasters when available. |
| **Status** | **Met** |
| Benchmark | The City shall actively pursue federal, state, and other grant opportunities when deemed appropriate. |
| **Status** | **Met. Continuing to assess and apply for grants with a focus on ensuring matching funds are identified, as applicable, and ongoing costs are considered.** |
| Benchmark | User service fees will be reviewed no less than annually to ensure that full cost recovery levels are identified. |
| **Status** | **Met** |

# Financial Policies

| CAPITAL IMPROVEMENT | |
|---|---|
| Benchmark | The City shall annually prepare a capital improvement spending program (CIP), projecting capital needs for a five-year period. The first year of the five-year CIP will be consistent with, and adopted as a component of, the annual operating budget. |
| **Status** | **Met** |
| **INVESTMENT** | |
| Benchmark | City funds will be managed in a prudent and diligent manner with an emphasis on safety, liquidity, and yield; in that order. |
| **Status** | **Met** |
| Benchmark | The City Council shall annually review and update, or modify as appropriate, the City's Investment Policy. |
| **Status** | **Met** |
| **OPERATING BUDGET** | |
| Benchmark | The City Council and Belmont Fire Protection District (BFPD) Board shall adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. |
| **Status** | **Met** |
| Benchmark | The City Manager shall annually prepare and present a proposed operating budget to the City Council and BFPD Board, and City Council and BFPD Board shall adopt said budget no later than June 30 of each year. |
| **Status** | **Met** |

# Gann Appropriations Limit

**Gann Appropriations Limit as Defined in Article XIII B of the California State Constitution**

The voters of California, during a special election in 1979, approved Article XIII-B of the California State Constitution. Informally known as the "Gann Initiative," Article XIII-B provides limits regarding the total amount of appropriations in any fiscal year from "the proceeds of taxes."

The State Legislature, in 1980, added Section 7900 et seq. to the Government Code, providing that the governing body of each local jurisdiction must establish, by resolution, an appropriations limit for the following year. The appropriations limit for any fiscal year was equal to the previous year's limit, adjusted for population changes and the changes in the US Consumer Price Index (or California per capita personal income, if smaller). The necessary statistical information is provided by the California Department of Finance.

However, the original Article XIII-B (Proposition 4) and its implementing legislation were modified by Proposition 111 and SB 88 by the voters in June 1990. The changes were incorporated into the fiscal year 1990-91 and fiscal year 1991-92 appropriations limits. Beginning with the fiscal year 1990-91 appropriations limit, a city may choose annual adjustment factors. The adjustment factors include the growth in the California per capita income or the growth in the non-residential assessed valuation due to construction within the City and the population growth within the County or the City.

The tables below provide the calculation for the appropriations limit for fiscal year 2023. The adjustment factors utilized for the fiscal year 2023 calculation include the growth in California per capita income and the population growth within the County of San Mateo. Those two factors yielded the most favorable appropriations limit for the City and the Belmont Fire Protection District.

| CITY OF BELMONT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023 | | AMOUNT | SOURCE |
|---|---|---|---|
| A | Last Year's Limit | 19,872,114 | FY 2022 Limit |
| B | Adjustment Factors | | |
| | 1. Population | 0.9908 | CA Dept. of Finance |
| | 2. Inflation | 1.0755 | CA Dept. of Finance |
| | | 1.0656 | B1*B2 |
| | **Total Adjustment %** | **0.0656** | **B1*B2-1** |
| C | Annual Adjustment | 981,682 | A*B |
| **D** | **This Year's Limit** | **20,853,796** | **A+C** |

| BELMONT FIRE PROTECTION DISTRICT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023 | | AMOUNT | SOURCE |
|---|---|---|---|
| A | Last Year's Limit | 12,669,049 | FY 2022 Limit |
| B | Adjustment Factors | | |
| | 1. Population | 0.9908 | CA Dept. of Finance |
| | 2. Inflation | 1.0755 | CA Dept. of Finance |
| | | 1.0656 | B1*B2 |
| | **Total Adjustment %** | **0.0656** | **B1*B2-1** |
| C | Annual Adjustment | 625,851 | A*B |
| **D** | **This Year's Limit** | **13,294,900** | **A+C** |

# Legal Bonded Debt Margin

California Government Code, Section 43605 sets the debt limit at 15% of the secured property assessed value of the City. The Code section was enacted prior to the change in basing assessed value to full market value when it was previously 25% of market value. Thus, the limit shown as 3.75% is one-fourth the limit to account for the adjustment of showing assessed valuation at full cash value. Using this adjusted methodology, the calculation below shows the debt limit and legal bonded debt margin based on FY 2022 assessed value, and the corresponding table includes historical values.

| CITY OF BELMONT LEGAL BONDED DEBT MARGIN FOR FISCAL YEAR 2022 | | |
|---|---|---|
| **Assessed Valuation** | | |
| Secured Property assessed value, net of exempt real property | 8,410,535,906 | |
| **Bonded Debt Limit** | | |
| 3.75% of assessed value | | 315,395,096 |
| **Amount of Debt Subject to Limit** | | |
| Total bonded debt | - | |
| Less tax allocation bonds and sales tax revenue bonds, Certificate of Participation not subject to limit | - | |
| **Amount of debt subject to limit** | | - |
| **Legal Bonded Debt Margin** | | **315,395,096** |

| FISCAL YEAR | DEBT LIMIT | TOTAL NET DEBT APPLICABLE TO LIMIT | LEGAL DEBT MARGIN | TOTAL NET DEBT APPLICABLE TO THE LIMIT AS A PERCENTAGE OF DEBT LIMIT |
|---|---|---|---|---|
| 2012 | 172,842,923 | - | 172,842,923 | - |
| 2013 | 178,916,858 | - | 178,916,858 | - |
| 2014 | 190,308,976 | - | 190,308,976 | - |
| 2015 | 200,849,889 | - | 200,849,889 | - |
| 2016 | 214,199,749 | - | 214,199,749 | - |
| 2017 | 230,075,502 | - | 230,075,502 | - |
| 2018 | 246,378,145 | - | 246,378,145 | - |
| 2019 | 264,366,934 | - | 264,366,934 | - |
| 2020 | 284,140,706 | - | 284,140,706 | - |
| 2021 | 302,531,239 | - | 302,531,239 | - |
| 2022 | 315,395,096 | - | 315,395,096 | - |

# Long-Term Debt

The City generally incurs long-term debt to finance projects or purchase assets, which will have useful lives equal to or greater than the related debt. The City's debt issues and debt service schedule are summarized below.

| LONG-TERM DEBT | |
|---|---|
| **Debt Service Fund** | |
| Library Bond Debt Service | Special Tax Bonds Series 2004A (Fitch rating: AA) issued by the Community Facilities District No. 2000-1 to finance the construction, operations and maintenance of a new library. The library special taxes generated are legally restricted for the payment of principal and interest on these Library Mello-Roos bonds. |
| **Special Revenue Fund** | |
| Planned Park | Lease and sublease agreements with the County of San Mateo to finance turf replacement at the Belmont Sports Complex and Conference Center. While the pledge of sublease repayment to the County is from the General Fund, repayment will be made from Planned Park (Quimby/Park In Lieu) and Park Impact Fees. |
| **Enterprise Funds** | |
| Sewer Collections | 2016 (Fitch rating: AA+) and 2019 (Fitch rating: AA+) sewer revenue bonds payable by sewer connection fees used for financing the City's operating costs associated with the operating of Silicon Valley Clean Water (SVCW). SVCW is a joint powers authority that manages wastewater treatment. |
| Sewer Treatment Facility | 2022 sewer refunding bonds (private placement) and 2018 (Fitch rating: AA-) sewer revenue bonds payable by sewer treatment facility charges used to account for capital improvements made to the SVCW plant. Revenue for the improvements comes from the Sewer Treatment Facility Charge paid by users connected to the sanitary system. |

**DEBT SERVICE REQUIREMENTS**

| | Library Bond Debt Service | | Planned Park | | Sewer Collections | | Sewer Treatment Facility | |
|---|---|---|---|---|---|---|---|---|
| Fiscal Year | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| 2023 | 390,000 | 243,225 | 572,009 | 95,990 | 900,000 | 1,587,371 | 1,695,000 | 1,105,029 |
| 2024 | 410,000 | 220,225 | 584,022 | 83,977 | 940,000 | 1,544,446 | 1,741,000 | 1,090,798 |
| 2025 | 435,000 | 195,931 | 596,729 | 71,270 | 990,000 | 1,496,195 | 1,140,000 | 1,048,284 |
| 2026 | 460,000 | 170,200 | 609,488 | 58,511 | 1,035,000 | 1,445,571 | 1,175,000 | 1,011,286 |
| 2027 | 485,000 | 143,031 | 622,521 | 45,478 | 1,090,000 | 1,392,447 | 1,212,000 | 972,943 |
| 2028-2032 | 2,245,000 | 267,231 | 1,614,497 | 55,502 | 6,080,000 | 6,348,467 | 3,790,000 | 4,379,810 |
| 2033-2037 | - | - | - | - | 7,330,000 | 5,084,956 | 3,740,000 | 3,546,748 |
| 2038-2042 | - | - | - | - | 8,805,000 | 3,576,918 | 4,305,000 | 2,583,625 |
| 2043-2047 | - | - | - | - | 9,295,000 | 1,669,159 | 5,495,000 | 1,364,875 |
| 2048-2050 | | | | | 3,045,000 | 233,375 | 2,605,000 | 131,875 |

# Glossary

**Administrative and Other**
A budget category which accounts for all administrative support, vehicle usage, equipment usage, debt service, and other uses required to support the division.

**Allocation**
The division of tax proceeds among local agencies.

**Appropriation**
Money budgeted for a given program. Appropriations are the means by which legal authority is given to expend public money. The appropriation is the maximum level of expenditure authorized.

**Audit**
A review of the City's accounts by an independent certified public accounting firm to verify that the City's financial statements accurately reflect the City's financial position.

**Budget**
A plan of financial and program operation which lists appropriations and the means of financing them for a given time period. Belmont adopts a one-year plan.

**California Government Code**
State Legislation providing the legal framework for Municipal operations.

**Capital Asset**
Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Improvements**
Physical improvements which typically cost over $25,000 and have a useful life of a year or more and involve the construction or reconstruction of a physical asset. Examples are street improvement projects, park improvement projects, infrastructure improvements and facility construction.

**Capital Improvement Program (CIP)**
An ongoing plan of single and multiple-year capital expenditures, which is updated annually.

**Capital Outlay**
A budget category that accounts for land, land improvements, buildings, furniture, equipment and rolling stock. Also known as Capital Assets, expenditures typically exceed $5,000 and have a useful life of one year or more.

**City Municipal Code**
City Legislation providing the legal framework for the operations of the City.

**Department**
An organizational unit comprised of divisions and managed by a single director.

**Division**
The detailed activity designed to provide a service to the public which is the budgeted level for expenditures.

**Encumbrance**
Financial commitments related to unperformed services or contracts for goods for which part of an appropriation has been reserved.

**Enterprise Fund**
A fund type that can be used to account for operations that are financed and operated in a manner similar to private enterprise where costs of providing a service is recovered through user charges.

**Expenditure**
Appropriated funds which have been spent.

**Fiscal Year (FY)**
A twelve-month period of time used for budgeting, accounting or tax collection purposes. California municipalities operate on a July 1 to June 30 fiscal basis.

**Full Time Equivalent (FTE)**
Conversion of a position to full-time equivalent. For example, one person working half time would count as 0.50 FTE; one person working full time would count as 1.00 FTE.

# Glossary

**Fund**
An independent fiscal and accounting term used to record all financial transactions related to the specific purpose for which the fund was created.

**General Accepted Accounting Principles (GAAP)**
Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**General Fund**
The City's principal operating fund, which is supported by general taxes and fees and which can be used for any legal governmental purpose.

**Grant**
Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

**In-Lieu Tax**
Tax levied in place of another tax or taxes. The State of California provides in-lieu motor vehicle fees to local governments to compensate for local personal property, not subject to property tax.

**Internal Service Charges**
The charges to user departments for internal services provided by another government agency, such as data processing, or insurance funded from a central pool.

**Internal Service Fund**
A fund which is used to finance and account for goods and/or services provided by one City department to other City departments on a cost-reimbursement basis.

**Personnel**
A budget category which accounts for all salary and personnel related benefits required to support the planned level of program or activity.

**Proposition 4**
Article XIIIB of the California Constitution which limits appropriations to the level of proceeds of taxes.

**Proposition 13**
Article XIIIA of the California Constitution which imposes a 1% limit on property taxes, restricts assessments and places limitations on the levy of new taxes.

**Proprietary Fund**
A term also used to describe funds that are accounted for on a "flow of economic resources" measurement basis and on a full accrual accounting basis. Enterprise funds and internal service funds are classified as proprietary funds.

**Revenue**
Amounts received for taxes, licenses, permits and fees, intergovernmental sources, service charges, interest and use of property and other income.

**Special Revenue Fund**
A fund used to account for revenue sources that are restricted by law or administrative action to expenditures for specified purposes.

**Structural Deficit**
The permanent financial gap that results when ongoing revenues do not match or keep pace with ongoing expenditures.

**Supplies and Services**
A budget category, which accounts for all supplies, goods and services required to support the division.

# Operating Changes

| DESCRIPTION | DEPARTMENT |
|---|---|
| Add 1.0 FTE Principal Planner to support long range and advanced planning projects as part of the on-going general plan, Belmont Village Specific Plan, and Climate Action Plan | Community Development |
| One-time funding for historical resources update, Belmont Village Specific Plan streetscape efforts, signage wayfinding, and Harbor Industrial Area analysis. | Community Development |
| Add 1.0 FTE Management Analyst I/II to support recruitment and employee training activities. | Human Resources |
| Reduction in temporary staffing to reflect permanent addition of 1.0 FTE Management Analyst I/II. | Human Resources |
| Add 1.0 FTE Technology Specialist I/II to provide IT support and expand service delivery for GIS-related activities. | Information Technology |
| Reduction in temporary staffing to reflect permanent addition of 1.0 FTE Technology Specialist I/II. | Information Technology |
| Increase Recreation Supervisor from 0.8 FTE to 1.0 FTE to increase level of service to the senior and adult community. Cost to be partially offset by increase in programming fees. | Parks & Recreation |
| Increase funding to staff temporary Lead Building Attendant to maintain required staffing needs at facility rentals. | Parks & Recreation |
| Increase funding for acting Corporal assignment to support operations and CARE Team. | Police |
| Temporary funding freeze for 1.0 FTE vacant Assistant Engineer. | Public Works |
| Temporary funding freeze for 1.0 FTE vacant Maintenance Worker I/II. | Public Works |
| Unfreeze funding for previously approved 1.0 FTE vacant Maintenance Worker I/II to maintain service levels for streets and sewer maintenance. | Public Works |
| | |

# Operating Changes

| FUND | FY 2023 PERSONNEL HEADCOUNT | FY 2023 AMOUNT |
|---|---|---|
| General Plan Maintenance | 1.00 | 216,153 |
| General Plan Maintenance | - | 330,000 |
| General Fund | 1.00 | 164,941 |
| General Fund | - | (90,000) |
| Fleet and Equipment Management | 1.00 | 160,023 |
| Fleet and Equipment Management | - | (90,000) |
| Recreation | 0.20 | 22,815 |
| Facilities Management | - | 50,435 |
| General Fund | - | 7,000 |
| Development Services, Street Maintenance, and Storm Drainage | - | (143,786) |
| Street Maintenance, Sewer Collections, and Storm Drainage | - | (111,639) |
| Street Maintenance, Sewer Collections | - | 111,639 |
| **Total** | **3.20** | **627,581** |

# Budget Adoption Documentation

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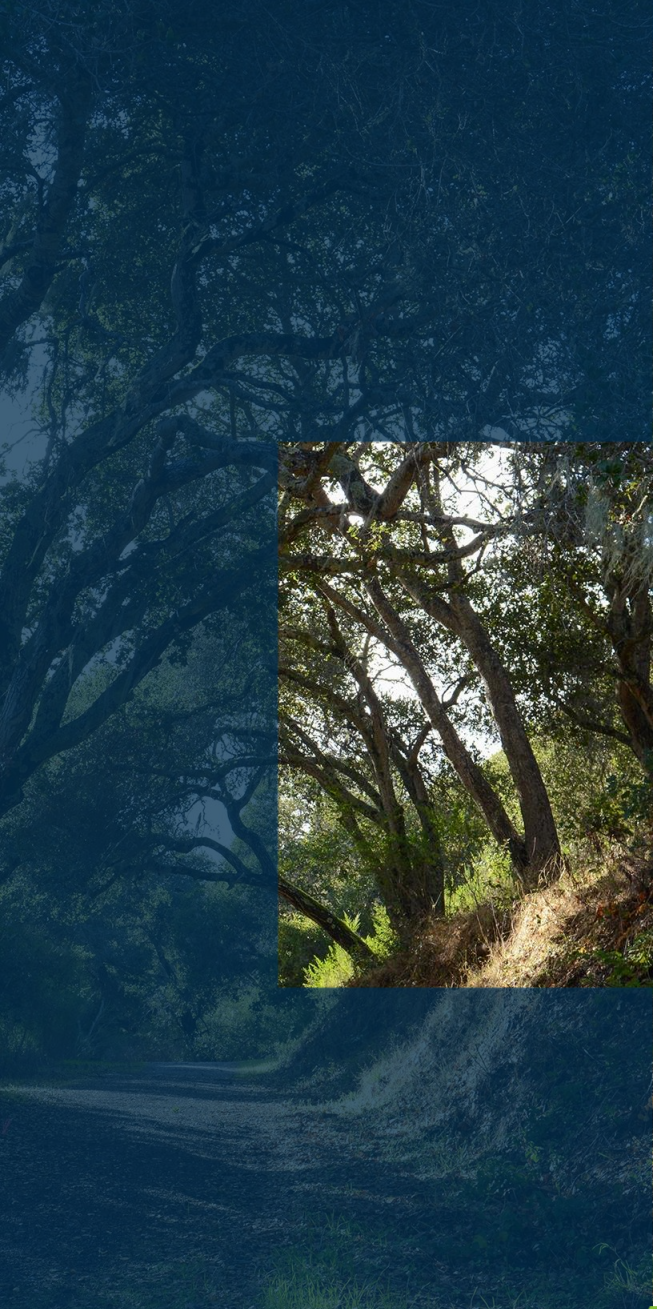
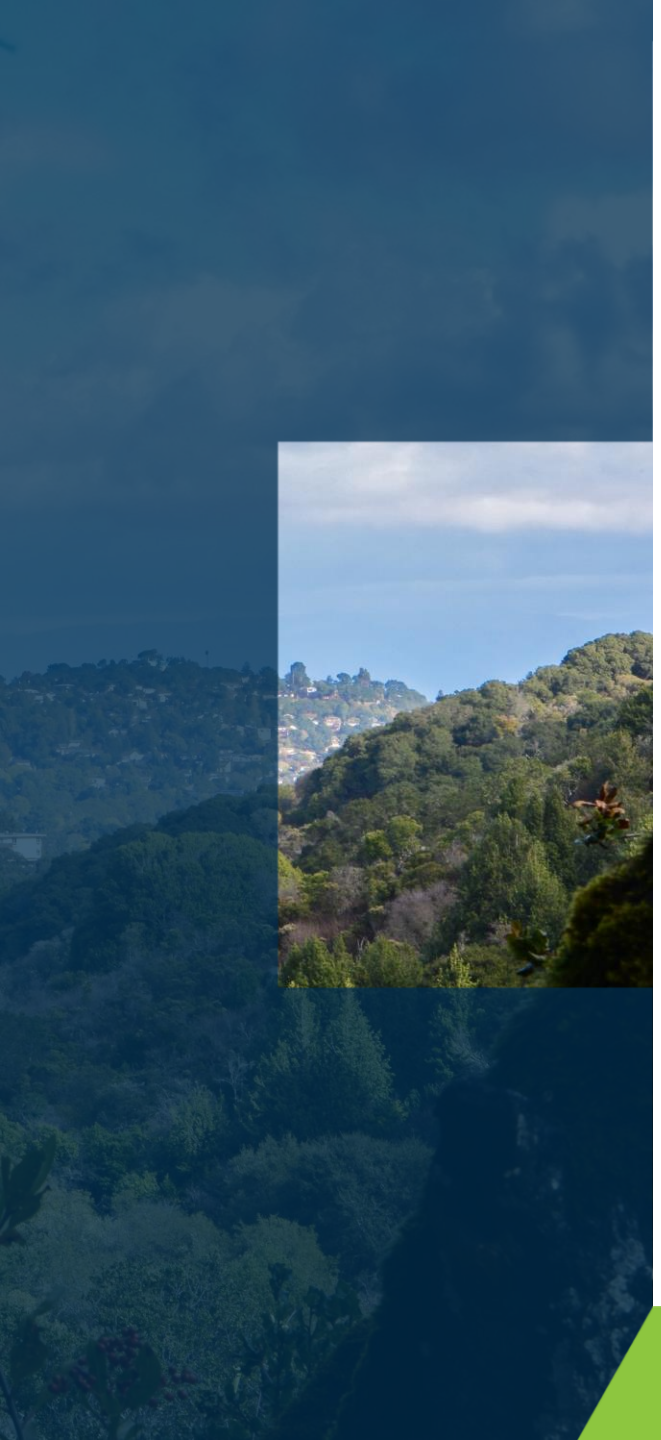


# CITY OF BELMONT

## Fiscal Year 2023
## Budget Introduction

May 24, 2022

CALIFORNIA
BELMONT



BUDGET OVERVIEW

LONG-TERM FORECASTS

5-YEAR CIP PLAN

DEPARTMENT BUDGETS

NEXT STEPS

# BUDGET OVERVIEW

# FISCAL YEAR (FY) 2023 BUDGET PROCESS

| | |
|---|---|
| **February 22, 2022** | FY2022 Midyear Budget Review & Financial Update |
| **February 23, 2022** | City Council Strategic Planning Workshop |
| **May 13, 2022** | Measure I Advisory Committee Meeting |
| **May 24, 2022** | Proposed Budget Introduction to Council |
| **Before June 14, 2022** | Audit Committee Recommendations/Review |
| **June 14, 2022** | Public Hearing & Budget Adoption |

# CITY MANGER'S MESSAGE

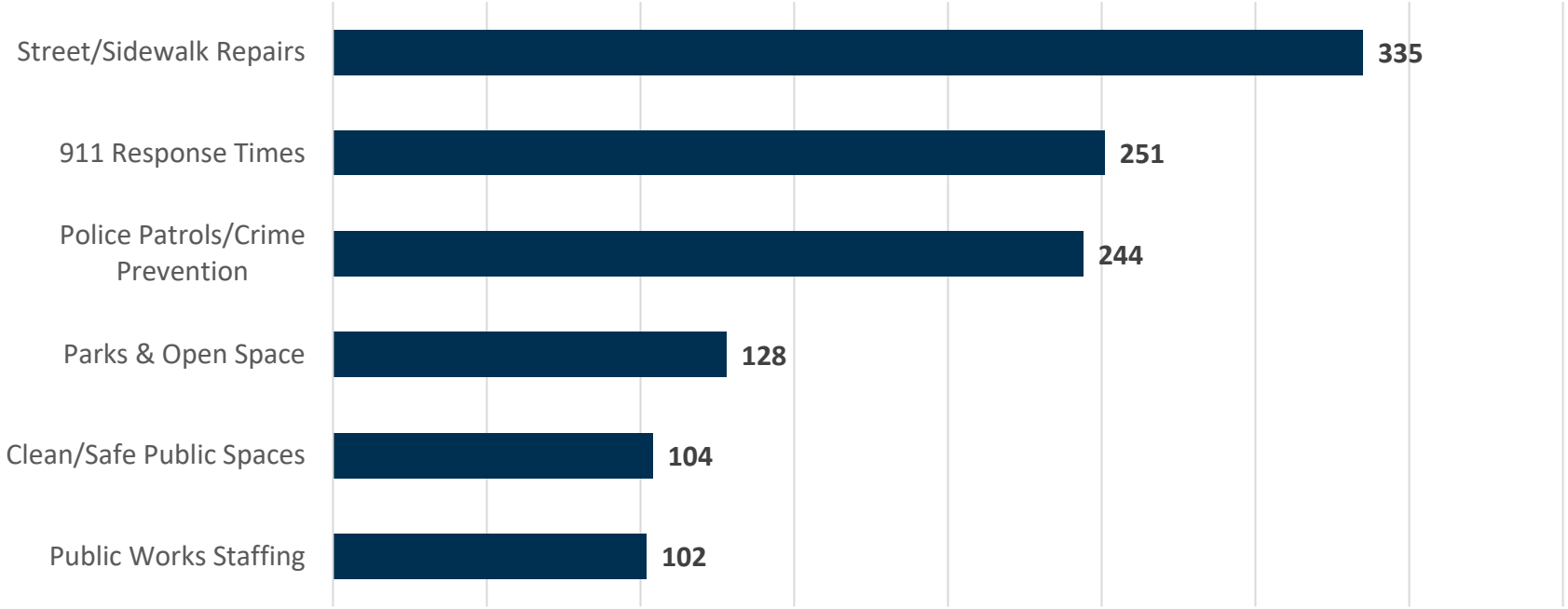
- ✓ Align with ***Strategic Focus Areas***
- ✓ Maintain a ***balanced budget***
- ✓ Continue ***fiscal prudence***
- ✓ Remain focused on ***infrastructure & capital improvement***
- ✓ Sustain long-term needs through ***community-identified priorities***

# STATEGIC FOCUS AREA
## FISCAL & ORGANIZATIONAL STABILITY

- ✓ ***Maximize existing & identify new revenue sources***
- ✓ 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
- ✓ ***Local control over local revenue sources*** will ensure long-term fiscal sustainability and allow Belmont's self-reliance into the future

# #1 COMMUNITY PRIORITY

## AS RANKED BY 877 RESIDENTS*




**Priorities do not sum 877 due to the nature of the survey; some respondents identified more than one item as a #1 priority*

# FY 2023 BUDGET

## OVERVIEW

| Citywide Budget | FY 2023 Budget (Millions) |
|---|---|
| City | $55.9 |
| Belmont Fire Protection District | $12.3 |
| **Total Operations** | **$68.2** |
| Capital Improvement Program | $19.3 |
| **Total Citywide Budget** | **$87.5** |
| **Total Personnel (FTE)** | 140.50 |

# FY 2023 BUDGET

## PRIORITY FUNDING

| Priority Funding | Strategic Focus Area |
|---|---|
| +1.0 FTE Principal Planner | **Economic Development & Housing:** *Support economic development and long range & advanced planning projects* |
| +1.0 FTE Technology Specialist<br>+1.0 FTE Management Analyst | **Fiscal and Organizational Sustainability:** *Support organizational development & innovation* |
| Unfreeze funding for 1.0 FTE Maintenance Worker | **Infrastructure & Mobility:** *Advance sewer and street infrastructure & maintenance needs* |
| Funding for historical resources update, BVSP streetscape efforts, & HIA annexation analysis | **Economic Development & Housing:** *Support economic development and community revitalization* |
| Continue to develop diversity, equity and inclusion programs | **Quality of Life:** *Advance diversity, equity & inclusion efforts (stakeholder surveys & listening sessions, City assessment of programs/services/communications)* |
| Enhanced funding for street improvements | **Infrastructure & Mobility:** *Advance community-wide street pavement improvement program* |
| Enhanced funding for Public Safety communications equipment and C.A.R.E. Program | **Public Safety:** *Strengthened community outreach, and align public safety services with community needs* |

# FY 2023 BUDGET

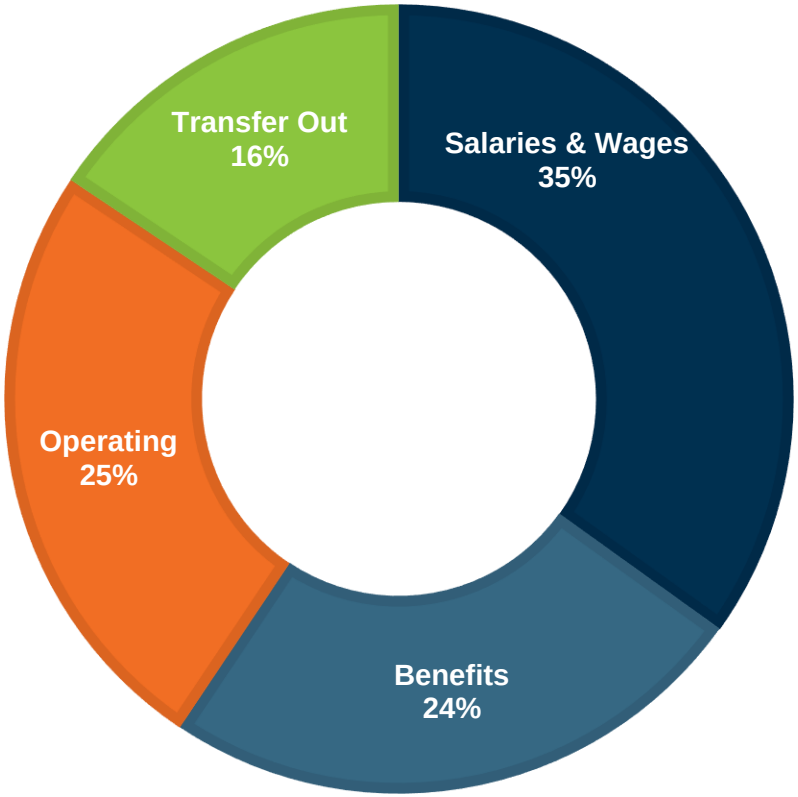
## GENERAL FUND SUMMARY

| General Fund | FY 2023 Budget (Millions) |
|---|---|
| Resources* | $31.0 |
| Requirements | $28.3 |
| **Resources Over/(Under) Requirements** | **$2.7** |

*$3.2 million is from one-time ARPA federal funding allocation.

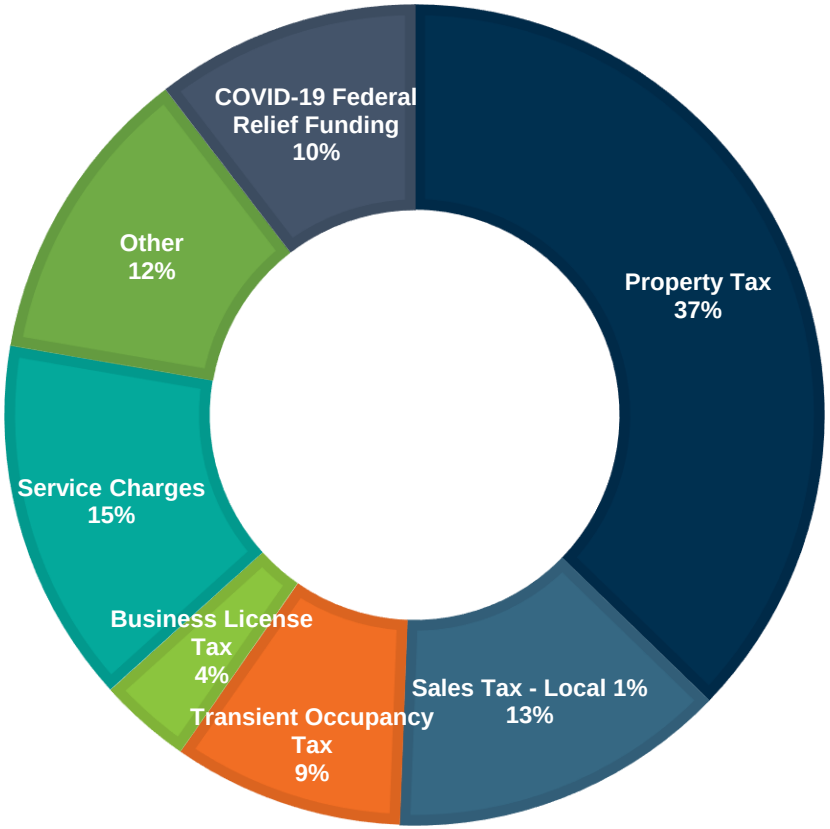
# FY 2023 BUDGET

## GENERAL FUND: REQUIREMENTS



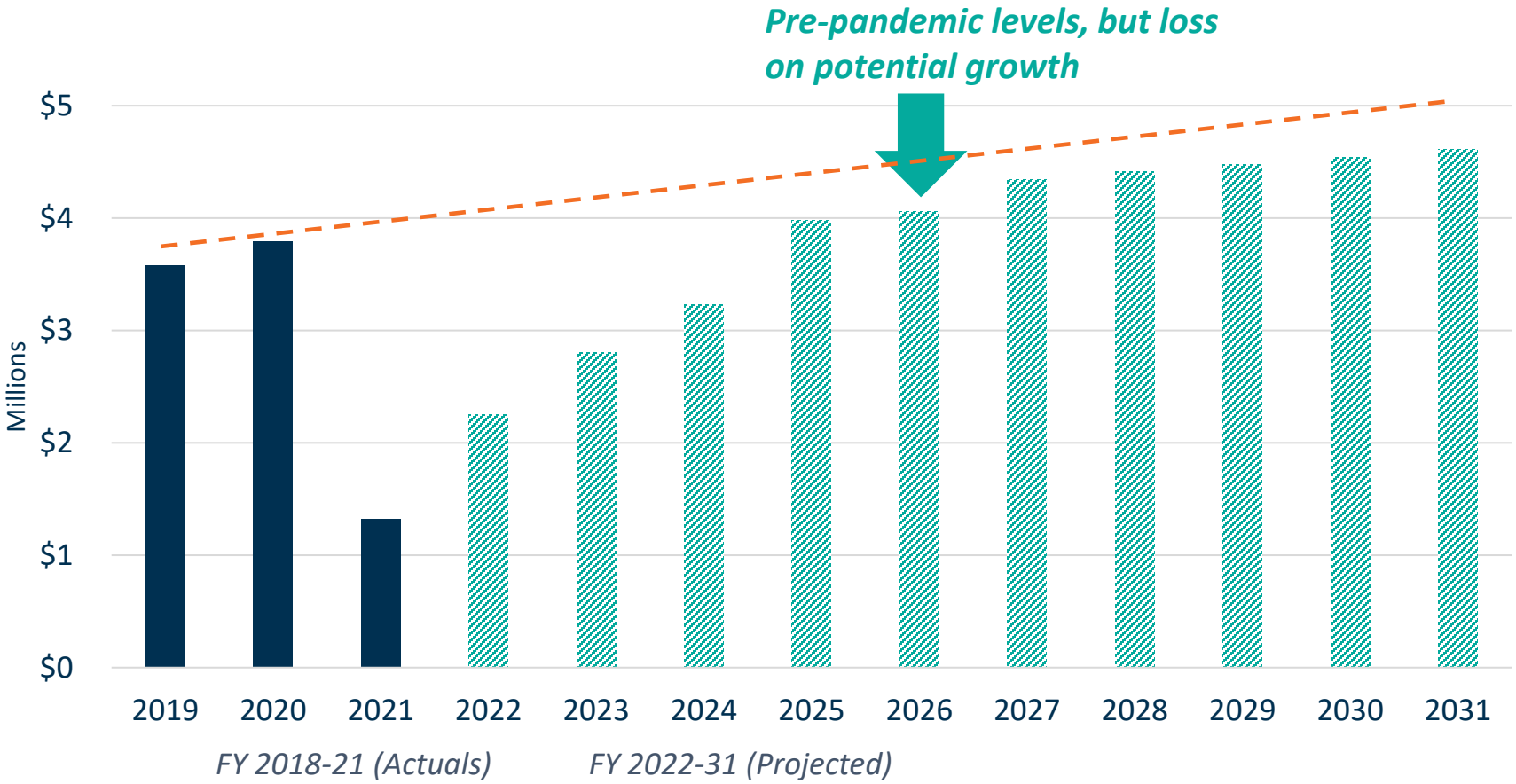
# FY 2023 BUDGET

## GENERAL FUND: RESOURCES



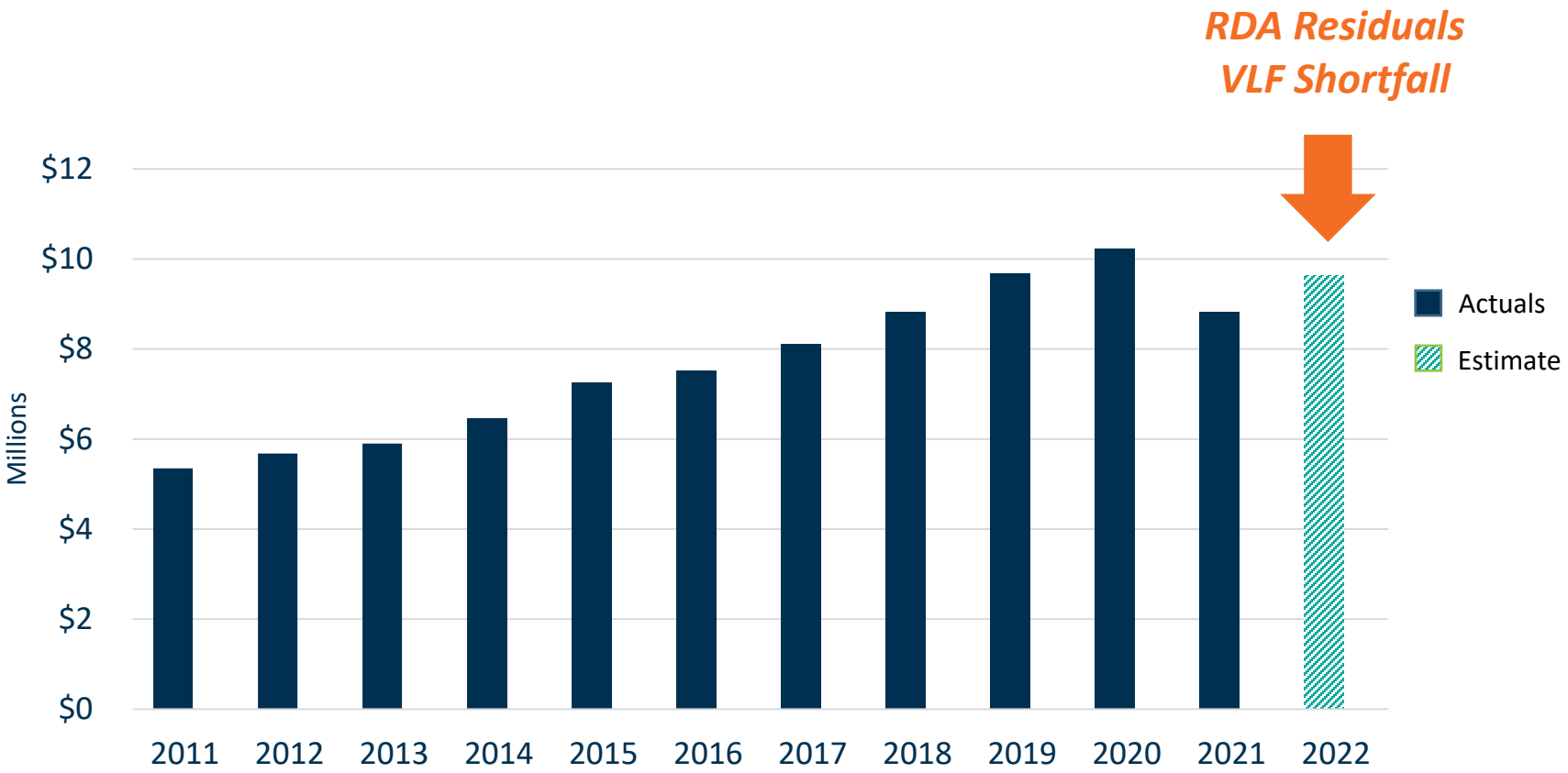
# FY 2023 CHALLENGES:

## TRANSIENT OCCUPANCY TAX REVENUES



# FY 2023 CHALLENGES

## PROPERTY TAX REVENUES



# FY 2023 CHALLENGES

## STATE TAKEAWAY OF PROPERTY TAX

### Excess ERAF

- State Proposal to backfill VLF in-lieu with Excess ERAF
- Estimated $1.8M Shortfall Over Five Years
- Grows to $7.2M Shortfall Over Ten Years

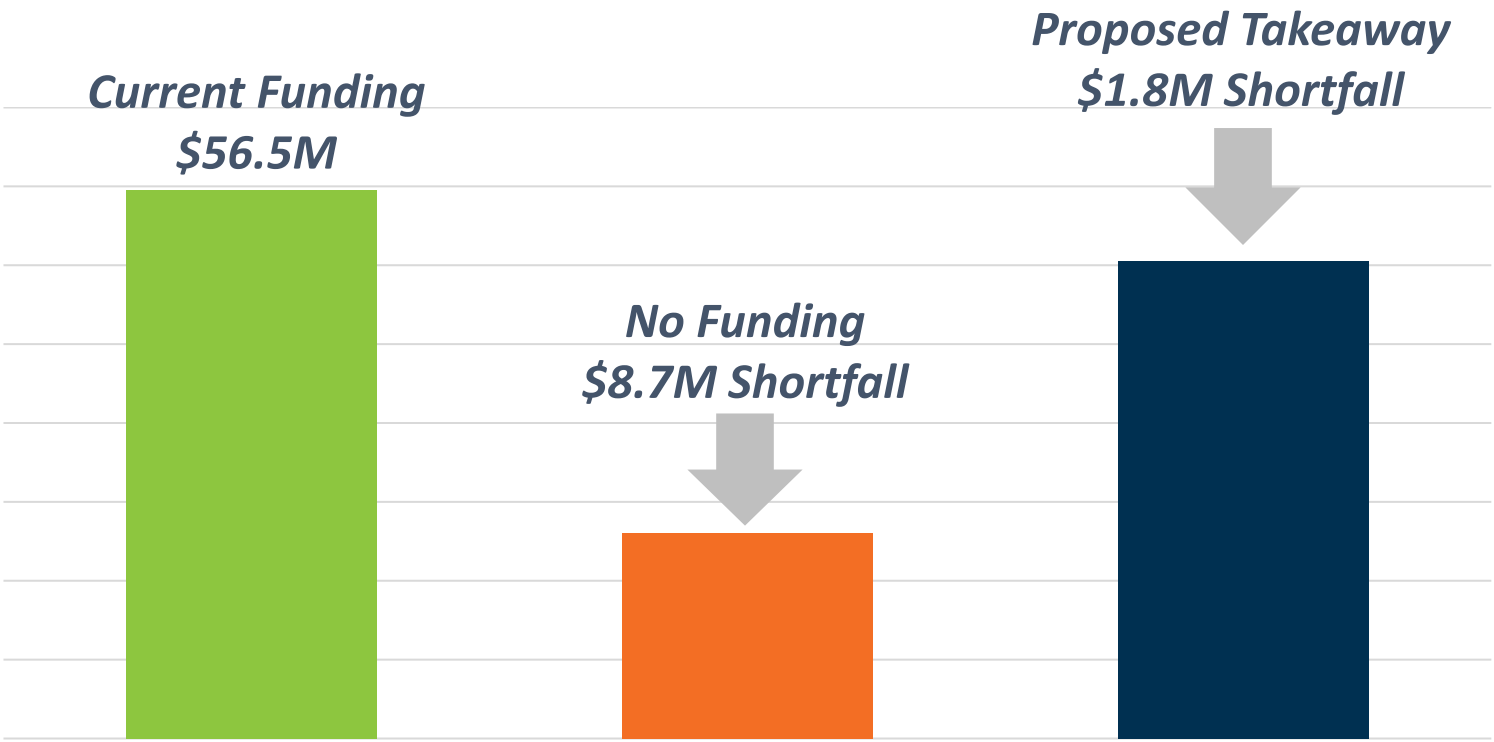
### Property Tax in-lieu of VLF

- Underfunded for 3 Consecutive Years

# FY 2023 CHALLENGES

## STATE TAKEAWAY OF PROPERTY TAX

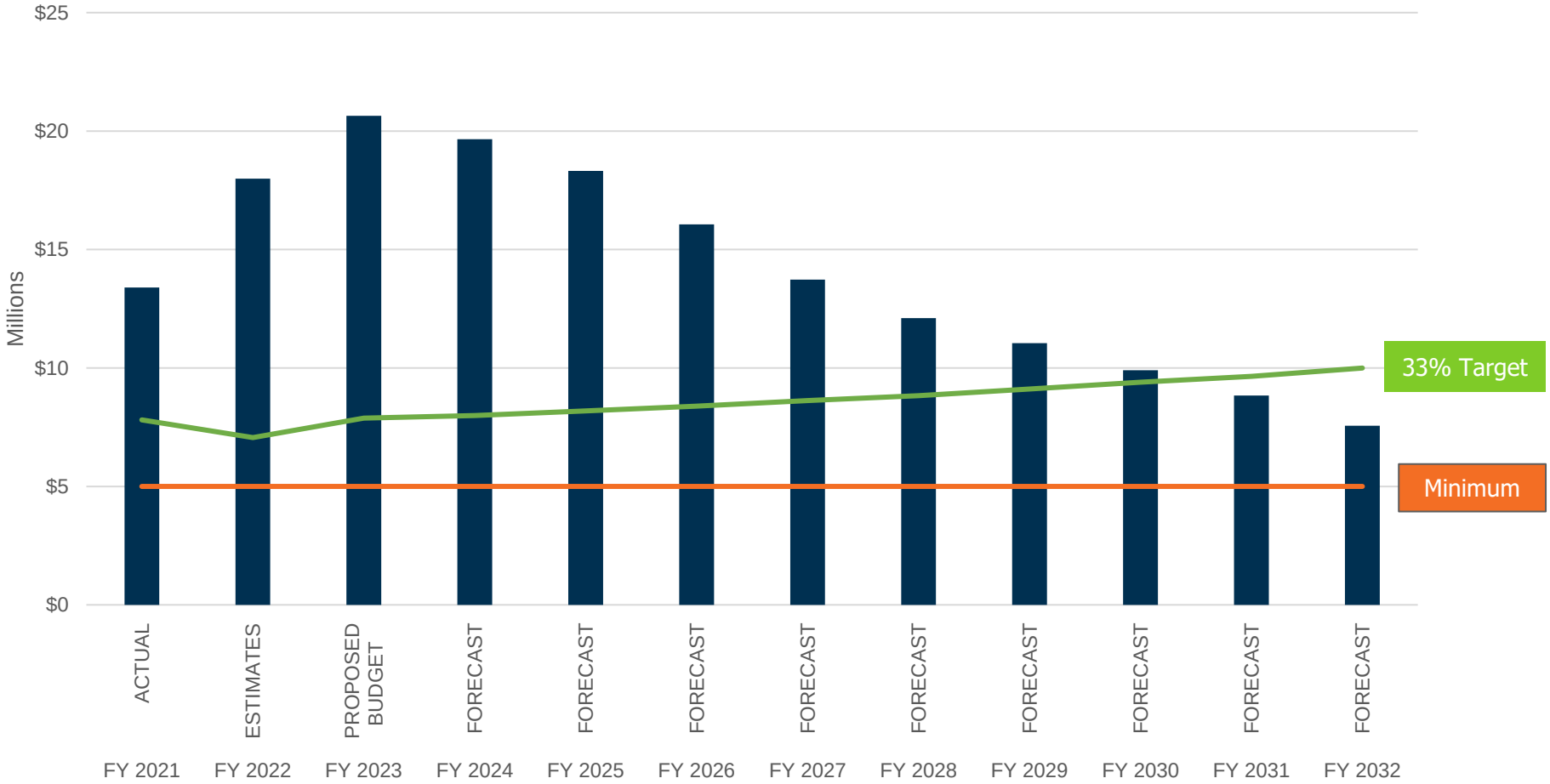
### Five Year Property Tax Revenue Projection



# LONG-TERM FORECASTS

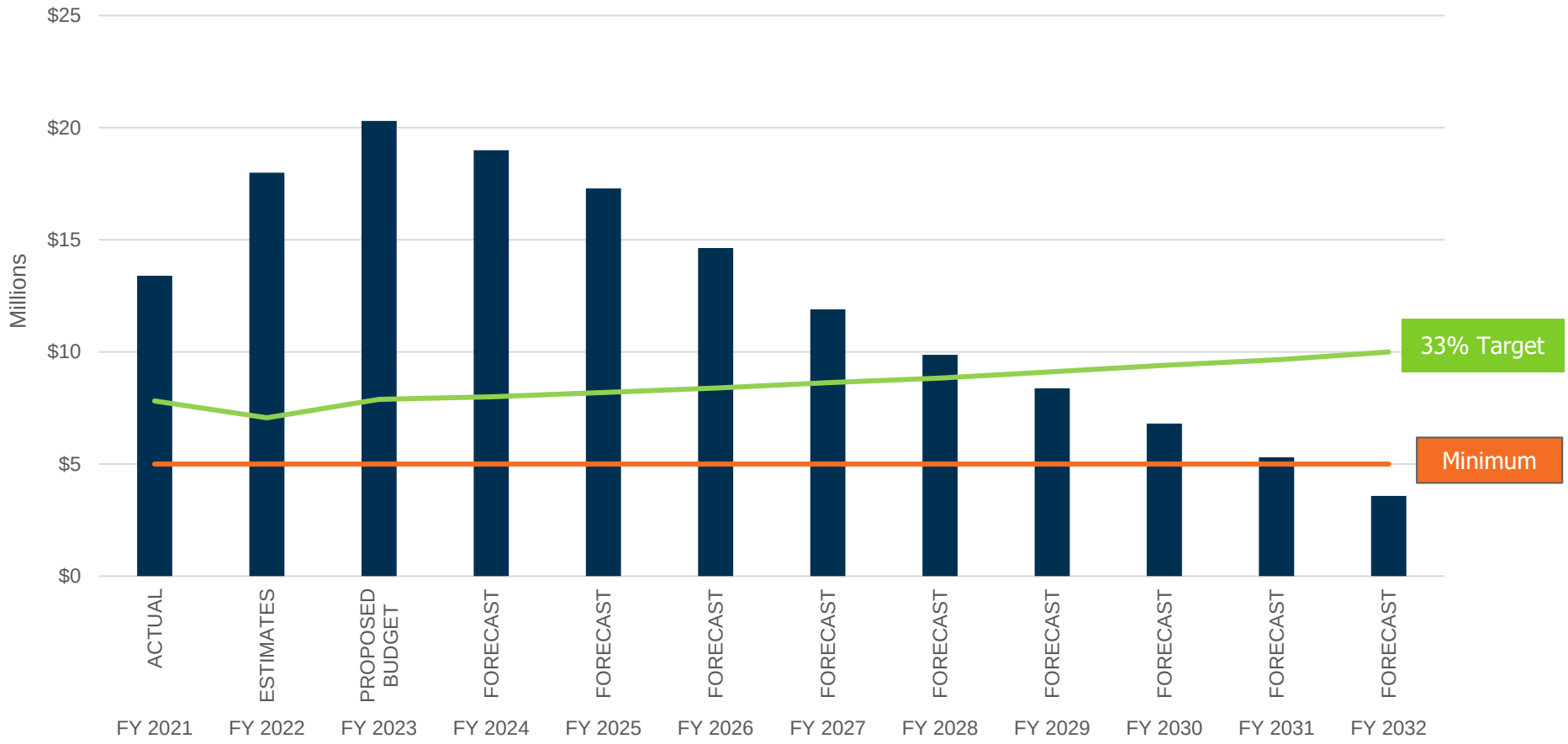
# GENERAL FUND

## TEN YEAR PROJECTION WITH CURRENT FUNDING



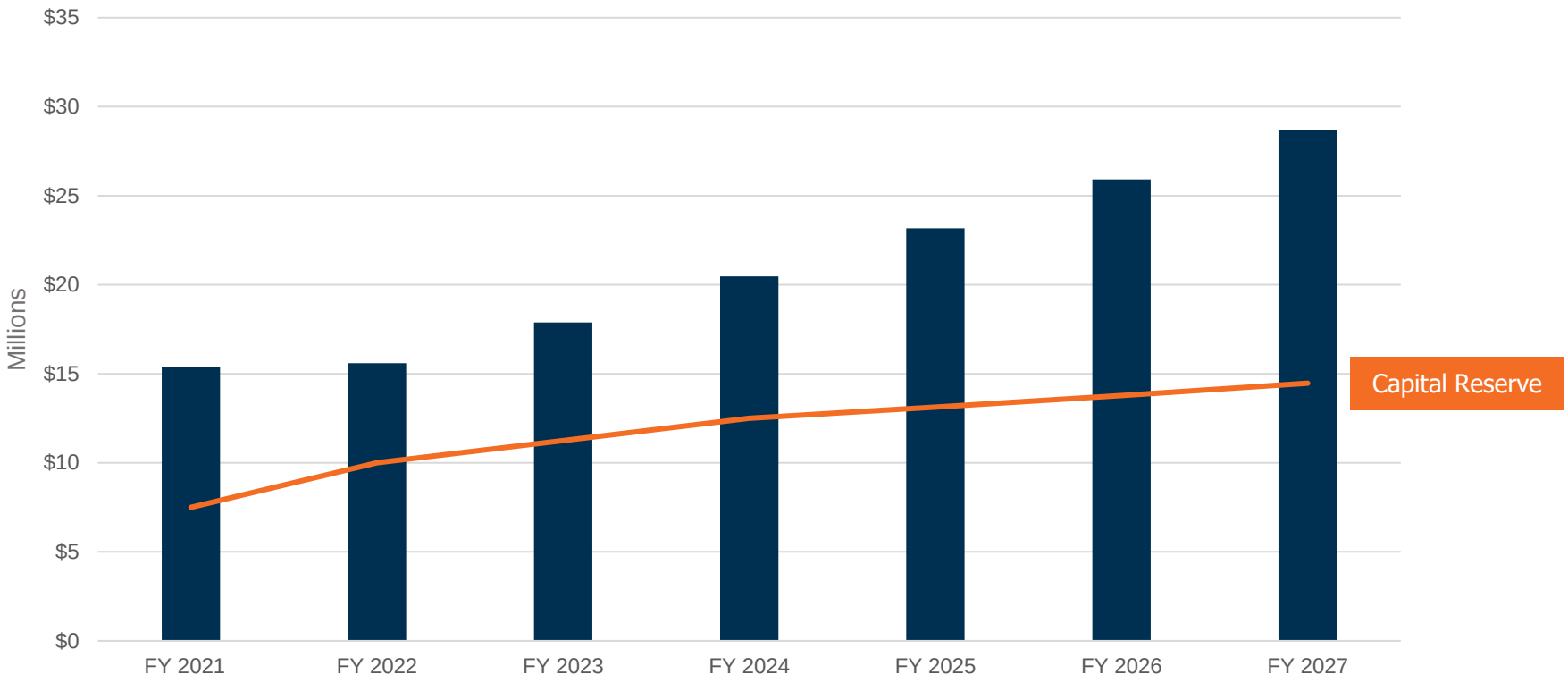
# GENERAL FUND

## TEN YEAR PROJECTION WITH STATE TAKEAWAY



# BELMONT FIRE PROTECTION DISTRICT

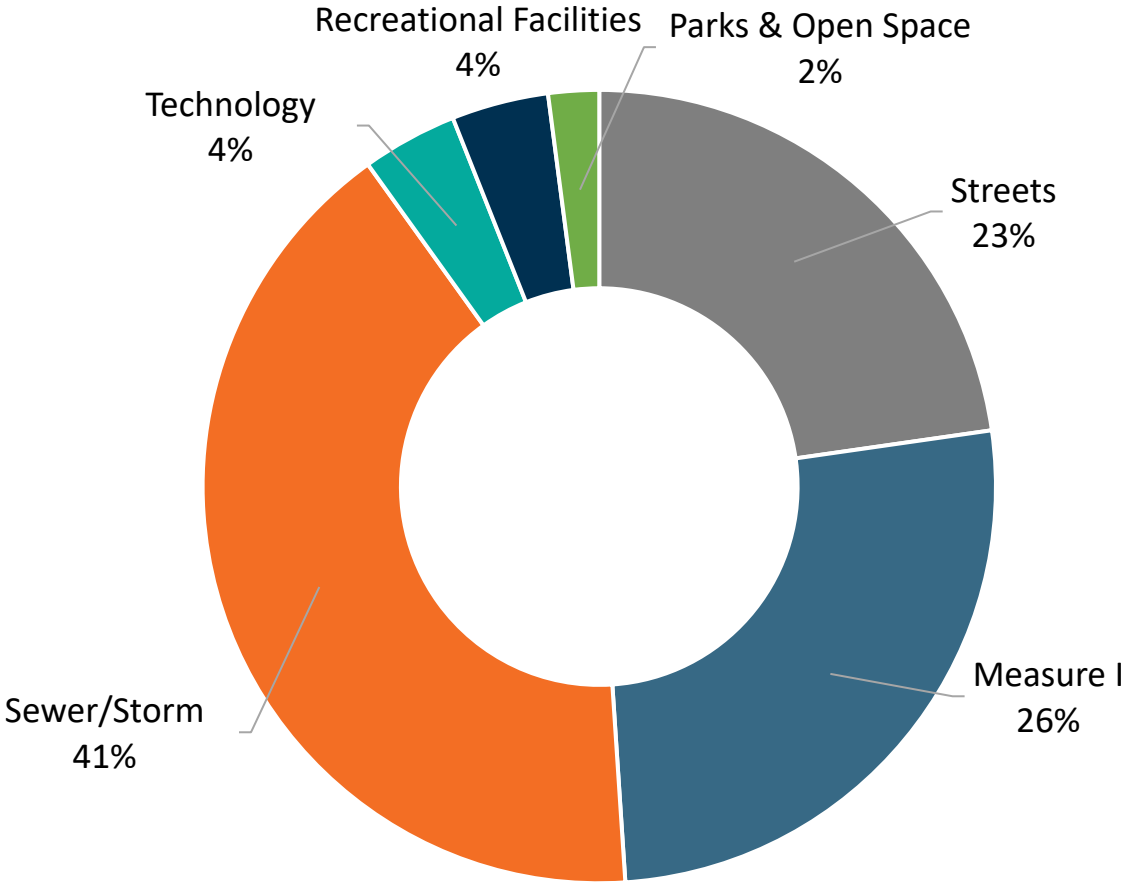
## FIVE YEAR PROJECTION



# 5-YEAR CAPITAL IMPROVEMENT PLAN

# CAPITAL IMPROVEMENT PLAN

## FY 2023 CIP: $19.3M
## 5-YEAR CIP: $72.7M



# DEPARTMENT BUDGETS

# COMMUNITY DEVELOPMENT
## BUDGET SUMMARY

**Strategic Focus Areas**

Economic Development & Housing

**Funding Sources**

- Development Services
- General Plan Maintenance

| | **FY 2023** *(Proposed)* |
|---|---|
| Personnel Count | 11.0 |
| Total Budget | $4.7M |

# COMMUNITY DEVELOPMENT
## HIGHLIGHTS & INITIATIVES

- Permitting/Plan Review for Building, Public Works, and Fire activities
- Managing high-level complex Development Review projects
- Building Construction Inspections/Monitoring
- Business license processing & inspections
- Managing public information counter; encouraging public participation through outreach and hearings
- Serving as developer liaison to City
- Updated Wireless Regulations
- Managing Land Annexations
- Implementation of Adopted:
  - 2035 General Plan (GP)
  - Belmont Village Specific Plan (BVSP)
  - Climate Action Plan (CAP)
  - Placemaking Objectives and Initiatives
  - Zoning Text Amendments to Comply with State Housing Legislation
  - Wireless Regulations

# PARKS & RECREATION

## BUDGET SUMMARY

**Strategic Focus Areas**

- Quality of Life
- Infrastructure & Mobility

| | **FY 2023** *(Proposed)* |
|---|---|
| Personnel Count | 24 |
| CIP Budget | $1.2M |
| Total Budget | $9.1M |

**Funding Sources**

- Athletic Field Maintenance
- City Trees
- Facilities Management
- General Facilities
- General Fund
- Library Maintenance & Ops
- Open Space
- Planned Park
- Recreation
- Solid Waste

# PARKS & RECREATION:

## HIGHLIGHTS & INITIATIVES

- Maintenance of 16 Developed Parks, 11 Athletic Fields, 160,000+sf of City facilities; 300+ acres of Open Space management including fuel reduction, trail maintenance, and invasive species removal
- Programs, events, and activities for the Belmont Community, e.g.:
  - Online and In-Person Recreation Programs for Youth and Adults
  - Grab & Go Lunches, Activity Kits and Wellness Checks for Seniors
  - Virtual and Drive-thru Special Events
  - Childcare
  - Youth Sports Field Coordination

➢ Complete Parks, Recreation and Open Space Master Plan

➢ Resurface tennis courts at Hallmark and Alexander Parks in FY 2022

➢ Belmont Conference Center Roof Replacement completed in FY 2022

➢ Improvements to Belmont Conference Center interior in FY 2023

➢ Conduct Facility Assessment in FY 2023

# POLICE DEPARTMENT

## BUDGET SUMMARY

**Strategic Focus Area**

Public Safety

**Funding Sources**

- General Fund
- Public Safety Grants
- Supplemental Law Enforcement

| | **FY 2023** *(Proposed)* |
|---|---|
| Personnel Count | 44.0 |
| Total Budget | $14.8M |

# POLICE DEPARTMENT:
## BUDGET HIGHLIGHTS

- Provide the leadership and guidance to meet and exceed the expectations of the community
- Coordination of Emergency Preparedness services
- Prevention and deterrence of crime, including the Belmont Watch Program
- Response to emergency and non-emergency calls in a timely manner
- Community outreach achieved through various programs, including: The Belmont Police Community Academy, BelmontWatch, Coffee with the Cops, Website, YouTube Channel, Twitter, NextDoor, Belmont TRAC, etc.
- Coordinating with other City departments for traffic calming and collision reduction
- Soliciting and responding to traffic enforcement concerns via the "Traffic Enforcement Hot Spot" Program
- Support timely assistance and communication related to community inquiries
- Timely dispatch of calls for service

# PUBLIC WORKS:
## BUDGET SUMMARY

**Strategic Focus Area**
Infrastructure & Mobility

| | **FY 2023** *(Proposed)* |
|---|---|
| Personnel Count | 33.0 |
| CIP Budget | $17.3M |
| Total Budget | $11.3M |

**Funding Sources**
- Development Services
- Fleet & Equipment Mgmt
- Sewer Collections
- Sewer Treatment Facility
- Solid Waste
- Storm Drainage
- Street Improvement
- Street Maintenance

# PUBLIC WORKS

## HIGHLIGHTS & INITIATIVES

**Streets**

- Allocate $1,000,000 of Measure I resources annually to the Street Repair and Related Improvement Program and $300,000 annually for the repair and replacement of deficient pipes, installation of new storm pipes to help with storm and flooding issues, and installation of curb and gutter improvements

**Sewer/Storm**

- Evaluating existing sewer and storm drain infrastructure
- Developing strategies to determine cost effective approaches to asset management

**Development Review, Engineering & Operations**

- Review of traffic and engineering for development projects and permits in compliance with City ordinances; Review and approve subdivisions per the Subdivision Map Act

**Solid Waste Management**

- Single stream recycling; Household hazardous waste; E-waste, compost, and document shredding events; NPDES compliance; SBWMA & Recology services management

**Fleet Management**

- Added hybrid vehicles into service replacing gas-powered engines

# ADMINISTRATIVE DEPARTMENTS:
## BUDGET SUMMARY

### Strategic Focus Area

- Fiscal & Organizational Sustainability

| City Manager/Clerk | FY 2023 *(Proposed)* |
|---|---|
| Personnel Count | 6.0 |
| Total Budget | $2.2M |

| City Attorney | FY 2023 (Proposed) |
|---|---|
| Personnel Count | 1.0 |
| Total Budget | $634K |

### Funding Sources

- General Fund
- Affordable Housing Fund (Fin)
- Inclusionary Housing Fund (Fin)

| Finance | FY 2023 *(Proposed)* |
|---|---|
| Personnel Count | 7.5 |
| Total Budget | $3.0M |

# ADMINISTRATIVE DEPARTMENTS:
## BUDGET SUMMARY (Cont.)

**Strategic Focus Area**

Fiscal & Organizational Sustainability

**Funding Sources**

- General Fund (HR)
- Fleet & Equipment Mgmt (IT)

| Information Technology | FY 2023 *(Proposed)* |
|---|---|
| Personnel Count | 5.0 |
| CIP Budget | $0.75M |
| Total Budget | $2.5M |

| Human Resources | FY 2023 *(Proposed)* |
|---|---|
| Personnel Count | 4.0 |
| Total Budget | $1.2M |

# ADMINISTRATIVE DEPARTMENTS

## BUDGET HIGHLIGHTS

- Facilitates the City's legislative platform with focus on protecting local government control, continuing to improve public safety, maintain local government revenue, obtain funding for implementation of the City's strategic goals (CM)
- Continue to enhance communication channels and engagement efforts (CM/CC/Clerk)
- Oversee the election process of any ballot initiative that might be placed on the ballot by the City Council or through any referendum submitted by the voters (Clerk/CM)
- Achieve debt service savings to mitigate user charge increases (FN)
- Advance fiscal sustainability efforts to diversify revenue sources and expand revenue base (FN)
- Recruitments for key management and operation City positions (HR)
- Developed City's first Teleworking Policy (HR)
- The addition of two positions to support organizational development and sustainability (HR/IT)
- Continued TeleCommute support and services expansion (IT)
- Video surveillance equipment expansion (IT)
- Telecommute Program maintenance and support (IT)
- GIS infrastructure refinements (IT)
- Campus WiFi upgrade and expansion
- Successor Agency Bond Defeasance Strategy (FN/CA)

# NEXT STEPS

| | |
|---|---|
| **May 24, 2022** | Council Questions & Feedback on Proposed Budget |
| **Before June 14, 2022** | Audit Committee Recommendations/ Review |
| **June 14, 2022** | Public Hearing & Budget Adoption |