

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



www.belmont.gov

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, February 14, 2023

7:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

TELECONFERENCE PARTICIPANTS

Some Members may Participate Virtually

Being held under Gov. Code 54953(e)

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

PUBLIC COMMENT:

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

For dial- in comments, call *67 1-(669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number), enter Meeting ID: 95745673035, and press *9 to request to speak. All public comments are subject to a 3-minute time limit unless otherwise determined by the Committee Chair.

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

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REPORT FROM CLOSED SESSION**
- 4. SPECIAL PRESENTATIONS**

- A. Black History Month Proclamation**
- B. Proclamation Honoring George Metropulos**
- C. Belmont Children’s Outdoor Bill of Rights**

Attachment(s):

[Staff Report](#)
[Presentation](#)

5. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

6. COUNCILMEMBER ANNOUNCEMENTS

7. CONSENT BUSINESS

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

A. Virtual Meetings in February

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

Attachment(s):

[Staff Report](#)
[Resolution](#)

B. Approval of Meeting Minutes

Recommendation: Approve minutes as presented

Attachment(s):

[City Council Special and Regular Meeting December 13, 2022](#)
[City Council Special and Regular Meeting January 24, 2023](#)
[City Council Special and Regular Meeting January 30, 2023](#)
[City Council Special Meeting - Comm. Interviews 1st Round January 31, 2023](#)
[BFPD Meeting Minutes December 13, 2022](#)
[BFPD Meeting Minutes January 10, 2023](#)
[BFPD Meeting Minutes January 24, 2023](#)

C. Monthly Financial Reports - December

Recommendation: Motion to Receive Monthly Financial Reports

Attachment(s):

[Monthly Financial Report - December.pdf](#)

D. FY 2024 Budget Calendar

Recommendation: Adopt motion approving FY 2024 Budget Calendar

Attachment(s):

[FY 2024 Budget Calendar - Staff Report.pdf](#)

[FY 2024 Budget Calendar.pdf](#)

E. Annual Investment Policy

Recommendation:

Receive the City of Belmont Investment Policy as submitted by the Finance Director/City Treasurer

Attachment(s):

[Annual Investment Policy - Staff Report](#)

[Investment Policy](#)

F. Davey Glen Americans with Disabilities Act (ADA) Upgrades Project, City Contract Number 2023-621

Recommendation: Adopt a resolution (1) approving plans and specifications, authorizing advertisement for sealed bids, and authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$410,000, plus an additional 10% construction contingency, (2) authorizing the City Manager to execute a Task Order with Pavement Engineering, Inc. (PEI) to provide construction support services for the Davey Glen Americans with Disabilities Act (ADA) Upgrades Project for an amount not to exceed \$123,495, and (3) appropriating \$123,495 from Measure I Fund to execute the Task Order with Pavement Engineering, Inc. to provide construction support services

Attachment(s):

[Staff Report](#)

[Resolution](#)

[PEI-CM Proposal.pdf](#)

G. Belmont Village Bike and Pedestrian Project Design

Recommendation: Adopt a resolution authorizing the City Manager to execute a Task Order with Parisi Transportation Consulting to provide design, and construction support services for the Belmont Village Bike and Pedestrian Project for an amount not to exceed \$115,320

Attachment(s):

[Staff Report](#)

[Resolution](#)

[Parisi Proposal-Belmont Ped-Bike.pdf](#)

H. Authorization to Advertise and Award the Public Bid for Demolition of City Owned Properties Located at El Camino Real at Hill Street, APN's 045-163-070, 045-162-070, 045-162-080, 045-162-090

Recommendation: Adopt a resolution approving plans and specifications, authorizing advertisement for sealed bids, authorizing the City manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$85,000, plus an additional 15% construction contingency.

Attachment(s):

[Staff Report](#)

[Resolution](#)

I. Side Letter Agreement #2 between the City of Belmont and AFSCME Local 829

Recommendation: Adopt a resolution approving side letter agreement #2 between the City of Belmont and AFSCME Local 829, amending and replacing provisions of the Memorandum of Understanding between the City and AFSCME related to wages, certification pay and health care benefits

Attachment(s):

[Staff Report](#)

[Resolution](#)

[Side Letter Agreement_ January 2023](#)

[AFSCME Revised Appendix A](#)

J. 2023 Sanitary Sewer Rehabilitation Project

Recommendation:

Adopt a resolution (1) approving plans and specifications, authorizing advertisement for sealed bids, and authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$960,300 with a 10% construction contingency, (2) approving a task order for construction management services with Pavement Engineering, Inc. (PEI) for an amount not to exceed \$199,170, and (3) approving appropriation of \$886,190 from Sewer Collections Fund balance to Project 7074: Residential Gravity Replacement (Account 503-3-730-7074-9030) to cover the cost of construction and CM/Inspection services for the 2023 Sanitary Sewer Rehabilitation Project, City Contract Number 2023-620

Attachment(s):

[Staff Report](#)

[Resolution](#)

[2023 Sewer Rehabilitation PEI Proposal.pdf](#)

8. PUBLIC HEARINGS

A. Resolution Making Certain Findings Under Public Health and Safety Code Section 33433 for Disposition of Public Property Located on El Camino Real at Hill Street (APN's 045-163-070, 045-162-070, 045-162-080, 045-162-090)

Recommendation: Adopt a resolution making certain findings under Public Health and Safety Code Section 33433 for disposition of public property

Attachment(s):

[Staff Report](#)

[Resolution](#)

[Section 33433 Summary Report.pdf](#)

9. GENERAL BUSINESS

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

A. Annual Transportation and Mobility Update for 2022

Recommendation: Informational item only, no Council action is required

Attachment(s):

[Staff Report](#)

10. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

11. MATTERS OF INTEREST/CLARIFICATION

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

12. ADJOURNMENT

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



STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Danielle Giuliacci, Recreation Coordinator, (650)637-4715, dgiuliacci@belmont.gov
Agenda Title: Children's Outdoor Bill of Rights for the City of Belmont
Agenda Action: Discussion & Direction

Recommendation

Receive presentation on the Children's Outdoor Bill of Rights for the City of Belmont.

Strategic Focus Area

Quality of Life

Background

The Children's Outdoor Bill of Rights (COBOR) was originated at a California Roundtable on Recreation, Parks, and Tourism in 2001. The California COBOR was officially endorsed in 2007 by California Governor Schwarzenegger, the California State Park and Recreation Commission, and the California State Alliance of the YMCA. Since then, 15 states and several cities have adopted their own COBORs based on the unique goals that city or state has for its children's outdoor experiences.

The COBOR is a list of experiences that every child has the right to experience before entering high school or the age of 14. It is a public facing symbol of the overarching goals that a city or state has for its children's outdoor experiences and a marketing tool that raises awareness of the importance of children's participation outdoors and their connection to nature.

Analysis

Belmont Parks and Recreation staff collaborated with Belmont's Youth Advisory Committee (YAC) to brainstorm a list of experiences every child in Belmont has the right to experience. After discussion, Parks and Recreation staff and the YAC created a list of 8 experiences for Belmont's youth. This list was unanimously voted on and approved by all 18 YAC board members present at their December 15, 2022, meeting.

Belmont Children's Outdoor Bill of Rights:

- Play in a safe, welcoming, and culturally affirming neighborhood, schoolyard, park, or open space
- Follow a trail
- Walk, run, or bike to places close to home
- Connect with nature and wildlife by exploring outdoors
- Gaze at the night sky
- Be a part of a team through outdoor recreational activities



- Plant a seed for future generations to enjoy
- Learn how to protect and preserve the environment

This list was presented and discussed at the January 11, 2023, Parks and Recreation Commission Meeting and was unanimously approved by all 6 Commissioners. The Parks and Recreation Commission will review this list again in 2024 and propose further revisions for City Council review, if needed.

Staff recommends City Council consider the 2023 COBOR list presented this evening and provide feedback to staff. Upon Council's feedback staff will bring back the resolution for adoption at the February 28, 2023, City Council meeting.

Alternatives

1. Take No Action and refer to Staff for more information

Attachments

- A. [Cities Connecting Children to Nature - COBOR](#)
- B. [BELMONT'S COBOR](#)

Fiscal Impact

☒ No Fiscal Impact

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

CITY OF BELMONT

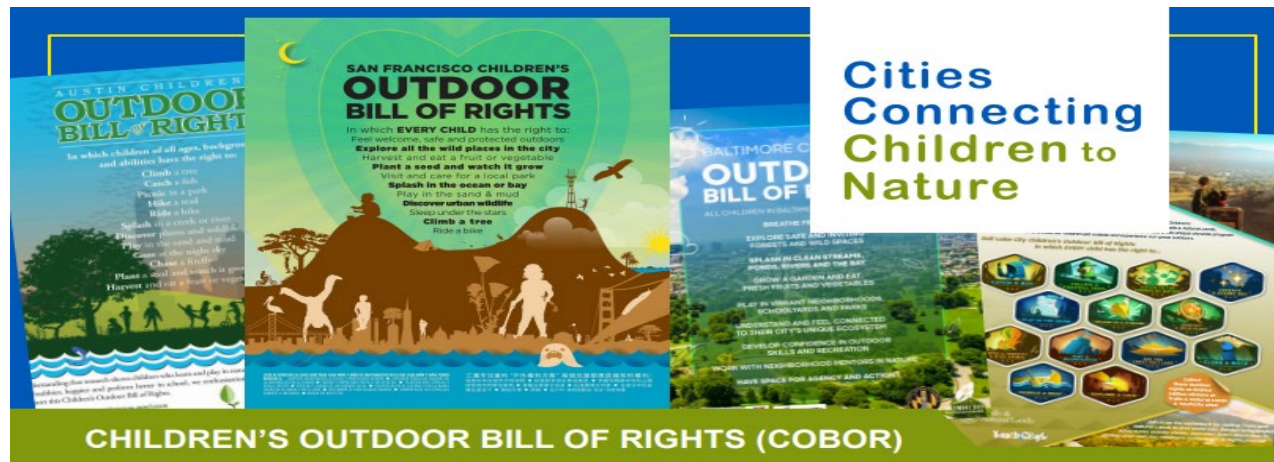
CHILDREN'S OUTDOOR BILL OF RIGHTS (COBOR)

DANIELLE GIULACCI,
RECREATION COORDINATOR



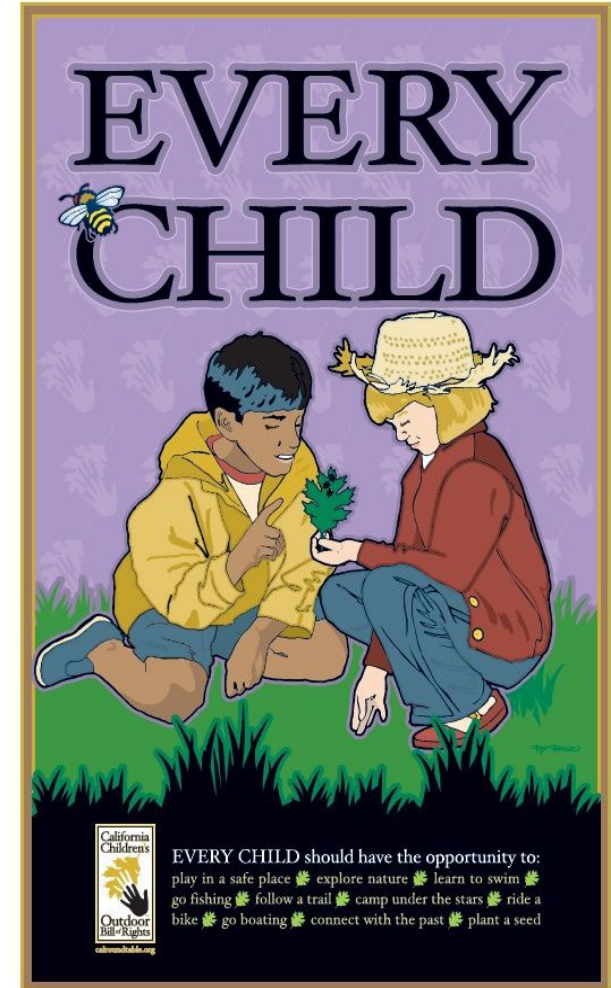
WHAT ARE COBORs?

- The Children's Outdoor Bill of Rights (COBOR) is a list experiences that every child has the right to experience before entering high school
- Public facing symbol of the overarching goals a city/state has for its children's outdoor experiences
- A messaging tool that raises awareness of the importance of children's participation in outdoor recreational activities and connection to nature



HISTORY OF COBOR

- Originated at a California Roundtable on Recreation, Parks, and Tourism in 2001
- In 2007, California Governor Schwarzenegger, the California State Park and Recreation Commission, and the California State Alliance of YMCA officially endorsed the California COBOR
- Since then, 15 states and several cities have COBORs in place or in development
 - San Francisco and Roseville



THE WHY

- Raise awareness of the benefits of outdoor recreational activities in children:
 - Health
 - School Performance
 - Social Skills
 - Self esteem
- Reduce sedentary behaviors in children
- Promote equitable access to outdoor recreational activities and nature for all Belmont children



BELMONT CHILDREN'S **OUTDOOR BILL OF RIGHTS**

In which **EVERY CHILD** has the right to:
Play in a safe, welcoming, and culturally affirming
neighborhood, schoolyard, park, or open space

Follow a trail

Walk, run, or ride to places close to home

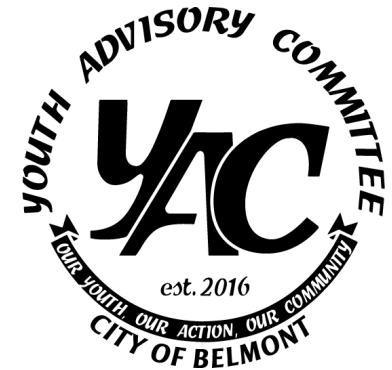
Connect with nature and wildlife by
exploring outdoors

Gaze at the night sky

Be a part of a team through outdoor
recreational activities

Plant a seed for future generations to enjoy

Learn how to protect and preserve
the environment



Refined and
approved by
Belmont's Youth
Advisory Committee
on Dec. 15, 2022.

Recommended by the
Parks and Recreation
Commission on Jan. 11,
2023, for Council review.

PLAY IN A SAFE, WELCOMING, AND CULTURALLY AFFIRMING NEIGHBORHOOD, SCHOOLYARD, PARK, OR OPEN SPACE



- Play positively influences children's development
 - Encourages creativity and imaginative play
 - Resolves conflict with peers
 - Allows for social engagement away from the influence of adults
 - Manages stress and negative emotions

FOLLOW A TRAIL



- Children are innately curious and exploring Belmont trails will allow them to:
 - Experience the diversity of open space, nature, and wildlife in Belmont
 - Observe seasonal changes to Belmont's flora and fauna
 - Relieve stress
 - Learn to cope with the uncertainty of an unknown but established trail, builds confidence

WALK, RUN, OR RIDE TO PLACES CLOSE TO HOME



- “Youth who live in neighborhoods where they can safely bike and walk to school and other destinations are significantly less likely to be obese” (Priedt, 2010).
- Adolescents, regardless of age and neighborhood risk, who bike or walk to school, are 30% more likely to bike or walk to other neighborhood destinations (Dollman & Lewis, 2007).
- A study showed that children completed learning tasks faster and more accurately following physical activity (Hillman et al., 2009).

Toolkit example: Map to access Bay Trail from 101 pedestrian/bicycle bridge

CONNECT WITH NATURE AND WILDLIFE BY EXPLORING OUTDOORS



- Children use all their senses while exploring outdoors, stimulates their imaginations
- Experiencing new nature or wildlife will result in a greater appreciation for sustaining their environment
- Building resilience

GAZE AT THE NIGHT SKY



- Opportunity to spend time outdoors away from indoor distractions and quietly reflect
 - Stress reliever
 - Learn about the astrological system

Toolkit example: Utilize Sky Guide app (free) to identify stars, planets, etc.

BE A PART OF A TEAM THROUGH OUTDOOR RECREATIONAL ACTIVITIES



- Includes informal and formal activities
 - Ex: Volunteering, pick up games, scavenger hunts, etc.
- Social skills
 - Learn how to take a win or loss
 - Cope with high-pressure situations
- Leadership Development
 - Teamwork
 - Time management
- Community engagement
 - Brings children together regardless of nationality, religion, culture, etc.
 - Develops sense of community pride

PLANT A SEED FOR FUTURE GENERATIONS TO ENJOY



- “Children educated early in life about the benefits of healthy eating and who are encouraged to grow their own fruits and vegetables are more likely to eat healthfully as adults” (McLennan, 2010).
- “Gardens that children help to plan allow close, personal experiences with the earth” (Blair, 2009).

Toolkit example: Collaborate with library to relaunch “Seed Library” program

LEARN HOW TO PROTECT AND PRESERVE THE ENVIRONMENT



- Children develop a sense of responsibility for preserving natural resources by giving back and leaving nature undisturbed or better than they found it
- Learn to value nature through involvement in activities like park cleanups, recycling, planting trees, etc.

NEXT STEPS

- Develop a toolkit on how to partake in COBOR experiences
 - Collaborate with local community stakeholders
- Implement into Camp SOAR 2023 programming
- Promote toolkit through social media platforms and local stakeholders (July 2023 – Parks Make Life Better Month)
- The Parks and Recreation Commission will review COBOR experiences in March 2024 and propose revisions for City Council review, if needed.





STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Scott Rennie, City Attorney
Agenda Title: Virtual Meetings in February
Agenda Action: Resolution

Recommendation

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

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

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

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

1. State or local officials have imposed or recommended measures to promote social distancing;
- or,
2. The legislative body determines by majority vote that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees.

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

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



meetings on September 28, 2021. Most recently, on January 10, 2023, the Council found that state and local officials have imposed or recommended measures to promote social distancing.

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

On February 25, 2022, Governor Newsom lifted many of his previous emergency order’s related to COVID-19 and left in place critical measures that support the state’s ongoing response and recovery efforts. On October 17, 2022, Governor Newsom announced that the state of emergency related to COVID-19 would end on February 28, 2023.

On January 17, 2023, the chief of San Mateo County Health issued a statement that included the following:

The risk of COVID-19 remains, but some impacts are lessening. [¶] Turning to COVID-19 for this update, it is important to know that we remain in a period of COVID-19 and multiple respiratory viruses circulating. Subvariants of Omicron, BQ.1, BQ1.1 and now XBB are gaining dominance to cause more transmission in the U.S. and California. These subvariants are highly transmissible and can evade antibodies, causing an increased risk of infections with at least mild-moderate symptoms and the potential to infect others. The COVID-19 vaccine, bivalent booster, and oral antiviral medication (Paxlovid) remain effective at preventing hospitalizations, and severe disease. [¶] Wastewater and other local surveillance data monitored by our epidemiology team suggest that there is a high level of COVID circulating in the Bay Area. The most recent data suggest an increasing COVID transmission while influenza and other respiratory viruses may be leveling out or beginning to decline. However, activity remains high relative to historical comparisons. The risk of infection from COVID and influenza continues to be high in San Mateo County.

The CDC continues to recommend that individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places. The CDC also continues to advise regardless of community transmission level that physical distancing along with other risk-reduction measures will help reduce the chances of spreading COVID-19 and especially recommends physical distancing when levels are medium or high. <https://www.cdc.gov/coronavirus>.

The emergency COVID-19 regulations of the California Department of Industrial Relations Division Occupational Safety and Health (Cal/OSHA) expired in January 2023 and have been replaced by COVID-19 Prevention non-emergency regulations. The new non-emergency regulations declare COVID-19 a workplace hazard and require employers to consider physical distancing as part of the employer’s COVID-19 prevention strategy in the employer’s Injury and Illness Prevention Program. (California Code of Regulations Title 8, Section 3205(c).)



Analysis

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

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

Alternatives

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

Attachments

- A. Draft resolution

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT RECONSIDERING THE COVID-19 STATEWIDE EMERGENCY AS OF FEBRUARY 14, 2023, FINDING THAT STATE AND LOCAL OFFICIALS CONTINUE TO RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING, AND DIRECTING THE COUNCIL’S CITIZEN ADVISORY BODIES TO MAKE CONSISTENT FINDINGS

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

WHEREAS, the City Council made findings under Government Code Section 54953(e) and began holding fully virtual public meetings on September 28, 2021, and most recently, on January 10, 2023, the Council found that state and local officials have imposed or recommended measures to promote social distancing; and,

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

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

WHEREAS, on October 17, 2022, Governor Newsome announced that the state of emergency related to COVID-19 would end on February 28, 2023; and,

WHEREAS, the Chief of San Mateo County Health in her January 2023 update states the risk of infection from COVID and influenza continues to be high in San Mateo County; and,

WHEREAS, the CDC continues to recommend that individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places, and the CDC also continues to advise regardless of community transmission level that physical distancing along with other risk-reduction measures will help reduce the chances of spreading COVID-19; and,

WHEREAS, the California Department of Industrial Relations Division Occupational Safety and Health (Cal/OSHA) non-emergency COVID-19 regulations encourage physical distancing as a COVID-19 prevention strategy (California Code of Regulations Title 8, Section 3205(c)).

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

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

SECTION 2. The subordinated legislative bodies of the city, including the commissions and other citizen advisory bodies, are directed to make findings consistent with the findings herein unless the body finds new information which was not known and could not have been known with the exercise of reasonable diligence as of February 14, 2023 that would prevent a reasonable decisionmaker from making either of the findings in Section 1 or the Council directs otherwise. Any finding inconsistent with the findings in Section 1 is subject to review and vacation by the Council.

SECTION 3. The resolution is effective immediately.

* * *

ADOPTED February 14, 2023 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

**MINUTES OF SPECIAL AND REGULAR MEETINGS OF CITY OF BELMONT CITY COUNCIL AND BELMONT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
TUESDAY, DECEMBER 13, 2022**

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

CALL TO ORDER: 6:00 PM

COUNCILMEMBERS PRESENT: Lieberman, Stone, Hurt, McCune, Mates

SPECIAL PRESENTATIONS

ACTION: On a motion made by Councilmember Stone and seconded by Councilmember Lieberman the Proclamations Honoring Congress Woman Jackie Speier and Assembly Member Kevin Mullin were moved to later in the meeting

Presentation of Beautiful Belmont Awards

Mayor Mates presented recognitions to the following awardees

Commercial

Firehouse Square – 1300 El Camino Real - Phase One
Ladera Garden and Gifts, Carlmont Shopping Center

Residential

1221 Irwin Street - owners George & Roula Bartsiokas
1706 Pine Knoll Drive – owners Marianne Santaguida & Josh Powell
801 Holly Road – Shoreline Assets Group

Presentation of Community Service Award

Mayor Mates explained that the Belmont's Community Service Award is designed to recognize a Belmont resident who has made significant impacts on the quality of life in Belmont. She explained the nomination process and recognized the following awardees:

Ardythe Andrews for her volunteer efforts in fundraising for Belmont schools, PTA and SchoolForce

Adele Carney for her work with Belmont Library

Lois Peterson for her volunteerism with the Homeless Cat Network in Belmont.

Bill and Diane Piedemonte - special Thank You for their generous contributions to the Belmont Rotary Scholarship fund

Adjournment at this time being 6:15 PM

REGULAR MEETING

CALL TO ORDER: 6:30 PM

ROLL CALL

COUNCILMEMBERS PRESENT: Lieberman, Stone, Hurt, McCune, Mates

PLEDGE OF ALLEGIANCE

Led by the Belmont Police Department Color Guard

REPORT FROM CLOSED SESSION

A closed session was not held.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Melissa Lukin, commented on the intersection of Ralston and Pullman.

Lauren Boro, Hip Housing, commented on the services provided by HIP Housing.

COUNCILMEMBER ANNOUNCEMENTS

Councilmember Hurt invited the public to an upcoming scoping plan on carbon neutrality meeting in Sacramento.

Councilmember Lieberman announced an adult hockey league in San Mateo.

CONSENT BUSINESS

Resolution 2022-120 finding that the COVID-19 statewide emergency remains in effect and that state and local officials continue to recommend measurements to promote social distancing and directing the Council's Citizen Advisory Bodies to make consistent findings.

Approved **Meeting Minutes** of BFPD 2022 and Council Special Meeting Minutes of November 29, 2022 as presented.

Resolution 2022- 121 accepting the work for the North Road Pump Station and Force Main Project construction, City Contract Number 2019-575, by Casey Construction, Inc. allowing for the filling of a Notice of Completion for the project.

Resolution 2022-122 accepting work and authorizing the issuance of a Notice of Completion for the Belmont Pavement Preservation Project, City Contract Number 2022-608, for a final contract cost of \$625,908.75.

Resolution 2022-123 amending the Task Order #10 with MNS Engineers, Inc. (MNS), for construction management and inspection services for the 815 Old County Road Sanitary Sewer Main Upgrade, for an additional amount of \$184,000, bringing to a total amount not to exceed \$381,314.

Resolution 2022-124 Amending the Council's Code of Ethics and Conduct for Elected and Appointed Officials.

Introduced 2022 Energy Reach & EV Infrastructure Code Amendments Ordinance and set a Public Hearing date for the Ordinance for January 10, 2023.

Resolution 2022-125 authorizing the City Manager to negotiate and execute a Memorandum of Understanding between the City of Belmont and the Belmont Community Foundation.

Mayor Mates stated that she is recusing herself from vote on Resolution to 2022-125 Memorandum of Understanding (MOU) between the City of Belmont and the Belmont Community Foundation since she is currently on the foundation's board.

City Manager Oskoui clarified that a final MOU will come before the Council for a vote at a later date.

In response to Councilmember McCune, City Attorney Rennie stated that descriptive language defining council advisory bodies can be included in a future iteration on the Council Code of Conduct that is reflective to what is provided in the City Code.

Mayor Mates noted additional language to the Code of Conduct stating that the five Councilmembers representing the new election districts will continue to make decisions that are in the interest of the entire City.

ACTION: On a motion made by Councilmember Hurt and seconded by Councilmember McCune the Consent Business was unanimously approved by a roll call vote. (5-0). Mayor Mates recused on the Belmont Community Foundation MOU.

PUBLIC HEARINGS

None

GENERAL BUSINESS

November 8, 2022, Regular Municipal Election Results

City Clerk Plut explained that county elections official Mark Church completed the canvass of the election returns. She noted that the Elections Code requires that the City Council take action to certify the election results.

ACTION: On a motion made by Councilmember Stone and seconded by Councilmember Lieberman **Resolution 2022-126** declaring the results of the regular municipal election held November 8, 2022, for Mayor-at-Large, Councilmembers in District 1 and 3, and Measure K was unanimously approved by a roll call vote (5-0).

Council Reorganization including Oath of Office for Newly Elected Members, Selection of Vice Mayor for 2023 and Remarks from Outgoing Councilmembers

Mayor Mates provided a brief 2022 year in review focusing on the five council strategic focus areas and noted major accomplishments in those areas throughout the year, including strides the City made in providing affordable housing. She highlighted the return of several City services put on hiatus during the Covid-19 pandemic.

Recognition of Outgoing Councilmember Warren Lieberman

Mayor Mates read and presented a proclamation recognizing twenty years of outstanding public service provided by Councilmember Lieberman.

Comments provided by Councilmember Liberman's wife Gracie and son Max as well as numerous members of the public and local dignitaries.

Congressman Kevin Mullin and Joan Dentler from the office of Senator Josh Becker presented Councilmember Lieberman with a legislative resolution.

Councilmembers provided comments in honor of Councilmember Lieberman's public service.

City Manager Oskoui provided comments in honor of Councilmember Lieberman's service and presented a token of appreciation to his family on behalf of the City.

Councilmember Lieberman provided his outgoing remarks.

ITEMS TAKEN OUT OF ORDER

Proclamation Honoring Congress Woman Jackie Speier

Mayor Mates read the proclamation recognizing the public service provided by Congresswoman Speier and especially as it relates to the City of Belmont and wished her a restful retirement. (Ms. Speier was unable to attend)

Proclamation Honoring Assembly Member Kevin Mullin

Mayor Mates read the proclamation recognizing Assembly Member Kevin Mullin for public service and his efforts related to the City of Belmont. She congratulated him as member elect to the United States House of Representatives representing California's Fifteenth Congressional District.

Recognition of Outgoing Councilmember Stone

Mayor Mates read and presented a proclamation recognizing outstanding public service provided by Councilmember Stone.

Comments provided by Councilmembers daughters Sara and Sophia as well as numerous members of the public and local dignitaries.

Congressman Kevin Mullin and Joan Dentler from the office of Senator Josh Becker presented a Councilmember Stone with a legislative resolution.

Councilmembers provided comments in honor of Councilmember Stone's public service.

City Manager Oskoui provided comments in honor of Councilmember Stone's service and presented a token of appreciation to his family on behalf of the City.

Councilmember Stone provided his outgoing remarks.

ACTION: On a motion made Councilmember Stone and seconded by Councilmember Lieberman the Meeting was extended by 30 minutes.

Council Reorganization

Congressman Elect Mullin administered the Oath of Office to Belmont's First Mayor Elect Julia Mates.

City Manager Oskoui presented Mayor Mates with a mayor's gavel.

Steven and Gary Pang-Maganaris administered the Oath of Office to Councilmember Robin Pang-Maganaris representing Belmont's District 3.

Elly and Eli Latimerlo administered the Oath of Office to Councilmember Gina Latimerlo representing Belmont's District 1.

Councilmembers Latimerlo and Pang-Maganaris thanked their families and the Belmont community for the opportunity to serve.

Appointment of Vice Mayor

ACTION: On a motion made by Councilmember McCune and by roll call vote **Resolution 2022-127** Appointing Councilmember Hurt as Vice Mayor for 2023 was unanimously approved by a roll call vote (5-0).

Mayor Mates provided comments of gratitude to the residents of Belmont, staff and colleagues and a brief overview of her Mayoral forecast for 2023.

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

None reported

Verbal report from City Manager

City Manager Oskoui offered congratulations to the newly seated Council.

MATTERS OF INTEREST/CLARIFICATION

None

ADJOURNMENT at this time being 10:30 pm

**Jozi Plut
City Clerk**

**MEETING MINUTES OF SPECIAL AND REGULAR CITY OF BELMONT CITY COUNCIL AND BELMONT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
Tuesday, January 24, 2023**

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

CALL TO ORDER: 5:30 PM

ITEMS OF BUSINESS

ROLL CALL

COUNCILMEMEBERS PRESENT: McCune, Pang-Maganaris, Hurt, Mates

COUNCILMEMBERS ABSENT: Latimerlo

Public Comment on Closed Session Items

No member of the public came forward.

CLOSED SESSION

A. Conference with Legal Counsel (Govt Code Section 54956.9(d)(1) Pending Litigation, two cases:

Carrillo v. City of Belmont, U.S.D.C.ND.Cal.22-CV-07658-JCS Cuvillo v. City of Belmont et al, U.S.D.C.ND.Cal.23-CV-0029-LB

B. Conference with Real Property Negotiators (Govt Code Section 54956.8) for city property located at El Camino Real at Hill Street, APN's 045-163-070, 045-162-070, 045-162-080, 045-162-090

Agency Negotiators: Afshin Oskoui, Scott Rennie, Jennifer Rose

Negotiating Parties: City of Belmont and Linc-Hill Street, L.P.

Under Negotiation: Price and terms of payment for sale of city property

ADJOURNMENT at this time being 6:10 P.M.

COUNCILMEMEBERS PRESENT: McCune, Latimerlo (joined at 6:30 pm via Zoom) Pang-Maganaris, Hurt, Mates

SPECIAL PRESENTATIONS – 6:15 P.M.

State Legislative Advocacy for the City

Alyssa Silhi, RPPG, City of Belmont Legislative Advocacy Consultant provided an update on the City's legislative platform and advocacy. She outlined activities by RPPG on behalf of the City noting that the City last year positioned on five legislative and fiscal measures in Sacramento of which three measures resulted in successful outcome including securing 3.5 million dollars in the State budget for City projects including the Alameda De Las Pulgas Corridor Project and the successful protection of Education Revenue Augmentation Fund (ERAF) and Vehicle License Fee (VLF) funds. She provided key points of the State Budget and identified areas of most significance to the City are 1) increased housing accountability, and 2) the failure to include San Mateo County's VLF short fall claim with an impact to City this year being \$500,000. She noted that the

San Mateo delegation will work on placing the claim into the budget by the May due date. She outlined new housing laws and noted that Belmont is a good actor on housing including increasing density and production.

Ms. Silhi explained that RPPG performed an annual review of Belmont's State Legislative Platform and made suggested additional language in the areas of Housing and Land Use, Community Services, Infrastructure Maintenance and Rehabilitation, and Public Safety.

Council deliberated and concurred on the suggested language.

Councilmember Hurt suggested adding language for securing resources for mental health services to first responders and the community. She also suggested including language for public transit investments for multimodal transportation efforts.

Council discussion ensued regarding language in regard to the Brown Act flexibility. Ms. Silhi noted that more legislative action will come forth in the legislation in the coming months. City Manager Oskoui noted that virtual opportunities for public participation will remain in place.

Council concurred to add language to include proposals to recognize and incentives good actor cities in regard to housing.

Mayor Mates suggested increased language to protect cities from state overreach on ERAF and VLF.

Council concluded the discussion.

ADJOURNMENT at this time being 7:00 P.M.

REGULAR MEETING

CALL TO ORDER: 7:05 P.M.

ROLL CALL

COUNCILMEMBERS PRESENT: McCune, Latimerlo (virtual), Pang-Maganaris, Hurt, Mates

PLEDGE OF ALLEGIANCE

Led by Mayor Mates.

REPORT FROM CLOSED SESSION

City Attorney Rennie stated that there is no reportable action from the earlier held closed session.

SPECIAL PRESENTATIONS

January 2023 Human Trafficking Prevention Month Proclamation

Mayor Mates read the proclamation.

Pamela Estes, San Mateo County Human Trafficking Program Coordinator, thanked the Council for recognizing January as Human Trafficking Prevention Month and provided an overview of the County's program and services.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

COUNCILMEMBER ANNOUNCEMENTS

Councilmember Hurt announced the Martin Luther King Essay Contest.

Mayor Mates on the behalf of the Council denounced the tragic shootings in Monterey Park and Half Moon Bay, she provided information on opportunities to help the two communities and provided information on mental health crisis hotline. She announced upcoming community events.

CONSENT BUSINESS

Intergovernmental Assignments for 2023

January 10, 2023 Council meeting minutes as presented

Resolution 2023-005 approving the plans and specifications, authorizing advertisement for sealed bids, and authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$352,000 plus a ten percent construction contingency for the Ralston Avenue Adaptive Signal Control Technology Project, Cabinet Relocations, City Contract Number 2022-623

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

PUBLIC HEARINGS

None

GENERAL BUSINESS

Creation of New Classifications, Administrative Services Director and Payroll Manager; and Revision of the Master Pay Schedule

Interim Assistant City Manager Stevenson provided a brief overview of the job descriptions. In response to Council questions, she explained that there is an immediate need for the positions to fill vacancies. She noted that filling the Administrative Services position will be instrumental in filling the needs and objectives of the human resources and information technology departments.

City Manager Oskoui explained that the City is currently recruiting for the Payroll Manager position. He also explained that he is undertaking an organizational evaluation to assess the structural needs of the organization.

Public Comments

Unidentified caller commented on the need for additional personnel.

ACTION: On a motion made by Councilmember McCune and seconded by Councilmember Hurt **Resolution 2023-006** approving the creation of new job classifications, Administrative Services Director, and Payroll Manager; and revising the City's Master Employee Pay Schedule, to include Administrative Services Director and Payroll Manager, in accordance with California Public Employees Retirement System (CalPERS) regulations was unanimously approved by a roll call vote (5-0)

Belmont Community Foundation Memorandum of Understanding

Parks and Recreation Director Shearer explained that the Barret Community Center (BCF) is aging out and improvements to the property are estimated to cost over 70 million dollars. She also explained that in November 2022 the Council received a presentation from the representatives of the Belmont Community Foundation, in December the Council authorized the City Manager to negotiate and execute a memorandum of understanding (MOU) to document the BCF and City's intent of realizing a new community center and continued access and improvement to recreation programs. She noted that under the MOU the foundation will independently raise funds thru capital campaigns.

Mayor Mates stated that she recently resigned from the BCF Board to avoid appearance of impropriety.

Public Comment

Email correspondence was received o the item.

ACTION: On a motion made by Councilmember McCune and seconded by Councilmember Pang-Maganaris **Resolution 2023-007** Authorizing The City Manager To Execute a Memorandum of Understanding Between The City of Belmont And The Belmont Community Foundation and a motion to designate the Mayor and Vice Mayor as Council representatives to the Foundation's Board of Directors was unanimously approved by a roll call vote (5-0).

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

Councilmembers reported on their assignments.

Verbal report from City Manager

City Manager Oskoui recognized Economic Development and Housing Manager Rose and Community Development Director De Melo on their efforts in preparing the Housing Element for adoption by Council on an upcoming. He announced upcoming Parks and Recreation events and recruitments for summer employment and internship opportunities. He announced that FEMA was performing storm damage assessments in the City.

MATTERS OF INTEREST/CLARIFICATION

None

ADJOURNMENT at this time being 7:45 P.M. in memory of Belmont Community Leader and former Councilmember and Mayor George Metropulos.

Jozi Plut
City Clerk

DRAFT

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

Monday, January 30, 2023

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

CALL TO ORDER: 12:45 PM

ROLL CALL

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

COUNCILMEMBERS ABSENT: McCune

ITEMS OF BUSINESS

CLOSED SESSION

A. Conference with Labor Negotiators (Govt. Code Section 54957.6)

Agency designated representative: Afshin Oskoui, City Manager, Employee Organization
American Federation of State, County and Municipal Employees (AFSCME) Local 829

Adjourn to other business on the agenda at this time being 12:55 PM

CONSENT BUSINESS

None

PUBLIC HEARING - 1:00 pm

Housing Element 2023-2031 Adoption and Certification of Final Environmental Impact Report

Housing and Economic Development Manager Rose provided an overview of 2023-2031 Housing Element and Final Environmental Review process. She noted that the City submitted the draft documents to the California Housing and Community Development Department (HCD) in August 2022 and comments were received in November 2022. She outlined the public hearing process on the draft revisions to be submitted as final to the HCD due at the end of January 2023.

Public Comments provided by the following

Jeremy Levine

Jennifer Hennings

Moises Villed

Council deliberation ensued. Council concurred to further incentivize additional accessory units (ADUs), including multi use development and support more affordable housing.

Ms. Rose noted that the Belmont Planning Commission held a public hearing on January 17, 2023 and adopted resolutions recommending that the City Council certify the Final EIR and adopt the General Plan Housing Element 2023-2031.

ACTION: On a motion made by Councilmember Hurt and seconded by Councilmember Pang-Maganaris **Resolution 2023-008** Certifying The Final Environmental Impact Report And Adopting Findings And Statement Of Overriding Considerations, And A Mitigation Monitoring And Reporting Program Under The California Environmental Quality Act For The General Plan 2023-2031 Housing Element Update was approved by a roll call vote (4-1) McCue Absent.

ACTION: On a motion made by councilmember Hurt and seconded by Councilmember Latimerlo **Resolution 2023-009** Adopting General Plan Amendment To Repeal The 2015-2023 Housing Element and Adopt The Housing Element Of The 2035 General Plan For The Period Of 2023-2031, In Compliance With State Housing Element Law was approved by a roll call vote (4-1) McCue Absent.

GENERAL BUSINESS

Service Agreement with Good City Company for Harbor Industrial Area (HIA) Specific Plan and Environmental Impact Report (EIR)

Community Development Director De Melo explained that the Unincorporated Harbor industrial Area (HIA) was identified as a special study area, and previous studies indicated that annexation of the HIA to Belmont would diversify Belmont's existing labor source and add to the City's total employment by around 20 percent. He noted that a key objective identified in the City's 2017 General Plan (GP) update was to advance long-term efforts to achieve annexation of the HIA and fully integrate it into the Belmont community. He further noted that the City and County are working toward that objective. He explained Good City Company was identified to consult on the HIA Specific Plan and Environmental Impact Report (EIR) and recommends approval of a service agreement with the consultant.

Public Comment

No member of the public came forward to speak.

Council deliberation ensued.

ACTION: On a motion made by Councilmember Latimerlo and seconded Councilmember Pang-Maganaris **Resolution 2023-10** authorizing the City Manager to enter into a Services Agreement with the Good City Company for preparation of the Harbor Industrial Area (HIA) Specific Plan and Environmental Impact Report (EIR)

Report from Closed Session

City Rennie stated that a final agreement was reached on a side letter 2 with labor group AFSCME.

ADJOURNMENT at this time being 2:10 PM

**Jozi Plut
City Clerk**

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

EOC 2nd Floor City Hall, One Twin Pines Lane, Belmont, California

TUESDAY, JANUARY 31, 2023

ITEMS OF BUSINESS

CALL TO ORDER: 5:30 PM

ATTENDED BY COUNCILMEMBERS: Latimerlo, Pang-Maganaris, Hurt, Mates

ABSENT: McCune

GENERAL BUSINESS

Councilmembers discussed the interview process and conducted interviews of the following:

Planning Commission Candidates

Joanna Adamkewicz

Sven Edlund

Jennifer Hennings

Surya Singh

Parks And Recreation Commission Candidates

Adar Emken

Rupa Guha

Scott Hill

Avery Lyford,

Kristin Pene

ADJOURNMENT at this time being 7:40

**Jozi Plut
City Clerk**

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

TUESDAY, DECEMBER 13, 2022

ITEMS OF BUSINESS

ROLL CALL

BOARDMEMBERS PRESENT: Lieberman, Stone, Hurt, McCune, Mates

BOARDMEMBERS ABSENT: none

No Belmont Fire Protection District action on this agenda.

ADJOURNMENT at this time, being 10:30 pm.

**Jozi Plut
District Secretary**

**MEETING MINUTES OF REGULAR MEETING OF DIRECTORS OF BELMONT FIRE
PROTECTION DISTRICT
ONE TWIN PINES LANE, BELMONT, CALIFORNIA**

TUESDAY, JANUARY 10, 2023

CALL TO ORDER 7:00 PM

ROLL CALL

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

ITEM APPROVED ON CONSENT BUSINESS

No Fire Protection District items on the agenda.

ADJOURNMENT at this time, being 8:55 PM

**Jozi Plut
District Secretary**

**MEETING MINUTES OF REGULAR MEETING OF DIRECTORS OF BELMONT FIRE
PROTECTION DISTRICT
ONE TWIN PINES LANE, BELMONT, CALIFORNIA**

TUESDAY, JANUARY 24, 2023

CALL TO ORDER 7:00

ROLL CALL

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

ITEM APPROVED ON CONSENT BUSINESS

No Fire Protection District items on the agenda.

ADJOURNMENT at this time being 7:45 P.M. in memory of Belmont Community Leader and former Councilmember and Mayor George Metropulos.

**Jozi Plut
District Secretary**



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD
- Some funds experiencing cyclical deficits

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Development Services
- Belmont Fire Protection District
- Affordable Housing Successor
 - Planned Park
- Sewer Collection System
 - Sewer Treatment
 - Measure W
- Liability Insurance

Notable Fund Balance Decrease compared to prior YTD:

- Street Improvements

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

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

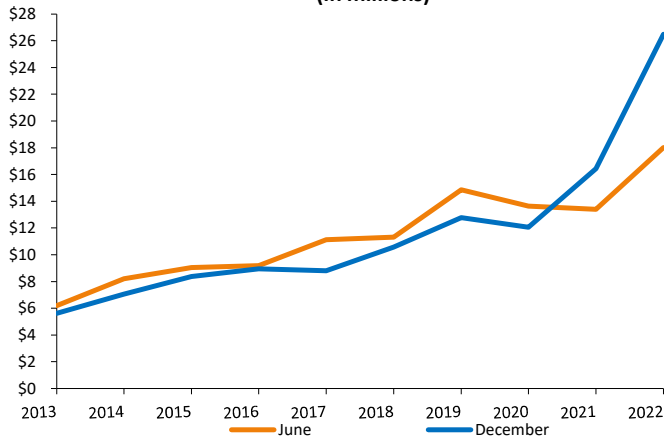
These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in these reports should be addressed to financedept@belmont.gov or for additional information regarding the City's financial activities, including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



City of Belmont
Performance at a Glance
Results for the Period Ended December 31, 2022
 (000's)



General Fund Balance Trend
 (in millions)



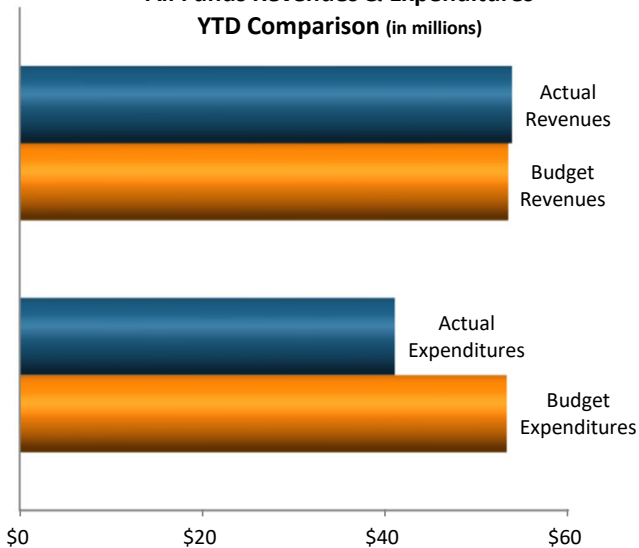
General Fund Balance Trends*

6/30/2013	\$6,200	Audited
6/30/2014	\$8,204	Audited
6/30/2015	\$9,049	Audited
6/30/2016	\$9,177	Audited
6/30/2017	\$11,128	Audited
6/30/2018	\$11,325	Audited
6/30/2019	\$14,846	Audited
6/30/2020	\$13,637	Audited
6/30/2021	\$13,398	Audited
6/30/2022	\$18,013	Audited

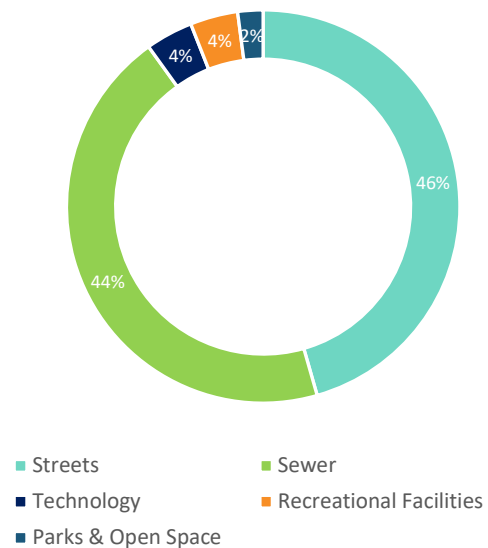
12/31/2022 **\$26,494** **Unaudited**

* excludes Measure I

All Funds Revenues & Expenditures
YTD Comparison (in millions)



Capital Improvement Plan



General Fund

The General Fund balance is \$26.5 million, a \$8.5 million increase compared to amount at the prior fiscal year end. The increase compared to the 6/30/22 balance was primarily due to the receipt of the second and last tranche of one-time \$3.2 million in ARPA Federal Coronavirus State and Local Fiscal Recovery Funds, \$3.7 million VLF which includes a \$1.5 million reimbursement in August due to the shortfall from two years prior, as well as transient occupancy tax recovering from the prior year.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3) the Recreation Fund, Street Maintenance, and Facilities Management Fund have deficits and are expected to be eliminated in a future period.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended December 31, 2022
(000's)



Fund	Fund Name	Audited Fund Balance 06/30/22 (1)	Revenues					Expenditures					Unaudited Fund Balance 12/31/22 (1)+(2)-(3)	PY YTD Fund Balance 12/31/21	
			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	\$18,013	\$15,481	\$19,540	\$4,058	126%	\$14,268	\$14,153	\$11,058	\$3,095	78%	\$10,335	\$ 26,494	16,441	
102	Measure I	2,938	1,085	802	(283)	74%	785	2,700	426	2,274	16%	736	3,315	3,800	
SPECIAL REVENUE FUNDS															
205	Recreation	(0)	1,951	861	(1,090)	44%	645	1,924	1,578	346	82%	1,338	(717)	(787)	
206	Library Maintenance & Operation	836	152	159	6	104%	152	360	175	186	48%	184	820	930	
207	Athletic Field Maintenance	376	45	66	20	145%	58	135	29	106	21%	35	413	400	
208	City Tree	297	5	4	(1)	75%	5	37	21	16	57%	22	280	309	
209	Senior Services Donation	90	2	1	(1)	33%	0	0	0	0	N/A	0	91	86	
210	Development Services	1,084	2,764	2,306	(457)	83%	2,079	2,839	2,377	462	84%	2,246	1,013	0	
212	General Plan Maintenance	1,305	251	403	152	161%	75	515	71	444	14%	0	1,637	814	
223	Belmont Fire Protection District	16,217	7,303	8,683	1,381	119%	6,229	6,163	7,045	(882)	114%	8,818	17,856	12,819	
225	Police Grants and Donations	33	0	0	0	409%	0	3	2	0	88%	1	31	34	
227	Supplemental Law Enforcement	-	89	104	15	117%	107	82	88	(6)	108%	119	16	(37)	
231	Street Maintenance	-	1,180	610	(570)	52%	563	1,217	1,150	66	95%	992	(540)	228	
232	RMRA Street Project	-	303	255	(48)	84%	223	385	7	378	2%	619	248	(71)	
233	Measure W	1,457	276	316	40	115%	359	160	0	160	0%	0	1,773	340	
234	Street Improvements	905	795	895	100	113%	1,666	1,186	747	439	63%	1,521	1,053	2,775	
237	Traffic Impact	200	407	1	(406)	0%	200	0	0	0	N/A	0	201	0	
239	Public Art	396	158	1	(157)	1%	0	0	0	0	N/A	0	397	0	
275	Affordable Housing Successor	6,468	2,146	2,968	823	138%	40	1,318	262	1,055	20%	241	9,174	3,487	
277	Inclusionary Housing	2,452	397	1	(396)	0%	0	83	0	83	0%	0	2,453	2,385	
Total Special Revenue		32,117	18,222	17,633	(590)	97%	12,402	16,405	13,553	2,853	83%	16,135	36,197	23,712	
CAPITAL PROJECT FUNDS															
308	General Facilities	725	19	2	(16)	12%	0	186	5	180	3%	85	722	743	
310	Infrastructure	2,810	608	267	(341)	44%	1	1,279	814	465	64%	180	2,263	2,122	
312	Comcast PEG Program	396	0	1	1	475%	33	60	0	60	0%	0	397	363	
341	Planned Park	1,989	700	413	(287)	59%	0	375	373	2	99%	424	2,030	(67)	
342	Park Impact	327	1,407	283	(1,124)	20%	0	656	151	505	23%	0	459	1,397	
343	Open Space	164	4	3	(1)	80%	0	64	24	40	38%	7	144	199	
704	Special Assessment Districts	308	0	1	1	436%	0	0	0	0	N/A	0	309	308	
Total Capital Projects		6,719	2,739	971	(1,768)	35%	34	2,619	1,367	1,252	52%	696	6,323	5,065	
DEBT SERVICE & OTHER FUNDS															
406	Library Bond Debt Service	270	337	347	10	103%	337	342	531	(189)	155%	517	86	87	
501-505 Sewer Collection System															
507	Sewer Treatment	25,616	7,891	8,033	143	102%	7,055	8,053	5,243	2,811	65%	4,749	28,407	22,501	
525	Storm Drainage Enterprise	25,992	1,576	1,586	10	101%	1,573	2,137	2,275	(138)	106%	2,535	25,304	23,338	
530	Solid Waste Management	2,588	1,102	606	(496)	55%	495	1,463	810	653	55%	943	2,385	3,073	
570	Worker's Compensation	1,766	274	234	(40)	85%	223	278	257	21	92%	196	1,742	1,582	
571	Liability Insurance	1,537	349	402	53	115%	375	354	648	(294)	183%	551	1,291	1,160	
572	Self Funded Vision	3,386	351	(121)	(473)	-35%	(1,418)	534	600	(67)	113%	495	2,665	1,462	
573	Fleet & Equipment Management	-	1	0	(1)	2%	5	2	(5)	8	-219%	(4)	5	9	
574	Facilities Management	7,438	2,227	2,244	17	101%	2,558	2,435	2,253	182	93%	1,812	7,429	6,483	
575	Benefit Prefunding	0	1,099	883	(216)	80%	833	1,164	1,230	(66)	106%	1,066	(347)	(214)	
Total Debt & Other		1,082	737	698	(39)	95%	688	656	813	(157)	124%	1,019	967	1,114	
Total All Funds		\$129,464	\$53,472	\$53,858	\$386	101%	\$44,137	\$53,297	\$41,060	\$12,236	77%	\$42,613	\$142,261	\$109,615	

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, 2022
(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	\$10,225	\$11,924	\$1,699	117%	\$20,449	\$7,940	\$9,438	\$10,075	\$637	107%	\$18,875	\$11,875
<i>Property Taxes</i>	3,390	3,634	244	107%	6,780	2,965	7,238	8,237	999	91%	14,476	10,116
<i>Sales Taxes</i>	2,068	1,584	(485)	77%	4,136	1,476	1,711	1,335	(376)	71%	3,423	1,238
<i>Other Taxes</i>	4,766	6,706	1,939	141%	9,533	3,499	488	503	15	99%	977	521
Licenses and permits	562	494	(68)	88%	1,124	414	929	1,180	251	127%	1,858	887
Intergovernmental	1,743	3,400	1,658	195%	3,486	3,336	2,120	1,508	(612)	71% b	4,240	1,415
Charge for services	2,232	2,282	50	102%	4,464	2,125	19,937	17,711	(2,226)	89% c	39,874	16,255
Fines and forfeits	83	60	(23)	73%	165	54	-	-	-	N/A	-	-
Use of money and property	469	1,374	905	293%	938	382	267	979	712	367%	534	158
Miscellaneous	168	5	(163)	3% a	337	17	99	(82)	(181)	-83% d	198	(737)
Other financing sources	-	-	-	N/A	-	-	1,955	2,947	992	151%	3,910	17
Operating transfers in	-	-	-	N/A	-	-	3,246	-	(3,246)	e	6,491	-
Total Revenues	15,481	19,540	4,058	126%	30,963	14,268	37,990	34,318	(3,672)	90%	75,981	29,869
EXPENDITURES												
General government	3,507	2,878	(629)	82%	7,013	2,567	4,067	4,324	257	106% f	8,134	3,886
Public safety	7,329	7,174	(155)	98%	14,658	6,858	6,243	7,135	892	114% g	12,486	8,938
Streets and utilities	-	-	-	N/A	-	-	16,565	9,587	(6,978)	58%	33,129	11,357
Culture and recreation	1,107	1,007	(100)	91%	2,214	910	4,167	3,350	(817)	80%	8,335	2,906
Urban redevelopment	-	-	-	N/A	-	-	3,772	1,928	(1,843)	51%	7,543	1,895
Debt service	-	-	-	N/A	-	-	3,294	3,677	383	112% h	6,589	3,296
Operating transfer out	2,210	-	(2,210)		4,420	-	1,036	-	(1,036)		2,071	-
Total Expenditures	14,153	11,058	(3,095)	78%	28,306	10,335	39,144	30,002	(9,142)	77%	78,287	32,278
EXCESS OF REVENUES OVER												
(UNDER) EXPENDITURES	\$1,328	\$8,481	\$964		\$2,657	\$3,933	(\$1,153)	\$4,316	(\$12,814)		(\$2,306)	(\$2,409)

Management Discussion and Analysis
(Items with unfavorable budget variance more than \$0.1 million)

General Fund:

Revenues

a) 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.

Other Funds

Revenues

b) Intergovernmental - The revenue will be received in a future reporting period and includes activities related to the prior fiscal year, which are subject to accounting adjustment.

c) Charges for Services - Various in lieu/impact fees budgeted for are not materialized in the current reporting period.

d) Miscellaneous - This revenue is subject to an accounting adjustment during the fiscal year closing process related to claims liability.

e) Operating Transfers In - Budgeted operating transfers will be recorded at the end of the fiscal year based on actual results.

Other Funds

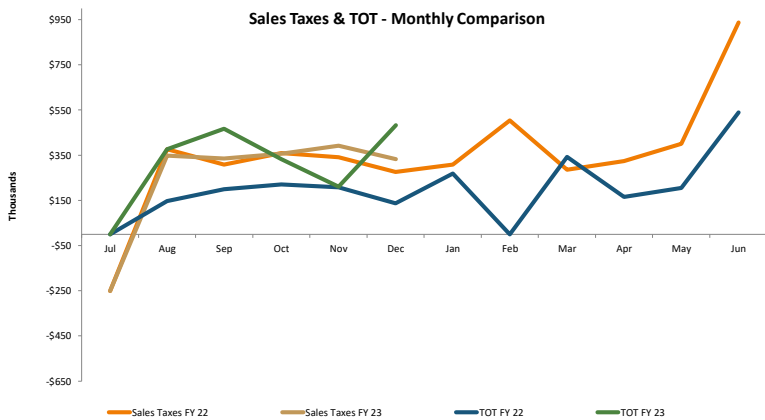
Expenditures

f) General Government - The annual insurance premiums and OPEB contributions were paid in July.

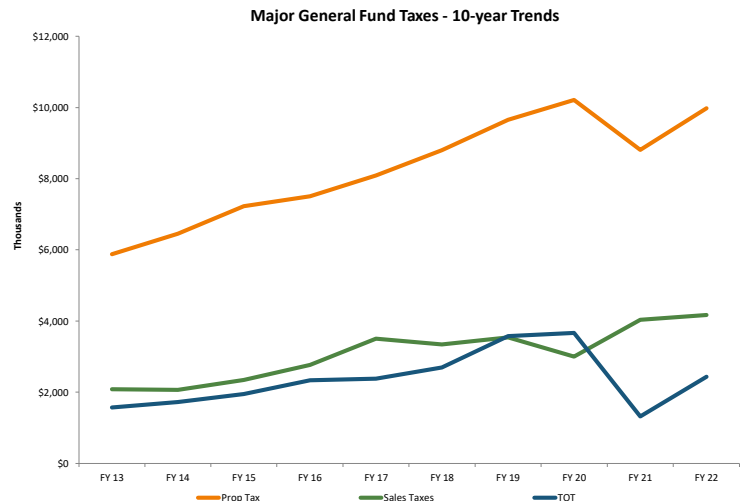
g) Public Safety - First quarter payment of \$1.7 million to BSCFD and two quarter payments of \$4.4 million to San Mateo Consolidated Fire Department.

h) Debt Service - Semi-annual debt service on bonds were paid in August.

Trends



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



City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended December 31, 2022



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
ADP	PAYROLL PPE 11/26/2022 TAXES	12/2/22	DAJ000007854	107,075.96
ADP	PAYROLL PPE 12/10/2022 TAXES	12/16/22	DAJ000007859	113,928.39
ADP	PAYROLL PPE 12/24/2022 TAXES	12/30/22	DAJ000007862	91,179.44
ARNOTT, SANDIE	SEWER USAGE FEES	12/2/22	1203273	104,145.06
CALPERS	HEALTH PREMIUM DEC	12/9/22	DAJ000007817	159,420.74
CALPERS	COB CONTRIBUTION PPE 11/12/2022	12/13/22	DAJ000007830	107,401.31
CALPERS	COB CONTRIBUTION PPE 11/26/2022	12/28/22	DAJ000007840	108,050.98
CITY OF BELMONT EMPLOYEES	PAYROLL 12/2/2022	12/2/22	DAJ000007853	411,177.06
CITY OF BELMONT EMPLOYEES	PAYROLL 12/16/2022	12/16/22	DAJ000007857	432,218.16
CITY OF BELMONT EMPLOYEES	PAYROLL 12/30/2022	12/30/22	DAJ000007863	385,548.70
GCS ENVIRONMENTAL EQUIP SVCS	PURCHASE OF STREET SWEEPER	12/9/22	1203288	312,634.75
MNS ENGINEERS INC	HILLER STREET SANITARY SEWER PROJECT	12/16/22	EFT00030518	111,882.64
PG&E	GAS & ELECTRICITY-VARIOUS SITES	12/29/22	DAJ000007841	59,096.60
SAN MATEO CONSOLIDATED FIRE DEPARTMEN	Q3 CONTRIBUTIONS	12/16/22	EFT00030522	2,180,635.75
SAN MATEO COUNTY - HEALTH	ANIMAL CONTROL FEE	12/16/22	1203325	144,502.00
SILICON VALLEY CLEAN WATER	JANUARY CONTRIBUTIONS	12/16/22	EFT00030508	303,292.00

Total Disbursements in Excess of \$50,000 \$ 5,132,189.54
Total Count 16

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

Vendor	Description	Date	No.	Amount
WILSEY HAM	RALSTON PAVING PROJECT	12/15/22	23 00027	129,636.00

Total Purchase Orders Issued in Excess of \$50,000 \$ 129,636.00
Total Count 1

CITY OF BELMONT TREASURER'S REPORT December-22



Agency Receipts and Disbursements Summary

	Beginning Balance November 30, 2022		Receipts		Disbursements		Ending Balance December 31, 2022
City of Belmont	\$ 90,826,988.07	\$	18,471,343.27	\$	(3,558,506.01)	\$	105,739,825.33
Belmont Fire Protection District	13,489,363.88		6,837,916.59		(2,477,019.12)		17,850,261.35
Total	\$ 104,316,351.95	\$	25,309,259.86	\$	(6,035,525.13)	\$	123,590,086.68

Balance Summary

		Deposit		Investments		Pool Total
City of Belmont & Belmont Fire Protection District	\$	506,354.73	\$	123,083,731.95	\$	123,590,086.68

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

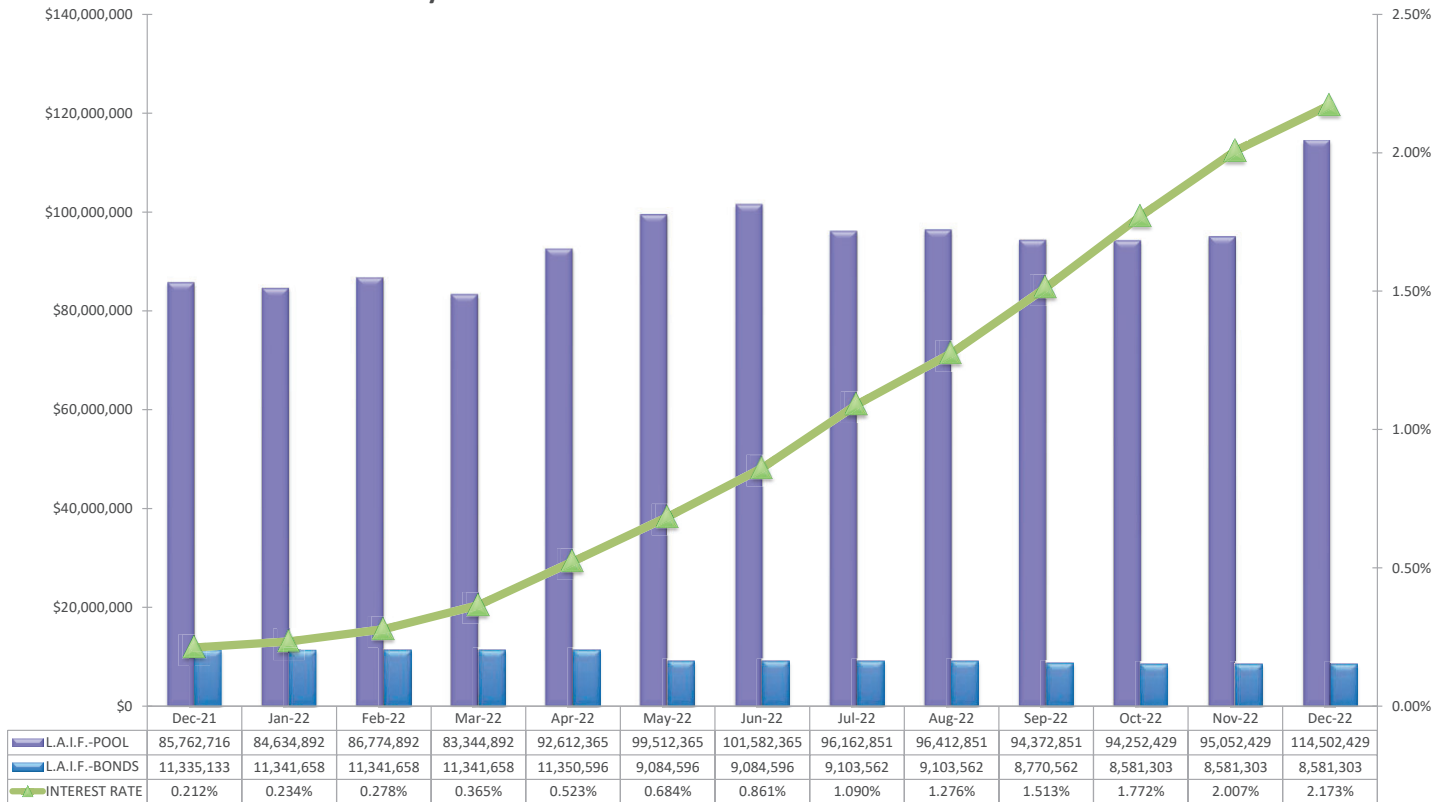
CITY OF BELMONT TREASURER'S REPORT December-22



Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo		\$ 506,354.73	\$ 506,354.73					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	114,502,428.93	112,371,453.77	207,344.82		90 days	2.173%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	8,581,303.02	8,421,598.60	15,539.31		90 days	2.173%	LAIF	LAIF
Total			\$ 123,590,086.68	\$ 121,299,407.10	\$ 222,884.12					

City of Belmont Investment Portfolio Trends





STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Grace Castaneda, Finance Director, gcastaneda@belmont.gov
Agenda Title: FY 2024 Budget Calendar
Agenda Action: Motion

Recommendation

Adopt motion approving FY 2024 Budget Calendar.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

As part of the annual budget development process, the City Council adopts a budget calendar establishing dates leading to review and approval of the annual budget.

Analysis

The FY 2024 Budget Calendar calls for a series of work sessions ultimately resulting in adoption of the budget on June 13th. Additional key dates are highlighted in the attached calendar and may be subject to change.

Alternatives

1. Take no action.

Attachments

- A. Proposed FY 2024 Budget Calendar

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

City of Belmont FY 2024 Budget Calendar

Day	Date	Event	Responsibility	✓
Tuesday	2/14/23	Adopt motion approving Budget Calendar	Finance	✓
Tuesday	2/28/23	FY 2023 Mid-Year Review and Adoption	Finance & All Departments	✓
TBD	TBD	Council Priority Workshop - FY 2024 Strategic Planning & Financial Forecast - Priorities and policy considerations	All Departments & Finance	✓
Monday	3/13/23	- Issue budget priorities, detail budget instructions and forms to departments. - Distribute personnel allocations and revenue forms to departments	Finance	
Wednesday	3/29/23	Submit personnel allocations, proposed initiatives, departmental operating and capital requests and revenue estimates to Finance	All Departments	
Monday-Friday	4/10/23-4/14/23	Budget conferences with departments	City Manager, Finance & All Departments	
Monday	4/17/23	Begin compilation of FY 2024 Budget and preparation of budget message	City Manager, Finance	
Friday	5/19/23	Distribute proposed FY 2024 Budget	Finance	
Tuesday	5/23/23	- Introduction of the proposed FY 2024 Budget and department presentations - Set public hearing on adopting the FY 2024 Budget and setting non-Prop. 218 fees and charges – June 13, 2023	All Departments	✓
TBD	6/X/23	Audit Committee reviews proposed FY 2024 Budget	City Manager, Finance	✓
Tuesday	6/13/23	- Recommendation from Audit Committee - Adopt FY 2024 Budget - Public Hearing - City Council and Fire Board - Adopt resolutions implementing FY 2024 Budget	City Manager, Finance	✓

(✓) Check denotes Council or Council Standing Committee Action



STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Grace Castaneda, Finance Director, gcastaneda@belmont.gov
Agenda Title: Annual Investment Policy
Agenda Action: Motion

Recommendation

Receive the City of Belmont Investment Policy as submitted by the Finance Director/City Treasurer.

Strategic Focus Area

Not Applicable

Background

In past years, the State of California Government Code Section 53646 required the Treasurer to render to the Council, at a public meeting, an annual investment policy. Although Council's approval is no longer required by statute, the City, consistent with best practice, annually reviews and accepts its Investment Policy to provide transparency and disclosure.

Analysis

The Investment Policy, as recommended, affirms the Finance Director's/City Treasurer's fiduciary responsibility to safeguard public assets. The policy places a high priority on insuring safety of principal first and foremost, and then ensuring that the liquidity needs for payment of City obligations are met, prior to considering yield on investments.

Alternatives

1. With direction, refer the presented Investment Policy back to the Finance Director/City Treasurer.

Attachments

- A. Investment Policy

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda



CITY OF BELMONT INVESTMENT POLICY

TO: Belmont City Council
Belmont City Manager

FROM: Grace Castaneda, Finance Director/City Treasurer

RE: Annual Investment Policy

DATE: February 14, 2023

1.0 Policy:

It is the policy of the City of Belmont to invest public funds in a manner which will maximize security, followed by meeting the daily cash flow demands of the entity and then provide the highest investment return consistent with, and conforming to, all state and local statutes governing the investment of public funds.

2.0 Scope:

This investment policy applies to all investments as defined by the State of California Government Code accounted for in the City of Belmont's Comprehensive Annual Financial Report.

3.0 Prudence:

Investments shall be made with judgment and care--under circumstances then prevailing--which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.



4.0 Objectives:

The primary objectives, in priority order, of the City of Belmont's investment activities shall be:

- 4.1 **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Belmont shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, **diversification** is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. Funds invested with the California Local Agency Investment Fund administered by the California State Treasurer meet this requirement for diversification.
- 4.2 **Liquidity:** The City of Belmont's investment portfolio will remain sufficiently liquid to enable the City of Belmont to meet all operating requirements as reasonably anticipated.
- 4.3 **Return on Investments:** The City of Belmont's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City of Belmont's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Delegation of Authority:

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director/City Treasurer. The Finance Director/City Treasurer shall be responsible for all investment transactions undertaken and shall establish a system of internal controls to regulate the activities of authorized personnel.

6.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Belmont City Clerk any material financial interests in financial institutions that conduct business within this jurisdiction.



7.0 Reporting:

The Finance Director/City Treasurer shall provide to the City Council monthly investment reports which provide a clear picture of the status of the current investment portfolio.

Schedules in the monthly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category.
- Final maturity of all investments listed.
- Coupon, discount or earnings rate.
- Par value and market value.

8.0 Investment Policy Adoption:

The City of Belmont's investment policy shall be accepted by the City Council. The policy shall be reviewed annually and any modifications made thereto must be approved by the City Council.



STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Matt Hoang, Public Works Department, mhoang@belmont.gov, (650) 637-2998
Agenda Title: Davey Glen Americans with Disabilities Act (ADA) Upgrades Project, City Contract Number 2023-621
Agenda Action: Resolution

Recommendation

Adopt a resolution (1) approving plans and specifications, authorizing advertisement for sealed bids, and authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$410,000, plus an additional 10% construction contingency, (2) authorizing the City Manager to execute a Task Order with Pavement Engineering, Inc. (PEI) to provide construction support services for the Davey Glen Americans with Disabilities Act (ADA) Upgrades Project for an amount not to exceed \$123,495, and (3) appropriating \$123,495 from Measure I Fund to execute the Task Order with Pavement Engineering, Inc. to provide construction support services.

Strategic Focus Area

Infrastructure and Mobility

Background

The Americans with Disabilities Act (ADA) is a federal civil rights law that provides rules and regulations prohibiting discrimination against individuals with disabilities. The ADA defines “disability” as (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual, (2) a record of such an impairment, or (3) being regarded as having such an impairment. The primary goal of ADA aligns with the goals of City of Belmont to provide equality for all by ensuring public facilities may accommodate all individuals fairly.

On September 27, 2022, Council authorized the City Manager to execute a task order with PEI for the design of the right-of-way accessibility upgrades along Davey Glen Road. The Davey Glen ADA Upgrade project is challenging in many aspects to meet the stringent requirements for ADA compliant facilities. Proper design requires adequate resources to address technical, construction, traffic, and ADA concerns for the project. In addition, some of the construction will take place on private property close to right-of-way conforming slopes to meet ADA requirements.

This Council action for design services only and it did not include construction support costs during the construction phase. In September 2022 the City Council also authorized a budget appropriation of \$350,000 from the Measure I Fund to the Davey Glen ADA Upgrades Project No. 3120 for estimated construction costs.



Analysis

The Davey Glen ADA Upgrades Project will incorporate accessibility upgrades of existing facilities mainly within the public right-of-way including curb ramps, sidewalk, driveway approach, cross-gutters, and grade adjustment of manholes and utility boxes.

Road closures are common during construction and property owners along the work zone will be notified at least a week prior to construction where residents will be directly affected. To minimize the inconvenience, posting "No Parking" signs will also be in place at least 24-48 hours prior to work.

Additionally, staff solicited proposals from qualified civil engineering firms under its on-call agreements to provide construction support services. Staff deemed Pavement Engineering, Inc.'s proposal most appropriate to provide construction support services for this project. Staff has negotiated a task order proposal with Pavement Engineering, Inc. to provide construction support and inspection during the course of construction for the Davey Glen ADA Upgrade Project. The Scope of Work includes the following major items:

- Provide construction oversight and inspection of work
 - Address unforeseen field conditions and provide directions to the contractor based on input from Project Manager and Project Engineer
- Check contractor's certified payroll and its compliance with Caltrans rates
- Organize and conduct weekly progress meetings
 - Review construction submittals for compliance
 - Track and send contract updates
 - Estimate and track extra work
 - Produce daily inspection logs
 - Review and process progress payments and change orders
- Prepare punch list and ensure its completion
- Produce as-built redlines
- Quality assurance and inspection
- Laboratory testing
- Verification and determination of Compliance

The estimated construction cost for the project is \$410,000 based on the final design documents. Staff is requesting the City Council to authorize the City Manager to execute a construction contract with the lowest responsible bidder for an amount not to exceed \$410,000, plus a 10% construction contingency for the project.

Alternatives

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

Attachments

- A. Resolution
- B. Pavement Engineering, Inc. Proposal



Fiscal Impact

☐ No Fiscal Impact

If approved, the following will be incorporated:

☒ Funding Source Confirmed:

- Total Budget Appropriation of \$451,000 – Measure I Fund, Account # 102-3-730-3120-9030/Davey Glen ADA Upgrades Project. The City Council previously appropriated \$350,000 in September 2022; the balance \$151,000 will be added to the FY 2023 Budget for CIP Project No. 3120.
- \$123,495 to be appropriated from Measure I Fund’s fund balance for execution of Task Order

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT (1) APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$410,000 PLUS A TEN PERCENT CONSTRUCTION CONTINGENCY FOR THE DAVEY GLEN AMERICANS WITH DISABILITIES ACT UPGRADES PROJECT, CITY CONTRACT NUMBER 2023-621, AND (2) AUTHORIZING THE CITY MANAGER TO EXECUTE A TASK ORDER WITH PAVEMENT ENGINEERING, INC. TO PROVIDE CONSTRUCTION SUPPORT SERVICES FOR THE DAVEY GLEN AMERICANS WITH DISABILITIES ACT UPGRADES PROJECT FOR AN AMOUNT NOT TO EXCEED \$123,495.

WHEREAS, the Department of Public Works has prepared plans and specifications for the Davey Glen Americans with Disabilities Act (ADA) Upgrades Project, CCN 2023-621; and,

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

WHEREAS, in September 2022 the City Council appropriated \$350,000 from the Measure I Fund balance to Project No. 3120 for estimated construction costs (Account No. 102-3-730-3120-9030/Davey Glen ADA Upgrade Project); and,

WHEREAS, the construction phase of the project is now estimated to be \$451,000 and will be funded out of Measure I Fund's fund balance; and,

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

WHEREAS, Pavement Engineering Inc., was selected to provide the City with on-call pavement program and design services for an amount not to exceed \$123,495.

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

SECTION 1. Approves plans and specifications, authorizes the advertisement for sealed bids, and authorizes the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$410,000 plus a ten percent construction contingency for the Davey Glen ADA Upgrades Project, City Contract Number 2023-621.

SECTION 2. The City Manager is authorized to execute a Task Order with Pavement Engineering, Inc. to provide design services for the Davey Glen ADA Upgrades Project

SECTION 3. Appropriation of Measure I Fund fund balance to Davey Glen ADA Upgrade Project 3120 is approved, including \$123,495 for a Task Order with Pavement Engineering, Inc, and an addition \$151,000 for construction costs, for a total construction budget

of \$451,000. Total Project budget is \$574,494.

* * *

ADOPTED February 14, 2023 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

January 31, 2023

MP23-059

Bozhena Palatnik
Senior Civil Engineer
Public Works Department
City of Belmont
One Twin Pines Lane, Suite 385
Belmont, CA 94002

Subject: Provide CM/QA Services for the 2023 ADA Improvement for Davey Glen

Dear Bozhena:

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

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

SCOPE OF WORK

Task 1 – Construction Management and Engineering Support

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

1. **Pre-Construction Meeting.** Conduct the pre-construction meeting, which will include the City, the Construction Manager, the design engineer, contractor, major subcontractors, and any other project stakeholders. Prepare agenda and minutes for the pre-construction meeting. The preconstruction meeting shall include a discussion of all items which are critical to the funding for the project.
2. **Gather, distribute and file contact information sheet** containing names and contact information for local agency/consultants/contractor including a contact list of key personnel to be contacted in the event of an emergency on the project. Provide copies to fire, police and other emergency groups at the beginning of the project.

3. **Project Meetings.** Conduct and document weekly progress meetings and other special technical meetings. Prepare agenda describing key issues, schedule status, quality control / quality assurance, RFI's submittals, potential change orders and other topics as needed. Prepare minutes of the weekly meetings.
4. **Schedule Management.** Review contractor's as-planned schedule for conformance with the specifications and for reasonableness of activity durations and sequence. Coordinate review comments by the City and the design engineer and transmit review comments to the contractor. Meet with the contractor to discuss and clarify any significant issues. Review revised and/or updated schedules as required. Review work progress as compared to the as-planned schedule and notify contractor of schedule slippage. Analyze schedule to determine impact of the weather and change orders on the construction schedule. Review contractor's updates of the construction schedule which incorporates actual progress, weather delays, and change order impacts.
5. **Maintain Project Records.** Maintain project records including daily logs, weekly report of working- days, inspection reports, compliance testing results, photos, measurement of quantities, schedules and correspondence. Project records shall be kept in an organized manner with an index that describes each file category.
6. **Weigh master certificates** shall be validated by the inspector at the point of delivery.
7. On a weekly basis, provide City with a copy of the weekly statement of working days.
8. **Prepare Monthly City Payment Reports.** Prepare and submit to the City a monthly progress report including construction progress summary, construction cash flow and payments, and summary logs for proposed change orders (PCO's) and change orders.
9. **Review Monthly Progress Payments.** Evaluate the monthly progress payment requests from the Contractor, negotiate differences over payment, and recommend payment to the City. Progress payment documentation shall provide a suitable accounting trail to support documentation for contract work (e.g., items, CCOs, etc.) back to a source document (e.g., Q sheet). Quantity pay sheet calculations shall be checked by a separate individual, other than the inspector and quantities paid shall be monitored and checked against estimated quantities.
10. **Check and confirm certified payrolls** and conduct and document employee interviews. Payrolls shall be checked and initialed by the inspector. Inspector daily reports and payrolls shall be spot-checked and compared by the Construction

Manager. Interviews shall be conducted at a regular acceptable frequency and interviews include the appropriate signatures and dates.

11. The inspector and Construction Manager shall ensure the traffic control plan requirements are being followed.
12. Requests for Information (RFIs). Coordinate and manage the RFI evaluation and response process. This includes log, transmit to the design engineer for response, coordinate with design engineer on field status, track progress, review response, and transmit response to contractor.
13. Potential Change Orders (PCOs) and Change Orders. Coordinate and manage the change orders process, including log, review in conjunction with design engineer and City, assist with determination of changed conditions and scope definition as needed, assist with negotiation, and incorporate change orders into the construction contract.
14. Coordinate Submittal and Shop Drawing Review Process. Coordinate and manage the submittal/shop drawing review process. This work includes log, transmit to design engineer for response, coordinate with design engineer on field status, track progress, review response, and transmit response to contractor.
15. Permits Compliance. Monitor Contractor compliance with construction permits and CEQA mitigation measures. Coordinate with design engineer for compliance. Recommend course of action to City if required measures are not being met by the Contractor.
16. Monitor Construction Record Drawings. Monitor construction record drawings maintained by the Contractor and inspector on a regular basis.
17. Claims Management. Analyze potential claims for additional compensation that are submitted during the construction period and make recommendations to resolve them. Perform claims administration, including coordination and monitoring claims response preparation, logging claims, and tracking claims status.
18. Field Inspection. Provide construction inspection to monitor the Contractor's work for compliance with the contract documents.
19. Photograph or Video Documentation. Prepare a video or photo documentation of initial site conditions prior to Contractor's commencement of construction. Provide additional photos of construction progress.

20. Field Changes. Document field changes to the Drawings and Specifications.
21. Inspection Reports. Prepare and review Daily Inspection Reports. Each daily inspector report shall be reviewed by the Construction Manager.
22. Geotechnical Observation. The Construction Manager will coordinate for geotechnical observation and testing and materials testing by PEI personnel. Data will be coordinated with the contractor and stored in the project files.
23. Substantial Completion and Punch List. Construction Manager will schedule with City and the design engineer, to conduct substantial completion inspections and issue punch lists.
24. Project Documents. Construction Manager will provide the City with a complete set of all records of the project, indexed and properly filed, and a listing of warranties provided under the project including the items covered and the warranty duration.
25. Close Out. Prepare the final pay estimate and balance change orders, prepare the Notice of Completion, and coordinate retention release.

Task 2 – Quality Assurance and Inspection

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

Task 3 – Laboratory Testing

When requested, PEI will test the aggregate base compaction placed under the PCC elements. Relative compaction will be based on relative wet density (CTM 216). PCC cylinders and slump testing will be performed periodically to verify the quality of the PCC materials being delivered to the job site. Laboratory testing for PCC elements will include breaking PCC cylinders.

During HMA construction, PEI will include quality assurance testing of the asphalt concrete materials used for the pavement replacement at the curb ramps. We will collect a single asphalt concrete sample and perform mix design tests. Asphalt mix tests include determining the following: Stability (CTM 366), LTMD (CTM 308), Rice Gravity (CTM 309), and Air Voids Content (CTM 367).

Task 4 - Verification and Determination of Compliance and Acceptance

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

We will prepare a final report that summarizes all the laboratory tests and will address the contractor's compliance with specifications, plans, and applicable adopted standards. Copies of the compaction and laboratory test results will be included. The report will outline any areas of non-compliance.

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

PROPOSAL FEE AND FEE BREAKDOWN

PEI's fee for this work is based on our experience with similar projects and knowledge of similar construction. Our proposal covers an estimated 50 working day contract. We are estimating 35 days for the construction of the ADA ramps and 15 inspection days to oversee the miscellaneous work items such as pavement placement, adjusting utilities, monitoring the storm water pollution control plan and placing the pavement markings and legends. The contractor's actual schedule may result in a different level of effort and a modified estimate.

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

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

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

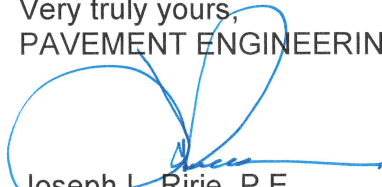
Our inspection fees account for prevailing wages. Overtime will apply for workdays exceeding eight hours. PEI requires a 72-hour notification of changes in the schedule or a full eight-hour day fee will apply.

Bozhena Palatnik
MP23-059
January 31, 2023
Page 6

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

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

Very truly yours,
PAVEMENT ENGINEERING INC.



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

Attachments: Estimated Fee Breakdown Schedule
 Proposal Conditions

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

ESTIMATED FEE BREAKDOWN SCHEDULE

Construction Management /Engineering Support, Construction Inspection and Quality Assurance
City of Belmont - Davey Glen Curb Ramp Project

Task 1 Construction Management and Engineering Support			
Position	Units	Rate	Total
Senior Principal Engineer (PEI)	20	\$260 / hour	\$5,200
Project Executive (Swinerton)	14	\$255 / hour	\$3,570
Asst. Project Manager / Resident Engineer (Swinerton)	110	\$150 / hour	\$16,500
Assistant Engineer (PEI)	30	\$175 / hour	\$5,250
Clerical	30	\$80 / hour	\$2,400
Estimated Task 1 Fees:			\$32,920
Task 2 Quality Assurance and Inspection			
Position	Units	Rate	Total
Construction Management (PEI)	50	\$175 / hour	\$8,750
Asst. Project Manager / Resident Engineer (Swinerton)	58	\$150 / hour	\$8,700
Construction Inspector / Ramps and PCC (35 days)	280	\$145 / hour	\$40,600
Construction Inspector / General work (15 days)	120	\$145 / hour	\$17,400
Equipment / Vehicle Usage	50	\$200 / day	\$10,000
Estimated Task 2 Fees:			\$85,450
Task 3 Laboratory Testing			
Position	Units	Rate	Total
HMA Mix Tests (Hveem)	1	\$650 / test	\$650
PCC Cylinders	20	\$40 / test	\$800
AB Moisture Density Curve	1	\$285 / test	\$285
Estimated Task 3 Fees:			\$1,735
Task 4 Verification and Determination of Compliance and Acceptance / Post Construction			
Position	Units	Rate	Total
Senior Principal Engineer	4	\$260 / hour	\$1,040
Assistant Engineer/Project Manager	4	\$175 / hour	\$700
Lab Manager	6	\$175 / hour	\$1,050
Asst. Project Manager / Resident Engineer (Swinerton)	4	\$150 / hour	\$600
Estimated Task 4 Fees:			\$3,390
Total Estimated Fees:			\$123,495

Overtime Rates	Time and a Half	Double Time
Inspection	165 / hour	210 / hour
Compaction Testing	165 / hour	210 / hour

PROPOSAL CONDITIONS

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



STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Matt Hoang, Public Works, (650)637-2998, mhoang@belmont.gov
Agenda Title: Belmont Village Bike and Pedestrian Project Design
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute a Task Order with Parisi Transportation Consulting to provide design, and construction support services for the Belmont Village Bike and Pedestrian Project for an amount not to exceed \$115,320.

Strategic Focus Area

Infrastructure and Mobility

Background

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

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

In August 2022, SMCTA announced the Cycle 6 Pedestrian and Bicycle Program to help fund local projects that improve accessibility and safety for walking and bicycling. City staff is planning to implement the recommendations set forth by both the Comprehensive Pedestrian/Bicycle Plan and the BVSP with the Belmont Village Pedestrian/Bike Improvement Project (Project). To help fund the project, City staff has applied for SMCTA's funding program and received \$300,000 in funds for the Project construction of a HAWK crossing. Staff anticipates pursuing additional grant opportunities to fund the Project.

Analysis

The multi-phased Project proposes additional Class II and Class III bike lanes to close current network gaps and improve connectivity for regional bike lanes and routes throughout the City as recommended in the 2016 Comprehensive Pedestrian/Bicycle Plan. The Project Phase 1 proposes installation of a High-Intensity Activated Crosswalk (HAWK) at the El Camino Real / Hill Street intersection to improve safety



and accessibility for the surrounding residential neighborhoods and affordable housing developments crossing El Camino Real to Belmont's Caltrain station. The Project Phase 2 plans to implement new bike facilities, including Class II and Class III bike lanes, along 5th Avenue, 6th Avenue, O'Neill Avenue, and Belmont Canyon Road.

Staff has negotiated a task order with Parisi Transportation Consulting to develop the plans, specifications, and estimate package for the Belmont Village Bike and Pedestrian Project for an amount not to exceed \$124,970. The Scope of Work includes the following major items:

- Preparation of 65%, 90% and 100% Project Plans, Specifications, and Estimates for the pedestrian HAWK crossing.
- Coordination with Caltrans for review and permits
- Construction Coordination to respond to bid questions, submittal reviews, requests for information, and prepare addenda, as needed
- Preparation of Conceptual Plans for Class II and III bike lane facilities.

The design work will begin upon execution of the task order and construction of the Project Phase 1 is anticipated for summer 2024 with construction costs currently estimated at approximately \$550,000. Staff anticipates pursuing additional grant opportunities to fund the remainder of the Project.

Alternatives

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

Attachments

- A. Resolution
- B. Parisi Transportation Consulting Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Executing the Task Order requires a commitment of \$115,320 from Street Improvement Fund, Account 234-3-730-3232-8331/Hill Street HAWK Signal Project

Source:

Council

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A TASK ORDER WITH PARISI TRANSPORTATION CONSULTING TO PROVIDE DESIGN, BID, AND CONSTRUCTION SUPPORT SERVICES FOR THE BELMONT VILLAGE BIKE AND PEDESTRIAN PROJECT FOR AN AMOUNT NOT TO EXCEED \$115,320

WHEREAS, Parisi Transportation Consulting was selected to provide the City with on-call traffic and transportation engineering services for an amount not to exceed \$115,320; and,

WHEREAS, funding for the project (Project No. 3232) will come from the Belmont Street Improvement Fund.

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

SECTION 1. The City Manager is authorized to execute the Task Order for the design, bid and construction support services for the Belmont Village Bike and Pedestrian with Parisi Transportation Consulting for an amount not to exceed \$115,320

SECTION 2. The Task Order will be funded by the Street Improvement Fund– Account 234-3-730-3232-8331/Hill Street to HAWK Signal Project.

SECTION 3. The City Council authorizes establishment of new Capital Improvement Project No. 3232 with a proposed FY 2023 Budget of \$115,320.

* * *

ADOPTED February 14, 2023 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

February 3, 2022

Mr. Peter Brown
Public Works Director
City of Belmont
1 Twin Pines Lane
Belmont, CA 94002

Subject: Proposal for 100% Design Services for a Pedestrian Hybrid Beacon at El Camino Real/Hill Street and Conceptual Design Services for the Belmont Village Ped/Bike Improvement Project

Dear Mr. Brown,

Parisi Transportation Consulting (Parisi) is pleased to submit this proposal to the City of Belmont to prepare construction documents for a pedestrian hybrid beacon (PHBs or HAWK signal) at El Camino Real and Hill Street and to provide conceptual design services for the Belmont Village Ped/Bike Improvement Project.

Our proposed scope of work includes the following tasks:

PHASE 1: PEDESTRIAN HYBRID BEACON CONSTRUCTION DOCUMENTS

The following scope of work summarizes Parisi's proposed approach and deliverables to design a PHB at El Camino Real and Hill Street from project initiation through construction. The crossing of El Camino Real at Hill Street will connect to the grade-separated crossing of the Caltrain tracks at Belmont station and will provide a direct bike connection to the station, Masonic Way, and the pedestrian bridge over US 101.

Task 1.1 Project Management and Work Program: Parisi will develop a project workplan and refine the schedule included within this proposal. We will meet monthly with City staff and will provide monthly updates on project status via email for the duration of the Project.

Task 1.1 Deliverables: General oversight and project management. One kickoff meeting and up to three online project update meetings. Project workplan and schedule, meeting notes with action items for each progress meeting, and progress reporting and invoices in accordance with the City's requirements.

Task 1.2 Site Visit: Parisi staff will perform a one-day site visit to measure and inspect existing physical conditions, collect photos, measure typical cross-sections, and review traffic operations.

800 Bancroft Way, Suite 203, Berkeley CA 94710

www.parisi-associates.com

Task 1.2 Deliverables: Site photos, measurements, and notes to inform the draft conceptual plans.

Task 1.3 Draft Construction Documents (65%, 95% and Draft 100% Project Plans, Specifications and Estimates): Parisi will prepare construction documents for one PHB system, inclusive of civil, electrical, signal interconnect, signage, striping and landscaping plans. Plans will be prepared on 22"x34" size sheets. Construction standards and specifications will be consistent with the latest version of Caltrans construction standards. Plans will be submitted to the City and Caltrans for review in PDF format only.

The draft design will provide:

- Topographic survey base in CAD DWG format showing above ground topography and underground utilities as marked by a utility locator. Parisi will contract with CSW | ST2 to collect topographic survey and marked underground utility data.
- Title Sheet, Project Notes, and Erosion control plans / stormwater Best Management Practices sheets
- Civil plans for:
 - One modified pedestrian bulb-out and curb ramp at southbound El Camino Real / Hill Street opposite the new crosswalk.
 - One bulb out and directional curb ramp at southbound El Camino Real / Hill Street north of the new crosswalk.
 - One pedestrian passageway in the existing median of El Camino Real, and
 - Modified sidewalk and two curb ramps at northbound El Camino Real between the Caltrain station driveways.
 - Incorporation of the civil design prepared by others to extend the southbound left turn lanes at El Camino Real / Ralston Avenue.
 - One landscaping plan indicating existing trees to be removed, retained, or trimmed. Work beyond tree trimming and/or removal, e.g., environmental studies regarding the existing trees and wildlife habitat, designing new landscaping and irrigation in the median, and identifying locations and treatment for off-site mitigation of the tree loss, will be subject to additional cost for landscape architect and environmental review services.
- Electrical plans for one proposed PHB system including proposed poles, signal mast arms, accessible pedestrian signals, push button assembly posts, beacon heads, overhead lighting, controller cabinets, and service connections. Proposed pole, beacon, sign, and push button locations will be checked for driver visibility and conformance to ADA and CA MUTCD guidelines. Pole locations will account for underground utilities collected during the topographic survey. The design will provide one overhead light across each crosswalk across El Camino Real.

- Signal interconnection plans showing the proposed connections to the existing Caltrans signal system on El Camino Real and the extents of proposed modification to the two adjacent signals.
- Traffic striping plans to add stop bars on El Camino Real. Incorporation of striping plans prepared by others to extend the southbound left turn lanes at El Camino Real / Ralston Avenue.

Each submittal will contain the following:

1. Title sheet, notes, and Best Management Practices (3 sheets)

2. Civil construction plans (8 sheets)

- One civil demolition sheet
- One civil layout sheet
- Five vertical and horizontal control sheets, one for each curb ramp or pedestrian passageway.
- Two civil detail sheets
- Tree Removal / Landscaping Sheet (1 sheet) to trim and/or remove existing trees in the median.

3. Electrical Plans (3 sheets)

- One PHB system layout sheet, one equipment and wiring schedule sheet, and one equipment detail sheet.
- Details will reference Caltrans Standard Plans for controller cabinets, service connections, poles, foundations, luminaires, push button, and beacon mountings.
- Parisi will provide PHB timing to be confirmed by the Caltrans District 4 traffic signals / electrical division engineer.

4. Signal Interconnect Plans (2 sheets)

- One interconnect conduit and pull box layout sheet
- One interconnect terminal equipment schedule and equipment detail sheet.

5. Signage and Striping Plans (1 sheet) to add STOP bars and signs to supplement the PHB.

7. Project Specifications, Quantity Takeoffs and Cost Estimate. Parisi will provide Technical Specifications for all items noted in the Bid Items list using the latest 2022 Caltrans Standard Specifications and Standard Special Provisions. Quantity takeoffs showing the calculated quantities will be provided in XLSX format. Parisi will use recent Caltrans District 4 bid results to

develop a total Project cost estimate. Cost estimates will follow Caltrans standard format. Construction area traffic control plans will be referenced to Caltrans Standard Plans (e.g., T11, T30-32)

Responses to City comments will be tracked and discussed after review of the 65% and 95% submittals and evaluated whether additional submittals will be required or whether comments can be incorporated into the next submittal. Editorial or formatting issues not affecting the design intent or constructability of the project will be identified in the Parisi and City design review meeting and will be incorporated into a subsequent submittal.

Task 1.3 Deliverables: Plans in PDF format. Technical specifications in PDF and MS Word format, and engineer's estimate in PDF and MS Excel format.

Task 1.4 Caltrans Review and Encroachment Permit Coordination: Parisi will prepare the Caltrans encroachment permit to submit the 100% Draft PS&E package for Caltrans review. We will respond to Caltrans comments on the plans and specifications during the encroachment permit review process. Supplemental technical studies if requested by Caltrans are subject to additional cost; these may include but are not limited to traffic signal operations analyses, design exceptions for non-standard features, lighting models, and tree removal studies.

Task 1.4 Deliverables: Complete Encroachment Permit application accepted by Caltrans.

Task 1.5 100% PS&E/Bid Documents: Parisi will integrate comments received by Caltrans during the encroachment permit review process into a final 100% PS&E bid set. Special provisions and bidder's proposal will be the responsibility of the City. The service connection request to PG&E will be the responsibility of the City.

Task 1.5 Deliverables: Bid set plans, technical specifications, and bid schedule of quantities in PDF, MS Word format, and/or MS Excel format, as applicable.

1.6 Construction Coordination: Parisi will respond to bidder questions during the bid stage, review contractor material submittals, respond to Requests for Information from the contractor, and address other design issues raised during construction.

Task 1.6 Deliverables: Review and responses to contractor submittals and RFIs. Plan addendums or amendments as needed.

PHASE 2: CONCEPTUAL DESIGN SERVICES FOR THE BELMONT VILLAGE PED/BIKE IMPROVEMENT PROJECT AND BELMONT CANYON ROAD

The following scope of work summarizes Parisi's proposed approach and deliverables to develop conceptual design plans for the Belmont Village Bikeway Project and Belmont Canyon Road for the following road segments

For the **Belmont Village bikeway**, comprised of 6th Avenue from Ralston Avenue to O'Neill Avenue, O'Neill Avenue from 6th Avenue to 5th Avenue, and 5th Avenue from O'Neill Street to Broadway, Parisi will develop the conceptual design plans to a Caltrans project study report (PSR)-equivalent level suitable for Caltrans Active Transportation Plan grant applications at maximum 1" = 30' scale. The plans will provide typical cross-sections and show in plan proposed pavement markings, traffic signs, and traffic calming features.

For **Belmont Canyon Road**, between Ralston Avenue south of Davis Drive to north of Hallmark Drive, Parisi will develop a map plan at maximum 1" = 200' for a shared roadway bike route (Class III bikeway). The plan will show typical cross-sections, and traffic calming features that may include centerlines, shared lane markings (sharrows), and warning signs.

Public outreach is not included in the proposed base scope of work. Additional or attendance at in-person meetings will be subject to additional cost.

Task 2.1 Project Management and Work Program: Parisi will develop a project workplan and refine the schedule included within this proposal. We will meet monthly with City staff and will provide monthly updates on project status via email for the duration of the Project.

Task 2.1 Deliverables: General oversight and project management. One kickoff meeting and up to three online project update meetings. Project workplan and schedule, meeting notes with action items for each progress meeting, and progress reporting and invoices in accordance with the City's requirements.

Task 2.2 Site Visit: Parisi staff will perform a one-day site visit to measure inspect existing physical conditions, collect photos, measure typical cross-sections, and inspect traffic operations.

Task 2.2 Deliverables: Site photos, measurements, and notes to inform the draft conceptual plans.

Task 2.3 Conceptual Plans, Belmont Village: Parisi will develop a draft conceptual plan set showing typical cross-sections and a project layout at a maximum 1"=30' scale. The layout plan will include approximate right of way and identify locations for potential civil, striping (e.g., "sharrows" and marking stencils), signage, and intersection traffic calming features. Parisi will meet online with the City to discuss the draft conceptual plan and incorporate City staff comments into a final conceptual plan. Parisi will provide a planning-level cost estimate for project elements on a per Each, Lump Sum, or Linear Mile basis.

Task 2.3 Deliverables: Draft conceptual plan set with a title sheet (1 sheet), typical cross-sections (1 sheet) and project layout of the 1600-foot-long corridor at maximum 1"=30' scale (2 sheets). Final conceptual plan set following one set of City staff comments.

Task 2.4 Conceptual Plans, Belmont Canyon Road: Parisi will develop a map plan at a maximum 1"=200' scale showing the approximate roadway alignment and sampled roadway widths. The map plan will identify standard spacing and locations for shared lane markings ("sharrows") and identify areas needing new warning signs. Parisi will meet online with the City to discuss the draft conceptual plan and incorporate City staff comments into a final conceptual plan. Parisi will provide a planning-level cost estimate for project elements on a per Each, Lump Sum, or Linear Mile basis.

Task 2.4 Deliverables: Draft conceptual plan set with a title sheet (1 sheet), typical cross-sections (1 sheet) and project layout of the one-mile-long corridor at maximum 1"=40' scale (five double-paneled sheets). Final conceptual plan set following one set of City staff comments.

BUDGET, SCHEDULE, AND AGREEMENT

Budget. Parisi's proposed budget for the Phase 1 base scope of work is **\$91,350**. Parisi's proposed budget for the Phase 2 base scope of work is **\$23,970**. Our effort for each is detailed below.

#	Description	Prin. Consult	Manag. Consult	Consult.	Assoc. Consult.	Admin	Total
		\$310	\$230	\$165	\$130	\$150	
Phase 1: PHB 100% Construction Documents							
1.1	Project Mgmt. and Admin.	4	8			8	\$4,280
1.2	Site Visit		6	6	6		\$3,150
1.3	Draft Construction Documents (65%, 95% & Draft 100% Plans)						
1.3.1	Topographic Survey						\$6,000
1.3.2	Civil plans (10 sheets)	12	22	44	100		\$29,040
1.3.3	Electrical Plans (3 sheets)	4	8	16	32		\$9,880
1.3.4	SIC Plans (2 sheets)	1	3	6	12		\$3,550
1.3.5	Traffic Striping Plans (1 sheet)	1	2	4	6		\$2,210
1.4	Caltrans Review & Encroachment Permit Coordination	6	10	20	20		\$10,060
1.5	Final 100% Bid Set Construction Documents	8	16	24	40		\$15,320
1.6	Construction Coordination	4	8	12	20		\$7,660
	Expenses (Travel)						\$200
	Total	40	83	132	236	8	\$91,350

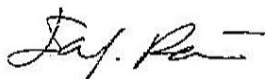
#	Description	Prin. Consult	Manag. Consult	Consult.	Assoc. Consult.	Admin	Total
		\$310	\$230	\$165	\$130	\$150	
Phase 2: Belmont Village Conceptual Design Plan							
2.1	Project Management and Administration	2	4			4	\$2,140
2.2	Site Visit		6	6	6		\$3,150
2.3	Draft Conceptual Plan, Belmont Village (3 sh)	6	12	24	48		\$14,820
2.4	Draft Conceptual Plan, Belmont Cyn Road (1 sh)		2	8	16		\$3,860
	Total	8	24	38	70	4	\$23,970

Schedule. Assuming Notice to Proceed for this revised work plan by March 1, 2023, our proposed scope of work is as follows:

1. Phase 1 scope will result in a Draft 100% Plan Set on April 17, 2023. The schedule for the full 100% Bid Set PS&E will depend on the extent and duration of Caltrans comments during the encroachment permit application phase.
2. Phase 2 scope will result in a Draft Conceptual Plan Set on April 1, 2023, and a Final Conceptual Plan Set in mid-May 2023.

Agreement: Parisi will invoice monthly in accordance with the City's requirements. Payments are to be received within 30 days of receipt. To accept the above proposal and terms, please sign below and return an original copy.

Sincerely,



David Parisi, PE, TE
Principal

cc: Andrew Lee, PE, TE

Acceptance of Proposed Amendment to
Task Order within City Master Services
Agreement

Mr. Peter Brown
Public Works Director
City of Belmont

Date



STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Matt Hoang, Public Works Department, mhoang@belmont.gov, (650) 637-2998
Agenda Title: Authorization to advertise and award the public bid for demolition of City owned properties located at El Camino Real at Hill Street, APN's 045-163-070, 045-162-070, 045-162-080, 045-162-090
Agenda Action: Resolution

Recommendation

Adopt a resolution approving plans and specifications, authorizing advertisement for sealed bids, authorizing the City manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$85,000, plus an additional 15% construction contingency.

Strategic Focus Area

Economic Development and Housing

Background

The existing buildings currently located on city-owned parcels at 870 – 900 El Camino Real and 800 Hill Street have been left vacant for several years and are part of the City's housing site portfolio. These sites are planned for an affordable housing redevelopment. Presently, the buildings are deteriorated and have significant structural damage. The buildings have also been a source of complaints due to its condition and occasional unlawful entry by transients in the area, which presents a potential safety issue. On March 2022, City Staff with consultants visited the site to inspect and evaluate the building's condition. Following the inspection, consultants performed an abatement survey for hazardous materials in preparation for the demolition phase.

Analysis

The existing buildings were assessed to be a public safety hazard and recommended for demolition. The proposed demolition includes the buildings in their entirety to the top of existing slab on grade. Any external attached structures such as stairs, decks, etc. would also be removed in the demolition scope. In addition, the demolition would also require established procedures for abatement of any hazardous waste encountered in the field to ensure safe working conditions and disposal.

The proposed demolition of the project site limits will remain within the parcel boundaries. No demolition work shall occur in the public right-of-way. Coordination with Caltrans is anticipated to provide safe work area along El Camino Real, if needed.



The estimated construction cost for the project is \$85,000. Staff is requesting the City Council to authorize the City Manager to execute a construction contract with the lowest responsible bidder for an amount not to exceed \$85,000, plus a 15% construction contingency for the project.

Alternatives

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

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Fiscal Impact \$97,750 (\$85,000 + \$12,750 contingency) has been budgeted in the Affordable Housing Fund Account 275-5-902-8351.
- ☒ Funding Source Confirmed:

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$85,000 PLUS A FIFTEEN PERCENT CONSTRUCTION CONTINGENCY FOR THE DEMOLITION OF CITY OWNED PROPERTIES LOCATED AT EL CAMINO REAL AT HILL STREET, APN'S 045-163-070, 045-162-070, 045-162-080, 045-162-090, CCN 2022-017

WHEREAS, the department of Public Works prepared plans and specifications for the 870 El Camino Real Demolition Project, City Contract Number 2022-017, to demolish the existing, vacant buildings at 870 to 900 El Camino Real and 800 Hill Street; and,

WHEREAS, it is recommended to demolish the existing buildings to the top of existing slabs with proper equipment and established procedures for the abatement of onsite hazardous material; and,

WHEREAS, the total estimate for the demolition is \$85,000 plus a fifteen percent construction contingency and will be funded from Account 275-5-902-8351.

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

SECTION 1. Approve plans, specifications, authorizing advertisement for sealed bids, authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$85,000 plus a fifteen percent construction contingency for the City owned properties at Hill Street and the El Camino Real.

* * *

ADOPTED February 14, 2023 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: February 14, 2023
Agency: City of Belmont
Staff Contact: Stacey Stevenson, Interim Assistant City Manager, (650) 350-8744, sstevenson@belmont.gov
Agenda Title: Side Letter Agreement #2 between the City of Belmont and AFSCME Local 829
Agenda Action: Resolution

Recommendation

Adopt a resolution approving side letter agreement #2 between the City of Belmont and AFSCME Local 829, amending and replacing provisions of the Memorandum of Understanding between the City and AFSCME related to wages, certification pay and health care benefits.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On February 8, 2022, the City Council adopted Resolution 2022-10, approving a Memorandum of Understanding (MOU) between the City and AFSCME Local 829 for the period January 1, 2022, through June 30, 2025. Said MOU includes a Side Letter agreement dated February 2022, regarding miscellaneous issues not addressed in the MOU: 1) Catastrophic Leave Policy; 2) Air Quality Policy; 3) “Me Too” with MMCEA.

Following the conclusion of bargaining, representatives of AFSCME approached the City to discuss item #3 from the Side Letter and two additional issues contained in the MOU: the certification pay and cash-in-lieu of health care benefits. Staff designated by the City Manager has met and conferred with AFSCME regarding these matters and brings forth a tentative agreement in the form of Side Letter #2.

Analysis

Wages

The City of Belmont has three formal labor associations, one of which is public safety and two miscellaneous or general employees: the Belmont Police Officers’ Association, AFSCME and the Mid-Management and Confidential Employee Association (MMCEA). The City of Belmont engaged in concurrent negotiations with AFSCME and MMCEA. The City was able to reach an agreement with AFSCME before reaching agreement with MMCEA.

The agreement with AFSCME includes a side letter to memorialize two outstanding matters not covered by the MOU and to address the desire of AFSCME to maintain parity with MMCEA. Related to the latter, the February 2022 Side Letter Agreement states: “If MMCEA receives in this round of MOU negotiations greater total percentage wage increases, lump sums and/or additional holidays, the City and Union will meet and confer on an equivalent economic benefit”. Staff reviewed and calculated the value of the wage



increases and lump sum payments for the terms of both the AFSCME and MMCEA agreements. Having completed the calculations and having met and conferred on the matter, City staff and AFSCME tentatively agreed to a true up in the form of a one-half percent (0.5%) increase to base pay and a one-time bonus of \$50 at a cost of approximately \$15,000 for the remainder of the current fiscal year.

The proposed revised salary ranges are outlined in the draft revision of the MOU's Appendix A, Monthly Salary Schedule.

Certification Pay

Section 5.7 of the MOU establishes the terms of certification pay for eligible classifications within AFSCME. Following negotiations and the execution of the MOU, AFSCME approached the City, noting that the tentatively agreed to certification pay for Mechanical Technologist is not included in the MOU. In reviewing this matter, staff determined that Mechanical Technologist is included in the signed Tentative Agreement but absent from the final MOU; and the certification pay for Plant Maintenance Electrical /Instrumental Technologist was inadvertently increased.

The proposed revision reduces the certification pay for Plant Maintenance by \$75 for Grades 1 through 3 and eliminates Grade 4; and adds a new certification pay for four grades of Mechanical Technologist. As tentatively agreed:

- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 1 - \$50 per month
- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 2 - 100 per month
- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 3 - 200 per month

- Mechanical Technologist (Pump Repair) Grade 1 - \$125 per month
- Mechanical Technologist (Pump Repair) Grade 2 - \$175 per month
- Mechanical Technologist (Pump Repair) Grade 3 - \$225 per month
- Mechanical Technologist (Pump Repair) Grade 4 - \$275 per month

Health Care Benefits

Section 17 of the MOU governs provisions related to Health and Welfare Plans. Through the terms of this section the City contributes to the premium cost of health care for employee and eligible dependents. Section 17.2.3 addresses the provisions under which an employee may receive cash-in-lieu of a health care premium contribution. Under the current terms, employees are categorized as Tier 1 (hired before August 1, 2012) or Tier 2 (hired on or after August 1, 2012). The difference in Tier 1 and Tier 2 under 17.2.3 is the amount of cash and that employee if eligible to receive when health care benefits are waived. Tier 2 employees have a cap of \$389.94 per month. Tier 1 employees may receive up to the maximum City premium contribution. The amount for Plan Year 2023 is \$1,137.00 per month.

As stated under 17.2.3, if a Tier 1 employee elects to move from a waiver status to coverage and then back to a waiver status that employee will be reassigned to Tier 2, with a cap cash-in-lieu of \$389.94. Through a meet and confer process, it was tentatively agreed that all such employees that are reassigned to Tier 2



during the term of the current MOU will receive 40-hours of Paid Administrative Leave to be used no later than December 31, 2025. There are seven employees in Tier 1. The base hourly cost of 40 hours for all seven employees is \$11,590.

Proposed Side Letter Agreement

After having met and conferred with representatives of AFSCME Local 829, and after having reached tentative agreement on the above subject topics, staff brings forward a recommendation to approve Side Letter Agreement #2, amending the MOU by repealing and replacing Sections 5.1, 5.7.G and 17.2.3(A)(5) and Appendix A as attached.

Alternatives

1. Direct staff to continue the meet and confer process

Attachments

- A. Side Letter #2 between the City of Belmont and AFSCME Local 829
- B. Memorandum of Understanding between the City of Belmont and AFSCME Local 829

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The proposed amendments are not anticipated to require an additional budget appropriation for the remainder of the current fiscal year. If approved, changes will be incorporated as part of the FY 2024 budget development process and long-term forecast.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING SIDE LETTER AGREEMENT #2 BETWEEN THE CITY OF BELMONT AND AFSCME LOCAL 829, AMENDING AND REPLACING PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND AFSCME RELATED TO WAGES, CERTIFICATION PAY AND HEALTH CARE BENEFITS.

WHEREAS, on February 8, 2022 the City Council adopted Resolution 2022-10, approving a Memorandum of Understanding (“MOU”) between the CITY and AFSCME for the period January 1, 2022 through June 30, 2025;

WHEREAS, section 5.7.G of the MOU established the terms of certifications pay for eligible classifications;

WHEREAS, section 17.2.3 of the MOU established the terms and conditions for the payment of cash-in-lieu of health care benefits for eligible employees;

WHEREAS, in February 2022 the City and AFSCME entered into a Side-Letter Agreement regarding miscellaneous issues not addressed in the MOU, including a “Me-Too” provision agreeing to meet and confer on an equivalent benefit if the Mid-Management and Confidential Employee Association (MMCEA) MOU result in a greater economic benefit than that of AFSCME;

WHEREAS, the CITY AND AFSCME agree that the following language will supercede any previous agreements, whether oral or written, regarding matters contained herein and will serve as the controlling language for Sections 5.1, 5.7.G and 17.2.3(A)(5);

WHEREAS, all other terms and conditions of the MOU shall remain in full force and effect.

NOW, THEREFORE, the City Council of the City of Belmont resolves to amend the MOU between the City and AFSCME by repealing and replacing Sections 5.1, 5.7.G and 17.2.3(A)(5), and Appendix A as outlined in Side Letter Amendment #2.

* * *

ADOPTED February 14, 2023 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

SIDE LETTER AGREEMENT #2
Between the City of Belmont and AFSCME Local 829
January 2023

Pursuant to the provisions of the Meyers-Milias Brown Act ("MMBA"), this Side Letter Agreement is entered into by and between the City of Belmont ("CITY") and AFSCME Local 829 ("AFSCME"), collectively referred to as the Parties, with regard to the following:

WHEREAS, on February 8, 2022 the City Council adopted Resolution 2022-10, approving a Memorandum of Understanding ("MOU") between the CITY and AFSCME for the period January 1, 2022 through June 30, 2025;

WHEREAS, Section 5.7.G of the MOU established the terms of certifications pay for eligible classifications;

WHEREAS, Section 17.2.3 of the MOU established the terms and conditions for the payment of cash-in-lieu of health care benefits for eligible employees;

WHEREAS, in February 2022 the City and AFSCME entered into a Side-Letter Agreement regarding miscellaneous issues not addressed in the MOU, including a "Me-Too" provision agreeing to meet and confer on an equivalent benefit if the Mid-Management and Confidential Employee Association (MMCEA) MOU result in a greater economic benefit than that of AFSCME;

WHEREAS, the salary schedule for the term of the MOU is set forth in Appendix A of the MOU.

WHEREAS, the CITY AND AFSCME agree that the following language will supercede any previous agreements, whether oral or written, regarding matters contained herein and will serve as the controlling language for Sections 5.1, 5.7.G and 17.2.3(A)(5);

WHEREAS, all other terms and conditions of the MOU shall remain in full force and effect.

NOW THEREFORE, the PARTIES have agreed to amend the MOU by

1. Repealing and replacing Sections 5.1, 5.7.G and 17.2.3(A)(5) to read as follows:

Section 5.1 Salaries

Salary ranges for represented classifications shall be as set forth in Appendix "A" which is attached hereto and made a part hereof.

Effective January 9, 2022, the rate of pay for all job classes shall be increased by two percent (2.0%).

Effective in the first full pay period following Council approval of Side Letter Agreement #2, the rate of pay for all job classes shall be increased by one-half percent (0.5%).

Effective June 26, 2022, the rate of pay for all job classes shall be increased by one-half percent (0.5%).

Each employee in a represented classification shall be given a one-time, non-pensionable bonus of one thousand and five hundred dollars (\$1,500) on July 15, 2022.

Each employee in a represented classification on or before February 1, 2023, *and* at the time of payment, shall be given a one-time, non-pensionable bonus of \$50 following City Council approval of Side Letter Agreement #2, but no later than the first pay period in April, 2023. Payment of the bonus will be included in each employee's regular paycheck.

Effective the beginning of the first full pay period which includes July 1, 2023, the rate of pay for all job classes shall be increased by two and one-half percent (2.5%).

Effective the beginning of the first full pay period which includes July 1, 2024, the rate of pay for all job classes shall be increased by three percent (3.0%).

Section 5.7.G: Certification Pay

Employees in the Electrician, Lead Maintenance, Senior Maintenance or Maintenance classifications who earn the following California Water Environment Association (CWEA) certificate(s) are eligible to receive the following: (Employees are eligible to receive one certificate pay at a time regardless of how many certificates an employee possess. CWEA certificate pay is capped at \$325 per month):

- Collections System Maintenance Grade 1 - \$125 per month
- Collections System Maintenance Grade 2 - \$175 per month
- Collections System Maintenance Grade 3 - \$225 per month
- Collections System Maintenance Grade 4 - \$275 per month

Employees in the Classification of Electrician are the only classification eligible for certification pay for both CWEA and PM Electrical/Technologist.

- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 1 - \$50 per month
- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 2 - 100 per month
- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 3 - 200 per month
- Mechanical Technologist (Pump Repair) Grade 1 - \$125 per month
- Mechanical Technologist (Pump Repair) Grade 2 - \$175 per month

- Mechanical Technologist (Pump Repair) Grade 3 - \$225 per month
- Mechanical Technologist (Pump Repair) Grade 4 - \$275 per month

The number of employees eligible for receipt of the Mechanical Technologist (Pump Repair) Certification Pay shall be determined at the sole discretion of the City Manager and/or designee.

Certification pay shall be paid monthly providing there is no lapse in certification. Employees are responsible for providing their supervisor updated certifications.

Certification pay will be provided upon submission of the documentation and approval by the department head.

Section 17.2.3 (A)(5): Cash Option

After the effective date of this MOU, and Tier 1 employee who changes coverage status (i.e. from waiver to coverage, coverage to waiver, or increase/decrease in level of coverage) shall be treated as an employee hired on or after August 1, 2012 ("Tier 2 Employee") for the purpose of any future in-lieu payments and subject to paragraph (B).

Tier 1 employees that have completed all of the following shall be eligible to receive a one-time Administrative Leave Bank of 40 hours:

- a. elected a cash-in-lieu option as of January 1, 2023, the start of the 2023 Benefits Plan Year; and
- b. converted to a medical plan via a qualifying life event in Benefits Plan Year 2023, or through open enrollment or a qualifying life event in Benefits Plan Years 2024 or 2025; and
- c. maintained the medical coverage for a minimum of one (1) month; and
- d. converted back to the cash-in-lieu option provided by the City through a qualifying life event or open enrollment in Benefits Plan Years 2023, 2024 or 2025.

NOTE: the ability to convert to coverage, drop coverage, or otherwise change elections during a Plan Year, outside of the designated Open Enrollment Period, is based on the conditions set forth by the Plan Administrator.

Tier 1 employees meeting the above criteria are eligible to receive the 40-hour bank of paid administrative leave one time only. Use of the hours is subject to pre-approval by the employee's supervisor. All hours must be used by December 31, 2025, or they will be forfeited. These paid administrative hours cannot be cashed out.

Example Calculations Assumptions:

Region 1 health premiums effective January 1, 2023 Kaiser Permanente Subscriber & 2+ Dependents = \$2,228.36 PERS Platinum Subscriber & 1 Dependent = \$2,114.02 PERS Gold Subscriber = \$701.23 Blue Shield Access + Subscriber & 2+ Dependents = \$2,901.63

Example #1 - Cash option amount for employee selecting PERS Platinum Subscriber & 1 Dependent in 2023.

Cash option = \$114.34 ($\$2,228.36 - \$2,114.02 = \$114.34$ which is less than \$826.70 max for "other plans")

Example #2 - Cash option amount for employee selecting PERS Gold Subscriber only

Cash option = \$826.70 ($\$2,228.36 - \$701.23 = \$1,527.13$ which is greater than \$826.70 max for "other plans")

Example #3 - Cash option amount for employee selecting Blue Shield Access + Subscriber & 2+ Dependents

Cash option = \$0 ($\$2,228.36 - \$2,901.63 = (-)\$673.27$, which is less than zero)

2. Repealing and replacing Appendix A to reflect the revised salary ranges (attached).

On behalf of the CITY OF BELMONT
829

On behalf of AFSCME LOCAL

Afshin Oskoui, City Manager

Tina Acree, Business Agent

Date

Date

City of Belmont/AFSCME Side Letter #2, January 2023

APPENDIX A

MONTHLY SALARY SCHEDULE

Effective January 9, 2022, the salary ranges are as follows:

AFSCME Salary Increase – 2.0% Increase

CLASS TITLE	Step 1	Step2	Step3	Step4	Step 5
Accounting Technician I	5353.27	5620.93	5901.98	6197.07	6506.93
Accounting Technician II	5888.75	6183.18	6492.34	6816.96	7157.81
Accounting Technician III	6613.44	6944.11	7291.31	7655.88	8038.67
Building Inspector I	7601.14	7981.20	8380.26	8799.27	9239.24
Building Inspector II	8062.71	8465.85	8889.14	9333.60	9800.28
Code Enforcement Officer	7142.37	7499.48	7874.46	8268.18	8681.59
Construction Inspector	8443.38	8865.55	9308.82	9774.26	10262.98
Electrician	6888.57	7233.00	7594.65	7974.38	8373.10
Engineering Technician	6835.61	7177.39	7536.26	7913.07	8308.73
Equipment Operator	6056.13	6358.93	6676.88	7010.72	7361.26
Head Teacher	4469.23	4692.69	4927.33	5173.69	5432.38
Maintenance Worker I	5007.47	5257.84	5520.73	5796.77	6086.61
Maintenance Worker II	5542.95	5820.09	6111.10	6416.65	6737.48
Mechanic	6141.13	6448.19	6770.60	7109.13	7464.59
Office Assistant I	4752.28	4989.90	5239.39	5501.36	5776.43
Office Assistant II	5279.42	5543.39	5820.56	6111.59	6417.17
Parks Maintenance Worker I	5007.47	5257.84	5520.73	5796.77	6086.61
Parks Maintenance Worker II	5542.95	5820.09	6111.10	6416.65	6737.48
Planning Technician	6477.22	6801.09	7141.14	7498.20	7873.11
Permit Technician	6477.22	6801.09	7141.14	7498.20	7873.11
Senior Mechanic	6523.23	6849.39	7191.86	7551.45	7929.02
PW Lead Maintenance	6358.70	6676.64	7010.47	7360.99	7729.04
Sr Parks Maintenance	6358.70	6676.64	7010.47	7360.99	7729.04
Street Sweeper Operator	5792.52	6082.14	6386.25	6705.56	7040.84
Teacher	3886.34	4080.66	4284.69	4498.93	4723.87
Teacher's Aide (Hourly)	19.62	20.61	21.64	22.72	23.85
Recreation Specialist II (Hourly)	16.86	17.70	18.59	19.52	20.49

APPENDIX A

MONTHLY SALARY SCHEDULE

Effective June 26, 2022, the salary ranges are as follows:

AFSCME Salary Increase – 0.5% Increase

CLASS TITLE	Step 1	Step2	Step3	Step4	Step 5
Accounting Technician I	5380.03	5649.03	5931.49	6228.06	6539.46
Accounting Technician II	5918.19	6214.10	6524.80	6851.04	7193.60
Accounting Technician III	6646.50	6978.83	7327.77	7694.16	8078.87
Building Inspector I	7639.15	8021.11	8422.16	8843.27	9285.43
Building Inspector II	8103.03	8508.18	8933.59	9380.27	9849.28
Code Enforcement Officer	7178.08	7536.98	7913.83	8309.52	8725.00
Construction Inspector	8485.59	8909.87	9355.37	9823.14	10314.29
Electrician	6923.01	7269.16	7632.62	8014.25	8414.97
Engineering Technician	6869.79	7213.28	7573.94	7952.64	8350.27
Equipment Operator	6086.41	6390.73	6710.27	7045.78	7398.07
Head Teacher	4491.58	4716.16	4951.96	5199.56	5459.54
Maintenance Worker I	5032.50	5284.13	5548.33	5825.75	6117.04
Maintenance Worker II	5570.66	5849.19	6141.65	6448.74	6771.17
Mechanic	6171.84	6480.43	6804.45	7144.68	7501.91
Office Assistant I	4776.04	5014.85	5265.59	5528.87	5805.31
Office Assistant II	5305.82	5571.11	5849.66	6142.14	6449.25
Parks Maintenance Worker I	5032.50	5284.13	5548.33	5825.75	6117.04
Parks Maintenance Worker II	5570.66	5849.19	6141.65	6448.74	6771.17
Planning Technician	6509.61	6835.09	7176.85	7535.69	7912.47
Permit Technician	6509.61	6835.09	7176.85	7535.69	7912.47
Senior Mechanic	6555.84	6883.63	7227.82	7589.21	7968.67
PW Lead Maintenance	6390.49	6710.02	7045.52	7397.80	7767.69
Sr Parks Maintenance	6390.49	6710.02	7045.52	7397.80	7767.69
Street Sweeper Operator	5821.48	6112.56	6418.18	6739.09	7076.05
Teacher	3905.77	4101.06	4306.12	4521.42	4747.49
Teacher's Aide (Hourly)	19.72	20.71	21.74	22.83	23.97
Recreation Specialist II (Hourly)	16.94	17.79	18.68	19.62	20.60

APPENDIX A

MONTHLY SALARY SCHEDULE

Effective February 19, 2023, the salary ranges are as

follows: AFSCME Salary Increase – 0.5% Increase

CLASS TITLE	Step 1	Step2	Step3	Step4	Step 5
Accounting Technician I	5406.93	5677.28	5961.14	6259.20	6572.16
Accounting Technician II	5947.78	6245.17	6557.43	6885.30	7229.56
Accounting Technician III	6679.73	7013.72	7364.41	7732.63	8119.26
Building Inspector I	7677.34	8061.21	8464.27	8887.48	9331.86
Building Inspector II	8143.54	8550.72	8978.25	9427.17	9898.53
Code Enforcement Officer	7213.97	7574.67	7953.40	8351.07	8768.62
Construction Inspector	8528.02	8954.42	9402.14	9872.25	10365.86
Electrician	6957.63	7305.51	7670.78	8054.32	8457.04
Engineering Technician	6904.14	7249.35	7611.81	7992.40	8392.02
Equipment Operator	6116.84	6422.68	6743.82	7081.01	7435.06
Head Teacher	4514.04	4739.74	4976.72	5225.56	5486.84
Maintenance Worker I	5057.67	5310.55	5576.08	5854.88	6147.62
Maintenance Worker II	5598.51	5878.44	6172.36	6480.98	6805.03
Mechanic	6202.70	6512.83	6838.48	7180.40	7539.42
Office Assistant I	4799.92	5039.92	5291.92	5556.51	5834.34
Office Assistant II	5332.34	5598.96	5878.91	6172.85	6481.50
Parks Maintenance Worker I	5057.67	5310.55	5576.08	5854.88	6147.62
Parks Maintenance Worker II	5598.51	5878.44	6172.36	6480.98	6805.03
Planning Technician	6542.16	6869.27	7212.73	7573.37	7952.03
Permit Technician	6542.16	6869.27	7212.73	7573.37	7952.03
Senior Mechanic	6588.62	6918.05	7263.96	7627.15	8008.51
PW Lead Maintenance	6422.45	6743.57	7080.75	7434.78	7806.52
Sr Parks Maintenance	6422.45	6743.57	7080.75	7434.78	7806.52
Street Sweeper Operator	5850.59	6143.12	6450.27	6772.79	7111.43
Teacher	3925.30	4121.57	4327.65	4544.03	4771.23
Teacher's Aide (Hourly)	19.82	20.81	21.85	22.95	24.09
Recreation Specialist II (Hourly)	17.03	17.88	18.78	19.71	20.70

APPENDIX A

MONTHLY SALARY SCHEDULE

Effective the first full pay period which includes July 1, 2023, the salary ranges are as follows:

AFSCME Salary Increase – 2.5% Increase

CLASS TITLE	Step 1	Step2	Step3	Step4	Step 5
Accounting Technician I	5542.11	5819.21	6110.17	6415.68	6736.46
Accounting Technician II	6096.47	6401.30	6721.36	7057.43	7410.30
Accounting Technician III	6846.73	7189.06	7548.52	7925.94	8322.24
Building Inspector I	7869.28	8262.74	8675.88	9109.67	9565.16
Building Inspector II	8347.13	8764.49	9202.71	9662.85	10145.99
Code Enforcement Officer	7394.32	7764.03	8152.24	8559.85	8987.84
Construction Inspector	8741.22	9178.28	9637.20	10119.06	10625.01
Electrician	7131.57	7488.15	7862.55	8255.68	8668.47
Engineering Technician	7076.74	7430.58	7802.11	8192.21	8601.82
Equipment Operator	6269.76	6583.25	6912.41	7258.03	7620.93
Head Teacher	4626.89	4858.23	5101.14	5356.20	5624.01
Maintenance Worker I	5184.11	5443.31	5715.48	6001.25	6301.31
Maintenance Worker II	5738.48	6025.40	6326.67	6643.00	6975.15
Mechanic	6357.77	6675.66	7009.44	7359.91	7727.91
Office Assistant I	4919.92	5165.92	5424.21	5695.42	5980.20
Office Assistant II	5465.65	5738.94	6025.88	6327.18	6643.54
Parks Maintenance Worker I	5184.11	5443.31	5715.48	6001.25	6301.31
Parks Maintenance Worker II	5738.48	6025.40	6326.67	6643.00	6975.15
Planning Technician	6705.71	7041.00	7393.05	7762.70	8150.84
Permit Technician	6705.71	7041.00	7393.05	7762.70	8150.84
Senior Mechanic	6753.34	7091.00	7445.55	7817.83	8208.72
PW Lead Maintenance	6583.01	6912.16	7257.77	7620.65	8001.69
Sr Parks Maintenance	6583.01	6912.16	7257.77	7620.65	8001.69
Street Sweeper Operator	5996.85	6296.70	6611.53	6942.11	7289.21
Teacher	4023.44	4224.61	4435.84	4657.63	4890.51
Teacher's Aide (Hourly)	20.32	21.33	22.40	23.52	24.70
Recreation Specialist II (Hourly)	17.46	18.33	19.24	20.21	21.22

APPENDIX A

MONTHLY SALARY SCHEDULE

Effective the first full pay period which includes July 1, 2024, the salary ranges are as follows:

AFSCME Salary Increase – 3% Increase

CLASS TITLE	Step 1	Step2	Step3	Step4	Step 5
Accounting Technician I	5708.37	5993.79	6293.48	6608.15	6938.56
Accounting Technician II	6279.37	6593.34	6923.00	7269.15	7632.61
Accounting Technician III	7052.13	7404.74	7774.97	8163.72	8571.91
Building Inspector I	8105.36	8510.62	8936.15	9382.96	9852.11
Building Inspector II	8597.54	9027.42	9478.79	9952.73	10450.37
Code Enforcement Officer	7616.15	7996.95	8396.80	8816.64	9257.47
Construction Inspector	9003.46	9453.63	9926.31	10422.63	10943.76
Electrician	7345.52	7712.79	8098.43	8503.35	8928.52
Engineering Technician	7289.04	7653.50	8036.17	8437.98	8859.88
Equipment Operator	6457.85	6780.75	7119.78	7475.77	7849.56
Head Teacher	4765.69	5003.98	5254.18	5516.89	5792.73
Maintenance Worker I	5339.63	5606.61	5886.94	6181.29	6490.35
Maintenance Worker II	5910.63	6206.16	6516.47	6842.29	7184.41
Mechanic	6548.50	6875.92	7219.72	7580.71	7959.74
Office Assistant I	5067.52	5320.90	5586.94	5866.29	6159.60
Office Assistant II	5629.62	5911.10	6206.66	6516.99	6842.84
Parks Maintenance Worker I	5339.63	5606.61	5886.94	6181.29	6490.35
Parks Maintenance Worker II	5910.63	6206.16	6516.47	6842.29	7184.41
Planning Technician	6906.88	7252.23	7614.84	7995.58	8395.36
Permit Technician	6906.88	7252.23	7614.84	7995.58	8395.36
Senior Mechanic	6955.94	7303.73	7668.92	8052.37	8454.99
PW Lead Maintenance	6780.50	7119.52	7475.50	7849.27	8241.74
Sr Parks Maintenance	6780.50	7119.52	7475.50	7849.27	8241.74
Street Sweeper Operator	6176.76	6485.60	6809.88	7150.37	7507.89
Teacher	4144.14	4351.35	4568.91	4797.36	5037.23
Teacher's Aide (Hourly)	20.93	21.97	23.07	24.23	25.44
Recreation Specialist II (Hourly)	17.98	18.88	19.82	20.81	21.85



STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Bozhena Palatnik, Public Works, (650)595-7463, bpalatnik@belmont.gov
Agenda Title: 2023 Sanitary Sewer Rehabilitation Project
Agenda Action: Resolution

Recommendation

Adopt a resolution (1) approving plans and specifications, authorizing advertisement for sealed bids, and authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$960,300 with a 10% construction contingency, (2) approving a task order for construction management services with Pavement Engineering, Inc. (PEI) for an amount not to exceed \$199,170, and (3) approving appropriation of \$886,190 from Sewer Collections Fund balance to Project 7074: Residential Gravity Replacement (Account 503-3-730-7074-9030) to cover the cost of construction and CM/Inspection services for the 2023 Sanitary Sewer Rehabilitation Project, City Contract Number 2023-620.

Strategic Focus Area

Infrastructure and Mobility

Background

As part of the on-going Pavement Rehabilitation Program, ten streets are scheduled pavement reconstruction in summer of 2023. All streets are in poor condition and require significant amount of work. In an effort to avoid cutting into newly paved roads. All existing sanitary and storm sewer pipes, drain inlets, and manholes located under these streets were evaluated, and several sanitary sewer mains are deemed to require replacement or repair prior to pavement project. Additionally, several other sanitary sewer mains in poor condition are identified and included in this project.

Analysis

Approximately 3,500 linear feet of pipes need to be replaced and/or repaired; project design is now complete and ready for construction. The main replacement included in this project is in the following streets:

- Arbor Avenue
- South Road
- Middle Road
- Hillman Avenue
- Lyon Avenue
- Alameda de las Pulgas
- Villa Avenue



The project construction is estimated to take 60 working days. The engineer's construction estimate for this project is \$960,300 plus 10% construction contingency.

To ensure proper construction support staff requested proposals from its on-call consultants and selected Pavement Engineering, Inc. (PEI) based on their previous successful experience with these type of projects. The construction management and inspection services support is \$199,170.

The following scope of work are covered by construction management services:

- Provide construction oversight and full-time inspection of work
- Work with individual property owners for work within easements
- Address unforeseen field conditions and provide direction to the contractor based on input from Project Manager and Project Engineer
- Organize and conduct weekly progress meeting
- Review construction submittals for compliance
- Coordinate third party compaction testing
- Track and send contract updates
- Estimate and track extra work
- Produce daily inspection logs
- Review and process progress payments and change orders
- Organize punch list walks, compile final punch list and ensure its completion
- Produce as-built redlines

Alternatives

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

Attachments

- A. Resolution
- B. PEI Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Design cost for Project 7074: Residential Gravity Replacement (Account 503-3-730-7074-9030) is estimated at \$130,690, construction estimate at \$960,300 plus 10% contingency, and construction management and inspection cost at \$199,170, totaling \$1,386,190 for the project. There is currently \$500,000 budgeted for the project. Therefore, \$886,190 is needed to be appropriated from Sewer Collections Fund balance to Project 7074 (Account 503-3-730-7074-9030).



Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT (1) APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$960,300 WITH A TEN PERCENT CONSTRUCTION CONTINGENCY, (2) APPROVING A TASK ORDER FOR CONSTRUCTION MANAGEMENT SERVICES WITH PAVEMENT ENGINEERING, INC. (PEI) FOR AN AMOUNT NOT TO EXCEED \$199,170, AND (3) APPROPRIATING \$886,190 FROM SEWER COLLECTIONS FUND BALANCE TO PROJECT 7074: RESIDENTIAL GRAVITY REPLACEMENT (ACCOUNT 503-3-730-7074-9030) TO COVER THE COST OF CONSTRUCTION AND CM/INSPECTION SERVICES FOR THE 2023 SANITARY SEWER REHABILITATION PROJECT, CITY CONTRACT NUMBER 2023-620.

WHEREAS, the City's Sewer System Upgrade Program includes the rehabilitation and replacement of sewer gravity lines across the City; and,

WHEREAS, the Department of Public Works and selected consultant have prepared plans and specifications for the 2023 Sanitary Sewer Rehabilitation Project, CCN 2023-620; and,

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

WHEREAS, the project was budgeted from the Account Number 503-3-730-7074-9030/ Residential Gravity Pipes; and,

WHEREAS, the construction phase of the project is estimated to be \$1,056,330 including 10% construction contingency; and,

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

WHEREAS, Pavement Engineering Inc., was selected to provide construction management and inspection services for an amount not to exceed \$199,170.

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

SECTION 1. Approves plans and specifications, authorizes the advertisement for sealed bids, and authorizes the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$960,300 with a ten percent construction contingency for the 2023 Sanitary Sewer Rehabilitation Project, City Contract Number 2023-620

SECTION 2. The City Manager is authorized to execute a Task Order with Pavement Engineering, Inc. to provide construction management and inspection services for an amount not to exceed \$199,170 for the 2023 Sanitary Sewer Rehabilitation Project, City Contract Number

2023-620.

SECTION 3. Approves appropriation of \$886,190 from Sewer Collections Fund balance to Project 7074: Residential Gravity Replacement (Account 503-3-730-7074-9030) to cover the cost of construction and CM/Inspection services for the 2023 Sanitary Sewer Rehabilitation Project, City Contract Number 2023-620.

* * *

ADOPTED February 14, 2023 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

January 18, 2023

MP23-036

Bozhena Palatnik
Senior Civil Engineer
Public Works Department
City of Belmont
One Twin Pines Lane, Suite 385
Belmont, CA 94002

Subject: Provide CM/QA Services for the 2023 Sewer Rehabilitation Project

Dear Bozhena:

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

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

SCOPE OF WORK

Task 1 – Construction Management and Engineering Support

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

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

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

recommend payment to the City. Progress payment documentation shall provide a suitable accounting trail to support documentation for contract work (e.g., items, CCOs, etc.) back to a source document (e.g., Q sheet). Quantity pay sheet calculations shall be checked by a separate individual, other than the inspector and quantities paid shall be monitored and checked against estimated quantities.

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

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

Task 2 – Quality Assurance and Laboratory Testing for Trench Construction

During trench work, PEI will provide full-time inspection to observe trench excavation, installation of bedding, compaction testing and observation of backfill and laboratory testing necessary to determine if the contractor is providing quality workmanship and materials.

Task 3 - Laboratory Testing

During trench construction, PEI will include laboratory testing for backfill material used including moisture density curves (CTM 216), sieve analysis (CTM 202) and sand equivalent (CTM 217).

Task 4 - Verification and Determination of Compliance and Acceptance

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

We will prepare a final report that summarizes all the laboratory tests and will address the contractor's compliance with specifications, plans, and applicable adopted standards. Copies of the compaction and laboratory test results will be included. The report will outline any areas of non-compliance.

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

PROPOSAL FEE AND FEE BREAKDOWN

PEI's fee for this work is based on our experience with similar projects and knowledge of similar construction. Our proposal covers an estimated 50 working day contract. The contractor's actual schedule may result in a different level of effort and a modified estimate.

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

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

Bozhena Palatnik
MP23-036
January 18, 2023
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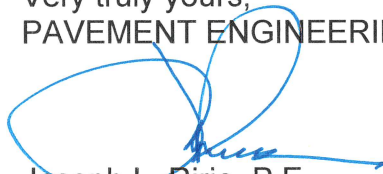
Between 0 and 4 hours will be invoiced at 4 hours
Between 4 and 8 hours will be invoiced at 8 hours

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

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

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

Very truly yours,
PAVEMENT ENGINEERING INC.



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

Attachments: Estimated Fee Breakdown Schedule
 Proposal Conditions

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

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ESTIMATED FEE BREAKDOWN SCHEDULE

**Construction Management /Engineering Support, Construction Inspection and Quality Assurance
City of Belmont 2023 Sewer Rehabilitation Project**

Task 1 Construction Management and Engineering Support				
Position		Units	Rate	Total
	Senior Principal Engineer (PEI)	25	\$260 / hour	\$6,500
	Project Executive (Swinerton)	46	\$255 / hour	\$11,730
	Asst. Project Manager / Resident Engineer (Swinerton)	242	\$150 / hour	\$36,300
	Assistant Engineer (PEI)	50	\$175 / hour	\$8,750
	Clerical	50	\$80 / hour	\$4,000
Estimated Task 1 Fees:				\$67,280
Task 2 Quality Assurance and Inspection				
Position		Units	Rate	Total
	Construction Management (PEI)	50	\$175 / hour	\$8,750
	Asst. Project Manager / Resident Engineer (Swinerton)	182	\$150 / hour	\$27,300
	Construction Inspector (50 working days)	400	\$145 / hour	\$58,000
	Equipment / Vehicle Usage	50	\$200 / day	\$10,000
Estimated Task 2 Fees:				\$104,050
Task 3 Laboratory Testing				
Position		Units	Rate	Total
	CMT (216) Moisture Density Curves	40	\$250 / test	\$10,000
	Break Concrete Cylinders ASTM C39	15	\$40 / test	\$600
	CTM 207 Sieve Analysis (Aggregate Backfill)	4	\$160 / test	\$640
	CTM 217 Sand Equivalent (Aggregate Backfill)	4	\$130 / test	\$520
	HMA Mix Tests	1	\$1,000 / test	\$1,000
	Density Cores	2	\$60 / test	\$120
Estimated Task 3 Fees:				\$12,880
Task 4 Verification and Determination of Compliance and Acceptance / Post Construction				
Position		Units	Rate	Total
	Senior Principal Engineer	16	\$260 / hour	\$4,160
	Assistant Engineer/Project Manager	16	\$175 / hour	\$2,800
	Lab Manager	20	\$175 / hour	\$3,500
	Asst. Project Manager / Resident Engineer (Swinerton)	30	\$150 / hour	\$4,500
Estimated Task 4 Fees:				\$14,960
Total Estimated Fees:				\$199,170

Overtime Rates	Time and a Half	Double Time
Inspection	165 / hour	210 / hour
Compaction Testing	165 / hour	210 / hour



PROPOSAL CONDITIONS

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





STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Jennifer Rose, Housing, Economic Development, & Finance Manager,
jrose@belmont.gov
Agenda Title: Resolution Making Certain Findings Under Public Health and Safety Code Section 33433 for Disposition of Public Property Located on El Camino Real at Hill Street (APN's 045-163-070, 045-162-070, 045-162-080, 045-162-090)
Agenda Action: Resolution

Recommendation

Adopt a resolution making certain findings under Public Health and Safety Code Section 33433 for disposition of public property.

Strategic Focus Area

Economic Development and Housing

Background

In January 2012, the Belmont City Council adopted Resolution No. 2012-0013 authorizing the City to serve as the Housing Successor Agency of the now dissolved Belmont Redevelopment Agency (the "Agency"), thereby assuming all rights, powers, assets, liabilities, duties, and obligations previously associated with the housing activities of the Agency in accordance with Health and Safety Code Section 34176.

In August 2012, the California Department of Finance approved the transfer of low-moderate income ("LMI") housing assets from the former Agency to the City of Belmont, to act in the Agency's capacity as the Belmont Housing Successor Agency. Transferred assets included residential real property, land held for redevelopment, and loans receivable. Among the land were four parcels located on El Camino Real, on either side of Hill Street (the "Properties").

At the direction of City Council, City staff have been working to leverage LMI housing assets to create more affordable housing in Belmont. The project's inclusion of low- and very-low income units, along with its location (in close proximity to single-family residential development, commercial services, major transportation corridors, etc.) also aligns with the recently adopted Housing Element 2023-2031 of the Belmont General Plan.

In February 2018, City Council adopted Resolution No. 2017-007 authorizing the City Manager to enter into an Exclusive Negotiating Agreement ("ENA") with Linc Housing (the "Developer") for the development of a 37-unit, 100% affordable rental housing project on the Properties. The ENA outlined the general scope, design, and financing terms of the project and directed the Developer to proceed with obtaining all project entitlements and funding. The ENA was executed by all parties in August 2018.



Since 2018, the Developer has worked diligently to advance project funding and design. In 2018 and 2019, respectively, the Developer secured \$.5 million and \$1.4 million in competitive funding from the San Mateo County Affordable Housing Fund (AHR). They have also worked collaboratively with the City to complete the entitlement review, which has faced several unique design and engineering challenges. To address, these challenges, City Council approved several extensions to the ENA negotiating term. Most recently, City Council approved a deadline extension to June 31, 2023, along with an amended ENA Term Sheet for the future purchase, sale, and development of an affordable housing project at the Property, including authorization of an application for streamlined project review pursuant to Senate Bill 35.

The City now desires to pursue sale of the Properties to Linc Housing pursuant to Health & Safety Code Section 33433, to facilitate development of an affordable housing project.

Analysis

On February 7, 2023, the Planning Commission held a public hearing to consider Planning Application 2018-0074 by Linc Housing for the development of a 37-unit, 100% affordable rental housing project on the four City-owned parcels located on El Camino Real at Hill Street (the “Properties”). Ultimately, the Commission adopted two resolutions:

1. Resolution No. 2023-03 approving the requested project entitlements for the two parcels located on El Camino Real at Hill Street (the “Properties”): Design Review, Exemption, Alternative, Grading Plan, Outdoor Noise Exception, Density Bonus, Waivers, and Incentives; and,
2. Resolution No. 2023-04 recommending City Council approve the Disposition, Development, and Loan Agreement (DDLA) between the City and Linc Housing.

Because the City acquired the Properties as the Housing Successor Agency to the former Redevelopment Agency, Section 33433 of the California Health and Safety Code requires City Council approval of the property disposition, after a public hearing, and a determination that the terms of property disposition meet the standards for fair reuse value in Health and Safety Code Section 33433.

The City has prepared the attached summary report consistent with the requirements of Section 33433, including a summary of the proposed housing project, summary of the Disposition, Development, and Loan Agreement that will facilitate the sale transaction, the appraised value of the property interest to be conveyed, estimated fair reuse value, and consistency with blight elimination requirements.

Next Steps

Once City Council adopts a resolution making certain findings under Health and Safety Code Section 33433 for disposition of the Properties, City Council will hold a public meeting on February 28, 2023 to consider approving the Disposition, Development, and Loan Agreement. The Developer will be applying for additional project financing in April 2023. Sale of the Properties is expected to close in December 2023.

Alternatives

1. Provide alternative direction regarding sale of Housing Successor real property asset.
2. Take no action; discontinue sale of Property.



Attachments

- A. Resolution
- B. Summary Report 33433

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Project financing commitments and disposition of land are detailed in the attached Summary Report 33433. The Properties will be sold to the Developer for \$1 in exchange for provision of lower-income housing units.

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:*

Posting of Agenda

*The City also published notice of availability of the Summary Report 33433 and notice of the time and place of this public hearing in a general circulation newspaper, as specified in Section 6066 of the Government Code. Notices were published on February 1, 2023 and again on February 8, 2023.

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT MAKING CERTAIN FINDINGS UNDER PUBLIC HEALTH AND SAFETY CODE SECTION 33433 FOR DISPOSITION OF PUBLIC PROPERTY LOCATED AT 876, 884, 898, AND 900 EL CAMINO REAL AT HILL STREET IN THE CITY (APN'S 045-163-070, 045-162-070, 045-162-080, 045-162-090)

WHEREAS, on January 24, 2012, the Belmont City Council adopted Resolution No. 2012-0013 authorizing the City to become the Housing Successor Agency of the now dissolved Belmont Redevelopment Agency (the "Agency"), thereby assuming all rights, powers, assets, liabilities, duties, and obligations previously associated with the housing activities of the Agency in accordance with Health and Safety Code Section 34176; and,

WHEREAS, on August 30, 2012, the California Department of Finance approved the transfer of low-moderate income ("LMI") housing assets from the former Agency to the City of Belmont, to act in the Agency's capacity as the Belmont Housing Successor Agency; and,

WHEREAS, transferred assets included 876, 884, 898, and 900 El Camino Real at Hill Street in the City (the "Properties"); and,

WHEREAS, in June 2017, the City issued a Request for Proposals ("RFP") seeking affordable housing project proposals from qualified developers for the Properties; and,

WHEREAS, City Council established an Affordable Housing Subcommittee to assist staff in vetting project proposals, ultimately concluding that Linc Housing, Inc. ("Developer") was the preferred developer for the Properties; and,

WHEREAS, in February 2018, City Council adopted Resolution No. 2017-007 authorizing the City Manager to enter into an Exclusive Negotiating Agreement ("ENA") with the Developer for the development of a 37-unit, 100% affordable rental housing project on the Properties; and,

WHEREAS, The ENA, outlining the general scope, design, and financing terms of the project and directing the Developer to proceed with obtaining all project entitlements and funding, was executed by all parties in August 2018; and,

WHEREAS, in August 2019, the City Manager granted a two-month extension to the ENA negotiating term, as permitted in the ENA; and,

WHEREAS, from October 2019 to June 2022, City Council approved several extensions to the ENA negotiating term to allow the Developer to work collaboratively with the City to complete the entitlement review, which has faced unique design and engineering challenges; and,

WHEREAS, the current deadline for the ENA is June 31, 2023; and,

WHEREAS, on February 7, 2023, the Planning Commission held a duly noticed public meeting to discuss the project, ultimately adopting Resolution No. 2023-03 approving all project entitlements and Resolution No. 2023-04 recommending that City Council approve the Disposition, Development, and Loan Agreement; and,

WHEREAS, the Developer has worked diligently to advance project funding, securing competitive funding from the San Mateo County Affordable Housing Fund (AHR) in the amount of \$1.9 million; and,

WHEREAS, the City now desires to pursue the sale of these properties to market rate buyers pursuant to Health and Safety Code Section 33433, which requires that before any property which was acquired in whole or in part, directly or indirectly, with redevelopment tax increment moneys is sold or leased for development pursuant to the redevelopment plan, the sale must be approved by the legislative body after a public hearing; and,

WHEREAS, the City published notice of the availability of the Summary Report 33433 and notice of the time and place of this the February 14, 2023 hearing in a general circulation newspaper, as specified in Section 6066 of the Government Code, with notices published on February 1, 2023 and again on February 8, 2023.

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

SECTION 1. The City Council finds that the sale of the real properties located at 876, 884, 898, and 900 El Camino Real at Hill Street will assist in the elimination of blight and provide housing for low-income households and finds that sale of the property is in the City's best interests.

SECTION 2. The City Council further finds that the terms of property disposition meet the standards for fair reuse value and all other requirements of Section 33433 of the California Health and Safety Code.

* * *

ADOPTED February 14, 2023 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

**SUMMARY REPORT PURSUANT TO
SECTION 33433 OF THE CALIFORNIA HEALTH AND SAFETY CODE
ON A DISPOSITION, DEVELOPMENT AND LOAN AGREEMENT (DDLA)
BETWEEN THE CITY OF BELMONT AND LINC-HILL STREET L.P.**

This Summary Report has been prepared pursuant to Section 33433 of the California Health and Safety Code (“HSC”). HSC 33433 requires that before any property which was acquired in whole or in part, directly or indirectly, with redevelopment tax increment moneys is sold or leased for development, the sale or lease must be approved by the legislative body after a public hearing. Notice of the time and place of the hearing shall be published in a newspaper of general circulated in the community at least once a week for at least two successive weeks as specified in Government Code Section 6066.

This report outlines the salient parts of the ***Disposition, Development and Loan Agreement*** (“Agreement”) for development of an affordable housing project at Hill Street and El Camino Real to be entered into by and between the City of Belmont (“City”), in its capacity as the Housing Successor to the former Belmont Redevelopment Agency (“Former Agency”), and Linc-Hill Street L.P. (“Developer”). The four subject properties listed below (the “Properties”) were acquired by the Former Agency using property tax increment funds set aside for low-moderate income housing and were subsequently transferred to the City upon dissolution of the Former Agency pursuant to HSC 34176.

876 EL CAMINO REAL, BELMONT, CA 94002 (APN 045-162-070) – SITE A
884 EL CAMINO REAL, BELMONT, CA 94002 (APN 045-162-080) – SITE A
898 EL CAMINO REAL, BELMONT, CA 94002 (APN 045-162-090) – SITE A
900 EL CAMINO REAL, BELMONT, CA 94002 (APN 045-163-070) – SITE B

As contained in the Code, the following information is included in this summary report:

- The cost of the agreement to the City of Belmont, including land acquisition costs, clearance costs, relocation costs, the costs of any improvements to be provided by the City, plus the expected interest on any loans or bonds to finance the agreement;
- The estimated value of the interest to be conveyed or leased, determined at the highest and best use permitted under the redevelopment plan;
- The estimated value of the interest to be conveyed in accordance with the uses, covenants, and development costs required under the proposed agreement with the City, i.e., the reuse value of the site;
- An explanation of how the lease of the property will assist in the elimination of blight; and,
- The purchase price the Developer will be required to make to acquire the property. If the sale price or total rental amount is less than the fair market value of the interest to be conveyed or leased, determined at the highest and best use consistent with the redevelopment plan, then the City shall provide as part of the summary an explanation of the reasons for the difference.

This Summary Report is organized into the following sections:

- I. **Summary of Proposed Agreement:** This section includes a description of the property, the proposed development and the major responsibilities of the City and Developer.
- II. **Cost of the Agreement to the City:** This section details the total cost of the Agreement to the City, including land acquisition costs, clearance costs, relocation costs, the costs of any improvements to prepare the Properties for sale, and other administrative costs. It presents the terms of the property's sale and sets forth the net cost of the Agreement to the City.
- III. **Estimated Value of the Interests to be Conveyed:** This section estimates the value of the interests to be conveyed to the Developer determined at the highest use permitted under the Properties' existing zoning.
- IV. **Estimated Fair Reuse Value of the Interests to be Conveyed:** This section summarizes the valuation estimate for the Properties based on the proposed Sale.
- V. **Blight Elimination:** This section demonstrates how the Project satisfies the blight elimination criteria imposed by Section 33433 through the provisions of housing for Low- and Very-Low Income households.

SECTION I. SUMMARY OF THE PROPOSED DEVELOPMENT AGREEMENT

The City's role as Housing Successor Agency and property owner is to ensure that the project meets the City's goals and objectives to develop new affordable housing units and create a vibrant pedestrian friendly downtown.

Summary of the Project Entitlements

The Project entitlements were processed pursuant to Senate Bill 35 (SB 35), which allows streamlined ministerial review of qualifying affordable housing projects. SB 35 projects are not subject to minimum parking requirements, are exempt from review under the California Environmental Quality Act (CEQA), and benefit from a streamlined objective ministerial review process.

- The project includes a thirty-seven (37) unit, high-quality affordable housing development across two project sites. Site A contains twenty-four (24) units and Site B contains thirteen (13) units; total proposed square footage is 43,347 square feet. A total of twelve (12) tuck-under parking spaces would be provided on-site for the project.
- The project includes 22 very low-income units (50% AMI), 14 low-income units (80% AMI), and one unrestricted managers unit. This project helps the City work towards meeting its regional housing needs assessment (RHNA) allocation for low and very-low income units.
- Pursuant to State Density Bonus Law, housing developments that provides 100% of the total units for lower income household (exclusive of a manager's unit) are entitled to receive up to an 80% density bonus. The Project includes a 68% State density bonus, with 15 of the 37 projects units being "density bonus units".
- Pursuant to State Density Bonus Law, 100% affordable projects located within a half mile (0.5) of a major transit stop are entitled to receive four incentives and a maximum height increase of up to three additional stories or 33 feet. The Project is located less than one-half (0.5) mile from the

Belmont Caltrain Station, and received a height increase of 13 feet over the maximum permitted 50 feet in the VC Zoning District. The maximum height of the project is 63 feet.

- State density bonus law also allows the developer to request project incentives, waivers, and exceptions. The proposed project includes three density bonus incentives and seven zoning waivers, summarized in the table below:

Table 1: Project Waivers and Incentives.

Incentives	Waivers
Minimum Ground Floor Height (16 ft) <i>BZO Sec. 31.4.1 Table 31-2</i>	Maximum FAR. (2.0) <i>BZO Sec. 31.4.1 Table 31-2</i>
Minimum Landscaping (10% of Lot) <i>BZO Sec. 31.4.1(n)</i>	Transitional Height Adjacent to an R Districts. <i>BZO Sec. 31.5.1 (a)</i>
Street Wall Height <i>BZO Sec. 31.5.2 Table 31-3</i>	Building Bulk <i>BZO Sec. 31.4.1 Table 31-2</i>
	Ground Floor Active Uses <i>BZO Sec. 31.5.2 Table 31-3</i>
	Min % of Front Facade Located at or within 10 ft. of the sidewalk. <i>BZO Sec. 31.5.2 Table 31-3</i>
	Front Setback (0 to 5 ft.) <i>BZO Sec. 31.5.2 Table 31-3</i>

Summary of the Disposition Development and Loan Agreement (DDLA)

The Belmont City Council will consider a Disposition Development and Loan Agreement (“Agreement”) to establish terms for disposition and development of the property, and to confirm terms for providing the Developer with a loan of affordable housing mitigation funds. A summary of the main terms of the Agreement is provided below.

- **Purchase Price.** The purchase price for the Property is one dollar, to be paid by the Developer at the close of escrow. The property is currently appraised at \$4,000,000.
- **City Affordable Housing Loan.** The Project Approved Financing plan includes a loan from the City to the Developer for \$1,000,000 from affordable housing mitigation funds. Interest on the loan shall accrue at three percent (3%) per annum, and the Term of the loan shall be 57 years, or longer as required by other project financing sources.
- **Affordable Units.** The project is subject to a Regulatory Agreement with the City restricting 49% of the units as affordable, or 18 units (the maximum that can be restricted by the City of Belmont pursuant to Article 34 of the State of California Constitution). The remaining units will be restricted to comply with additional funding sources including San Mateo County Affordable Housing Funds and CA Tax Credit Allocation Committee (CTCAC) programs.
- **Affordability Term.** The Regulatory Agreement requires the restricted units to remain affordable for a minimum of 57 years, or longer as needed to comply with other financing sources.

- **As-Is Conveyance.** The Developer was provided the opportunity to investigate the Property and has approved the physical condition of the Property. The Developer specifically acknowledges and agrees that the City is selling to the Developer the Property (and all thereon) on an "as is with all faults" basis and that the Developer is not relying on any representations or warranties from the City as to any matters concerning the Property.
 - **Demolition of Existing Structures.** The existing buildings have been assessed to be a public safety hazard requiring demolition. The City is proposing to demolish the buildings in their entirety to the top of existing slab on grade prior to disposition of the property. The demolition also includes procedures for abatement of any hazardous waste encountered in the field to ensure safe working conditions and disposal. The City has budgeted \$97,750 for this site preparation activity.

The table below lists the Properties' appraised value as of June 1, 2022.

Table 2: Properties and Appraised Value

Property	APN	Description	Appraised Value
876 El Camino Real	045-162-070	Two-story mixed-use vacant structure	\$4,000,000
884 El Camino Real	045-162-080	One-story vacant commercial structure and non-conforming residential space	
898 El Camino Real	045-162-090	One-story vacant commercial structure and non-conforming residential space	
900 El Camino Real	045-163-070	Vacant single-story service station structure, surface parking	

Source: Buss-Shelger Associates, Current Market Valuation, June 1, 2022.

SECTION II. COST OF THE AGREEMENT TO THE CITY

This section presents the total cost of the Agreement to the City. The "net cost" of the Project after consideration of the revenues that will accrue to the City's Low- and Moderate-Income Housing Asset Fund, if any, is also evaluated. The net cost can be either an actual cost, when expenditures exceed receipts, or a net gain, when revenues created by implementation of the Agreement exceed expenditures.

The direct cost of the agreement to the City includes the previous acquisition cost of the Properties, site demolition costs, and a project loan of affordable housing funds, as summarized in the table below.

Table 3: Estimated Costs to the City

Property	Acquisition Date	Acquisition Cost	Demolition Cost	Project Loan Cost
876 El Camino Real	4/02/2009	\$407,000	\$97,750	\$1,000,000
884 El Camino Real	3/10/2010	\$383,323		
898 El Camino Real	3/10/2010	\$532,182		
900 El Camino Real	8/20/2010	\$658,576		
Subtotal		\$1,981,081	\$97,750	\$1,000,000

Total cost of the Agreement to the City would not exceed \$3,078,831.

Table 4: Estimated Revenues to the City

Revenue Source	Amount
Loan Repayment	\$1,000,000
Loan Interest, 57 Year Term	3% Simple Interest, per Annum
Subtotal	\$1,000,000 plus interest TBD

The Developer shall make repayments of the City Loan from fifty percent (50%) of Residual Receipts equal to a percentage based on the total principal amount of City Loan committed to the Developer compared to the total principal amount of the County Loan committed to the Developer, and the total amount of any other public entity loans included on the Approved Financing Plan as of the Close of Escrow.

Total revenues from the Agreement to the City would be \$1,000,000 plus interest. While the loan term is defined to be at least 57 years, the repayment of this loan comes from residual receipts and is based on other funding sources, therefore the interest amount cannot be calculated at this time.

Total Net Cost of the Agreement to the City would not exceed \$2,078,831. This net cost will likely be reduced by repayment of accrued interest which would be determine based on the term of the loan repayment (not to exceed 57 years).

SECTION III. ESTIMATED VALUE OF THE INTERESTS TO BE CONVEYED

The highest and best use of these project sites would be a market rate multi-family project. The estimated values of the Properties at their highest and best use are the appraised values provided in Table 2 above. The appraisal dated June 1, 2022, determined the Properties to be valued at \$4,000,000.

SECTION IV. ESTIMATED FAIR REUSE VALUE

The reuse value of the Property is directly a function of the development economics of the specific Project required in the Agreement. In this case, the Agreement requires the Developer to build 36 affordable rental units, 1 manager unit, and 12 parking spaces. The Regulatory Agreement ensures that the units being restricted by the City of Belmont (18 units) will serve Very-Low Income households. The following is a summary of the targeted unit affordability levels for all units:

- Very-Low Income units (50% of Area Median Income) 22 units
- Low-Income units (80% of Area Median Income) 14 units
- Unrestricted Manager Unit 1 unit

The Project's development costs are estimated to total approximately \$35 million. Given the lower-income affordability requirements, the Project's income stream will not support 100% of the Project's construction costs. The project is anticipated to be funded with a combination of low-income housing tax credits, the City loan, a County Affordable Housing Fund (AHF) loan, and a conventional loan as follows:

Table 5: Project Funding Sources

Funding Sources	Total Project	% of Total
City of Belmont Loan	\$1,000,000	3%
City Land	\$4,000,000	11%
Permanent Loan	\$5,629,474	16%
County Affordable Housing Fund	\$1,900,000	5%
LIHTC, Limited/General Partner	\$22,502,152	64%
Total Funds/Development Costs	\$34,731,626	100%

The Project's economics with lower-income affordable units do not support a traditional up-front payment for land or traditional ground lease. Therefore the Properties fair reuse value is nominal.

SECTION V. BLIGHT ELIMINATION

The Project consists of the development of 37 new housing units, 36 of which will be available to low- and very-low income households. The units will be subject to affordability restrictions for 57 years. In accordance with California Redevelopment Law, as portrayed in the California Health and Safety Code Section 33433, the conveyance of property that results in the provision of housing for Low- or Moderate-Income persons satisfies the blight elimination criteria imposed by Section 33433. Thus, the Project fulfills the blight elimination requirement.



STAFF REPORT

Meeting Date: February 14, 2023
Agency: City of Belmont
Staff Contact: Elizabeth Wada, Associate Civil Engineer, (650) 595-7468, ewada@belmont.gov
Peter Brown, PW Director, (650) 595-7469, pbrown@belmont.gov
Agenda Title: Annual Transportation and Mobility Update for 2022
Agenda Action: For Information Only

Recommendation

This is an informational item only; no action is required.

Strategic Focus Area

Infrastructure and Mobility

Background

An issue of interest for the community and City Council has been enhancing safe multi-modal mobility in Belmont. The City Council has declared mobility to be one of the top five city priorities. Infrastructure and Mobility are a City Council Strategic Focus Area with an objective to identify and address trends to inform traffic management approach and solutions through the three “E’s” of traffic and mobility/capital planning: Engineering, Education and Enforcement. This fourth annual mobility update provides highlights of the City’s various transportation and mobility initiatives during 2022. The Parking and Traffic Safety Committee (PTSC) has received a number of requests that went through evaluation and/or Council Approval prior to implementation (Attachment B – Parking and Traffic Safety Committee Improvements Table). Public Works and Police Departments also acted on several improvements, enforcement, and educational activities to improve mobility and safety. This report is intended to provide Council and our community with an annual update of the major activities that were performed via the PTSC and highlighting projects that have been completed, are in progress or planned for the future.

Analysis

Our continuing policy focus to improve traffic safety is founded on the three “E’s”: Enforcement, Education, and Engineering. Each component is vital to having a successful system in place to improve mobility safety.

The Belmont Police Department does an excellent job with community education and enforcing traffic laws. A specialized traffic team continues to be committed to education and enforcement of traffic laws such as speeding, texting while driving, distracted driving, seat belt usage, and impaired driving (DUI). Along with the traffic team, all patrol officers are responsible for enforcing traffic laws on duty during their normal operations. Along with their own knowledge of the city, the department looks to the community to identify problem areas. Community involvement is a crucial piece leading to directed traffic enforcement and traffic hotspots. Directed traffic enforcement is a tool the Police Department uses to enforce and educate motorists in a designated area throughout the City over an extended period of time,



whereas a traffic hotspot is typically a day event where heavy enforcement is performed in a particular location to address a safety issue. Over the course of the year, the Police Department has performed the following:

- 2,923 traffic stops
- 569 directed traffic enforcements
- 366 collision responses
- Issued:
 - 1,195 moving citations
 - 175 written warnings
- Monitored 10 hotspots

During all events and stops, officers use the time to educate motorists about traffic safety and the impact to the public they have. Education does not end with the Police Department, but also includes public outreach through social media, events, and word of mouth. An engaged community leads to a safer, more aware community. The Police Department and Public Works

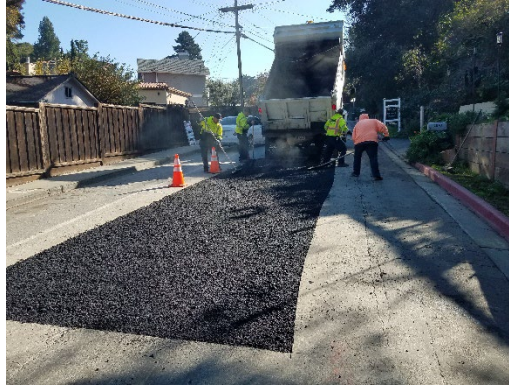
Our Public Works Department continues to look for safety improvements throughout the city. Many of the improvement opportunities are requested by the public through the PTSC. The Belmont Police Department, San Mateo Consolidated Fire Department, and Public Works Department review several requests every year. If the request is warranted, the PTSC works to address the issue through various improvements from simple signage to incorporating improvements into a larger Capital Improvement Project (Attachment B).

While big issues get attention throughout the year, the vast majority of our work happens in the background. In addition to the PTSC requests the Public Works Department's Streets and Traffic field operations division made the following improvements to maintain our streets so they are smooth and safe:

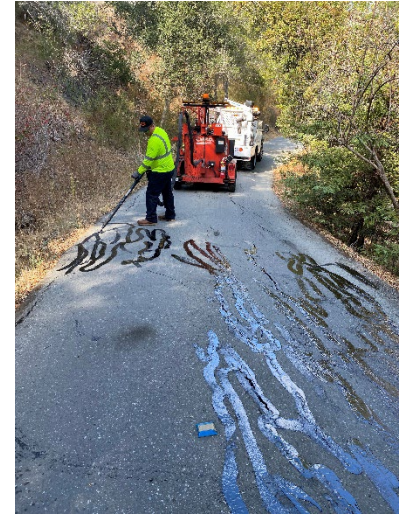
- Refreshed:
 - 4,149 feet of red curb
- Replaced:
 - 37 regulatory signs
 - 7 warning signs
 - 7 guide signs/street signs
- Repaired 110 potholes
- Crack Sealed 46,452 linear feet of pavement
- Installed:
 - 166.3 tons of asphalt



Painting Red Curb



Street Paving



Crack Sealing

Other major transportation and mobility accomplishments during 2022 include:

1. Completion of the following Capital Improvement Projects:

a. 2022 Pavement Reconstruction Project

STREET NAME	LIMITS	
	From	To
Hillman Avenue	Terrace Drive	Notre Dame Avenue
Holly Road	South Road	South Road
Masonic Way	Old County Road	Granada Street
Mezes Avenue	Alameda de Las Pulgas	North End
Old County Road	Ralston Avenue	North City Limit

b. Local Streets and Roads Project

STREET NAME	LIMITS	
	From	To
Lyon Avenue	Mezes Avenue	Alameda de Las Pulgas
Middle Road	Davey Glen Road	Notre Dame Avenue

c. Ralston Avenue Segment 3 Project (pedestrian and bicycle improvements, including contiguous Class II bike lanes, new concrete sidewalks and two new Rectangular Rapid Flashing Beacons crosswalks)

d. Ralston Avenue Adaptive Signal Technology Project (12 signals improved from US 101 to HWY 92 Christian Drive)

2. Advancing Firehouse Square, Windy Hill and 815 Old County Road (just to name a few) private developments through design or construction which will install new pedestrian crossing and sidewalk safety and mobility improvements in conjunction with new development and in compliance with General Plan Policy 3.1-5, which requires new development to contribute their fair share towards improvements for all travel modes.



3. Continued coordinating smaller private developments and private construction projects replacing and installing sections of sidewalk throughout the City supporting the City's recognized Sidewalk Policy.
4. Design of the following Capital Improvement Projects:
 - a. Ralston Ave cabinet relocations
 - b. Davey Glen curb ramps
 - c. Ralston Avenue Segment 3 CIPR
 - d. 2023 Pavement Project
5. Alameda de las Pulgas "4 Corners" Project continued conceptual design during 2022 and performed two community engagement workshops to gain resident feedback and strategize mobility improvements along the corridor. Design development and construction documents began in Fall/Winter of 2022 and are now at 65% completion for new sidewalks, bike lanes, safe routes to school, new pavement between Ralston Avenue and Cranfield Avenue as well as 3 new mini roundabouts.

Moving forward, construction projects will continue to focus on gaps in mobility such as bike lane improvements/connectivity or non-standard sidewalks. The Public Works Department will continue to work with the City Council's mobility priorities throughout the city while also addressing projects identified in the Pedestrian and Bicycle Master Plan, the Ralston Avenue Corridor Improvements, and the Alameda de las Pulgas Transportation Safety Plan. The City looks to keep improving their policies and strives for more complete streets.

Alternatives

1. None

Attachments

- A. "Annual Mobility Update" PowerPoint
- B. Parking and Traffic Safety Committee Improvements Table

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

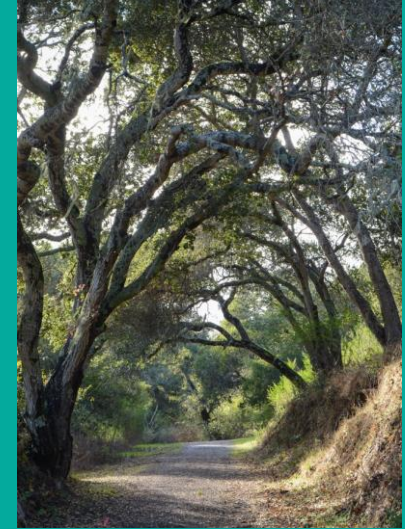
Council Vision/Priority

Public Outreach:

Posting of Agenda

Parking and Traffic Safety Committee Improvements Table

LOCATION	IMPROVEMENT
Academy Avenue	Installed red curb along fire hydrants and hairpin turns for service and emergency vehicle access
1314 Old County Road	Installed white curb limited parking zone and limited parking street signs for safe access to San Carlos Children's Theatre
940 Old County Road	Changed 20-minute parking green zone to 4-Hour parking green zone for residents to access businesses in the area
Cipriani Elementary School/Cipriani Park	Installed ADA parking stall, signage, wheel stop and curb ramp



ANNUAL TRANSPORTATION & MOBILITY UPDATE FOR PARKING, TRAFFIC AND PEDESTRIAN SAFETY IMPROVEMENTS

January 24, 2023



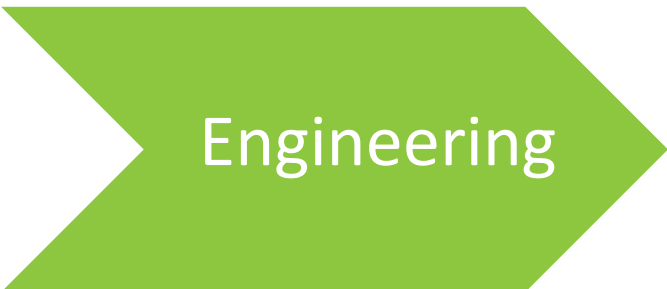
THREE “E’s”



Enforcement



Education



Engineering

ENFORCEMENT



Traffic Hotspots



Directed Traffic
Enforcement



Parking Hotline

BELMONT POLICE STATISTICS FROM 2021

- Performed:
 - 2,923 Traffic Stops
 - 569 Directed Traffic Enforcements
 - 366 Collision Responses
- Issued:
 - 1,195 Moving Citations
 - 175 Written Warnings
- Monitored 10 Hotspots



EDUCATION



Outreach and Events



Police Department



Media

ENGINEERING



Parking and Traffic
Safety Committee



City Staff
Maintenance



Capital Improvement
Projects

PARKING & TRAFFIC SAFETY COMMITTEE (PTSC)



Belmont Police Department



San Mateo Consolidated Fire Department



Belmont Public Works Department



PARKING & TRAFFIC SAFETY COMMITTEE



Receives requests from internal staff or the public



Requests are reviewed and taken to public meetings if necessary



City Council approval is requested when necessary for certain improvements



PARKING & TRAFFIC SAFETY COMMITTEE



Striping and Markings

Crosswalks
Stop Bars
Sharrows
etc.



Signage

Installation
Replacement



Maintenance

Tree Trimming
Painting Curbs



2022 PTSC IMPROVEMENTS

LOCATION	IMPROVEMENT
Academy Avenue	Installed red curb along fire hydrants and hairpin turns for service and emergency vehicle access
1314 Old County Road	Installed white curb limited parking zone and limited parking street signs for safe access to San Carlos Children's Theatre
940 Old County Road	Changed 20-minute parking green zone to 4-Hour parking green zone for residents to access businesses in the area
Cipriani Elementary School/Cipriani Park	Installed ADA parking stall, signage, wheel stop and curb ramp



MAINTENANCE

- Refreshed: 4,149 feet of red curb
- Replaced:
 - 37 regulatory signs
 - 7 warning signs
 - 7 guide signs/street signs
- Repaired: 110 potholes
- Crack Sealed: 46,452 linear feet
- Installed: 166.3 tons of asphalt



MAINTENANCE



Painting Red Curb



Street Paving



Crack Sealing



MAJOR ACCOMPLISHMENTS

Completion of the following Capital Improvement Projects:

- **2022 Pavement Reconstruction Project**

STREET NAME	LIMITS	
	From	To
Hillman Avenue	Terrace Drive	Notre Dame Avenue
Holly Road	South Road	South Road
Masonic Way	Old County Road	Granada Street
Mezes Avenue	Alameda de Las Pulgas	North End
Old County Road	Ralston Avenue	North City Limit

- **Local Streets and Roads Project**

STREET NAME	LIMITS	
	From	To
Lyon Avenue	Mezes Avenue	Alameda de Las Pulgas
Middle Road	Davey Glen Road	Notre Dame Avenue



MAJOR ACCOMPLISHMENTS (cont'd)

- **Ralston Avenue Segment 3 Project** (pedestrian and bicycle improvements, including contiguous Class II bike lanes, new concrete sidewalks and two new Rectangular Rapid Flashing Beacons crosswalks)
- **Ralston Avenue Adaptive Signal Technology Project** (12 signals improved from US 101 to HWY 92 Christian Drive)



CURRENT PROJECTS

DEVELOPMENT PROJECTS

- Fire House Square
- Windy Hill
- 815 Old County Road
- Single Family Homes
 - New builds
 - Additions
 - Accessory Dwelling Units (ADUs)

CAPITAL IMPROVEMENT PROJECTS

- Ralston Ave cabinet relocations
- 2023 Pavement Project
- Davey Glen Curb Ramps
- Ralston Ave Segment 3 CIPR Repave
- Alameda de Las Pulgas Corridor Improvement Project

