

CITY OF BELMONT CITY COUNCIL



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CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, March 11, 2025

6:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

MEETING ATTENDANCE:

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

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

PUBLIC COMMENT:

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

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

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

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

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to conduct themselves with civility and courtesy at all times. All persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks,

cursing and outbursts from the audience in support or opposition to a speaker are not tolerated in order to foster an environment where everyone feels welcome to speak.

1. CALL TO ORDER [7:00 p.m.]

2. ROLL CALL

3. CLOSED SESSION [none]

4. STUDY SESSION [none]

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

REGULAR BUSINESS ITEMS

5. PLEDGE OF ALLEGIANCE

6. REPORT FROM CLOSED SESSION [none]

7. SPECIAL PRESENTATIONS

A. Third Annual Dr. Martin Luther King, Jr. Poetry & Essay Contest Recitals

B. Proclamation Honoring Retiring San Mateo Consolidated Fire Chief Thrasher

8. 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.

9. COUNCILMEMBER ANNOUNCEMENTS

10. CONSENT BUSINESS

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

A. Approval of Minutes

Recommendation: Consider modifications and approve minutes

Attachment(s):

[February 25, 2025](#)

B. Monthly Financials

Recommendation: Motion to approve December Monthly Financials

Attachment(s):

[December 2024](#)

[January 2025](#)

C. Public, Education, and Government Access Program

Recommendation: Adopt an ordinance establishing a state video franchise holder fee to support Public, Education, and Government (PEG) facilities and penalties of material breach

of state and federal customer service standards (Second Reading)

Attachment(s):

[PEG Ordinance](#)

D. Amendment 3 to MIG Task Order 1 - CCN 579 – San Juan Pump Station Slope Repair Project

Recommendation: Approve a motion authorizing the City Manager to negotiate and execute Amendment 3 to Task Order 1 with Moore Iacofano Goltsman, Inc. (MIG) to provide environmental monitoring and reporting services for the San Juan Pump Station Slope Repair Project for an additional amount of \$6,496, for a total contract cost of a not-to-exceed amount of \$101,366

Attachment(s):

[Staff Report](#)

[SOW_Belmont Pump Station Monitoring](#)

E. Vac-Con Purchase

Recommendation: Motion authorizing the City Manager to negotiate and execute an agreement to purchase a Vac-Con in the amount of \$667,167.19 from Vac-Con Inc. through Municipal Maintenance Equipment

Attachment(s):

[Staff Report](#)

[1-30-25 MME quote for Vac-Con](#)

F. Public Improvements Acceptance - Firehouse Square Townhouse Project (1300 El Camino Real)

Recommendation: Adopt a resolution accepting the public improvements for the Firehouse Square Townhouse Project at 1300 El Camino Real as completed and complying with the City's approved plans, authorize the release of the subdivision improvement bond and accept a maintenance and warranty bond for the required one-year warranty period

Attachment(s):

[Staff Report](#)

[Resolution](#)

11. PUBLIC HEARINGS [none]

12. GENERAL BUSINESS

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

A. State Legislative Advocacy for the City of Belmont - 2025 Update

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

Attachment(s):

[Staff Report](#)

[2025 Suggested Updates to Legislative Platform](#)

B. Annual Report on Vacancies and Recruitment and Retention Efforts for 2024

Recommendation: Receive report on the City's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.)

Attachment(s):

[Staff Report
Presentation](#)

13. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

- A. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments
- B. Verbal report from City Manager

14. 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.

15. ADJOURNMENT

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

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

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

Tuesday, February 25, 2025

CALL TO ORDER 6:15 pm

ROLL CALL

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

COUNCILMEMBERS ABSENT: None

CLOSED SESSION

Conference with Labor Negotiators (Govt Code Section 54957.6)

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

STUDY SESSION [none]

REGULAR BUSINESS ITEMS [7:00 pm]

PLEDGE OF ALLEGIANCE

Led by representatives of the YAC committee.

REPORT FROM CLOSED SESSION

City Attorney Rennie stated that there are no reportable actions from an earlier held closed session.

SPECIAL PRESENTATIONS

Proclamation Recognizing March as Women's History Month

Mayor Mates read the proclamation.

Board members of the Belmont Youth Advisory Committee (YAC) accepted the proclamation.

Third Annual Dr. Martin Luther King, Jr. Poetry & Essay Contest Recitals

This item will be heard at a subsequent meeting.

Introduction of San Mateo Consolidated Fire Department Fire Chief

Mayor Mates introduced newly appointed San Mateo Consolidated Department Fire Chief Matt Turturici.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Chris Lu, Belmont Library Manager announce upcoming maintenance at the Belmont Facility. He also described events the library is hosting prior to the March 18, 2025 maintenance closure.

Giuliano Carlini provided comments on the need for additional bicycle infrastructure in Belmont.

COUNCILMEMBER ANNOUNCEMENTS

Councilmembers provided information on upcoming Community events and noted that the Belmont Police Instagram page is available for the public to join for updates on events and community alerts.

CONSENT BUSINESS

Approval of Minutes for February 11, 2025

Motion to accept **monthly financials** for the Months of October and November 2024

City Council Meeting Minutes

February 25, 2025

Resolution 2025-12 Adopting of Policy To Comply With Assembly Bill 2561/Government Code 3502.3: Public Hearings On Vacancies And Recruitment And Retention Efforts

Introduction of an **ordinance** establishing a state video franchise holder fee to support Public, Education, and Government (PEG) facilities and penalties of material breach of state and federal customer service standards.

Resolution 2025-13 authorizing the City Manager to negotiate and execute an agreement for the acquisition and installation of a server and associated upgrades to the security system for an amount not to exceed \$80,000

Resolution 2025-14 approving a revised City Records Retention Schedule for all City Departments

Resolution 2025-15 authorizing the City Manager to negotiate and execute a Primary Grant Agreement (PGA) with the San Mateo County Transportation Authority (TA) to ensure eligibility for Measure A and Measure W grant funding

Motion authorizing the City Manager to negotiate and execute **Amendment #1 to the Task Order #8 with Pavement Engineering Inc.** for additional services to develop progress sets and estimates for the 2025 Pavement Rehabilitation Project including the development of a Full Depth Reclamation (FDR) mix design and the design of a linear bioretention facility for an additional amount of \$42,672, for a total contract cost not-to-exceed amount of \$453,500

Resolution 2025-16 Finding That The Property Located At 503 Crest View Avenue Is Exempt Surplus Land Under Government Code Section 54221(F)(1)(B)

Resolution 2025-17 Finding That The Property Located At 730 El Camino Real Is Exempt Surplus Land Pursuant To Government Code Section 54221(F)(1)(B)

Resolution 2025-18 Finding That The Property Located At 1000 O'Neill Avenue Is Exempt Surplus Land Pursuant To Government Code Section 54221(F)(1)(B)

City Clerk Plut noted that an omitted word was added to the records retention schedule on the police department tab.

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

PUBLIC HEARINGS [none]

GENERAL BUSINESS

Community Benefits Program Implementation

City Consultant RSG, Jim Simon, explained that community benefits are contributions by developers to preserve or enhance an area's quality of life and the benefits program is a method for local governments to guide contributions from new development. He noted that it provides an opportunity for developers to deliver public improvements and advance the community's priorities. He provided an overview of negotiated benefits program and provided examples from neighboring cities of projects and ranges of benefits.

Assistant City Manager Kleinbaum discussed key priorities focus areas for Belmont, including the Belmont Community Center reconstruction, public infrastructure improvements, expanded recreation opportunities, funding for city services, and affordable childcare, with a proposed review cycle of updating priorities every 3-5 years through a non-codified resolution.

She presented best practices for codifying the Community Benefit Program in the Zoning Code, recommending updates to consolidate existing language from multiple chapters of the Belmont Zoning Ordinance and the Belmont Village Specific Plan into a single location for clarity and consistency.

Council discussion ensued. Council concurred that infrastructure and a community center are priorities.

ACTION: On a motion made by Councilmember McCune and seconded by Councilmember Pang-Maganaris **Resolution 2025-19** identifying community benefit priorities and receive an update on the proposed implementation strategy for the community benefit program was unanimously approved by a roll call vote (5-0).

Community Development Department Project Update

Community Development Director de Melo provided housing development project as well as other current and long range development updates. He reviewed permit center statistics and housing units completed in 2024. He noted that slowdown is currently trending in the market bay-area wide, and the city anticipates no major construction project for the next few years. Informational item only no action required.

Public Comment

Giuliano Carlini commented on housing in transit areas.

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

Councilmembers reported on their assignments.

Verbal report from City Manager

City Manager Oskoui announced that Stanford University has decided not to exercise its option to purchase the Notre Dame de Namur University (NDNU) campus property in Belmont. He noted that the City is committed to assisting with a smooth transition of any future project plans.

MATTERS OF INTEREST/CLARIFICATION

ADJOURNMENT at this time being 8:40 p.m.



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Belmont Fire Protection District
- Street Maintenance
- Sewer Collection System
- Sewer Treatment
- Facilities Management

Notable Fund Balance Decrease compared to prior YTD:

- Development Services
- Affordable Housing Successor
- Capital Improvement Projects

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

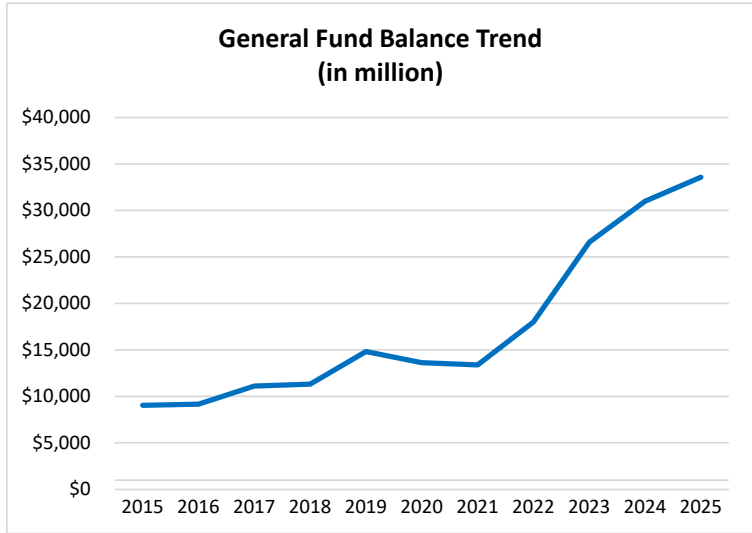
- Amounts equal to and above \$50,000



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

These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in

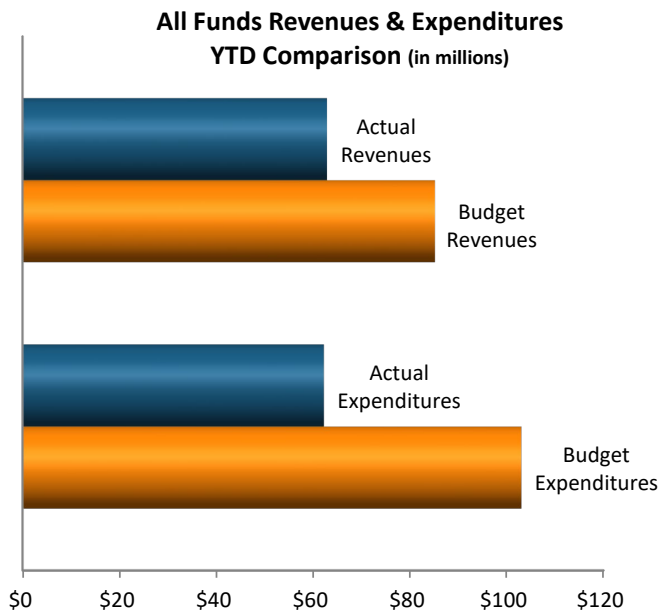
City of Belmont
Performance at a Glance
Results for the Period Ended December 31, 2024
(000's)



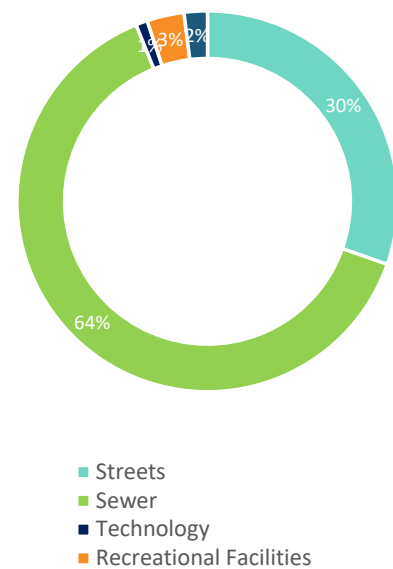
General Fund Balance Trends*

6/30/2015	2015	\$9,049	Audited
6/30/2016	2016	\$9,177	Audited
6/30/2017	2017	\$11,128	Audited
6/30/2018	2018	\$11,325	Audited
6/30/2019	2019	\$14,846	Audited
6/30/2020	2020	\$13,637	Audited
6/30/2021	2021	\$13,398	Audited
6/30/2022	2022	\$18,013	Audited
6/30/2023	2023	\$26,586	Audited
6/30/2024	2024	\$31,003	Audited
12/31/2024	2025	\$33,585	Unaudited

* excludes Measure I



Capital Improvement Plan



General Fund

The General Fund balance is \$33.6 million, an increase of \$2.6 million compared to the amount at the prior fiscal year-end. This is primarily due to the property tax receipts received in December.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3) Recreation Fund has deficit fund balance and is expected to be eliminated in a future period.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended December 31, 2024
(000's)



Fund	Fund Name	Audited Fund Balance 06/30/24 (1)	Revenues					Expenditures					Unaudited Fund Balance 12/31/24 (1)+(2)-(3)	PY YTD Fund Balance 12/31/23	
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance Under (Over)	%	PY YTD Actual			
GENERAL FUND															
101	General	\$31,003	\$16,606	\$15,311	(\$1,295)	92%	\$15,040	\$15,994	\$12,728	\$3,265	80%	\$12,178	\$	33,585	29,448
102	Measure I	4,464	1,207	804	(403)	67%	886	4,234	2,749	1,485	65%	1,520		2,518	3,302
SPECIAL REVENUE FUNDS															
205	Recreation	397	1,994	926	(1,068)	46%	865	2,043	1,977	66	97%	1,770		(654)	(322)
206	Library Maintenance & Operation	777	171	172	1	101%	170	486	202	284	42%	188		747	796
207	Athletic Field Maintenance	391	82	88	6	107%	59	177	70	107	39%	49		409	376
208	City Tree	252	10	8	(3)	75%	27	68	22	46	33%	49		237	262
209	Senior Services Donation	96	5	9	4	175%	2	5	0	5	0%	0		105	94
210	Development Services	2,020	3,441	3,686	244	107%	3,784	3,601	3,206	395	89%	2,694		2,500	2,627
212	General Plan Maintenance	1,492	252	223	(29)	88%	290	710	560	150	79%	415		1,155	1,467
223	Belmont Fire Protection District	25,882	9,511	9,874	364	104%	9,905	6,930	10,227	(3,297)	148%	9,400		25,529	20,702
225	Police Grants and Donations	35	1	1	1	205%	1	5	0	5	0%	0		36	30
227	Supplemental Law Enforcement	71	87	136	49	156%	127	44	48	(4)	110%	62		159	72
231	Street Maintenance	1,365	1,339	781	(559)	58%	627	1,299	1,219	80	94%	1,218		927	(591)
232	RMRA Street Project	498	385	333	(51)	87%	300	723	248	475	34%	1		584	905
233	Measure W	2,295	245	185	(59)	76%	167	1,509	86	1,423	6%	0		2,395	1,976
234	Street Improvements	2,935	567	508	(59)	90%	615	1,738	283	1,455	16%	71		3,160	2,447
237	Traffic Impact	100	79	156	78	199%	2	0	0	0	N/A	0		256	98
239	Public Art	420	11	9	(2)	80%	7	5	0	5	0%	0		429	411
275	Affordable Housing Successor	6,056	113	117	4	103%	225	787	200	587	25%	130		5,973	9,543
277	Inclusionary Housing	3,254	97	202	105	209%	4	0	0	0	N/A	0		3,456	2,575
	Total Special Revenue	48,336	18,389	17,414	(975)	95%	17,176	20,129	18,347	1,782	91%	16,048		47,403	43,470
CAPITAL PROJECT FUNDS															
308	General Facilities	621	14	12	(2)	86%	13	297	16	281	5%	5		618	741
310	Infrastructure	2,290	44	46	3	106%	44	1,632	(172)	1,804	-11%	208		2,509	2,231
312	Comcast PEG Program	421	8	9	1	112%	7	60	0	60	0%	0		430	412
341	Planned Park	1,084	46	17	(28)	38%	28	350	336	14	96%	336		765	1,393
342	Park Impact	680	22	31	9	141%	24	332	0	332	0%	0		711	666
343	Open Space	104	2	2	(0)	100%	2	52	53	(1)	101%	0		53	99
399	Capital Improvement Projects	3,292	27,538	5,149	(22,389)	19%	7,029	29,422	5,950	23,472	20%	3,371		2,491	3,659
704	Special Assessment Districts	328	6	7	1	112%	6	0	0	0	N/A	0		335	321
	Total Capital Projects	8,820	27,679	5,273	(22,406)	19%	7,153	32,143	6,182	25,961	19%	3,920		7,911	9,521
DEBT SERVICE & OTHER FUNDS															
406	Library Bond Debt Service	320	348	354	5	101%	348	341	558	(218)	164%	535		115	99
501-505	Sewer Collection System	40,307	11,999	14,852	2,853	124%	8,526	18,689	12,100	6,589	65%	6,010		43,059	33,998
507	Sewer Treatment	28,834	1,654	1,936	281	117%	1,647	2,687	2,698	(11)	100%	2,118		28,072	26,919
525	Storm Drainage Enterprise	1,406	1,048	615	(433)	59%	581	1,475	802	673	54%	1,011		1,219	1,744
530	Solid Waste Management	2,110	345	319	(26)	92%	276	304	272	33	89%	264		2,157	1,880
570	Worker's Compensation	1,837	470	527	57	112%	551	426	756	(330)	177%	686		1,608	1,627
571	Liability Insurance	3,324	458	470	12	103%	(49)	697	787	(90)	113%	630		3,007	3,008
572	Self Funded Vision	0	0	0	0	N/A	0	0	0	0	N/A	(4)		0	4
573	Fleet & Equipment Management	8,241	2,662	2,678	16	101%	2,406	3,527	2,361	1,166	67%	2,367		8,558	8,433
574	Facilities Management	366	1,516	1,528	11	101%	1,437	1,586	1,353	233	85%	1,305		540	(471)
575	Benefit Prefunding	1,313	755	749	(7)	99%	735	793	497	296	63%	802		1,565	1,168
775	Successor Agency Trust Fund ¹	-	0	0	0	N/A	0	0	0	0	N/A	0		0	0
	Total Debt & Other	88,058	21,255	24,026	2,771	113%	16,458	30,525	22,183	7,244	73%	15,722		89,900	78,409
	Total All Funds	\$180,681	\$85,136	\$62,827	(\$22,309)	74%	\$56,712	\$103,024	\$62,190	\$39,737	60%	\$49,388		\$181,318	\$164,150

Fund Types:

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

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

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

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

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended December 31, 2024
(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	\$11,863	\$11,095	(\$768)	94% a	\$23,725	\$10,263	\$11,274	\$10,835	(\$439)	96% a	\$22,549	\$10,496
Licenses and permits	608	515	(93)	85%	1,215	433	1,193	1,700	507	143%	2,385	1,387
Intergovernmental	183	227	44	124%	366	243	6,616	1,453	(5,163)	22% d	13,233	4,866
Charge for services	2,159	2,208	49	102%	4,318	2,212	19,351	19,486	135	101%	38,702	18,152
Fines and forfeits	72	47	(25)	65%	144	63	-	-	-	N/A	-	-
Use of money and property	958	1,206	248	126%	1,917	1,810	2,667	3,280	613	123%	5,334	3,150
Miscellaneous	160	12	(148)	8% b	321	15	14	414	401	3035%	27	380
Other financing sources	-	-	-	N/A	-	-	-	6	6	N/A	-	-
Operating transfers in	602	-	(602)	0% c	1,205	-	27,415	10,341	(17,074)	38% c	54,830	3,241
Total Revenues	16,606	15,311	(1,295)	92%	33,212	15,040	68,530	47,516	(21,014)	69%	137,060	41,672
EXPENDITURES												
General government	4,020	3,684	(336)	92%	8,040	3,221	4,520	4,314	(206)	95%	9,040	4,561
Public safety	8,043	7,607	(436)	95%	16,086	7,741	6,803	10,309	3,505	152% e	13,607	9,439
Streets and utilities	-	-	-	N/A	0	0	36,594	14,175	(22,419)	39%	73,188	10,260
Culture and recreation	1,455	1,438	(18)	99%	2,911	1,204	5,397	3,788	(1,609)	70%	10,794	3,517
Urban redevelopment	-	-	-	N/A	0	0	4,152	3,165	(987)	76%	8,304	2,441
Non departmental	-	-	-	N/A	0	0	1,035	151	(884)	15%	8,304	-
Debt service	2,475	-	(2,475)	0%	4,950	12	512	3,219	2,707	629% f	(2,879)	3,752
Operating transfer out	15,994	12,728	(3,265)	80%	31,987	12,178	12,024	(2,387)	(14,411)	-20%	24,048	(8,937)
Total Expenditures	31,987	25,457	(6,531)	80%	63,975	24,355	71,037	36,734	(34,303)	52%	144,404	25,033
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES												
	(\$15,381)	(\$10,146)	\$5,235	\$0	(\$30,763)	(\$9,315)	(\$2,507)	\$10,783	\$13,289	\$0	(\$7,344)	\$16,639

Management Discussion and Analysis

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

General Fund

Revenues

- a) Taxes** - The budget variance is primarily due to the timing of sales tax receipts.
- b) Miscellaneous** - The budget variance is primarily due to the timing of the annual Crystal Springs Uplands School (CSUS) Public Service Fee, which will be received in a future reporting period.
- c) Operating Transfers In** - Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

Other Funds

Revenues

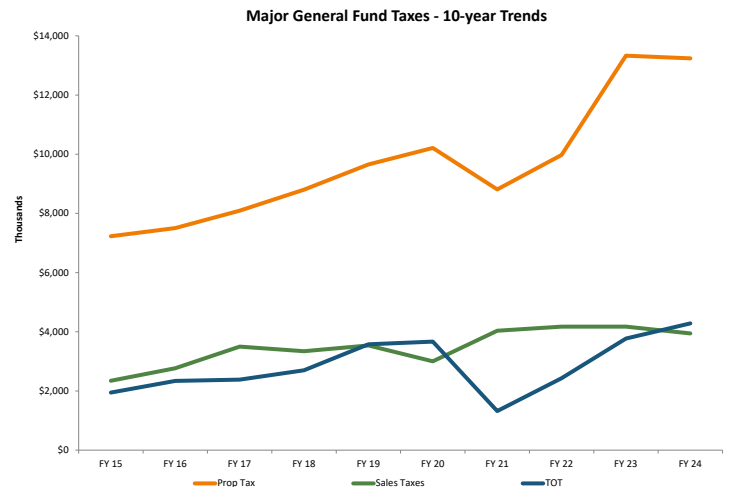
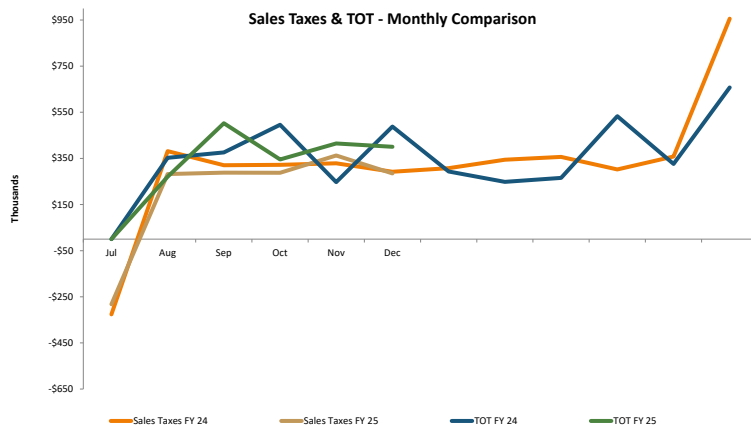
- d) Intergovernmental** - Grant revenue will be received and reported in a future reporting period.

Other Funds

Expenditures

- e) Public Safety** - Variance is primarily due to three quarterly payments (instead of two) for San Mateo Fire Fees were made as of 12/31/24.
- f) Debt service** - The budget variance is primarily due the principal and interest payments for 2019 County Lease was made in December.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended December 31, 2024



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
BEAR ELECTRICAL SOLUTIONS INC	PROGRESS PAY 4	12/6/24	1205245	155,999.70
CALPERS	COB/BFD HEALTH PREIMUM-DEC	12/5/24	DAJ000009443	226,582.89
CALPERS	COB CONTRIBUTIONS PPE 12/13/24	12/13/24	DAJ000009444	135,334.25
CRAFTWATER ENGINEERING INC	DETENTION BASIN THRU 10/31	12/20/24	EFT00037343	51,787.51
DISBURSEMENTS	ADP WAGE PPE12/07/2024	12/13/24	1205324	514,572.25
DISBURSEMENTS	ADP WAGE PPE12/07/2024	12/13/24	DAJ000009445	514,572.25
DISBURSEMENTS	ADP PR TAX PPE 12/7/24	12/13/24	DAJ000009447	137,239.30
DISBURSEMENTS	ADP WAGE PPE 12/21/24	12/27/24	DAJ000009448	484,000.46
DISBURSEMENTS	ADP PR TAX 99E 12/21/24	12/27/24	DAJ000009450	112,155.80
EL MONTE RV	2023 FOREST RIVER	12/13/24	EFT00037293	55,137.96
GHILOTTI BROS INC	PROGRESS PAY 7	12/20/24	EFT00037347	409,716.73
GOOD CITY COMPANY	1301 Shoreway October	12/13/24	EFT00037285	105,707.50
GOOD CITY COMPANY	RC Zoning November 2024	12/20/24	EFT00037342	51,918.75
MID-PENINSULA WATER DISTRICT	SEQUOIA WAY/17795	12/6/24	EFT00037258	190,356.76
MISSIONSQUARE	C125-ACCT#302442	12/2/24	DAJ000009395	59,236.37
MISSIONSQUARE	C125-ACCT#302442	12/16/24	DAJ000009398	57,138.45
MISSIONSQUARE	C125-ACCT#302442	12/30/24	DAJ000009401	56,053.29
SAN MATEO CONSOLIDATED FIRE DEPARTMENT	Q3 2024-25 SMC FIRE TRANSFER	12/6/24	EFT00037245	2,395,638.75
SAN MATEO COUNTY - HEALTH	FY24/25 ANIMAL CONTROL COSTS	12/6/24	1205256	162,036.00
SILICON VALLEY CLEAN WATER	JANUARY CONTRIBUTIONS	12/6/24	EFT00037239	399,366.00
Total Disbursements in Excess of \$50,000				\$ 6,274,550.97
Total Count				20

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

Vendor	Description	Date	No.	Amount
GHD INC	RALSTON AVE CIRCULATION SA	12/18/24	25 00072	71,556.52
SCHAAF & WHEELER CONSULTING	TO#5 SJ PUMP STATION REHAB	12/18/24	25 00074	499,305.00
BAMACOR, INC.	FY25 CITY FACILITIES CLEAN	12/23/24	25 00075	103,330.00
Total Purchase Orders Issued in Excess of \$50,000				\$ 674,191.52
Total Count				3

CITY OF BELMONT TREASURER'S REPORT December 31, 2024



Agency Receipts and Disbursements Summary

	Beginning Balance			Ending Balance	
	November 30, 2024	Receipts	Disbursements	December 31, 2024	
City of Belmont	\$ 118,617,453.71	\$ 20,903,244.92	\$ (7,250,498.96)	\$ 132,270,199.67	
Belmont Fire Protection District	19,633,545.77	8,336,401.40	(2,707,870.96)	25,262,076.21	
Total	\$ 138,250,999.48	\$ 29,239,646.32	\$ (9,958,369.92)	\$ 157,532,275.88	

Balance Summary

	Deposit	Investments	Pool Total
City of Belmont & Belmont Fire Protection District	\$ 6,998,251.58	\$ 150,534,024.30	\$ 157,532,275.88

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

Respectfully Submitted,

s/b Grace Castaneda

Grace Castaneda
City Treasurer

CITY OF BELMONT

TREASURER'S REPORT

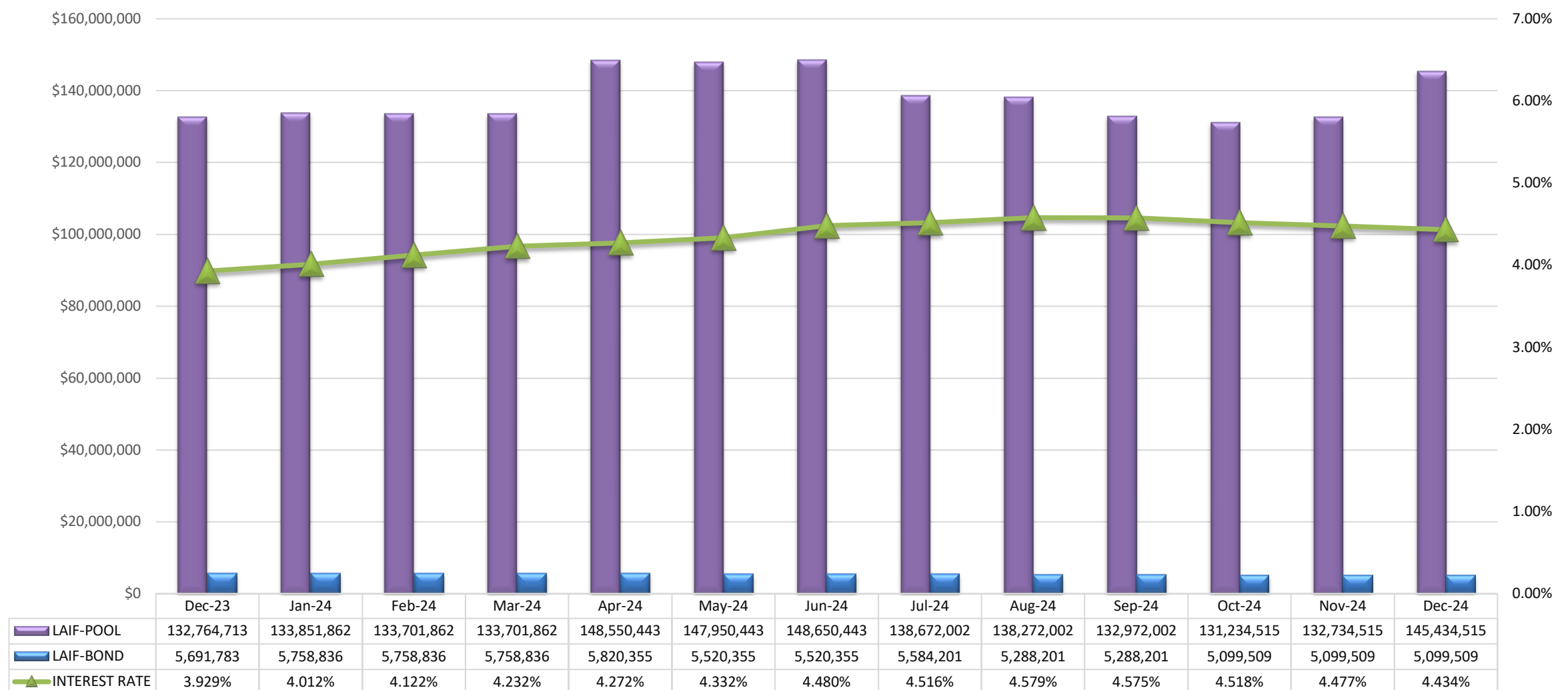
December 31, 2024



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		\$ 6,998,251.58	\$ 6,998,251.58				Bank	Bank
Investments:									
L.A.I.F.-POOL	State of California	Daily	145,434,514.84	145,734,267.59	537,380.53	90 days	4.434%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	5,099,509.46	5,110,019.98	18,842.69	90 days	4.434%	LAIF	LAIF
Total			\$ 157,532,275.88	\$ 157,842,539.15	\$ 556,223.22				

City of Belmont Investment Portfolio Trends





HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Belmont Fire Protection District
- Street Maintenance
- Sewer Collection System
- Facilities Management

Notable Fund Balance Decrease compared to prior YTD:

- Measure I
- Affordable Housing Successor

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

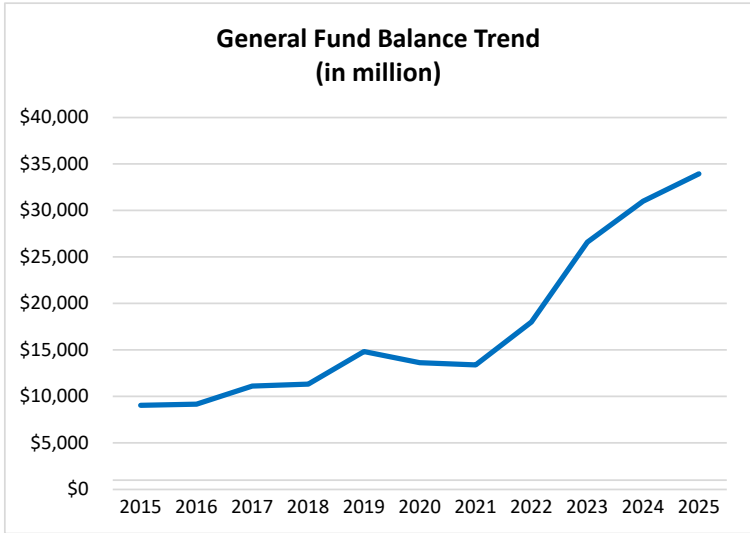
- Amounts equal to and above \$50,000



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

These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in

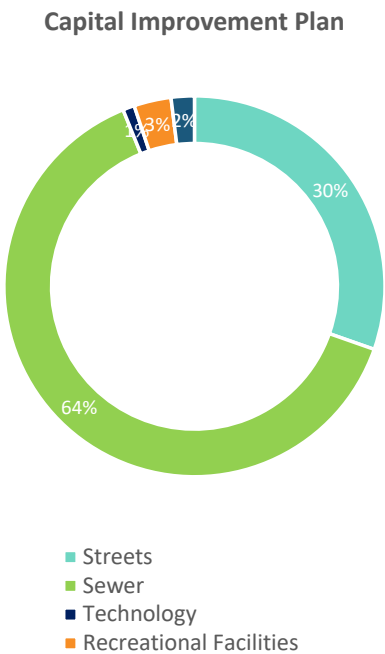
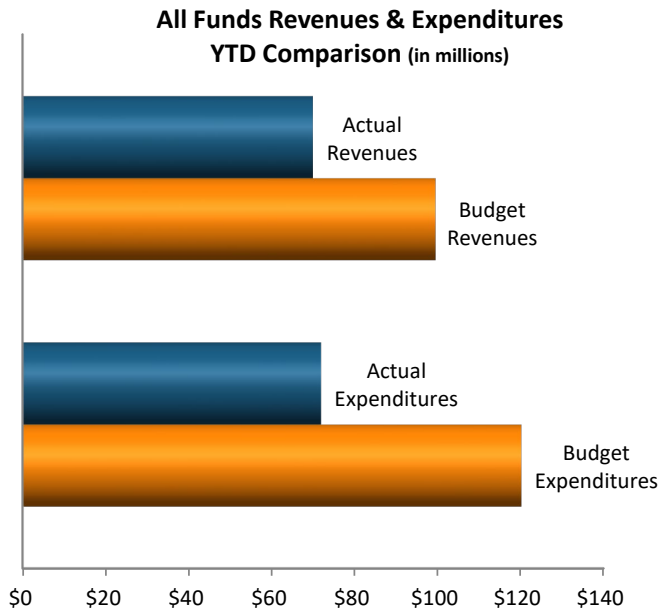
City of Belmont
Performance at a Glance
Results for the Period Ended January 31, 2025
(000's)



General Fund Balance Trends*

6/30/2015	2015	\$9,049	Audited
6/30/2016	2016	\$9,177	Audited
6/30/2017	2017	\$11,128	Audited
6/30/2018	2018	\$11,325	Audited
6/30/2019	2019	\$14,846	Audited
6/30/2020	2020	\$13,637	Audited
6/30/2021	2021	\$13,398	Audited
6/30/2022	2022	\$18,013	Audited
6/30/2023	2023	\$26,586	Audited
6/30/2024	2024	\$31,003	Audited
1/31/2025	2025	\$33,947	Unaudited

* excludes Measure I



General Fund

The General Fund balance is \$33.9 million, an increase of \$2.9 million compared to the amount at the prior fiscal year-end. This is primarily due to the timing of the Prop Tax In-lieu of VLF and ERAF Refund receipts.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3) Recreation Fund has deficit fund balance and is expected to be eliminated in a future period.

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



Fund	Fund Name	Audited Fund Balance 06/30/24 (1)	Revenues				Expenditures					Unaudited Fund Balance 01/31/25 (1)+(2)-(3)	PY YTD Fund Balance 01/31/24		
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance Under (Over)	%			PY YTD Actual	
GENERAL FUND															
101	General	\$31,003	\$19,374	\$17,703	(\$1,670)	91%	\$17,365	\$18,659	\$14,759	\$3,900	79%	\$14,102	\$	33,947	29,448
102	Measure I	4,464	1,408	973	(436)	69%	1,064	4,940	3,205	1,735	65%	1,686		2,232	3,302
SPECIAL REVENUE FUNDS															
205	Recreation	397	2,326	1,449	(877)	62%	1,329	2,383	2,248	135	94%	2,008		(402)	(322)
206	Library Maintenance & Operation	777	199	172	(27)	86%	170	567	236	331	42%	221		713	796
207	Athletic Field Maintenance	391	96	129	33	135%	104	206	87	120	42%	62		434	376
208	City Tree	252	12	8	(3)	72%	28	79	25	54	32%	57		235	262
209	Senior Services Donation	96	6	9	3	151%	2	6	0	6	0%	0		105	94
210	Development Services	2,020	4,015	4,120	105	103%	4,138	4,201	3,826	375	91%	3,166		2,314	2,627
212	General Plan Maintenance	1,492	294	255	(39)	87%	313	829	610	218	74%	480		1,137	1,467
223	Belmont Fire Protection District	25,882	11,096	9,945	(1,151)	90%	10,001	8,085	10,243	(2,158)	127%	9,432		25,584	20,702
225	Police Grants and Donations	35	1	1	1	176%	5	5	0	5	0%	1		36	30
227	Supplemental Law Enforcement	71	102	149	47	146%	154	51	57	(6)	111%	71		164	72
231	Street Maintenance	1,365	1,563	956	(607)	61%	713	1,516	1,395	121	92%	1,411		926	(591)
232	RMRA Street Project	498	449	400	(49)	89%	351	843	296	547	35%	7		602	905
233	Measure W	2,295	286	223	(62)	78%	197	1,761	118	1,643	7%	0		2,401	1,976
234	Street Improvements	2,935	661	588	(74)	89%	753	2,028	409	1,619	20%	104		3,113	2,447
237	Traffic Impact	100	92	160	68	175%	2	0	0	0	N/A	0		260	98
239	Public Art	420	13	9	(4)	69%	7	6	0	6	0%	0		429	411
275	Affordable Housing Successor	6,056	132	124	(8)	94%	231	918	245	673	27%	148		5,935	9,543
277	Inclusionary Housing	3,254	113	202	89	179%	4	0	0	0	N/A	0		3,456	2,575
	Total Special Revenue	48,336	21,454	18,899	(2,555)	88%	18,500	23,483	19,795	3,689	84%	17,168		47,440	43,470
CAPITAL PROJECT FUNDS															
308	General Facilities	621	16	12	(4)	74%	13	346	16	330	5%	6		617	741
310	Infrastructure	2,290	51	46	(5)	91%	44	1,903	(172)	2,076	-9%	76		2,509	2,231
312	Comcast PEG Program	421	9	9	(0)	96%	7	70	0	70	0%	0		430	412
341	Planned Park	1,084	53	17	(36)	32%	28	408	337	72	82%	337		765	1,393
342	Park Impact	680	26	31	5	121%	24	387	19	368	5%	0		692	666
343	Open Space	104	2	2	(0)	86%	2	61	53	8	87%	0		53	99
399	Capital Improvement Projects	3,292	32,266	7,092	(25,174)	22%	7,168	34,325	7,418	26,907	22%	3,504		2,966	3,659
704	Special Assessment Districts	328	7	7	(0)	96%	6	0	0	0	N/A	0		335	321
	Total Capital Projects	8,820	32,431	7,216	(25,214)	22%	7,292	37,500	7,671	29,830	20%	3,922		8,366	9,521
DEBT SERVICE & OTHER FUNDS															
406	Library Bond Debt Service	320	406	354	(53)	87%	348	398	657	(260)	165%	646		16	99
501-505	Sewer Collection System	40,307	13,998	14,859	861	106%	8,524	21,804	14,683	7,121	67%	7,384		40,483	33,998
507	Sewer Treatment	28,834	1,930	1,936	6	100%	1,647	3,135	3,338	(203)	106%	2,670		27,432	26,919
525	Storm Drainage Enterprise	1,406	1,222	675	(548)	55%	633	1,720	980	740	57%	1,165		1,100	1,744
530	Solid Waste Management	2,110	402	371	(31)	92%	323	355	316	39	89%	306		2,166	1,880
570	Worker's Compensation	1,837	549	595	46	108%	614	497	758	(261)	152%	691		1,674	1,627
571	Liability Insurance	3,324	534	552	18	103%	18	813	866	(53)	107%	645		3,011	3,008
572	Self Funded Vision	0	0	0	0	N/A	0	0	0	0	N/A	(4)		0	4
573	Fleet & Equipment Management	8,241	3,106	3,099	(7)	100%	2,797	4,115	2,749	1,366	67%	2,768		8,591	8,433
574	Facilities Management	366	1,769	1,823	54	103%	1,687	1,851	1,518	332	82%	1,527		671	(471)
575	Benefit Prefunding	1,313	881	859	(22)	98%	845	925	579	346	63%	956		1,593	1,168
775	Successor Agency Trust Fund ¹	-	0	0	0	N/A	0	0	0	0	N/A	0		0	0
	Total Debt & Other	88,058	24,797	25,123	325	101%	17,435	35,612	26,444	8,430	74%	18,752		86,737	78,409
	Total All Funds	\$180,681	\$99,464	\$69,914	(\$29,550)	70%	\$61,656	\$120,195	\$71,873	\$47,583	60%	\$55,631		\$178,722	\$164,150

Fund Types:

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

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

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

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

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended January 31, 2025
(000's)



	General Fund						All Other Funds					
	Budget	Year to Date (YTD)			Annual Budget	PY YTD Actual	Budget	Year to Date (YTD)			Annual Budget	PY YTD Actual
		Actual	Variance	%				Actual	Variance	%		
REVENUES												
Taxes	\$13,840	\$12,988	(\$851)	94% a	\$23,725	\$12,080	\$13,153	\$11,175	(\$1,978)	85% a	\$22,549	\$10,923
Licenses and permits	709	552	(157)	78% b	1,215	537	1,391	1,938	547	139%	2,385	1,623
Intergovernmental	214	256	43	120%	366	267	7,719	1,645	(6,074)	21% d	13,233	5,138
Charge for services	2,519	2,467	(52)	98%	4,318	2,512	22,576	21,384	(1,192)	95% e	38,702	19,741
Fines and forfeits	84	55	(29)	65%	144	78	-	-	-	N/A	-	-
Use of money and property	1,118	1,263	145	113%	1,917	1,866	3,112	3,319	207	107%	5,334	3,191
Miscellaneous	187	123	(65)	65%	321	25	16	475	459	2982%	27	386
Other financing sources	-	-	-	N/A	-	-	-	6	6	N/A	-	13
Operating transfers in	703	-	(703)	0% c	1,205	-	32,123	12,268	(19,854)	38% c	55,068	3,277
Total Revenues	19,374	17,703	(1,670)	91%	33,212	17,365	80,090	52,211	(27,880)	65%	137,298	44,291
EXPENDITURES												
General government	4,690	4,275	(415)	91%	8,040	3,745	5,273	4,871	(402)	92%	9,040	5,070
Public safety	9,384	8,842	(542)	94%	16,086	8,965	7,937	10,352	2,415	130% f	13,607	9,480
Streets and utilities	-	-	-	N/A	0	0	42,693	16,877	(25,815)	40%	73,188	11,526
Culture and recreation	1,698	1,642	(56)	97%	2,911	1,380	6,297	4,298	(1,999)	68%	10,794	4,163
Urban redevelopment	-	-	-	N/A	0	0	4,844	3,734	(1,110)	77%	8,304	2,863
Non departmental	-	-	-	N/A	0	0	1,208	152	(1,056)	13%	8,304	-
Debt service	2,888	-	(2,888)	0%	4,950	12	597	4,561	3,964	764% g	(2,879)	5,150
Operating transfer out	18,659	14,759	(3,900)	79%	31,987	14,102	14,028	(2,491)	(16,519)	-18%	24,048	(10,826)
Total Expenditures	37,319	29,518	(7,800)	79%	63,975	28,205	82,876	42,355	(40,521)	51%	144,404	27,427
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES												
	(\$17,945)	(\$11,815)	\$6,130	\$0	(\$30,763)	(\$10,840)	(\$2,786)	\$9,856	\$12,642	\$0	(\$7,107)	\$16,865

Management Discussion and Analysis

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

General Fund

Revenues

- a) Taxes** - The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April.
- b) Licenses and permits** - The budget variance is primarily due to the new business license tax structure that became effective in January, with an extension of the tax filing period in this implementation year that impacts timing of receipts.
- c) Operating Transfers In** - Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

Other Funds

Revenues

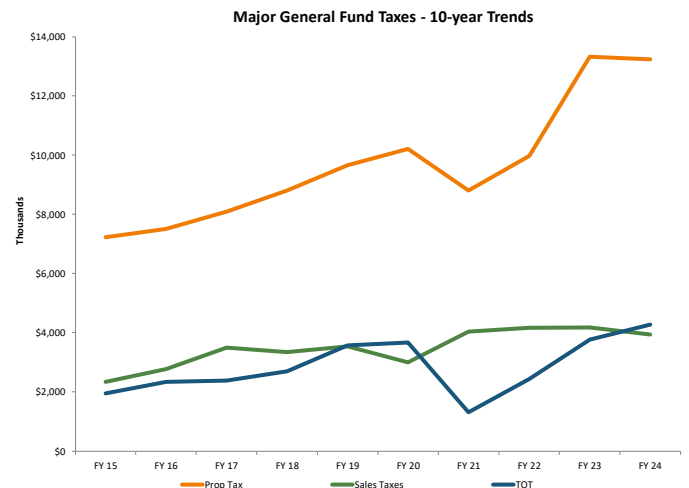
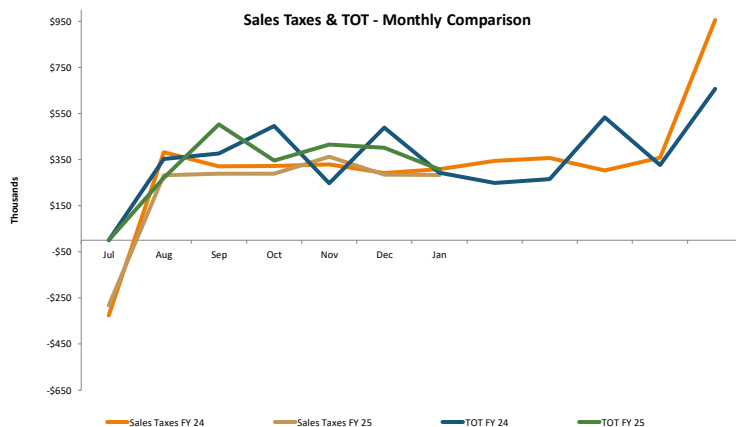
- d) Intergovernmental** - Grant revenue will be received and reported in a future reporting period.
- e) Charge for Services** - The Sewer User Fee (Collection & Treatment) is included as part of the City's Property Tax bill to be received semi-annually, typically in December and April. The budget variance is primarily due to the timing of the sewer user fee receipts.

Other Funds

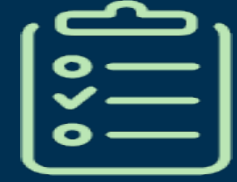
Expenditures

- f) Public Safety** - The budget variance is primarily due to three quarterly payments for San Mateo Fire Fees that were made as of January.
- g) Debt service** - The budget variance is primarily due to the interest payments for library and sewer bonds that were made in January.

Trends



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



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
BNY	2004A DEBIT SERVICES	1/22/25	DAJ000009490	91,475.17
BNY	2016 SEWER REFUND DEBT SERVICE	1/22/25	DAJ000009491	87,597.74
BNY	2016 SEWER REV DEBT SERVICE	1/22/25	DAJ000009492	245,093.14
BNY	2018 SEWER REV DEBT SERVICE	1/22/25	DAJ000009493	481,740.76
BNY	2019 SEWER REV DEBT SERVICE	1/22/25	DAJ000009494	393,248.77
C2R ENGINEERING INC	PROGRESS PAY 3	1/17/25	1205327	594,282.72
CALPERS	COB CONTRIBUTION PPE 122724	1/6/25	DAJ000009483	127,175.74
CALPERS	PERS HEALTH PREMIUM-JAN	1/7/25	DAJ000009484	229,081.53
CALPERS	COB CONTRIBUTION PPE 01/10/25	1/10/25	DAJ000009485	141,791.63
CALPERS	COB CONTRIBUTION PPE 01/24/25	1/29/25	DAJ000009487	142,262.48
CP VII 815 BELMONT LLC	HILLER PUMP STATION UPGRADES	1/10/25	EFT00037478	520,410.19
CSG CONSULTANTS, INC.	Building Plan Review	1/10/25	EFT00037502	88,461.05
DISBURSEMENTS	ADP WAGE PPE 010425	1/10/25	DAJ000009496	476,327.74
DISBURSEMENTS	ADP PR TAX PPE 010425	1/10/25	DAJ000009498	107,921.46
DISBURSEMENTS	ADP WAGE PPE 01/18/2025	1/24/25	DAJ000009499	491,614.56
DISBURSEMENTS	ADP PR TAX PPE 011825	1/24/25	DAJ000009501	109,158.33
EATON & ASSOCIATES	Receivings Transaction Entry	1/10/25	EFT00037481	51,577.50
MISSIONSQUARE	DEF COMP ACCT#302442	1/13/25	DAJ000009477	57,219.33
MISSIONSQUARE	DEF COMP ACCT#302442	1/27/25	DAJ000009480	56,250.77
MNS ENGINEERS INC	TO 9 HILLER STREET THRU 10/31	1/10/25	EFT00037467	62,725.49
SILICON VALLEY CLEAN WATER	SOURCE CONTROL THRU 9/2024	1/10/25	EFT00037457	406,545.16

Total Disbursements in Excess of \$50,000 \$ 4,961,961.26
Total Count 21

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

Vendor	Description	Date	No.	Amount
ATLAS TREE SERVICE INC	TPP CREEK RESTORATION	1/27/25	25 00089	271,000.00

Total Purchase Orders Issued in Excess of \$50,000 \$ 271,000.00
Total Count 1

CITY OF BELMONT

TREASURER'S REPORT

January 31, 2025



Agency Receipts and Disbursements Summary

	Beginning Balance			Ending Balance	
	December 31, 2024	Receipts	Disbursements	January 31, 2025	
City of Belmont	\$ 132,270,199.67	\$ 13,817,545.31	\$ (14,957,661.37)	\$ 131,130,083.61	
Belmont Fire Protection District	25,262,076.21	337,814.96	(34,863.36)	25,565,027.81	
Total	\$ 157,532,275.88	\$ 14,155,360.27	\$ (14,992,524.73)	\$ 156,695,111.42	

Balance Summary

	Deposit	Investments	Pool Total
City of Belmont & Belmont Fire Protection District	\$ 2,545,379.89	\$ 154,149,731.53	\$ 156,695,111.42

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

Respectfully Submitted,


s/b Grace Castaneda
 Grace Castaneda
 City Treasurer

CITY OF BELMONT

TREASURER'S REPORT

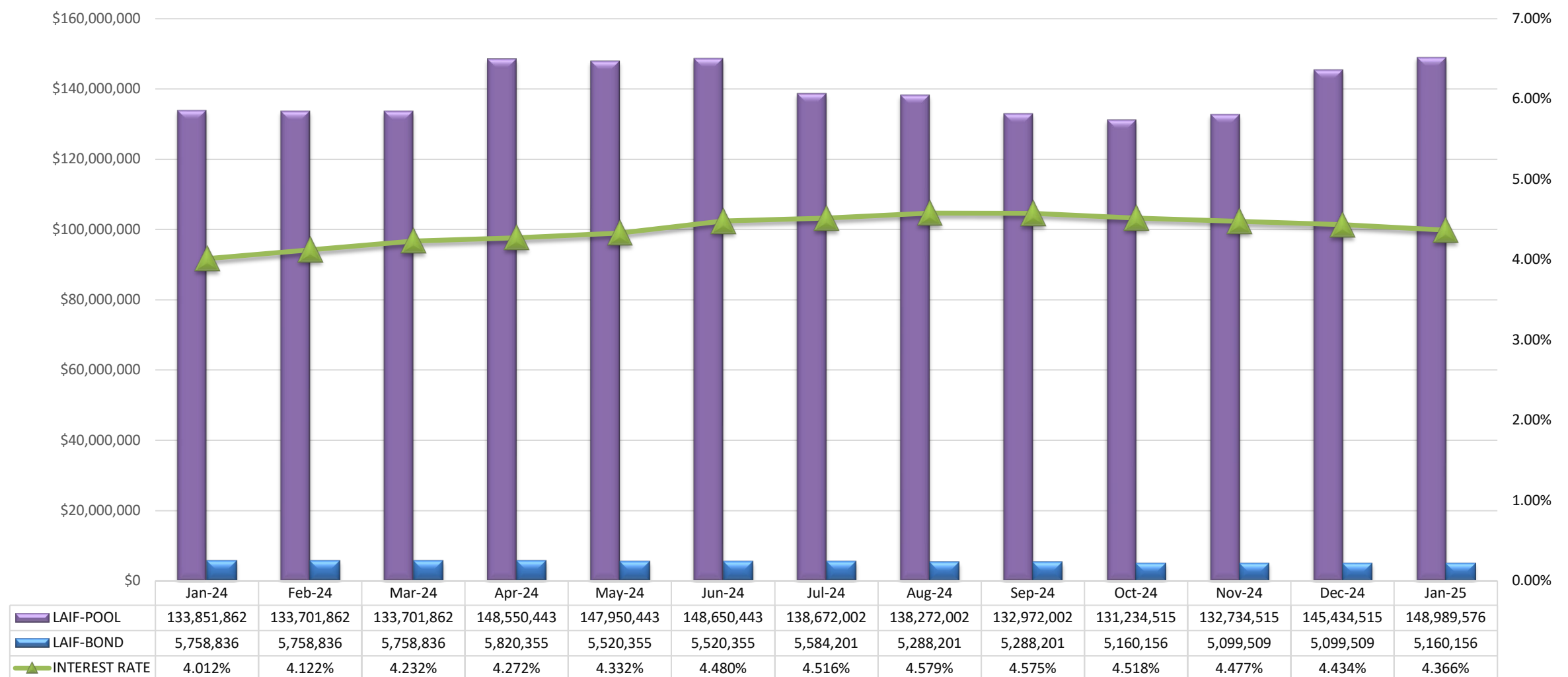
January 31, 2025



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		\$ 2,545,379.89	\$ 2,545,379.89				Bank	Bank
Investments:									
L.A.I.F.-POOL	State of California	Daily	148,989,575.74	148,933,255.45	542,073.74	90 days	4.366%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	5,160,155.79	5,158,205.17	18,774.37	90 days	4.366%	LAIF	LAIF
Total			\$ 156,695,111.42	\$ 156,636,840.51	\$ 560,848.11				

City of Belmont Investment Portfolio Trends



ORDINANCE NO. _____

AN UNCODIFIED ORDINANCE OF THE CITY OF BELMONT ESTABLISHING A PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS (PEG) FEE TO SUPPORT PEG CHANNEL FACILITIES

THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. LEGISLATIVE FINDINGS

The City Council finds as follows.

(a) California Public Utility Code (PUC) Section 5870, subdivision (n) authorizes a local public agency to require the holder of a state franchise under the Digital Infrastructure and Video Competition Act of 2006 to pay a fee not exceed 1 percent of the holder's gross revenue as defined in PUC Section 5860 to support public, educational, and governmental access (PEG) channel facilities.

(b) On January 17, 2017, the State of California Public Utilities Commission (CPUC) issued a state franchise (California Video Franchise Certificate Number 0002) to Pacific Bell Telephone Company dba SBC Pacific Bell Telephone Company dba AT&T California to provide video service in the City of Belmont. The franchise effective date was March 30, 2017 and the expiration date March 30, 2027.

(c) On November 1, 2017, the CPUC issued a state franchise (California Video Franchise Certificate Number 0021) to Comcast of California IX, Inc. and Comcast of California/Colorado/Florida/Oregon, Inc. ("Comcast"). The franchise effective date was January 2, 2018 and the expiration date January 2, 2028.

(d) On November 20, 2020, the CPUC issued an amendment to Franchise Certificate Number 0021 giving Comcast Cable Communications Management, LLC dba Comcast the right to offer video service in Belmont.

(e) On June 15, 2021, the CPUC approved an application by AT&T California to transfer its state video franchise (California Video Franchise Certificate Number 0002) to DIRECTV, LLC, dba DIRECTV.

SECTION 2. DEFINITIONS

Unless the term is specifically defined in this ordinance or the contrary is stated or clearly appears from the context, the definitions in the Digital Infrastructure and Video Competition Act of 2006, as codified in Public Utility Code Division 2.5 and as may be amended, govern the interpretation of this ordinance.

SECTION 3. STATE FRANCHISE FEE

In accordance with Public Utility Code Section 5840, subdivision (q) and Section 5860, a state franchise holder authorized and operating within the boundaries of the city must pay to the city a franchise fee equal to 5 percent of franchise holder's gross revenue.

SECTION 4. STATE PEG FEE

- (a) In accordance with Public Utility Code Section 5870, subdivision (n), a state franchise holder authorized and operating within the boundaries of the city must pay a fee of 1 percent of the holder's gross revenue to the city to support PEG channel facilities.
- (b) PEG fees may only be used to support PEG channel facilities consistent with federal law. The city treasurer is directed to maintain PEG fees in a separate account from franchise fees.
- (c) The obligation in subsection (a) expires, and may be reauthorized by the City Council, upon the expiration of the holder's state franchise.

SECTION 5. COMPLIANCE WITH STANDARDS

- (a) A state franchise holder must comply with all applicable state and federal customer service and protection standards pertaining to the provision of video service as provided in Public Utility Code Section 5900.
- (b) In accordance with Public Utility Code Section 5900, subdivision (d), a material breach by a state franchise holder of the standards required by Public Utility Code Section 5900 is subject to local penalties as provided in this ordinance section.
- (c) If the enforcement authority determines that a state franchise holder has materially breached applicable customer service and protection standards, the enforcement authority must give notice to the franchise holder and allow the franchise holder 30 days from receipt of the notice to remedy the specified material breach before issuing monetary penalties under this section. Notice served by regular mail is deemed received after five calendar days.
- (d) Material breaches not remedied within the 30 days of receipt of notice are subject to the following monetary penalties as may be imposed by the enforcement authority in accordance with state law. A monetary penalty may not be assessed for a material breach if it is out of the reasonable control of the holder.

- (1) A monetary penalty of \$500.00 for each day of each material breach, not to exceed \$1,500 for each occurrence of a material breach.
- (2) If a material breach of this section has occurred, and the enforcement authority provided notice and a fine or penalty has been assessed, and if a subsequent material breach of the same nature occurs within 12 months, a monetary penalty of \$1,000 for each day of each material breach, not to exceed \$3,000 for each occurrence of the material breach.
- (3) If a third or further material breach of the same nature occurs within those same 12 months described in (d)(2), and the enforcement authority has provided notice and a fine or penalty has been assessed, the penalties may be increased to a maximum of \$2,500 for each day of each material breach, not to exceed \$7,500 for each occurrence of the material breach.

SECTION 6. EFFECTIVE DATE.

This Ordinance takes effect and will be enforced 30 days after its adoption.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on February 25, 2025 and adopted the ordinance at a regular meeting held on March 11, 2025 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: March 11, 2025
Agency: City of Belmont
Staff Contact: Brian Nguyen, Public Works, bnguyen@belmont.gov, (650)637-2998
Agenda Title: Amendment 3 to MIG Task Order 1 - CCN 579 – San Juan Pump Station Slope Repair Project
Agenda Action: Motion

Recommendation

Approve a motion authorizing the City Manager to negotiate and execute Amendment 3 to Task Order 1 with Moore Iacofano Goltsman, Inc. (MIG) to provide environmental monitoring and reporting services for the San Juan Pump Station Slope Repair Project for an additional amount of \$6,496, for a total contract cost of a not-to-exceed amount of \$101,366.

Strategic Focus Area

Infrastructure and Mobility

Background

In February 2019, during a period of prolonged and intense rainfall, 1,200 square feet of the East Laurel Creek bank below the San Juan Pump Station failed. The bank became saturated and one tree that was helping to stabilize the slope was uprooted. The slope has been tarped since the incident to avoid further slippage. The creek bank adjacent to the pump station is steeply sloped along the edge of the pump station.

The San Juan Pump Station Bank Stabilization Project (Project) involved the installation of a retaining wall and native plant revegetation to stabilize the failed bank below the San Juan Pump Station. The work was required to ensure the protection of the pump station above. Construction began on June 19, 2023, and was substantially completed on July 31, 2023.

Atlas and MIG developed the plans and specifications for the project. The project received permits from the United States Army Corps of Engineers (USACE; Section 404 Nationwide Permit), a California Department of Fish and Wildlife (CDFW) Lake and Streambed Alteration Agreement (LSAA), and Section 401 Water Quality Certification from the California Regional Water Quality Control Board (RWQCB).

Consistent with the project's Measure 3.1 of the CDFW LSAA, the native plant revegetation area shall be monitored and maintained for up to 10 years. MIG completed the first year of monitoring in 2024. In accordance with the Habitat Mitigation and Monitoring Plan (HMMP) and the project permits, an approved biologist will conduct the second year of monitoring to document plant survival, vegetation cover, and bank stability in the restoration area, and document the success of the revegetation. Per the HMMP, the biologist will conduct the site visits on a quarterly basis in March, May, August, and



November in 2025.

Analysis

At the request of staff, MIG, Inc. provided a proposal (Attachment A) for environmental services for the second year of Annual Reporting for the San Juan Pump Station Slope Repair Project. The scope of work includes documentation and reporting of the following major items:

- A description of revegetation.
- Methods used to assess revegetation success.
- The results of the monitoring.
- An assessment of the progress made towards achievement of the success criteria, and recommendations of any contingency measures that may be necessary or prudent
- Photo-documentation will also be included in each report.
- Final report to be submitted to CDFW and RWQCB by December 31, 2025.

The proposal will be included in Amendment 3 of the Task Order with MIG. This task order amendment does not include scope for succeeding years of required mitigation monitoring (Years 3, 5, 7, and 10). Scope for additional mitigation monitoring shall be provided before the subsequent required year monitoring upon the City’s request.

Alternatives

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

Attachments

A. Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The task order amendment for an additional amount of \$6,496, for a total contract cost of a not-to-exceed amount of \$101,366, has been budgeted in the Capital Improvement Program (CIP) Pump Station Rehabilitation Project 7036, funded by the Sewer Collections Fund (Account 399-3-730-7036-8331).

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda



Date: December 4, 2024

Prepared For: Brian Nguyen
City of Belmont
1 Twin Pines Lane
Belmont, CA 94002
bnguyen@belmont.gov

Re: Belmont Pump Station Project - Scope of Work for Biological
Monitoring Services (MIG Proposal No. 46374.08)

Dear Brian Nguyen:

MIG is pleased to provide this scope of work for biological consulting services for continued restoration monitoring for the San Juan Pump Station Bank Stabilization Project. This scope includes support for the second year of the required annual monitoring and reporting, required by the project's California Department of Fish and Wildlife (CDFW) LSAA and Regional Water Quality Control Board (RWQCB) 401 Certification.

Project Understanding

The San Juan Pump Station Bank Stabilization Project (Project) involved the installation of a retaining wall and native plant revegetation to stabilize the failed bank below the San Juan Pump Station. The bank failed in 2019 and work was required to ensure the protection of the pump station above. The project received permits from the United States Army Corps of Engineers (USACE; Section 404 Nationwide Permit), a California Department of Fish and Wildlife (CDFW) Lake and Streambed Alteration Agreement (LSAA), and Section 401 Water Quality Certification from the California Regional Water Quality Control Board (RWQCB).

The project was initiated on June 19, 2023, and was completed on July 21, 2023.

Scope of Work

This scope of work is for professional environmental consulting services to provide restoration monitoring as described below.

Task 1. Conduct Year 2 Post-Construction Mitigation Monitoring

Consistent with the project's Measure 3.1 of the CDFW LSAA, the native plant revegetation area shall be monitored and maintained for up to 10 years. MIG completed the first year of monitoring in 2024. In accordance with the HMMP and the project permits, an approved MIG biologist will conduct the second year of monitoring to document plant survival, vegetation cover, and bank stability in the restoration area. During these visits, the biologist will also take current photos from the established photo point locations to document the success of the revegetation. Per the HMMP, the biologist will conduct the site visits on a quarterly basis in February, May, August, and November in 2025.

Task 2. Prepare Annual Monitoring Report

Per Measure 4.2 of the LSAA and Measure 15 of the RWQCB 401 Certification, an Annual Monitoring Report shall be prepared after each monitoring year beginning in the second year after completion of the mitigation. This task includes the preparation of the second annual report (Year 2) for the project. The Year 2 Annual Monitoring Report will include a description of revegetation, methods used to assess revegetation success, the results of the monitoring, an assessment of the progress made towards achievement of the success criteria, and recommendations of any contingency measures that may be necessary or prudent. Recent photo-documentation will also be included in each report. We will provide a draft of the report to the City in October 2025 for review and will submit a final report to CDFW and RWQB by December 31, 2025.

This task does not include scope for succeeding years of required mitigation monitoring (Years 3, 5, 7, and 10). Scope for additional mitigation monitoring can be provided on an annual basis upon the City's request.

Task 3. Administration and Quality Control

This task includes time for internal project coordination, client communications related to the project scope, general project management, invoice preparation and review, and senior review of the draft and final reports.

Assumptions	
-------------	--

This scope of work, schedule, and budget includes the following assumptions. If these assumptions are not met, we may determine that a budget amendment and/or changes to the schedule are necessary:

- **Additional Years of Monitoring.** This task does not include mitigation monitoring in Years 3, 5, 7, and 10. Scope for additional mitigation monitoring can be provided on an annual basis upon the City's request. MIG will coordinate with the City near the end of 2025 to determine if the City would like MIG to complete the next year of monitoring.
- **Mitigation Plantings.** MIG will not be responsible for the installation or replacement of any restoration plantings.
- **Site Access.** This scope of work assumes that the client will assure reasonable access to the project site.
- **Expense Estimates.** All expense estimates are typical estimates; actual expenses are billed at cost. All MIG work products will be provided in electronic format.
- **Task Budgets.** MIG reserves the right to shift funds between tasks to balance the budget, with client approval.

Cost Estimate

Table 1. Cost Estimate for Biological Surveys for the San Juan Pump Station Bank Stabilization Project

Tasks	Total Staff Hours	Total Budget
1. Year 2 Post-Construction Mitigation Monitoring	18	\$3,150
2. Annual Monitoring Report	16	\$2,280
3. Administration and Quality Control	6	\$885
<i>Staff Labor Subtotal</i>		\$6,135
Expenses		
Mileage	--	\$181
TOTAL BUDGET ESTIMATE		\$6,496

The budget for the post-construction mitigation monitoring is summarized in the Table below, based on our understanding of the project and our assumptions. If unforeseen conditions are encountered, or if we experience delays or circumstances beyond our control, we will notify you immediately to discuss modifications to the scope of services and/or project fees. This is an estimate; we will bill only the time and expenses spent. We will not exceed this amount without prior approval from you, and any future request for additional funds will be substantiated with a written explanation of tasks and estimated budget.

If you have any questions regarding this proposal, or if we may be of further service, please contact us at your convenience (kbriones@migcom.com; 408-204-6602). Thank you for your consideration.

Sincerely,



Kim Briones
 Senior Biologist



STAFF REPORT

Meeting Date: March 11, 2025
Agency: City of Belmont
Staff Contact: Nisha Patel, Public Works Director, (650)595-7459, npatel@belmont.gov
Agenda Title: Vac-Con Purchase
Agenda Action: Motion

Recommendation

Motion authorizing the City Manager to negotiate and execute an agreement to purchase a Vac-Con in the amount of \$667,167.19 from Vac-Con Inc. through Municipal Maintenance Equipment.

Strategic Focus Area

Infrastructure and Mobility

Background

The sewer division of the Public Works Department – Operations and Maintenance currently has two (2) combination trucks in the fleet to perform various sanitary sewer and storm drain cleaning functions in the City. A combination truck uses high pressure water to clean sanitary sewer and storm drain lines while also vacuuming up debris (ie. fats, oil, grease, and rags) that might be present. The current units operate on a single engine in the front of the vehicle which is very noisy for both the operator and the public. One of the combination trucks is 9 years old, the other is 17 years old. These units typically have a useful life of 15 years.

Analysis

The combination truck purchased in 2008 is past its useful life requiring ever increasing maintenance costs. To address some of the safety and environmental issues concerning the use of this truck, Public Works staff evaluated options for its replacement. Staff obtained a quote for replacement of the truck with a Vac-Con V312HE/1300 twin engine mounted on a new 2026 International truck chassis from Vac-Con Inc. through Municipal Maintenance Equipment (MME) in the amount of \$667,167.19, which is under a Sourcewell contract. Sourcewell is a government agency that provides cooperative purchasing solutions to public sector entities such as cities, counties, schools, and non-profits. It streamlines the procurement process by offering competitively solicited contracts for a wide range of goods and services, including vehicles, equipment, technology, and professional services.

The new Vac-Con truck meets the operational needs of the Department and provides additional safety features by allowing staff to stay out of the roadway while operating the machinery. Also, and it is based on a two-engine concept – a smaller V8 engine to operate the cleaning mechanism while the larger diesel engine powers the vehicle driving on the roadway. This creates less noise and pollution than a single engine vehicle.



The replacement vehicle was budgeted in the current fiscal year 2024-25. The quote the City received to purchase the Vac-Con from MME is for an amount of \$667,167.19 including delivery and on-site training. The MME quote, as part of a cooperative purchasing contract, will also take the 2008 truck as a trade-in for \$41,500.00 towards the purchase of the Vac-Con. MME is honoring their January 30, 2025 price if the purchase is approved by the City Council on March 11, 2025, and the purchase order is issued to them soon after then.

Alternatives

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

Attachments

- A. MME quote

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: Budget available in Fleet and Equipment Maintenance Fund
(Account No. 573-0-000-9041)

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda



CSLB #980409
DIR 1000004282
www.source-mme.com
Toll Free 1-888-484-9968

January 30, 2025

City of Belmont
110 Sem Lane
Belmont, CA 94002

Tel: 650-637-4706
btyler@belmont.gov

Attention: Brandon Tyler, Field Supervisor

We are pleased to provide the enclosed contract pricing sheet off the Sourcewell Contract No. 101221-VAC, for the Vac-Con V312HE/1300 Twin Engine mounted on a new 2026 International HV507 SFA 6x4 truck chassis for your review.

Summary:	Complete Unit per attached Sourcewell price sheet	
	Price F.O.B. Belmont, CA	\$644,959.90
	9.875% Estimated Sales Tax	63,689.79
	CA Tire Fee	17.50
	Sub-Total	\$708,667.19
	Less Trade-in (2008 Vactor VIN 1HTWNATZ18J684774) -	41,500.00
	Total	\$667,167.19

Vac-Con is the Sourcewell contract holder and all purchasing documents are to go directly to them.

City's Purchase Order to be prepared and sent directly to Vac-Con Inc.

969 Hall Park Road, Green Cove Springs, FL 32043

M.J. Dubois (410) 924-1004 mjdubois@ducollc.com

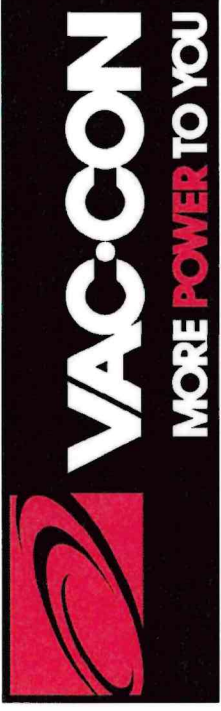
- Municipal Maintenance Equipment, Inc. is the local dealer and will provide warranty support and future service for the Vac-Con products.
- Pricing includes delivery and on-site training.
- CARB Disclosure: A vehicle operated in California may be subject to California Air Resources Board Advanced Clean Fleets regulations. It therefore could be subject to the requirements to reduce emissions of air pollutants. For more information, please visit the CARB Advanced Clean Fleets webpage at <https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets>
- Due to California emissions requirements, special permits may be required on engines. MME cannot provide these permits and we recommend you contact your local Air Resources Management District for the specific requirements
- Normal delivery 250-330 days A.R.O., depending on chassis availability.
- Sales tax applicable at time of delivery will be shown on invoice.
- Terms per Sourcewell Program.
- Quotation valid for 30 days.

Thank you for your interest in this fine product. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,

James Wheeler,
President

Enclosure



01/30/2025

COMBINATION JET/VACUUM SEWER CLEANER
SOURCEWELL CONTRACT: 101221-VAC

Customer: CITY OF BELMONT	Shipping: CALIFORNIA
Requirement Specification	
Combination jet/vacuum sewer cleaner with all standard equipment V312HE/1300 L H P	
Sourcewell Discount	
26' International HV507 SFA Cummins L9 370hp EPA 2024 Allison 3000 RDS transmission * Special order chassis	
Body mounting on Chassis	
Hydrostatic drive	
10' Aluminum Telescoping boom with pendant control station	
PRO Reel (Precision Reel Operation) Articulating to driver's and curb side (800 x 1" Capacity) Includes 12VDC Auxiliary hydraulic pump	
1300 Gallon polyethylene water tank capacity with 10 year warranty	
12 Cubic yard capacity debris tank 3/16" corten steel, (5 year warranty) with full opening rear door (minimum 50 degree debris tank dumping, power up and down	
Automatic vacuum breaker (prevents operation when full and contains debris when moving unit) and overflow protection	
800' of 3/4" Jet rodder hose	
Front tow eyes	
Water pump system rated 50 GPM @ 3,000 PSI, Giant 7000 powered by a GM 6.0 gas 172 HP aux engine	
Pirahna Brand Hose	
6" Knife Valve with center post and handle, in Lieu of the 5" Butterfly valve	
A Flat Style Rear Door in lieu of Dome Style Door Including Hydraulic Opener will be Provided	
Rear splash guard (2 - 10 O'clock) tank mounted	
1/4 turn ball valve water drain	

Requirement Specification	
50' Capacity retractable hand gun hose reel	
Debris body "Power Flush" system, 8 jets	
Hydroexcavation Package	
Variable Flow Valve	
Water pump remote oil drain	
Automatic Lube Kit for Centrifugal Compressor	
Auxiliary engine remote oil drain	
Behind Cab Boom Support	
Centrifugal Compressor Quiet Silencer, Class 4, 304 Stainless Steel Construction, 14in x 40in with 8in discharge	
Three Cone storage racks, two rear of frame, one behind front bumper curbside	
Long Handle Storage/PVC (2) - Rear of mainframe	
Rear Mounted Tow Hooks	
LED 4 Strobes - (2) front bumper / (2) rear bumper	
LED Arrow Board rear debris tank mounted	
LED Arrow stick	
LED Boom mounted flood lights with limb guard	
LED lighting for tool box (2)	
LED Midbody Flood Lights with guards	
LED Rear Mounted Flood Lights with Limb Guard	
LED Strobe with limb guard, rear debris tank mounted	
Midbody LED Strobes - Frame Mounted	
Two Mirror mounted LED strobe lights with limb guard	
Low water alarm with light	
Wireless remote control	
3/4" x 20' Length Leader Hose	

Requirement Specification	
Lazy Susan pipe rack	
(2) Roll out shelves for storage box behind cab	
Dry Decking - behind cab storage box (96")	
Two standard ENZ nozzles, one sanitary (egg) and one Chisel point penetrator	
ICC lighting	
Hose guide (tiger tail) for hose protection, hydrant wrench, 25' of fill hose	
20 gpm @ 600 PSI wash down system with hand gun and 25' of 1/2" hand gun hose	
Reflective safety striping: Blue	
Paint Module: Elite White	
Local dealer pre delivery and inspection	
On site customer training	
Consignee Delivery	
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER	\$644,959.90
Sales tax-9.875%	\$63,689.79
California tire fee	\$17.50
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER with TAX	\$708,667.19
TRADE IN: 2008 Vactor model 2112-PD sewer cleaner S/N: 08-02V-10986 on an International chassis model 7500-SBA 6x4 VIN#1HTWNA7Z18J684774 with 53,367 miles and 7153 hours	(\$41,500.00)
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER with TAX and TRADE IN	\$667,167.19

Delivery is ___ Days after receipt of order.

SOURCEWELL CONTRACT NO 101221-VAC

VENDOR/CONTRACT HOLDER:

VAC-CON, INC.

969 HALL PARK RD

GREEN COVE SPRINGS, FL 32043

CONTACT: M.J. DUBOIS

EMAIL

MJDUBOIS@DUCOLLC.COM

PHONE: 410-924-1004

THIS QUOTE IS VALID FOR (30) DAYS FROM THE DATE OF QUOTATION



STAFF REPORT

Meeting Date: March 11, 2025
Agency: City of Belmont
Staff Contact: Gilbert Yau, Public Works, (650) 595-7400, gyau@belmont.gov
Agenda Title: Public Improvements Acceptance - Firehouse Square Townhouse Project (1300 El Camino Real)
Agenda Action: Resolution

Recommendation

Adopt a resolution accepting the public improvements for the Firehouse Square Townhouse Project at 1300 El Camino Real as completed and complying with the City's approved plans, authorize the release of the subdivision improvement bond and accept a maintenance and warranty bond for the required one-year warranty period.

Strategic Focus Area

Infrastructure and Mobility

Background

On October 22, 2019, the City Council adopted Resolution No. 2019-106, approving the tentative map for the Firehouse Square Project. The subdivision project is comprised of two components: a mixed-use project consisting of 65 affordable rental apartment units, a manager's unit, and 3,748 square feet (SF) of commercial space; and a second for-sale market-rate 15-unit townhome component. The project is in the Belmont Village Specific Plan (BVSP) and is subject to its requirements.

On June 23, 2020, the Council adopted a resolution approving the final subdivision map, subdivision improvement agreement, and maintenance agreement for the development. The developers for these affordable apartment housing and the townhomes projects are MP Firehouse Square Associates, L.P. and Firehouse Square LLC, respectively.

The developers have entered into subdivision improvement agreements with bonds to guarantee the completion of all public improvements related to the project. MP Firehouse Square Associates, L.P. has completed all off-site improvements fronting their parcel, including joint trench utilities on Civic Lane and sewer connections at El Camino Real/O'Neill Avenue. The apartment project was accepted by the Council on April 18, 2023. The other improvements fronting the townhouse project are the responsibility of Belmont Firehouse Square LLC to construct and are now completed.

Analysis

Firehouse Square LLC has entered into a maintenance agreement with the City requiring them to maintain improvements along the frontage and within the development. The agreement provides for the adequate



maintenance of the exterior portions of the property visible from the public street. It requires the common areas to be maintained in good condition and always repaired. Additional features to be privately maintained include but are not limited to stormwater treatment areas, landscaping, parking areas, lighting, retaining walls, private walkways, building exteriors, street trees, sidewalks, curbs and gutter, and driveways along the property frontage to ensure that the property remains in clean and superior condition following approved plans, rules and regulations and applicable laws. The development dedicated public utility easements, and a public storm drainage easement to the City when the subdivision map was approved. The easements allowed the installation of the electrical, gas, storm, and other utilities for this development.

Firehouse Square LLC has completed construction of the public improvements and is requesting that the City Council accept the improvements and release the security bonds following the terms of their Subdivision Improvement Agreement. On behalf of the City Engineer, the City's Public Works Inspectors have inspected the works of improvement and found them to follow the City's approved plans and specifications. They recommend that the City Council accept the improvements and release the security bonds. The 10% Maintenance and Warranty bonds will be held by the City and released following the expiration of the one-year warranty period and confirmation by the City Engineer that no claims of defective improvements have been received.

Alternatives

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

Attachments

A. Resolution

Fiscal Impact

- ☒ No Fiscal Impact
- ☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ACCEPTING THE DEVELOPMENT PUBLIC IMPROVEMENTS AS COMPLETED AND COMPLYING WITH CITY APPROVED PLANS, AUTHORIZE THE RELEASE OF SUBDIVISION IMPROVEMENT BOND, AND ACCEPT A MAINTENANCE AND WARRANTY BOND FOR THE FIREHOUSE SQUARE 15-UNITS TOWNHOMES AT 1300 EL CAMINO REAL

WHEREAS, on May 10, 2022, the Council adopted a resolution approving the Final Subdivision Map, Subdivision Improvement Agreement, and Maintenance Agreement for the Firehouse Square 15-units townhomes at 1300 El Camino Real; and,

WHEREAS, the developer for the 15-units townhomes is Firehouse Square LLC.; and,

WHEREAS, the developer has entered into a Subdivision Improvement Agreement with bonds to guarantee the completion of all public improvements related to the project; and,

WHEREAS, the developer has entered into a Maintenance Agreement with the City requiring them to maintain improvements along the frontage and within the development; and,

WHEREAS, the developer has completed construction of the public improvements and is requesting the City Council accept the improvements and release the security bonds; and,

WHEREAS, on behalf of the City Engineer, the City's Public Works Inspectors inspected the improvements and found them to follow the City approved plans and specifications.

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

SECTION 1. Accept the development public improvements as completed and complying with the City approved plans.

SECTION 2. Authorize the release of subdivision improvement bond.

SECTION 3. Accept a maintenance and warranty bond for the required one-year warranty period.

SECTION 4. The maintenance and warranty bond shall be released following expiration of the one-year warranty period, and confirmation by the City Engineer that no claims of defective improvements have been received.

* * *

ADOPTED March 11, 2025 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: March 11, 2025
Agency: City of Belmont
Staff Contact: Afshin Oskoui, City Manager, (650) 595-7410, aoskoui@belmont.gov
Agenda Title: State Legislative Advocacy for the City of Belmont - 2025 Update
Agenda Action: Motion

Recommendation

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

Strategic Focus Area

Fiscal and Organizational Sustainability

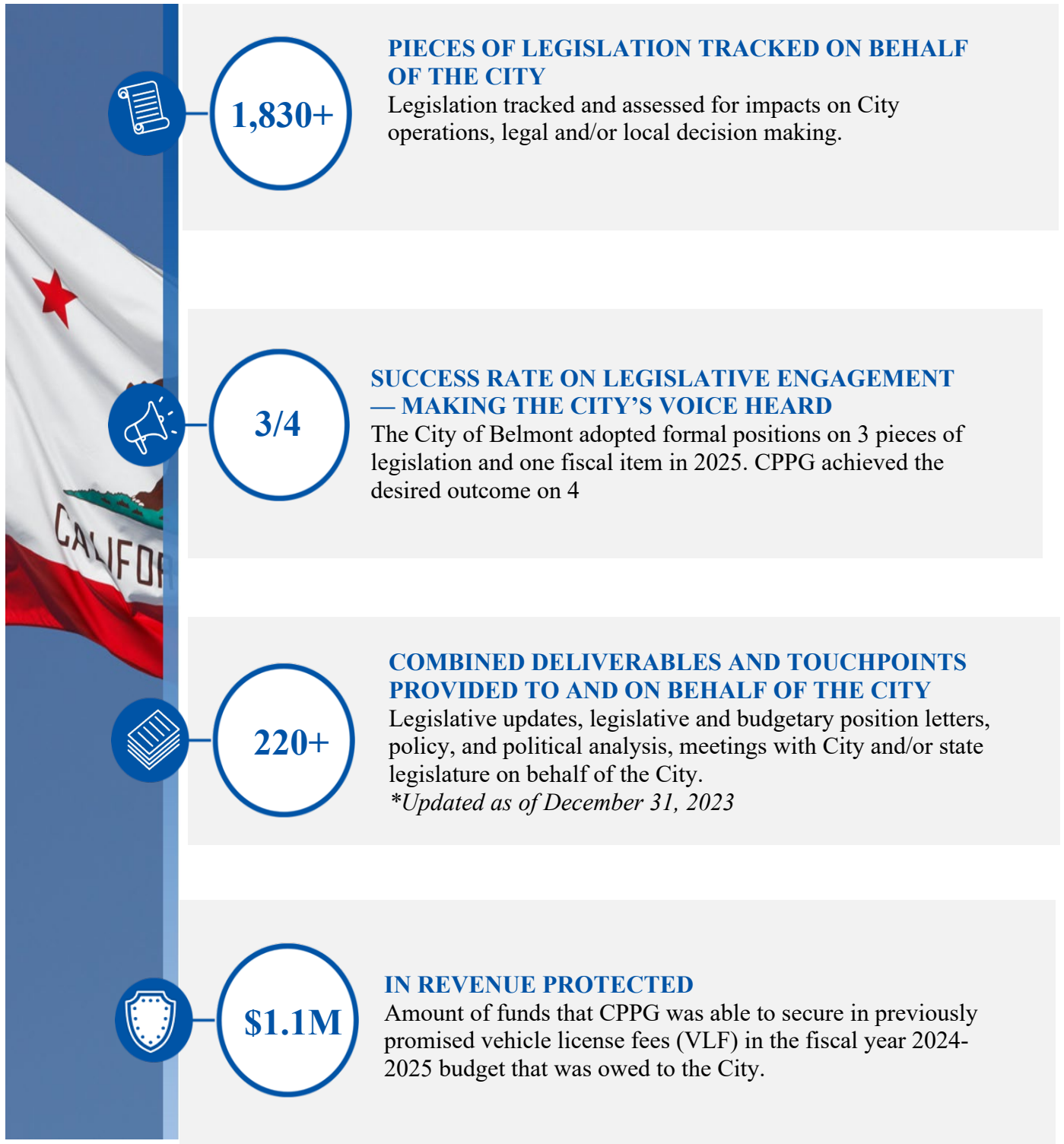
Background

The City's Legislative Platform was amended by the Council on February 13, 2024. For the past four years the City has retained the California Public Policy Group (CPPG) [formerly Renne Public Policy Group (RPPG)] to provide State Legislative Advocacy and Consulting Services. CPPG was engaged to provide guidance and advocacy services when appropriate on state legislation regarding housing initiatives, infrastructure, regional transportation improvements, environmental sustainability, community services, public safety and emergency management and other policies that may affect the City's operations or finances.

On November 15, 2024 CPPG distributed an End of the Year report detailing activities on behalf of the City over the past year. In 2024, CPPG worked with the City on state legislative measures in the areas of housing, land use, mental health, climate, homelessness, elections, political reform, as well as on governmental operations and employment issues. This resulted in over 220 individual "touchpoints," either with the City or on behalf of the City. Deliverables included drafting memos, providing legislative analysis, advising City staff, meeting with state lawmakers or their staff, and drafting state position letters

Over the past year CPPG monitored and/or engaged on over 1,800 pieces of state legislation on the City's behalf. The City actively positioned on several pieces of state legislation in 2024, including 3 measures the City engaged on informally with favorable outcomes. Additionally, CPPG represented the City's fiscal interests, working with San Mateo County advocates and other impacted stakeholders to successfully secure the City's portion of critical Vehicle Licensing Fee Revenue funding.

In an effort to drive awareness and to implement a successful legislative advocacy strategy, CPPG hit five key performance indicators in the last 12 months under contract with the City of Belmont:





Analysis

2025 Legislative Platform Analysis

The objective in pursuing a legislative program for the City is to keep the City Council, staff and residents abreast of proposed legislation that may have the potential to impact the City. The City's Legislative Platform contains broad policy statements pertaining to a variety of issues important to us. Additionally, it provides a policy framework for the City to respond to issues in a timely manner, including correspondence from the Mayor or City Manager to the Legislature and/or Congress. The City's primary legislative focus includes protecting local government control, improving public safety, maintaining local government revenues, obtaining funding for environmental sustainability, transportation, recreational, technology and infrastructure improvements.

By implementing and maintaining an active legislative advocacy program/platform, the City can ensure the City Council and staff continue to be fully apprised of evolving state initiatives that may affect the City's key priorities, programs, or operations.

Review of Current Legislative Platform –

In accordance with the adopted Council strategic priorities and in advance of the 2025 Legislative session, CPPG engaged City staff in conducting "Deep Dive" meetings with all City department heads, key staff, and the City Manager. The purpose of these meetings is for CPPG to work with City staff to better assess current City priorities and projects and which legislative policy areas and funding opportunities should be focused on moving into 2025.

CPPG conducted a review of the 2024 Belmont Legislative Platform informed by these discussions. The platform continues to provide specific direction for city staff and CPPG to engage on a variety of policy issues. As detailed in Attachment A, CPPG made minor suggested amendments in the area of Fiscal and Administrative Initiatives, Housing and Land Use, and Public Safety sections. These *suggested* changes serve as a starting point for Council to discuss and provide direction for city staff and CPPG. After receiving feedback from Council, CPPG plans to work with staff to make additional modifications for the Council's consideration for adoption. The legislative platform is designed to be an evolving document. As part of a multi-layered approach, it is intended that this document be updated at least once prior to the start of every two-year legislative session, with annual review and update as needed to ensure that CPPG and city staff continue to engage on policies that matter most to Belmont.

Legislative Timing:

The legislature kicked off the new 2025-26 legislative session on January 6th. Between the month of January through the February 21 bill introduction deadline, there have been a total of 2,518 individual pieces of legislation introduced. Lawmakers have already introduced a number of bills primarily focusing on affordability, governmental operations, emergency response, housing, homelessness, energy, and the use of artificial intelligence. We anticipate several measures touching on policies of importance to the City including housing, transportation, and general governmental operations.

All measures that are introduced in their respective chambers (Assembly or Senate) must sit for 30 days prior—unamended to being heard in the applicable legislative policy committee. Between the months of March and May there will be hundreds of policy committee hearings to dispense with the measures introduced this year. With the release of the Governor's FY 2025-26 January Proposed Budget, Budget



committees will begin to meet as will negotiations over what is not included to be funded or reductions. These lead up to the release of the May Revise, which precedes the statutorily required June 15 budget to be passed by the Legislature and the July 1 start of the new fiscal year.

Key legislative dates are outlined below:

January 10: Governor must present his budget proposal to the Legislature

February 21: Last day for bills to be introduced

May 9: Governor must present May Revise

June 6: Last day for each house to pass 2025 bills introduced in that house (House of origin deadline)

June 15: FY 24-25 Budget must be passed by the Legislature

June 30: Governor must sign FY 25-26 budget

July 18-August 17: Legislative Summer Recess

August 18 - September 12: Final month of the Legislative session

October 12: Governor must take action on all measures passed by the Legislature

California State Budget Highlights, Timing and Process –

This year's introduction of the Budget occurred in two stages. The Governor delivered his "Budget Preview" remarks on January 6 and the formal Budget was presented by his staff on January 10. This bifurcated presentation was initially planned due to the Governor's attending former President Carter's funeral services in Washington, D.C., but those plans were cancelled due to the devastating Los Angeles fires.

Governor's Comments on the Budget

The Governor's presentation included portions that appeared focused on responding to California's critics by summarizing recent state investments and accomplishments. Using many examples and statistics, including citing Fortune 500 and innovative companies with headquarters in the state, he declared that *"The future happens here first."* He maintained that the state was the economic "tentpole" of the nation and "dominant" in manufacturing, agriculture, tourism, trade and technology. Other items he cited were the resurgence in population growth, declining crime levels in Oakland and San Francisco, and detailed a series of "unprecedented" state investments in public safety, workforce programs and education.

- **On Local Accountability:** Local agencies should note an emphasis in the Governor's remarks on holding local agencies accountable for progress on homelessness, housing and behavioral health, including with the launch of new websites where specific data on city and county actions could be closely monitored and tracked. Another website (build.ca.gov) has been established to track infrastructure investments. *"The word of the year, for me," the Governor proclaimed, "is 'accountability.'"*
- **On Public Safety:** The Governor emphasized past state investments in public safety and new laws addressing issues like organized retail theft. When questioned about implementing Prop. 36, which he opposed but passed with strong voter support, he deferred his response to the full Budget presentation. The Budget document projects a 1,606 increase in incarcerated individuals due to Prop. 36. In response to press questions of whether the state had plans to reopen prisons, Director of Finance Joe Stephenshaw stated, *"within the current plan...but we will have to continue to*



monitor the exact impact, and if there are necessary adjustments needed then, of course, we'll make those."

The current plan that is referenced was adopted in the FY 24-25 Budget that shuttered 46 housing units or cell blocks within prisons due to the shrinking inmate population prior to the passage of Prop 36. The California Department of Corrections and Rehabilitation has existing bed capacity and can re-open housing blocks much faster than an entire prison to accommodate the increase in population as a result of Prop 36.

Despite the projected increase in spending, both the Governor and Director of Finance Joe Stephanshaw expressed clear concerns about anticipated budgetary constraints in the coming years. Concerns were also echoed by the Legislative Analyst's Office (LAO), the Legislature's non-partisan research and advisory division, which is discussed at the conclusion of this report. In short, these constraints stem from several factors: increased state spending on health and social programs, revenue volatility, uncertainties surrounding the incoming President's actions, and potential delays in tax collection from disaster-affected areas due to possible tax-filing extensions.

State budgetary limitations are expected to constrain funding sources that flow down to local agencies. This includes potential reductions in grant funds and priority community funding "earmarks" through the Budget process. **More specifically for San Mateo County and its taxing agencies, the Administration—as expected—did not include the Vehicle Licensing Fee (VLF) claim submitted to the Department of Finance. This will be an ongoing issue as we try and work with stakeholders to seek a permanent policy-based solution.**

However, opportunities for local agencies may exist in the form of potential allocations from the \$2.7 billion Climate Bond slated for FY 25-26. In this uncertain environment, CPPG will remain vigilant for potential unfunded local mandates.

January Proposal by the Numbers

Total Budget: \$322.27 billion (9.2% increase in total state spending compared with FY 24-25)	• \$228.9 billion General Fund • \$16.98 billion in total reserves, including \$10.95 billion in the Rainy-Day reserve • \$1.53 billion in the Public School System Stabilization Account • \$4.5 billion in the Special Fund for Economic Uncertainties
Total Surplus: \$363 million	

Timing

The Administration will work with the State Legislature over the next four months to consider the merits of the Governor's budget proposal. Deliberating items through various budget subcommittees, the Administration and the Legislature will come to a consensus to adhere to the Constitutional deadline of June 15, 2023, to adopt a balanced budget. It is important to note that the June 30 constitutional deadline



for the Governor to sign a balanced budget does not apply to Budget Trailer Bills (BTBs), which are bills that ‘trail’ behind the main Budget bill for purposes of augmentation. BTBs are typically germane to one specific policy category. However, it is commonplace that a general BTB, also referred to as a “Budget Bill Jr,” is introduced which amends many sections of the adopted balanced Budget. There can be several iterations of a Budget Bill Jr in any given Budget year.

In light of the recent Southern California wildfires, the Administration has provided a delay in tax collection for those impacted by the fires until October. Given the flux in revenues and the budgetary disagreements that will ensue between the Governor and Legislature and between lawmakers and stakeholders as revenues are delayed, CPPGs anticipates this year to have “Budget Bill Jr” iterations.

CPPG identified the following areas of general interest to local agencies in the following categories and provided detailed update on the budget proposals in these areas in their January 15 memo to the City:

1. Housing
2. Natural Resources
3. Energy
4. Transportation
5. Economic Development
6. Public Safety

CPPG will continue to work with the City to identify priorities, monitor budget negotiations and engage as directed, and stay in close communication with City staff.

CPPG Work Plan –

CPPG continues to engage the San Mateo County legislative delegation, the Office of the Governor as well as Senate and Assembly leadership to ensure the City of Belmont is apprised of all relevant actions taking place that may have a material impact on the City. As we move through the legislative session, CPPG will continue to keep the City updated on all actions and movements important to Belmont, such as the VLF shortfall issue. Throughout this legislative session CPPG will continue to work on the following deliverables including:

- Update and development of the City’s legislative platform and advocacy materials.
- Monitoring, tracking, engaging, and reporting on key legislation regarding the City’s priorities and interests.
- Representation at legislative committee meetings on matters of interest to the City.
- State Administration outreach.
- Assistance with the identification of relevant grant opportunities and other funding sources and development of strategies for securing them.
- Other duties as directed.

Alternatives

1. Provide direction and postpone for future discussion.



Attachments

A. Redlined Draft revisions and comments to 2024 Legislative Platform

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Reaffirming Belmont’s State and Federal Legislative Platform has no direct fiscal impact. Budget for legislative advocacy and related consulting services have been incorporated in the current fiscal year in the General Fund.

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda



City of Belmont
STATE AND FEDERAL LEGISLATIVE PLATFORM
2025 LEGISLATIVE PLATFORM UPDATE

Platform Overview

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

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

Legislative Issues

Local Control

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

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

Governmental Transparency and Public Access

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

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

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

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

Fiscal and Administrative Initiatives

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

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

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

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

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

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

Housing and Land Use

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

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

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

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

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

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

Oppose state mandated attempts to usurp local discretion over matters relating to local housing and land use policies.

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

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

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

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

Transportation

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

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

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

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

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

Environmental Sustainability

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

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

Community Services

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

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

Infrastructure Maintenance and Rehabilitation

Support legislation and policies that promote investing in the maintenance and rehabilitation of aging infrastructure (streets, stormwater, wastewater, parks and facilities). Support the lowering

of the threshold for voter-approved capital financing and opportunities for innovative public financing.

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

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

Utilities

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

Support California PUC efforts to require enhanced, more effective and timely notification for planned and unplanned repairs resulting in power outages to customers. Monitor California PUC regulatory system for impacts to overall safety, health, and quality of life of the residents of Belmont.

Public Safety

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

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

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

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

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

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



STAFF REPORT

Meeting Date: March 11, 2025
Agency: City of Belmont
Staff Contact: Ann Ritzma, Interim Administrative Services Director, artizma@belmont.gov
Agenda Title: Annual Report on Vacancies and Recruitment and Retention Efforts for 2024
Agenda Action: For Information Only

Recommendation

Receive report on the City's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.)

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

AB 2561, which became effective January 1, 2025, requires public agencies, including the City, to hold at least one public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This legislation aims to address job vacancies in local government, which negatively impact public service delivery and employee workload. Among its requirements, the law mandates that agencies present the status of vacancies and workforce efforts during a public hearing before the governing body.

1. **Public Hearing:** At least once each fiscal year, at a public hearing before the City Council, the City shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the City Council adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the City Council's adoption of the City's final budget. (Gov. Code § 3502.3(a)(2).)

2. **Employee Organization Participation:** Allow the recognized employee organization for each bargaining unit at the City to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There are currently three (3) bargaining units at the City. (Gov. Code § 3502.3(b).)

Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the



average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

Analysis

- At the annual presentation, per the policy, the City is required to provide information on the following:
- 1. The status of vacancies at the City
 - 2. Information on the City’s recruitment and retention efforts
 - 3. Identification of any obstacles in the City’s policies, procedures, and recruitment activities that may create challenges in the hiring process.
 - 4. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City shall provide additional information if requested by recognized employee organization(s) per the policy.

The City’s job vacancy rate as of December 31, 2024 was 2.1%. During the year, no bargaining unit met or exceeded a 20% vacancy of the total authorized full-time positions. A comprehensive report will be presented at the City Council meeting per the Vacancy Reporting and Workforce Recruitment & Retention Policy.

Alternatives

- 1. Request additional information.
- 2. Take No Action

Attachments

Presentation

Fiscal Impact

☒ No Fiscal Impact

☐ Funding Source Confirmed:

There is no fiscal impact associated with conducting the public hearing required under Government Code Section 3205.3. However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the City Council as necessary.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda



City of Belmont – AB2561 Presentation Recruitment and Retention Efforts in 2024 (Calendar)

Ann Ritzma, Administrative Services Director
March 11, 2025

Background

- **Effective January 1, 2025, Government Code section 3502.3 was added to the Meyers-Milias-Brown Act (MMBA) requiring government entities to hold public hearings and report on:**
 - **Workforce vacancies**
 - **Recruitment and retention efforts**
 - **Any necessary changes in policies, procedures and recruitment activities that may lead to obstacles in the hiring process**
- **The new legislation addresses the issue of job vacancies in local government and the impact of vacancies on an agency's ability to delivery of public services and consider employee workload.**



Background

- The City Council adopted a Vacancy Reporting Policy on February 25, 2025 to guide the process of providing the public with information on City vacancies, recruitment and retention efforts and issues with policies, procedures, and recruitment activities.
- Per the Policy, the following is being provided
 - Workforce Information
 - Vacancy Information
 - Recruitment Information
 - Hiring Issues
 - Retention Information



Workforce Information



- **Total Budgeted/Authorized Full-time Positions: 139.75 FTE (excludes 5 City Councilmembers)**
- **Services Rendered to the Public by Budgeted/Authorized Workforce:**
 - **Police Services**
 - **Public Works – maintaining and enhancing the City’s streets, traffic systems, storm water and sewer systems**
 - **Parks and Recreation – providing cultural programs, special events, classes, youth and senior programs and managing 63 acres of parks and open space**
 - **Community Development – reviewing and issuing building permits, planning applications, development plans and planning documents**
 - **Providing strategic Economic Development plans and implementing the City’s Housing programs**
 - **Human Resources, Information Technology, Communications, City Clerk and City Manager**

Vacancy Information

Vacancy Statistics:

Average: 3.2% Highest: 5.7% Lowest: 1.4%

Month/ Year	# of Vacancies Created	# of Vacancies Filled	# of Remaining Vacancies	# of Budgeted FTEs	% of Vacancies	Calendar Year Vacancy % Monthly Summary					
Jan-24	2	0	2	139.25	1.4%						
Feb-24	1	0	3	139.25	2.2%						
Mar-24	2	1	4	139.25	2.9%						
Apr-24	3	1	6	139.25	4.3%						
May-24	0	2	4	139.25	2.9%						
Jun-24	6	2	8	139.25	5.7%						
Jul-24	1	4	5	139.75	3.6%						
Aug-24	0	1	4	139.75	2.9%						
Sep-24	2	2	4	139.75	2.9%						
Oct-24	3	2	5	139.75	3.6%						
Nov-24	1	1	5	139.75	3.6%						
Dec-24	1	3	3	139.75	2.1%	Average %	3.2%	Highest %	5.7%	Lowest %	1.4%

Recruitment Process

Established in the Personnel Rules and Regulations

Recruitment/Hiring Process Step	Description
Vacancy Created	Voluntary Separation, Retirement, Involuntary Separation, Internal Movement, Newly Budgeted Position
Recruitment Requisition	Manager submits recruitment requisition to fill vacancy, Executive approves recruitment requisition for HR to process
Determine Recruitment Activity Type	Utilize existing eligibility list/ongoing recruitment, recruit external & internal, or recruit internal only
Job Posting	Advertise job opening and recruitment on websites and agency social media
Application Screening	Pass applicants that meet minimum qualifications
Candidate Written/Practical Exam	Pass candidate that score x% on written/practical exam
Candidate External Panel Oral Exam	Pass candidates that score in the top x on the external panel oral exam
Candidate Internal Panel Oral Exam	Approve candidates to eligibility list that score x% on internal panel oral exam
Select Candidate from Eligibility List	HR recommends hire of top candidate on eligibility list to Manager, Manager approves recommendation
Conditional Job Offer	Executive authorizes HR to make conditional job offer to selected candidate
Pre-Placement Process	Selected candidate accepts conditional job offer, HR processes background check and physical
Job Placement	Selected candidate passes background check and physical, selected candidate is given an employment start date

Vacancies Filled by Recruitment Type

		Recruitment Activity Type					
		Ongoing		Expansive		Focused	
Calendar Year	Total Vacancies Filled	Continuous / Eligibility List	Average # of Calendar Days to Fill Vacancies Using Ongoing Recruitments	External & Internal	Average # of Calendar Days to Fill Vacancy Using Expansive Recruitments	Internal Only	Average # of Calendar Days to Fill Vacancy Using Focused Recruitments
1/1/2024 - 12/31/2024	19	12	72	5	60	2	42

Hiring Issues

Staff have reviewed applicable policies, procedures, and recruitment activities to identify any potential obstacles in the City's hiring process.

Potential obstacles:

- Very competitive job market for specific positions (Police officer, engineer, public sector finance professionals)
- Housing affordability vs long commutes may be a barrier for many entry level positions

Options to address these obstacles:

- Internships and training programs to “grow” the next generation of the City workforce
- Labor negotiations that address workforce priorities
- Flexible work schedules to assist with commute traffic



Employee Retention

Vacancies and Turnover

Calendar Year	Total Vacancies Created	# of Budgeted FTEs as of 12/31/2024	Annual Staffing Turnover Rate
1/1/2024 - 12/31/2024	22	139.75	11%

Reasons for Vacancies

Staffing Increase		Internal Opportunity		
Newly Budgeted Position	% of Vacancies Resulting From Staffing Growth	Internal Promotion	Internal Transfer	% of Vacancies Resulting From Internal Opportunities
0	0%	0	1	5%
Attrition		Turnover		
Separation	Retirement	% of Vacancies Resulting From Attrition	Resignation	% of Vacancies Resulting From Turnover
3	3	27%	15	68%

Turnover Rate: 11%

Reasons for vacancies:

- **New budgeted position or staffing increase: 0% (0)**
- **Internal promotion or transfer: 5% (1)**
- **Separation and/or retirement: 27% (6)**
- **Resignation: 68% (15)**

Bargaining Unit Information (12 months)

Vacancy #	Bargaining Unit	Classification	Date Vacancy Created	Date Vacancy Filled	Days To Fill Vacancy
1	MMCEA	Associate Civil Engineer	1/17/2024	4/15/2024	89
2	MMCEA	Economic Development and Housing Manager	1/26/2024	5/27/2024	122
3	AFSCME	Engineering Technician	2/24/2024	3/26/2024	31
4	MMCEA	Accounting/Finance Manager	3/16/2024	9/30/2024	198
5	MMCEA	Management Analyst I/II	3/19/2024	6/17/2024	90
6	BPOA	Police Corporal	4/11/2024	5/12/2024	31
7	Unrepresented Management	Public Works Director	4/13/2024	7/29/2024	107
8	MMCEA	Assistant Civil Engineer	4/13/2024	7/15/2024	93
9	MMCEA	Management Analyst I/II	6/1/2024	8/12/2024	72
10	MMCEA	Associate Civil Engineer	6/8/2024	7/15/2024	37
11	BPOA	Police Officer	6/19/2024	7/2/2024	13
12	MMCEA	Administrative Assistant	6/20/2024	6/20/2024	0
13	MMCEA	Accounting/Finance Manager	6/29/2024	9/30/2024	93
14	MMCEA	Assistant Civil Engineer	7/24/2024	10/15/2024	83
15	BPOA	Code Enforcement Officer	9/6/2024	10/28/2024	52
16	BPOA	Dispatcher	9/17/2024		Continuous
17	BPOA	Police Officer	10/5/2024	11/25/2024	51
18	BPOA	Police Officer	10/20/2024	12/8/2024	49
19	AFSCME	Lead Maintenance Worker	11/15/2024	12/23/2024	38
20	AFSCME	Head Teacher	12/24/2024	12/24/2024	0
21	BPOA	Community Service Officer	10/27/2024		Continuous
22	BPOA	Community Service Officer	6/29/2024		Continuous

Bargaining Unit Information

	As of 12/31/2024		
Agency Total # of Budgeted FTEs	140 (Bargaining Units positions only)		
Bargaining Unit	# of Vacancies	# of Budgeted FTEs	% of Vacancies
AFSCME	0	41	0.0%
BPOA	3	40	7.5%
MMCEA	0	43	0.0%
Unrepresented Confidential	0	6	0.0%
Unrepresented Management	0	7	0.0%
City Council Appointed	0	2	0.0%
City Clerk	0	1	0.0%



Thank you!

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