



City Council Meeting Agenda

Tuesday, June 10, 2025

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

General order of Business

1. CALL TO ORDER
2. ITEMS BEFORE 7:00 PM
3. PLEDGE OF ALLEGIANCE
4. REPORT FROM CLOSED SESSION
5. SPECIAL PRESENTATIONS
6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
7. COUNCILMEMBER ANNOUNCEMENTS
8. CONSENT BUSINESS
9. PUBLIC HEARINGS
10. GENERAL BUSINESS (none)
11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF
12. MATTERS OF INTEREST/CLARIFICATION
13. ADJOURNMENT

City Council

Julia Mates, Mayor
Robin Pang-Maganaris, Vice Mayor
Gina Latimerlo, Councilmember
Tom McCune, Councilmember
Cathy Jordan, Councilmember

Staff

Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Kathy Kleinbaum, Assistant City Manager
Ken Stenquist, Police Chief
Grace Castaneda, Finance Director
Ann Ritzma, Interim Admin Services Director
Carlos deMelo, Community Development Director
Brigitte Shearer, Parks and Recreation Director
Nisha Patel, Public Works Director
Jozi Plut, City Clerk

MEETING ATTENDANCE:

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

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

PUBLIC COMMENT:

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

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

To submit a written public comment:

E-mail cclerk@belmont.gov before the Council discusses the item, noting the agenda topic or number in the subject line. Comments received up to three hours before the meeting will be distributed to the Council and included in the record but not read aloud during the meeting..

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

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to always conduct themselves with civility and courtesy. All persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks, cursing and outbursts from the audience in support or opposition to a speaker are not tolerated to foster an environment where everyone feels welcome to speak.

LEVINE ACT:

The Levine Act (California Government Code Section 84308) limits campaign contributions that may be made to elected or appointed City officials (including councilmembers and the mayor) and certain candidates for elective city offices. The Act prohibits an agent of a party from contributing any amount to councilmember while a proceeding for a contract valued at \$50,000 or more, permit, license, or other entitlement for use is pending that does not solely involve purely ministerial decisions. The Act also prohibits parties and participants in the above entitlement proceedings from contributing more than \$500 during the proceeding and for 12 months after the proceeding and requires disclosure of the prohibited contributions. The Act prohibits certain officials, including local elected officials, from taking part in an entitlement proceeding if the official has received a contribution exceeding \$500 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding \$500 from a party or participant in the proceeding for 12 months after a final decision is rendered in such a proceeding. The law is complex, and this brief description is not legal advice. If you or an agent have made any campaign contributions to a councilmember in the 12 months before a proceeding in which you have an interest or you are contemplating making a contribution within the 12 months after such a proceeding, you are urged to review the Levine Act and consider consulting an attorney. The California Fair Political Practices Commission (FPPC) is responsible for administering the Levine Act. More information about the Act and its implementing regulations can be found on the FPPC's website here: <https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>

ACCESSIBILITY

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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

City of Belmont
Amended City Council Regular Meeting Agenda
June 10, 2025
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

NOTICE REGARDING MEETING SCHEDULE

The City Council may meet prior to 7:00 PM for Study Sessions, Closed Sessions, or other Special Topics. All other business will commence at 7:00 PM as a time-certain agenda item.

1. CALL TO ORDER

- Roll Call

2. ITEMS BEFORE 7:00 PM

A. CLOSED SESSION 6:30 P.M.

Conference with Labor Negotiators (Govt Code Section 54957.6)

Agency designated representatives: Afshin Oskoui, City Manager Employee organization:
American Federation of State, County and Municipal Employees (AFSCME)

B. STUDY SESSION (none)

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

C. SPECIAL SESSION/OTHER TOPICS (none)

ITEMS STARTING AT 7:00 PM

3. PLEDGE OF ALLEGIANCE

4. REPORT FROM CLOSED SESSION

5. SPECIAL PRESENTATIONS

A. Proclamation on Juneteenth Day of Observance, 2025

6. 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.

7. COUNCILMEMBER ANNOUNCEMENTS

8. 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. Three-Year Microsoft Enterprise Agreement with Crayon Software Experts, LLC

Recommendation: Authorize the City Manager to execute a three-year Microsoft Enterprise Agreement with Crayon, at a total cost of \$311,550, with an annual amount of \$103,850 each year for the next three years

Attachments:

[Staff Report](#)

[PrelimQuote Belmont MS Renewal Crayon](#)

B. 716 Alameda de las Pulgas Permanent Encroachment Agreement

Recommendation: Adopt a resolution approving a Permanent Encroachment Agreement for a retaining wall within the public right-of-way at 716 Alameda de las Pulgas (APN 044-043-190)

Attachments:

[Staff Report](#)

[Resolution](#)

9. PUBLIC HEARINGS

A. Annual Report for Collection of Sewer Service Fees FY 2025-26

Recommendation: 1. Hold a public hearing to consider protests for collecting the fees on the tax roll; and
2. Unless there is a majority protest, overrule objections and adopt a resolution approving the annual report for collection on the tax roll of sewer services fees charged to parcels to fund the operation and maintenance of the City's sewer collection system

Attachments:

[Staff Report](#)

[Resolution](#)

B. Annual Report for Collection of Sewer Treatment Facility Charges for FY 2025-26

Recommendation: 1. Hold a public hearing to consider protests to collecting the fees on the tax roll; and
2. Unless there is a majority protest, overrule objections and adopt a resolution approving the annual report for collection on the tax roll of the sewer treatment facility fees charged to parcel owners to fund the City of Belmont's share of the Silicon Valley Clean Water (SVCW) sewer treatment plant and conveyance system.

Attachments:

[Staff Report](#)

[Resolution](#)

C. Annual Report for Collection of Storm Drainage Fees for FY 2025-2026

Recommendation: 1. Hold a public hearing to consider protests to collecting the fees on the tax roll; and
2. Unless there is a majority protest, overrule objections and adopt a resolution approving the annual report for collection on the tax roll of storm drainage fees charged to parcel owners to fund the City of Belmont's National Pollutant Discharge Elimination System (NPDES) Storm Water Compliance Program for FY 2025-2026.

Attachments:

[Staff Report](#)

[Resolution](#)

D. Adopt Budget and Related Items for Fiscal Year 2025-26

Recommendation: Adopt resolutions approving the Fiscal Year 2025-26 Budget, approving the Appropriations Limit, authorizing the Special Library Tax, and approving revisions to certain fees in the Master Revenue Schedule

Attachments:

[Staff Report](#)

[Resolution](#)

[Presentation](#)

10. GENERAL BUSINESS (none)

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.

11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

B. **Verbal report from City Manager**

12. 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.

13. ADJOURNMENT



STAFF REPORT

Meeting Date: June 10, 2025
Agency: City of Belmont
Staff Contact: Jason Eggers, IT Manager, 650-598-4206, jeggers@belmont.gov
Agenda Title: Three-Year Microsoft Enterprise Agreement with Crayon Software Experts, LLC
Agenda Action: Motion

Recommendation

Authorize the City Manager to execute a three-year Microsoft Enterprise Agreement with Crayon Software Experts, LLC, at a total cost of \$311,550, with an annual amount of \$103,850 each year for the next three years.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

The City has standardized on Microsoft products for its desktop and server operating systems and office applications (word processing, spreadsheet, presentation, and user database) for many years, and has participated in the Microsoft Enterprise Agreement (EA) program since 1999. The EA provides the Microsoft licenses for software used by all City staff including, but not limited to Windows operating system, Windows Server operating system, Exchange e-mail system, Microsoft Office suite, and other Microsoft products.

The EA provides best overall pricing based on volume discounting and allows for simplified licensing management through the EA True-Up process that provides a simple, effective way to account for any change in licensed products over the course of each year, helping to ensure that licensing is current and accurate. The current EA expires on June 30, 2025, and must be renewed before that date to be considered on time and to avoid additional fees.

Analysis

Belmont currently uses the Microsoft O365, including server operating systems and database licensing as well as the end-user suite of products. This EA enables the City to maintain a common IT platform across the City and allows the mix of Microsoft cloud services and on-premise software.

California Department of General Services, Procurement Division, has obtained group pricing for the acquisition of Microsoft software enterprise licensing and maintenance upgrades, and has an approved short list of Microsoft Account Resellers. This ensures that the pricing has been pre-negotiated and deemed fair and reasonable according to the cooperative purchasing agreement set forth by the Procurement Division. The City requested a quote for a three-year enterprise agreement from Crayon, an approved Microsoft Account Reseller.



Staff recommends Crayon Software Experts, LLC as the reseller for this Enterprise Agreement due to their proven track record in handling the Enterprise Agreements local government accounts.

The total cost of the three-year enterprise agreement is \$311,550. The annual payment amount will be \$103,850 each year for the next three years and will be incorporated each year as part of the annual budget approval process.

Alternatives

1. Deny recommended action.
2. Refer matter back to staff for more information, or additional options.

Attachments

- A. Vendor quote

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Funding for the first year of the three-year agreement has been incorporated into the FY 2025-26 budget under the Equipment Replacement Fund (Account # 573-1-301-8359). Funding for the remaining two years of the agreement will be incorporated each year as part of the annual budget development process and subject to Council approval.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda



Quote Details	
Enrollment Number	TBD
Customer Name	City of Belmont
Quote Date:	5/30/2025
Coverage Start:	7/1/2025
Coverage End:	6/30/2028

Coverage Period: 07/01/25 - 06/30/26					
Part Number	Description	Months Remaining	Qty	Annual Net Unit Price	Extended Total
Enterprise Products					
AAA-11894	O365 G3 GCC Sub Per User	12	35	\$247.71	\$8,669.85
AAA-11924	O365 G3 FSA Renewal GCC Sub Per User	12	160	\$210.50	\$33,680.00
AAD-32906	EMS G3 FSA Renewal GCC ALng Sub Per User	12	160	\$80.78	\$12,924.80
AAD-32907	EMS G3 GCC ALng Sub Per User	12	35	\$103.54	\$3,623.90
Additional Products					
3NS-00003	Exchange Online P2 GCC Sub Per User	12	55	\$73.19	\$4,025.45
7MS-00001	Planner & Project P3 GCC Sub Per User	12	15	\$274.64	\$4,119.60
DDJ-00001	Power BI Pro GCC Sub Per User	12	10	\$91.42	\$914.20
MQM-00001	Entra ID P1 Gov Sub Per User	12	55	\$54.95	\$3,022.25
NYH-00001	Teams AC with Dial Out US/CA GCC Sub Add-on	12	195	\$0.00	\$0.00
P3U-00001	Visio P2 GCC Sub Per User	12	2	\$137.32	\$274.64
SFR-00001	Power Automate GCC Sub Per User	12	1	\$161.55	\$161.55
Monthly Subs Total 12 Months:					\$71,416.24

Description	Part Number	Purchase Period	Qty	Customer Price	Extended Total
Enterprise Products					
KV3-00368	Win Enterprise Device ALng SA	1 Yr(s) Remaining	160	\$49.08	\$7,852.80
Additional Products					
076-01912	Project Standard ALng SA	1 Yr(s) Remaining	5	\$129.12	\$645.60
228-04433	SQL Server Standard ALng SA	1 Yr(s) Remaining	3	\$162.65	\$487.95
359-00961	SQL CAL ALng SA User CAL	1 Yr(s) Remaining	185	\$37.82	\$6,996.70
6VC-01254	Win Remote Desktop Services CAL ALng SA UCAL	1 Yr(s) Remaining	50	\$26.19	\$1,309.50
7JQ-00343	SQL Server Enterprise Core ALng SA 2L	1 Yr(s) Remaining	2	\$2,490.81	\$4,981.62
7NQ-00292	SQL Server Standard Core ALng SA 2L	1 Yr(s) Remaining	4	\$649.63	\$2,598.52
810-04760	SQL Server Enterprise ALng SA	1 Yr(s) Remaining	1	\$1,556.63	\$1,556.63
9EA-00273	Win Server DC Core ALng SA 16L	1 Yr(s) Remaining	3	\$1,115.43	\$3,346.29
9EM-00267	Win Server Standard Core ALng SA 16L	1 Yr(s) Remaining	8	\$169.63	\$1,357.04
9EP-00203	System Center DC Core ALng SA 16L	1 Yr(s) Remaining	3	\$433.62	\$1,300.86
On Prem 1 Year Total:					\$32,433.51
3 Year Overall Total:					\$103,849.75

Notes:

PO Should be made out to Microsoft, for the full amount, and submitted to Crayon for processing. Microsoft will invoice annually.

Standard Pricing Terms

** Pricing Expires in 30 days from date of quote **

** All items included in this RFQ are new, unused, not refurbished, with original manufacturer warranty. **

** Enterprise Agreements are direct billings from Microsoft. Please make out purchase orders to Microsoft Corporation **

** Pass-Through Warranty and Other Rights. **

As a reseller, end-user warranties and liabilities (with respect to any third party software products provided by Crayon

Software Experts) shall be provided as a pass-through from the manufacturer of such products.

All software products are subject to the license agreement of the applicable software supplier, as provided with the

software packaging or in the software at time of shipment

1. Pricing and availability on quotes subject to change without notice.

2. Crayon Software Experts reserves the right to correct errors on quotes where applicable.

3. Applicable Taxes and Delivery are Extra and will be calculated and posted on final invoice.

4. Errors & Omissions Excluded.

5. Changes to a quote are subject to written acceptance by Crayon Software Experts.

6. Please see our website for return details: <http://www.crayon.com/en-us/about-us/return-policy/>



Enrollment Number:	TBD
Customer Name:	City of Belmont
Quote Date:	7/1/2025
Agreement End Date	6/30/2028
Program Type:	EA
Crayon Contact:	Matt Wierman
Contact Email:	matt.wierman@crayon.com
Prepared By:	Brandon Porria

Standard Pricing Terms

**** Pricing expires at the end of the current month ****

** All items included in this RFQ are new, unused, not refurbished, with original manufacturer warranty. **

** Pass-Through Warranty and Other Rights. **

As a reseller, end-user warranties and liabilities (with respect to any third party software products provided by Crayon

Software Experts) shall be provided as a pass-through from the manufacturer of such products.

All software products are subject to the license agreement of the applicable software supplier, as provided with the

software packaging or in the software at time of shipment

1. Pricing and availability on quotes subject to change without notice.

2. Crayon Software Experts reserves the right to correct errors on quotes where applicable.

3. Applicable Taxes and Delivery are Extra and will be calculated and posted on final invoice.

4. Errors & Omissions Excluded.

5. Changes to a quote are subject to written acceptance by Crayon Software Experts.

6. Please see our website for return details: <http://www.crayon.com/en-us/about-us/return-policy/>



STAFF REPORT

Meeting Date: [Meeting Date] June 10, 2025
Agency: City of Belmont
Staff Contact: Brian Nguyen, Public Works, (650) 637-2998, bnguyen@belmont.gov
Agenda Title: 716 Alameda de las Pulgas Permanent Encroachment Agreement
Agenda Action: Resolution

Recommendation

Adopt a resolution approving a Permanent Encroachment Agreement for a retaining wall within the public right-of-way at 716 Alameda de las Pulgas (APN 044-043-190).

Strategic Focus Area

Public Safety

Background

In 2024, the City's Building Department approved a building permit for the construction of a 573 square foot addition at 716 Alameda de las Pulgas (APN 044-043-190). The work triggered the City's Sidewalk Installation Policy (BCC 7-13 (a) (b), 22-62, Resolution 2013-004). To construct this sidewalk, the project proposed the installation of a concrete retaining wall along the frontage of the subject property, which encroaches into the public right-of-way.

The City Council adopted Ordinance Number 994 as codified in Section 22-6 of the Municipal Code regulating encroachments in the public right-of-way on December 9, 2003. This Code gives the City Council the sole authority to issue permits for permanent or unusual encroachments that include above ground structures such as retaining walls, fences, poles, and awnings. This class of encroachment is commonly known as "permanent encroachment," even though the City retains the right to revoke the permit and require removal if the structure is not being used or if it interferes with planned public improvements. Section 22-6(b) requires the Director of Public Works to review all permanent encroachment applications. If the Director finds that the application is in compliance with the Municipal Code, the Director will recommend approval of the encroachment with conditions necessary to protect the health and safety of the public and the City. The City Council may choose to approve or to conditionally approve the application.

The plans were approved under the condition that the proposed wall would need a Permanent Encroachment Agreement in place with City Council Approval, see note 11 of Sheet C-1 of Exhibit A. The wall was constructed in July-August 2024 without an approved and recorded Permanent Encroachment Agreement and is now requesting a Permanent Encroachment Agreement after the fact.



Analysis

The permit applicant of 716 Alameda de las Pulgas (APN 044-043-190) has now submitted a Permanent Encroachment Permit Application to allow the existing encroachment in the public right-of-way as indicated in Exhibit B and shown in the site photos of Exhibit C, attached. Staff and the Public Works Director have reviewed the application and found that the improvements are in compliance with the City Code. The City Council may choose to approve or to conditionally approve the request only if it considers that there is some public benefit for the encroachment. BCC Section 22-6(e)(1) provides examples of acceptable public benefits, such as added off-street parking, sidewalk or safer sight distance, reduced amount of grading onsite, and replacement or improvement of an existing undesirable physical condition or provide other neighborhood betterment.

The proposed improvements within the right-of-way provides a public benefit for pedestrian walkway along the frontage of the property and increasing sight distance along Alameda de las Pulgas. The public right of way includes the roadway, and an area beyond it to accommodate other public improvements such as utilities, sidewalk, signs, etc. The proposed retaining wall does not impact the roadway width. In accordance with BCC Section 22-6(d), notices were sent to all affected properties within 300 feet of the project location.

Alternatives

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

Attachments

- A. Resolution
- B. Exhibit A – Signed copy of the Permanent Encroachment Agreement
- C. Exhibit B – Site Plan showing location, elevation, and details of the proposed retaining wall.
- D. Exhibit C – Site Photos

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: Applicant has paid the applicable permit fee.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Other*

*Notices were sent to affected properties within 300 feet of the project location.

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A PERMANENT ENCROACHMENT AGREEMENT FOR A RETAINING WALL WITHIN THE PUBLIC RIGHT-OF-WAY AT 716 ALAMEDA DE LAS PULGAS (APN 044-043-190).

WHEREAS, the City of Belmont is authorized by Belmont City Code (BCC) Section 22-6 to issue encroachment permits for construction of structures in the public right-of-way; and,

WHEREAS, the applicant of 716 Alameda de las Pulgas (APN 044-043-190) has submitted a Permanent Encroachment Permit Application for a Permanent Encroachment Agreement as indicated in Exhibit A to allow encroachment into the public right-of-way as indicated in Exhibit B; and,

WHEREAS, the Public Works Director reviewed the application and determined that the application is in accordance with the requirements of BCC Section 22-6(e); and,

WHEREAS, the encroaching structure in connection with this agreement will be constructed in accordance with City standards at the location shown in Exhibit B.

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

SECTION 1. In accordance with BCC Section 22-6(e), the City Council finds:

- (a) There is a public benefit to the encroachments as the encroachment provides space for a sidewalk, thus improving pedestrian safety, access, and sight distances; and,
- (b) The encroachment will not unduly restrict the public right-of-way or public water course for other typical uses; and,
- (c) The City will be duly protected from liability for injury to persons and property; and,
- (d) The required bonds will guarantee the faithful performance of all conditions and requirements specified in the encroachment agreement.
- (e) The encroachment is not solely for increasing the usable area of a private residence or business without a public benefit.

SECTION 2. The City Council authorizes the City Manager to execute the Permanent Encroachment Agreement on behalf of the City of Belmont.

SECTION 3. The City Council authorizes the City Clerk to file the Agreement with the County Recorder.

SECTION 4. The Permanent Encroachment Permit is approved subject to following conditions of approval which must be strictly complied with:

- (a) The encroached structure shall be constructed according to the approved plans unless otherwise approved by the Director of Public Works and will be included as part of the project; and,
- (b) The property owners shall be responsible and bear all costs to maintain the encroachment and necessary to remove the encroachment in the event as determined by the Director of Public Works; and,
- (c) The property owners shall be responsible for any restoration required as a consequence of work authorized by the City of Belmont within the public right-of-way.

* * *

ADOPTED June 10, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: June 10, 2025
Agency: City of Belmont
Staff Contact: Nisha Patel, Public Works, (650) 595-7459, npatel@belmont.gov
Agenda Title: Public Hearing – Annual Report for Collection of Sewer Service Fees FY 2025-26
Agenda Action: Resolution

Recommendation

1. Hold a public hearing to consider protests for collecting the fees on the tax roll; and
2. Unless there is a majority protest, overrule objections and adopt a resolution approving the annual report for collection on the tax roll of sewer services fees charged to parcels to fund the operation and maintenance of the City's sewer collection system

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

A report of annual sewer service charges has been prepared based on the effective rates for Fiscal Year 2025-2026. The adoption of the annual report is necessary to allow the charges listed in the report to be collected by the San Mateo County Tax Collector on the assessment roll, as has been done in previous years.

Analysis

Belmont City Code (BCC) Sections 21-70 through 21-78 establish a protocol for the setting and collection of sewer charges, and provides for collection of the charges on the assessment roll in accordance with Health and Safety Code (HSC) Section 5473 et seq. These provisions require the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges previously adopted by the City. In accordance with these provisions, City staff has prepared a report entitled "City of Belmont Sewer Service Charges Fiscal Year 2025-2026," and published notice of the Public Hearing as required by HSC Section 5473.1. The City Council will consider any objections or protests to the annual report, and if a majority protest is not made, BCC Section 21-77 and HSC Section 5473.3 provides that upon the conclusion of the hearing, the City Council may (for purposes of collection on the tax roll) adopt, revise, change, reduce, or modify any charge or overrule all objections and make a determination upon each charge as described in the report.

A copy of the Sewer Services Charges Report is on file in the City Clerk's Office and is also available on the City's website:

<https://www.belmont.gov/departments/public-works/infrastructure/sewer-system/sewer-rates>



Alternatives

1. Take no action. This would require the City to identify alternative means of collecting the approved charges.
2. Continue the Public Hearing and refer back to staff for additional information.

Attachments

- A. Resolution
- B. FY 2025-2026 Sewer Service Charges

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: Collection of sewer service fees have been incorporated in the FY 2025-26 Budget.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Other*

* Notice of Public Hearing published in the newspaper

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE ANNUAL REPORT FOR COLLECTION ON THE TAX ROLL OF THE SEWER SERVICE FEES CHARGED TO PARCELS TO FUND THE OPERATION AND MAINTENANCE OF THE CITY'S SEWER COLLECTION SYSTEM FOR FISCAL YEAR 2025-2026

WHEREAS, Belmont City Code (BCC) Section 21-93 and Health and Safety Code (HSC) Section 5471 permits the City Council to set the City's sewer charges; and,

WHEREAS, BCC Sections 21-70 through 21-78 establish a protocol for the collection of sewer charges on the property tax assessment roll in accordance with HSC Section 5473 et seq. which require the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges adopted by the City; and,

WHEREAS, in accordance with BCC Section 21-71 and HSC Section 5473, City staff prepared this year's annual report of charges, entitled "City of Belmont Sewer Service Charges Fiscal Year 2025-2026," and published notice of the public hearing as required by HSC Section 5473.1; and,

WHEREAS, BCC Section 21-75 and HSC Section 5473.2 require that the City Council hold the public hearing, consider any objections or protests to the annual report, and if a majority protest is not made, BCC Section 21-77 and HSC Section 5473.3 provides that upon the conclusion of the hearing, the City Council may (for purposes of collection on the tax roll) adopt, revise, change, reduce, or modify any charge or overrule all objections and make a determination upon each charge as described in the report, which determination shall be final; and,

WHEREAS, if the report is adopted, BCC Section 21-78 and HSC Section 5473.4 require the City Clerk to forward the annual report to the County Assessor by August 10th of each year; and,

WHEREAS, if the majority of the owners of separate parcels of property protest the report, BCC Section 21-76 requires that the City Council not adopt the report, and the charges must be collected separately from the tax roll; and,

WHEREAS, a Public Hearing was held on June 10, 2025 and all objections and protests to the above reference report were heard.

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

SECTION 1. The City Council finds that:

- (a) The public hearing on the City of Belmont Sewer Service Charges Fiscal Year 2025-2026 annual report was duly noticed and held in accordance with the law; and,
- (b) Protest was not made by the owners of a majority of separate parcels of

property described in the annual report.

SECTION 2. Any and all objections to the annual report are overruled.

SECTION 3. The City of Belmont Sewer Service Charges Fiscal Year 2025-2026 annual report is adopted and the City Clerk is directed to file the report with the San Mateo County Tax Collector for purposes of having the charges shown in the report collected on the property tax rolls.

* * *

ADOPTED June 10, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: June 10, 2025
Agency: City of Belmont
Staff Contact: Nisha Patel, Public Works, (650) 595-7459, npatel@belmont.gov
Agenda Title: Public Hearing – Annual Report for Collection of Sewer Treatment Facility Charges for FY 2025-26
Agenda Action: Resolution

Recommendation

1. Hold a public hearing to consider protests to collecting the fees on the tax roll; and
2. Unless there is a majority protest, overrule objections and adopt a resolution approving the annual report for collection on the tax roll of the sewer treatment facility fees charged to parcel owners to fund the City of Belmont's share of the Silicon Valley Clean Water (SVCW) sewer treatment plant and conveyance system.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On April 14, 2009, the City Council held a public hearing with respect to the amount of Sewer Treatment Facility Charge, which has remained unchanged since. The primary purpose of this charge is to fund the replacement or reconstruction of existing sewer treatment facilities operated by SVCW.

Adoption of the annual report will allow the charges listed in the report to be collected by the San Mateo County Tax Collector on the assessment roll, as has been done in previous years.

Analysis

Belmont City Code (BCC) Section 21-94 establishes a protocol for the setting and collection of sewer treatment facility charges, and provides for collection of the charges on the assessment roll in accordance with the California Health and Safety Code (HSC) Section 5473 et seq. These provisions require the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges previously adopted by the City. In accordance with these provisions, City staff has prepared this year's annual report of charges entitled "City of Belmont Sewer Treatment Facility Charges Fiscal Year 2025-2026," and published notice of the Public Hearing as required by HSC Section 5473.1.

- 1) If protest is not made by the owners of a majority of separate parcels of property described in the report, adopt the resolution that overrules any objections and adopt the report.
- 2) If protest is made by the owners of a majority of separate parcels of property described in the report, do not adopt the report, but instead direct staff to collect the charges by other means.



- 3) A copy of the Sewer Treatment Facility Charges report is on file in the City Clerk's Office and is also available on the City's website at <http://www.belmont.gov/city-hall/public-works/infrastructure/sewer-system/sewer-treatment-facility-charges>.

Alternatives

1. Take no action. This would require that the City to identify alternative means of collecting the approved charges.
2. Continue the Public Hearing and refer back to staff for additional information.

Attachments

- A. Resolution
- B. City of Belmont Sewer Treatment Facility Charges Fiscal Year 2025-2026

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Collection of sewer treatment facility charges have been incorporated in the FY 2025-26 Budget.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Other*

* Notice of the Public Hearing published in newspaper

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE ANNUAL REPORT FOR COLLECTION ON THE TAX ROLL OF THE SEWER TREATMENT FACILITY FEES CHARGED TO PARCELS TO FUND THE CITY OF BELMONT'S SHARE OF THE SILICON VALLEY CLEAN WATER (SVCW) SEWER TREATMENT PLANT AND CONVEYANCE SYSTEM UPGRADES FOR FISCAL YEAR 2025-2026

WHEREAS, Belmont City Code (BCC) Section 21-94 Health and Safety Code (HSC) Section 5471 permits the City Council to set the City's sewer treatment facility charges; and,

WHEREAS, BCC Sections 21-70 through 21-78 establish a protocol for the collection of sewer charges on the property tax assessment roll in accordance with HSC Section 5473 et seq., which requires the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges adopted by the City; and,

WHEREAS, in accordance with BCC Section 21-71 and HSC Section 5473, City staff prepared this year's annual report of charges for, entitled "City of Belmont Sewer Treatment Facility Charges Fiscal Year 2025-2026," and published notice of the public hearing as required by HSC Section 5473.1; and,

WHEREAS, BCC Section 21-75 and HSC Section 5473.2 requires that the City Council hold the public hearing, consider any objections or protests to the annual report, and if a majority protest is not made, BCC Section 21-77 and HSC Section 5473.3 provides that upon the conclusion of the hearing, the City Council may (for purposes of collection on the tax roll) adopt, revise, change, reduce, or modify any charge or overrule all objections and make a determination upon each charge as described in the report, which determination shall be final; and,

WHEREAS, The addition or deletion of parcels to the report may be required based on the final San Mateo County Assessor's Roll, which is expected to be released in July 2025, and any such changes will be made only to reflect to most accurate information at the time of final publication; and,

WHEREAS, if the report is adopted, BCC Section 21-78 and HSC Section 5473.4 require the City Clerk to forward the annual report to the County Assessor by August 10th of each year; and,

WHEREAS, if the majority of the owners of separate parcels of property protest the report, BCC Section 21-76 requires that the City Council not adopt the report, and the charges must be collected separately from the tax roll; and,

WHEREAS, a Public Hearing was held on June 10, 2025 and all objections or protests to the above reference report were heard.

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

SECTION 1.

- (a) The public hearing on the Annual Report was duly noticed and held in accordance with the law; and,
- (b) Protest was not made by the owners of a majority of separate parcels of property described in the Annual Report.

SECTION 2. Any and all objections to the Annual Report are overruled.

SECTION 3. The Annual Report is adopted and the City Clerk is directed to file the report with the San Mateo County Tax Collector for purposes of having the charges shown in the report collected on the property tax rolls.

* * *

ADOPTED June 10, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: June 10, 2025
Agency: City of Belmont
Staff Contact: Nisha Patel, Public Works, (650) 595-7459, npatel@belmont.gov
Agenda Title: Public Hearing – Annual Report for Collection of Storm Drainage Fees for FY 2025-2026
Agenda Action: Resolution

Recommendation

1. Hold a public hearing to consider protests to collecting the fees on the tax roll; and
2. Unless there is a majority protest, overrule objections and adopt a resolution approving the annual report for collection on the tax roll of storm drainage fees charged to parcel owners to fund the City of Belmont's National Pollutant Discharge Elimination System (NPDES) Storm Water Compliance Program for FY 2025-2026.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

In 1999, and renewed every five years since, the California Regional Water Quality Control Board issued the City of Belmont and other San Mateo County municipalities their five-year NPDES storm water discharge permit incorporating a storm water pollution prevention work plan. The work plan includes both program and performance standards. The City and County Association of Governments (C/CAG) formed the San Mateo Countywide Water Pollution Prevention Program to conduct the program requirements for the member agencies. The individual cities are responsible for conducting the operation and maintenance, and water quality control requirements.

Each year, the City must prepare and consider an annual report for collection of fees for its storm drainage charges to fund the City's NPDES program.

This annual City NPDES fee funds storm water operations and NPDES compliance activities including:

1. Revision to City ordinances to ensure consistency with new NPDES requirements
2. Implementation of a Green Infrastructure Plan
3. Education and enforcement of storm water requirements for new development
4. Monthly inspection and reporting of construction sites during the rainy season
5. Implementation of Enforcement Response Plan for storm water compliance
6. Inspection of Industrial and Commercial Businesses
7. Development and Implementation of the City's Long-Term Trash Load Reduction Plan
8. Creek clean-up activities
9. Tracking, responding, and reporting of spill and illicit discharge complaints



10. Development and implementation of best practices for maintenance operations
11. Inventory and inspection of storm pump stations
12. Development, implementation, and a site specific Storm Water Pollution Prevention Program for the Corporation Yard
13. Local public outreach and education
14. Litter reduction measures and other compliance work

The fees have remained unchanged since they were first levied in 1998.

Analysis

Adoption of the annual report will allow the charges in the report to be collected by the San Mateo County Tax Collector on the assessment roll, as directed by Belmont City Code (BCC) Section 21-196. There are no changes in the charges to be collected. Any increase in the current fee amount would be subject to Proposition 218, and no change is recommended at this time.

Staff recommends that the City Council hold the public hearing, and do the following:

- 1) If protest is not made by the owners of a majority of separate parcels of property described in each report, adopt the resolution that overrules any objections and adopt the report.
- 2) If protest is made by the owners of a majority of separate parcels of property described in the report, do not adopt the report but instead direct staff to identify and collect the charges by other means for each related fee.

A copy is on file in the City Clerk's Office and is also available on the City's website at <http://www.belmont.gov/city-hall/public-works/engineering/infrastructure/storm-drain-system>

Alternatives

1. Take no action. This would require the City identify another means of collecting approved charges.
2. Continue the Public Hearing and refer back to staff for additional information.

Attachments

- A. Resolution
- B. City of Belmont National Pollutant Discharge Elimination System (NPDES) Fiscal Year 2025-2026 Non-Point Source Storm Drainage Fees.

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: Collection of storm drainage fees have been incorporated in the FY 2025-2026 Budget.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Other*

* Notice of the Public Hearing published in the newspaper

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING THE ANNUAL REPORT FOR COLLECTION ON THE TAX ROLL OF STORM DRAINAGE FEES CHARGED TO PARCELS TO FUND THE CITY OF BELMONT'S NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER COMPLIANCE PROGRAM FOR FISCAL YEAR 2025-2026

WHEREAS, in October 2009, the California Regional Water Quality Board issued a five-year National Pollutant Discharge Elimination System (NPDES) storm water discharge permit to the City of Belmont; and,

WHEREAS, the stormwater discharge permit was revised and reissued in November 2015 and then amended in February 2019; and,

WHEREAS, the stormwater discharge permit was revised and reissued again in May 2022 and then amended in October 2023; and,

WHEREAS, the permit requires the City of Belmont to comply with storm water pollution prevention performance standards for municipal maintenance, commercial inspection, and public education as described in the San Mateo Countywide Water Pollution Prevention Program; and,

WHEREAS, Belmont City Code (BCC) Sections 21-191 through 21-202 establish a protocol for the setting and collection of charges related to the City's storm sewer program that complies with Proposition 218 and provide for collection of the charges on the property tax assessment roll in accordance with Health and Safety Code (HSC) Section 5473 et seq.; and,

WHEREAS, these provisions require the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges previously adopted by the City; and,

WHEREAS, City staff have prepared this year's annual report entitled "City of Belmont National Pollutant Discharge Elimination System (NPDES) Fiscal Year 2025-2026 Non-Point Source Storm Drainage Fees" and published notice of the public hearing as required by BCC 21-198 and HSC Section 5473.1; and,

WHEREAS, BCC Section 21-198 and HSC Section 5473.2 require that the City Council hold a public hearing, consider objections or protests to the annual report; and,

WHEREAS, if a majority protest is not made, HSC Section 5473.3 provides that upon the conclusion of the hearing, the City Council may (for purposes of collection on the tax roll) adopt, revise, change, reduce, or modify any charge or overrule all objections and make a determination upon each charge as described in the report, which determination shall be final; and,

WHEREAS, once adopted, BCC Section 21-199 and HSC Section 5473.4 require the

City Clerk to forward the annual report to the San Mateo County Tax Collector by August 10th of each year; and,

WHEREAS, if there is a protest by owners of a majority of separate parcels of property, the City Council may not adopt the report and the charges must be collected separately from the tax roll; and,

WHEREAS, the fee schedule by parcel category as set forth in said report is summarized as follows:

Single Family	\$30.00 plus \$30 for each acre over one
Condominium	\$30.00 per unit
Duplex and Multi-Family	\$30.00 times 2/3 number of units
Commercial	\$30.00 times 20 times number of acres
Institutional	\$30.00 times number of acres
Undeveloped	\$30.00 times number of acres
Additional Transaction Fee	\$1.42 per parcel

WHEREAS, the total fee to be collected from parcels and real property on behalf of the City of Belmont for storm water pollution prevention activities is estimated to be approximately \$423,813.00; and,

WHEREAS, a public hearing was held on June 10, 2025 and all objections or protests to the above reference report were heard..

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

SECTION 1.

(a) The public hearing on the City of Belmont National Pollutant Discharge Elimination System (NPDES) Fiscal Year 2025-2026 Non-Point Source Storm Drainage Fees Annual Report was duly noticed and held in accordance with the law; and,

(b) Protest was not made by the owners of a majority of separate parcels of property described in the Annual Report.

SECTION 2. Any and all objections to the Annual Report are overruled.

SECTION 3. The City Council adopts the Annual Report and directs the City Clerk to file the report with the San Mateo County Tax Collector for purposes of having the charges shown in the report collected on the property tax rolls.

* * *

ADOPTED June 10, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: June 10, 2025
Agency: City of Belmont
Staff Contact: Grace Castaneda, Finance Director, gcastaneda@belmont.gov; Nawel Voelker, Management Analyst II, nvoelker@belmont.gov; Joanne Yung, Budget Manager, jyung@belmont.gov
Agenda Title: Adopt Budget and Related Items for Fiscal Year 2025-26
Agenda Action: Resolution

Recommendation

Adopt resolutions approving the Fiscal Year 2025-26 Budget, approving the Appropriations Limit, authorizing the Special Library Tax, and approving revisions to certain fees in the Master Revenue Schedule.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On May 27, 2025, City Council received a comprehensive introduction to the proposed Fiscal Year (FY) 2025-26 Budget for the City of Belmont (City) and Belmont Fire Protection District (BFPD), with the following highlights.

Executive Summary

- The state of the economy is just one of many factors that play into our annual budget planning. Our community is facing increasing uncertainties in the federal and state levels that can carry significant local impacts. The proposed fiscal year 2025-26 budget reflects the provision of essential City functions such as public safety and public works services and infrastructure, while maintaining fiscal prudence as the City braces for economic uncertainty, federal funding uncertainty, and ongoing State takeaways of major revenue sources.
- Long-term economic uncertainty makes local control over City revenue sources and diversifying those sources more important than ever to ensure long-term fiscal sustainability and allows Belmont to be self-reliant into the future.
- The FY 2025-26 City of Belmont operating budget is \$66.1 million, and the Belmont Fire Protection District operating budget is \$14.7 million, for a total Citywide operating budget at \$80.8 million (a contained 4.8% increase over the FY 2024-25 adopted budget). This increase primarily reflects the cost of Citywide operations and strategic funding in focus areas to meet the community's priority needs.
- The FY 2025-26 City of Belmont Capital Improvement Program (CIP) budget is \$13.5 million, and Belmont Fire Protection District CIP budget is \$0.03 million, with significant funding toward community-identified priorities including streets, sewer, and storm drain infrastructure,



for a total Citywide CIP budget of \$13.5 million. The five-year CIP plan is \$61.9 million.

- Interest rates that remain elevated and other economic factors have resulted in a market slowdown across the Bay Area. Four of six major development projects have either withdrawn or are on pause. In Belmont, no new commercial construction is anticipated in the next three to five years. However, two of the remaining major projects, including the 1301 Shoreway project and the Beam Reach project at 425-435 Harbor, are proceeding with their entitlements and together comprise 1.4 million square feet of new commercial space.
- Belmont continues to see a significant amount of residential development activity that will add approximately 500 new housing units to the City under the current Regional Housing Needs Allocation (RHNA) cycle that goes from 2023 to 2031.
- The looming \$12 billion budget shortfall at the statewide level intensifies the State's actions to balance its own budget by continuing takeaways of local property tax in lieu of VLF (VLF), thus far refusing to appropriate the VLF shortfall payment in both their January and May Revision of their FY 2025-26 budget, making this major revenue source increasingly vulnerable. Belmont's impact is a \$1.7 million revenue loss in FY 2025-26, which equates to over 40% of Belmont's Local 1% Sales Tax revenue. If the State continues to take away VLF revenues, the projected impact to Belmont is a loss of over \$11 million over the next five years or \$30 million over the next ten years.
- The General Fund operating revenue budget for FY 2025-26, including transfers, is at \$32.9 million, while General Fund operating expenditure budget, including transfers, is at \$34.3 million. This requires a draw of \$1.4 million on unassigned fund balance to offset revenue shortfalls and balance the FY 2025-26 budget. The draw on General Fund reserves continues in each year of the General Fund long-term forecast to replace revenue shortfalls predominately due to the State's underfunding of VLF, resulting in an ongoing reduction in fund balance reserves. The General Fund balance is projected to fall below the 33% reserve target by FY 2030-31.
- Estimated loss in VLF revenues will reduce overall revenue growth in the General Fund's long-term forecast to an estimated 2% annually, not nearly keeping pace with annual consumer price index in the bay area, which has averaged 3.6% over the past five years.
- In the FY 2025-26 budget, priority funding focuses on advancing Council and community priorities, sets funding aside for infrastructure needs, and maintains City's cash reserves while controlling unsustainable cost growths through rising inflationary pressures.

Highlights by City Strategic Focus Areas

Infrastructure & Mobility

Goal: A transportation, facilities, and infrastructure system that maintains and improves our community to meet current and future demand and climate action goals.

- Enhanced funding towards street improvements, sewer and storm drain capital infrastructure projects
- Advance Belmont Creek Restoration and Detention Basin Projects
- Advance urban forestry, fire, and hazard mitigation projects
- Reallocate 1.0 FTE Maintenance Worker I/II to 1.0 FTE Equipment Operator to better support field operations



Economic Development & Housing

Goal: Local business and land use policies that promote economic development, vibrant mixed-use centers, and diversity of housing choices.

- Review the General Plan and zoning and ensure alignment with our housing & economic development plans/vision and evaluate Economic Activity Hubs
- Amend the Regional Commercial (RC) Zoning District and to prepare the Harbor Industrial Specific Plan to encourage an expanded employment base for our community and to diversify our property tax base
- Enhanced funding for the Harbor Industrial Area (HIA) to support more detailed infrastructure analysis and expanded community outreach efforts
- Funding for a contribution towards an affordable housing project

Fiscal & Organizational Stability

Goal: Ensure financial stability, quality city services delivered through our employees, and investment in our organizational development.

- Enhanced funding to promote career growth, support succession planning, and build organizational capacity
- A cost saving realignment of staffing to better support operational and fiscal needs, including:
 - Elimination of 1.0 FTE vacant Deputy Finance Director position
 - Addition of 1.0 FTE Management Analyst I/II to support long-term financial planning and sustainability efforts
 - Reallocation of 1.0 FTE Payroll Manager to 1.0 FTE Finance Manager to oversee payroll and support finance functions
 - Reallocation of 1.0 FTE Payroll Technician to 1.0 FTE Accountant I to enhance support for payroll and accounting
 - Reallocation of 1.0 FTE Management Analyst II to 1.0 FTE Senior Management Analyst to strengthen purchasing, contracts, and risk management functions
- Funding for a comprehensive fee study update, including development impact fees, to ensure fair cost recovery and help offset the cost of services driven by new development

Public Safety

Goal: Forward-thinking public safety services aligned with community needs through civic engagement, partnerships, and public education.

- Maintain strong community outreach and align public safety services that are reflective of community culture and priorities
- Funding to improve technology infrastructure and tools in support of public safety operations

Quality of Life

Goal: Engage the community in maintaining and enhancing Belmont's character and quality of life.

- Enhanced funding to support and deliver afterschool enrichment programs, senior programs, and cultural events to enhance community engagement and quality of life



- Enhanced funding to address repairs and maintenance needs at the aging library facilities
- Enhanced funding for vegetation management in Twin Pines Park, particularly the removal of hazardous eucalyptus trees, to reduce fire risk
- Funding for a signage/wayfinding project to focus on historic places, activity imagery on backside of signs, and refinement of signage locations
- Dedicated funding to plan and execute community events commemorating the City's 100-year anniversary

Analysis

On June 3, 2025, pursuant to California Government Code Section 65401, the Planning Commission adopted a resolution finding the projects in the FY 2025-26 Capital Improvement Program were consistent with the Belmont General Plan and Belmont Village Specific Plan (BVSP).

On June 5, 2025, the Audit Committee reviewed the proposed FY 2025-26 Budget and unanimously recommended its approval. The Committee is available to elaborate on their recommendations as needed.

The June 10, 2025, Public Hearing serves to consider the FY 2025-26 budget, recommend any changes if needed, and to adopt the budget and related actions. Budget adoption actions for Council consideration are outlined below. Staff also requests that City Council grant the authority to the City Manager to make ministerial changes to the budget.

Budget Adoption Resolutions

- **Budget Adoption (Attachments B and C).** Resolutions establishing the FY 2025-26 Revenues, Appropriations (expenditures), Capital Improvement Program Budget, and Permanent Staffing Plan for the City and BFPD.

Consistent with previous fiscal years, the proposed budget includes a Permanent Staffing Plan for Council consideration and approval. To facilitate the City Manager's responsibility to address organizational changes that may arise, the budget resolution also includes language authorizing the City Manager to revise the staffing plan so long as the total number of full-time, regular personnel does not exceed the total number of Council-authorized positions, consistent with Belmont's City Code and the Personnel Rules and Regulations. The Permanent Staffing Plan for FY 2025-26 is proposed at 144.75 full-time equivalent (FTE) positions for the City, no change from prior fiscal year.

- **Appropriations Limit Revision (Attachments D and E).** Proposition 4, approved by California voters in 1979, requires cities to calculate and establish an Appropriations Limit (Gann Limit) annually. This limit is based on actual appropriations in the 1978-79 fiscal year and is permitted to increase annually to the extent of population growth and inflation. The City's FY 2025-26 Appropriations Limit is \$28,405,412 and the BFPD's FY 2025-26 Appropriations Limit is \$18,109,274. Both proposed budgets are below the stated limit, with calculations attached to the respective resolutions.



- **Special Tax for Community Facilities District No. 2000-1 (Library Project) Authorization (Attachment F).** City Council is also required to authorize the annual special tax for the library (Community Facilities District No. 2000-1) annually. The resolution requests that the County of San Mateo collect the special tax on the property tax rolls for FY 2025-26.
- **Master Revenue Schedule Adoption (Attachment G).** As part of the annual budget process, departments review their fees to ensure compliance with the City’s and BFPD’s policy of attaining full cost recovery where possible, including direct and indirect costs. The attached Master Revenue Schedule reflects these changes, displaying both current and proposed fees with changes highlighted. Unchanged fees are included for reference only and have been approved previously, either by Council or other governing boards. Where appropriate, Council may elect to establish fees which are less than full cost recovery.

Annual fee adjustments to the Master Revenue Schedule generally reflect the following:

Adjustment Type	Description	Amount
Consumer Price Index (CPI) Increase from April 2024 to April 2025	Applied annually to fees not specifically based on level of effort as well as mitigation fees including impact, in-lieu, and linkage fees (in accordance with respective ordinances).	1.3%
Hourly Rate	Updated annually to reflect increases and decreases in productive hourly rates for services provided; varies by department.	Varies
Building Permit and Development Review Fees	Updated annually to reflect increase or decrease in building valuation fees based on five-year average of operating costs.	6.0%
Level of Effort	Applied to reflect increase or decrease in level of effort to complete one unit of service.	Varies

Other highlights from the FY 2025-26 Master Revenue Schedule include the following:

- **Business License Tax (BLT) new tax structure.** Belmont voters approved Measure DD to restructure the City’s business license tax program in November 2024. The new tax structure moves away from a flat tax structure basing business license rates primarily on employee counts and instead establishes rates based on gross receipts from business activity conducted within the City. It also simplified and reduced the number of rate categories from 43 to 4, and total collections are estimated to be revenue neutral in FY 2025-26. Changes took effect on January 1, 2025. All businesses' licensing periods (i.e., the “tax period”) have also transitioned to January 1 through December 31. The Master Revenue Schedule reflects the new rate categories and corresponding tax structure.
- **Most park and facility rental fees increased by 5%-10%.** Fee structure is aligned to be more consistent amongst the different fees across all categories of users, such as resident vs. non-



resident, non-profits inside vs. outside of Belmont, and commercial business users. As a result, some fees have decreased while others have increased. Other fee increases reflect the CPI adjustment as well as adjustments to reflect substantial increases to utility and supply costs.

- **Most development review and building permit fees increased by 6.0%.** These increases reflect elevated costs to review and process development and permit activity. Staff proposed increasing cost recovery factor on the Tier 3 Single Family Design Review to 75% from its former level of 50%. Staff believes that this increase is necessary to better reflect cost recovery and reduce the annual contribution from the General Fund to supplement the Development Review program.
- **Fire, sewer, and solid waste fees are included for reference only.** These fees are adopted through a separate process but are included for the purpose of presenting a comprehensive fee schedule document.

As part of best practice, a comprehensive fee study update, including development impact fees, will be conducted in FY 2025-26 to ensure fair cost recovery and help offset the cost of services driven by new development.

Follow Up

1. Revise documents as directed by Council
2. Publish the FY 2025-26 Budget
3. Update the City website

Alternatives

1. Amend the resolution(s) and adopt an alternative budget
2. With direction, refer the budget to staff for further consideration

Attachments

- A. Presentation
- B. Budget Resolution (City)
- C. Budget Resolution (BFPD)
- D. Appropriations Limit Resolution (City)
- E. Appropriations Limit Resolution (BFPD)
- F. Library CFD Resolution (City)
- G. Master Revenue Schedule Resolution (City)

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Establish the City of Belmont's base revenue budget at \$77,330,067; operating interfund transfers in at \$10,040,306; appropriation budget at \$66,073,559, operating interfund transfers out at \$10,040,306; Capital Improvement Program



budget at \$13,506,073; and permanent staffing at 144.75 full time equivalents.

Establish the Belmont Fire Protection District's revenue budget at \$19,898,361; appropriation budget at \$14,737,471; and Capital Improvement Program budget at \$30,779.

	Revenues	Operating Expenditures	Operating Transfers	CIP Expenditures
City	\$77,330,067	\$66,073,559	\$10,040,306	\$13,506,073
Fire District	\$19,898,361	\$14,737,471		\$30,779
Total	\$97,228,428	\$80,811,030	\$10,040,306	\$13,536,852

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

*A notice of the Public Hearing was published in the newspaper.

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING FISCAL YEAR 2025-26 REVENUE, APPROPRIATIONS, AND CAPITAL IMPROVEMENT PROGRAM BUDGETS AND PERMANENT STAFFING PLAN FOR THE CITY OF BELMONT

WHEREAS, the City Council desires to have a fiscal and staffing plan for the City of Belmont in order to plan for anticipated revenues and control expenditures; and,

WHEREAS, the City Council and the Audit Committee reviewed the budgets for compliance with the goals and objectives of the community; and,

WHEREAS, the Planning Commission adopted a resolution finding the projects in the FY 2025-26 Capital Improvement Program (CIP) were consistent with the Belmont General Plan and Belmont Village Specific Plan (BVSP); and,

WHEREAS, the fiscal year revenue, appropriation, capital improvement program and permanent staffing plan for the City of Belmont are expressed in the fiscal year 2025-26 budget document; and,

WHEREAS, the State continues to threaten and underfund property tax in lieu of vehicle license fees (VLF), making this major revenue source increasingly vulnerable. The General Fund long-term forecast reflects use of General Fund reserves to replace revenue shortfalls and maintain City services and quality of life, but the long-term use of fund balance to maintain services is not sustainable; and,

WHEREAS, current and projected City revenues are insufficient to consistently maintain the City's general fund at or above the City's General Fund policy target of 33% over a ten-year forecast; and,

WHEREAS, the City has implemented a number of cost saving strategies, however, cost saving strategies are short-term and further cost cutting measures would impact maintenance of City services and quality of life. As the City braces for economic uncertainty, federal funding uncertainty, and ongoing State takeaways of major revenue sources, local control over City revenue sources and diversifying those sources are more important than ever to ensure long-term fiscal sustainability and allows Belmont to be self-reliant into the future; and,

WHEREAS, the City Council has held public hearings on the programs and fiscal policies to obtain public comments regarding the budget document.

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

SECTION 1. The recitals above are true and correct.

SECTION 2. The revenue, appropriations, and CIP budgets for Fiscal Year 2025-26 are adopted as shown in the follow table:

FY 2025-26		Revenues	OPERATING INTERFUND TRANSFERS IN	OPERATING INTERFUND TRANSFERS OUT	EXPENDITURES	
Fund #	Fund Name				Operating	CIP
General Funds						
101	General Fund	32,027,872	894,336	5,500,000	28,783,222	-
102	Measure I	2,503,952	-	-	-	2,480,000
General Funds Total		34,531,824	894,336	5,500,000	28,783,222	2,480,000
Special Revenue Funds						
205	Recreation	2,470,581	1,750,000	-	4,284,175	-
	Library					
206	Maintenance and Operation	346,514	300,000	-	509,567	62,000
207	Athletic Field Maintenance	186,565	-	-	144,250	-
208	City Trees	14,866	-	-	49,367	-
	Parks and Recreation					
209	Donations	13,485	-	-	16,000	-
	Development					
210	Services	4,735,963	1,000,000	-	6,435,206	-
212	General Plan Maintenance	556,843	700,000	-	1,798,300	-
	Public Safety					
225	Grants	1,482	-	-	24,500	-
	Supplemental Law					
227	Enforcement	191,131	-	-	215,992	-
231	Street Maintenance	1,606,294	1,300,000	-	3,049,753	-
	Road Maintenance & Rehabilitation					
	Account Street					
232	Project	755,844	-	-	-	550,000
233	Measure W	512,661	-	-	-	500,000
	Measure A Street					
234	Improvement	1,118,976	-	-	35,611	1,438,048
237	Traffic Impact	225,779	-	-	-	-
239	Public Art	46,883	-	-	-	250,000
275	Affordable Housing	664,086	-	-	1,961,129	-
	Inclusionary					
277	Housing	42,389	-	-	-	-
312	PEG	63,593	-	-	-	-
341	Planned Park	34,146	392,954	-	668,000	-
342	Park Impact Fees	58,968	-	300,000	-	630,000
343	Open Space ¹	3,671	-	92,954	-	-
Special Revenue Funds Total		13,650,720	5,442,954	392,954	19,191,850	3,430,048

Capital Projects Funds						
308	General Facilities ¹	23,797	-	252,544	4,709	(100,000)
310	Infrastructure Repair ¹	91,912	-	641,792	-	-
399	Capital Improvement Projects	1,423,000	-	-	-	1,254,954
704	Special Assessment District	13,354	-	-	-	-
Capital Projects Funds Total		1,552,063	-	894,336	4,709	1,154,954
Debt Service Fund						
406	Library Bond Debt Service	714,034	-	300,000	678,090	-
Debt Service Funds Total		714,034	-	300,000	678,090	-
Enterprise Funds						
501-503	Sewer Collections	20,237,892	-	2,953,016	10,197,826	4,826,600
505	Sewer Connection Fees	139,127	2,853,016	-	25,000	1,164,471
507	Sewer Treatment Facility	3,484,915	-	-	4,307,817	-
525	Storm Drainage	1,266,663	850,000	-	2,235,156	100,000
530	Solid Waste	775,668	-	-	649,889	-
Enterprise Funds Total		25,904,265	3,703,016	2,953,016	17,415,688	6,091,071
Internal Service Funds *						
570	Workers' Compensation	1,090,491	-	-	934,781	-
571	Liability Insurance	1,138,061	-	-	1,440,333	-
573	Fleet and Equipment Management	5,816,963	-	-	6,037,631	50,000
574	Facilities Management	3,226,892	-	-	2,780,168	300,000
575	Benefit Prefunding	1,602,392	-	-	1,804,689	-
Internal Service Funds Total		12,874,799	-	-	12,997,602	350,000
City		77,330,067	10,040,306	10,040,306	66,073,559	13,506,073
223	Belmont Fire Protection District	19,898,361	-	-	14,737,471	30,779
Total Citywide		97,228,428	10,040,306	10,040,306	80,811,030	13,536,852

* Internal service charges and operating expenses from Internal Service Funds are not included in totals.

¹ Fund to be closed after all remaining Capital Improvement Plan commitments are expended.

SECTION 3. The City's Permanent Staffing Plan is established by position and classification at 144.75 full time equivalent positions for FY 2025-26. The City Manager, subject to compliance with all applicable City Code and Personnel Rules and Regulations, may revise the Permanent Staffing Plan provided that the total number of full-time, regular personnel

citywide does not exceed the total number of authorized positions on the Permanent Staffing Plan approved by City Council.

SECTION 4. The City Council authorizes the City Manager to correct minor drafting inaccuracies to effectuate the implementation of the FY 2025-26 Budget.

* * *

ADOPTED June 10, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. 2025 –

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT ADOPTING FISCAL YEAR 2025-26 REVENUE AND APPROPRIATIONS BUDGETS, AND PERMANENT STAFFING PLAN FOR THE DISTRICT

WHEREAS, the Board desires to have a fiscal and staffing plan for the Belmont Fire Protection District in order to plan for anticipated revenues and control expenditures; and,

WHEREAS, the fiscal year (FY) revenue, appropriation, and permanent staffing plan for the District is expressed in the in the FY 2025-26 budget document; and,

WHEREAS, the Board and the Audit Committee reviewed the budgets for compliance with the goals and objectives of the community; and,

WHEREAS, the Planning Commission adopted a resolution finding the projects in the FY 2025-26 Capital Improvement Program (CIP) were consistent with the Belmont General Plan and Belmont Village Specific Plan (BVSP); and,

WHEREAS, the Board has held public hearing on the programs and fiscal policies to obtain public comments regarding the proposed budget document.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The revenue, appropriations, and CIP budgets for FY 2025-26 are adopted as shown in the follow table

FY 2025-26		REVENUES	EXPENDITURES	
Fund #	Fund Name		Operating	CIP
223	Belmont Fire Protection District	19,898,361	14,737,471	30,779

ADOPTED June 10, 2025, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Absent:

Noes:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

District Counsel

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ESTABLISHING THE CITY OF BELMONT'S APPROPRIATION LIMIT FOR FISCAL YEAR 2025-26

WHEREAS, Article XIII B of the California Constitution, enacted with the passage of Proposition 4 in 1979, with modifications under Proposition 111, passed by the voters of California in June 1990, and implemented by California Government Code Sections 7900, specifies appropriations of governmental entities may increase by an amount not to exceed the change in population and the change in either the California per capita income or the change in non-residential assessed valuation due to new construction within the City; and,

WHEREAS, documentation used in the determination of the fiscal year 2025-26 appropriations limit has been available to the public for 15 days before the City Council's determination in this matter, as required by Government Code Section 7910.

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

SECTION 1. The Appropriations Limit for the City of Belmont for fiscal year 2025-26 shall be \$28,405,412, as documented in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 2. The inflation factor being utilized to calculate the fiscal year 2025-26 appropriations limit is the growth in the assessed valuation due to non-residential new construction within the City.

SECTION 3. The population factor being utilized to calculate the fiscal year 2025-26 appropriations limit is the City of Belmont's population growth provided by the State of California Department of Finance.

* * *

ADOPTED June 10, 2025, by the City of Belmont City Council by the following vote:

Ayes:

Absent:

Noes:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A
to
Resolution 2025-_____

Gann Appropriate Limit Calculation

City of Belmont Appropriations Limit for Fiscal Year 2025-26		Amount	Source
A	Last Year's Limit	23,028,288	FY 2024-25 Limit
B	Adjustment Factors		
	1. Population	1.0390	CA Dept. of Finance
	2. Inflation	1.1872	SM County Assessor
		1.2335	B1*B2
	Total Adjustment %	0.2335	B1*B2-1
C	Annual Adjustment	5,377,124	A*B
D	This Year's Limit	28,405,412	A+C

RESOLUTION NO. 2025-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT ESTABLISHING THE DISTRICT'S APPROPRIATION LIMIT FOR FY 2025-26

WHEREAS, Article XIII B of the California Constitution, enacted with the passage of Proposition 4 in 1979, with modifications under Proposition 111, passed by the voters of California in June 1990, and implemented by California Government Code Sections 7900, specifies appropriations of governmental entities may increase by an amount not to exceed the change in population and the change in either the California per capita income or the change in non-residential assessed valuation due to new construction within the City; and,

WHEREAS, documentation used in the determination of the fiscal year 2025-26 appropriations limit has been available to the public for 15 days before the Board's determination in this matter, as required by Government Code Section 7910.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The Appropriations Limit for the Belmont Fire Protection District for fiscal year 2025-26 shall be \$18,109,274, as documented in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 2. The inflation factor being utilized to calculate the fiscal year 2025-26 appropriations limit is the growth in the assessed valuation due to non-residential new construction within the City.

SECTION 3. The population factor being utilized to calculate the fiscal year 2025-26 appropriations limit is the City of Belmont's population growth provided by the State of California Department of Finance.

ADOPTED June 10, 2025, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Absent:

Noes:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

District Counsel

EXHIBIT A
to
Resolution 2025-_____

Gann Appropriate Limit Calculation

City of Belmont Appropriations Limit for Fiscal Year 2025-26		Amount	Source
A	Last Year's Limit	14,681,202	FY 2024-25 Limit
B	Adjustment Factors		
	1. Population	1.0390	CA Dept. of Finance
	2. Inflation	1.1872	SM County Assessor
		1.2335	B1*B2
	Total Adjustment %	0.2335	B1*B2-1
C	Annual Adjustment	3,428,072	A*B
D	This Year's Limit	18,109,274	A+C

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY FACILITIES DISTRICT NO. 2000-1 (LIBRARY PROJECT) FOR FISCAL YEAR 2025-26 AND REQUESTING THE COUNTY OF SAN MATEO COLLECT THE SPECIAL TAX ON THE PROPERTY TAX ROLLS

WHEREAS, the City Council of the City of Belmont, California (hereinafter referred to as the “legislative body”), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors relating to the levy of a special tax in a community facilities district, as authorized pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act 1982,” being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California. This Community Facilities District is designated as Community Facilities District No. 2000-1 (Library Project), hereinafter referred to as the “Community Facilities District”; and,

WHEREAS, this legislative body, by Ordinance as authorized by Government Code Section 53340, has authorized the levy of a special tax to pay for costs and expenses related to said Community Facilities District, and this legislative body is desirous to establish the specific rate of the special tax to be collected for the fiscal year.

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

SECTION 1. The above is true and correct and adopted as findings.

SECTION 2. The specific rate and amount of the special tax for each Taxable Property (as such term is defined in the Rate and Method of Apportionment of Special Tax applicable to the Community Facilities District) is to be collected to pay for the costs and expenses for Fiscal Year 2025-26.

SECTION 3. The rate as set forth in Section 2 above does not exceed the amount as previously authorized by Ordinance of this legislative body and is not in excess of that as previously approved by the qualified electors of the Community Facilities District.

SECTION 4. The proceeds of the special tax shall be used to pay, in whole or in part, the costs and expenses of authorized “library project”; construction of a new City library located in the City, the necessary equipment and facilities required to relocate the existing library to the new location, and improvements to the park area adjacent to the library.

SECTION 5. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby authorized to include reasonable administrative costs incurred in collected any said tax.

* * *

ADOPTED June 10, 2025, by the City of Belmont City Council by the following vote:

Ayes:

Absent:

Noes:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT MAKING FISCAL YEAR 2025-26 AMENDMENTS TO THE MASTER REVENUE SCHEDULE

WHEREAS, the City Council has determined the need to charge fees for general government, police, recreation, development, engineering, park in-lieu, sewer, storm drainage and other services; and,

WHEREAS, the City periodically reviews its fee schedules in order to ensure that fees are a reasonable estimate of the City's cost of providing certain services to those who pay the fees; and,

WHEREAS, staff proposed increasing cost recovery factor on the Tier 3 Single Family Design Review to 75% from its former level of 50% to better reflect cost recovery target; and,

WHEREAS, staff reviewed and updated the Master Revenue Schedule to ensure that an appropriate fee is charged by reflecting one of the following adjustments:

Adjustment Type	Description	Amount
Consumer Price Index (CPI)	Applied annually to fees not specifically based on level of effort as well as park impact, traffic impact, and housing mitigation fees (in accordance with respective ordinances).	1.3%
Hourly Rate	Updated annually to reflect increases and decreases in productive hourly rates for services provided; varies by department.	Varies
Building Permit and Development Review Fees	Updated annually to reflect increase or decrease in building valuation fees based on five-year average of operating costs.	6.0%
Level of Effort	Applied to reflect increase or decrease in level of effort to complete one unit of service.	Varies

WHEREAS, the City Council desires to have all adopted fees compiled in one document; and,

WHEREAS, the City Council held a public hearing on June 10, 2025 and heard all objections or protests on the proposed fees; and,

WHEREAS, the City Clerk caused notice of the hearing to be published twice in a newspaper of general circulation in the City of Belmont, and the hearing was held at least 10 days after the first publication.

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

SECTION 1. The proposed Fiscal Year 2025-26 additions and amendments to the

existing City of Belmont fees, rates, fines, and other charges shown on Exhibit A are adopted.

SECTION 2. The City Manager is authorized and directed to compile the Master Revenue Schedule, and make such organizational and formatting changes reasonably necessary, to reflect the current fees, rates and other charges previously adopted by the City Council and to incorporate the amendments to specific fees and new fees adopted herein.

SECTION 3. The City Manager is authorized and directed to include in the Master Revenue Schedule such fees, rates, fines, and other charges as may be adopted by the Belmont Fire Protection District.

* * *

ADOPTED June 10, 2025, by the City of Belmont City Council by the following vote:

Ayes:

Absent:

Noes:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A
to
Resolution 2025- _____
Master Revenue Schedule

DRAFT
City of Belmont
Master Revenue Schedule



KEY

	Increased Fee
	Decreased Fee
ABC	New Fee Description

AS AMENDED THROUGH JUNE 10, 2025;
FEES GO INTO EFFECT AUGUST 10, 2025
The City's fees, charges, and taxes are adopted at various
times and through various actions and are compiled
herein for convenience.

Developed by Willdan Financial Services - 2015
Updated Annually by City Council

General Government Fees

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
Appeals	Appeal of Planning Action to City Council		except approved hardship	\$1,661.00	\$1,683.00
Appeals	Appeal of Administrative Action to Planning Commission		except approved hardship	\$256.00	\$259.00
Recordings	Audio CD-ROM/DVD/USB Drive of Council/Commission Meeting *	per meeting		\$26.00	\$26.00
Returned Check Fee	First returned check		per Civil Code 1719	\$25.00	\$25.00
Returned Check Fee	Subsequent checks		per Civil Code 1719	\$35.00	\$35.00
Property Lease	Lease and Rental of Real Property		per Gov Code 37380(a); City Manager or their designee may establish terms and conditions for leased or rental of real property consistent with this government code	various	various
Notary Services	Acknowledgement - per signature		per Gov Code 8211	\$15.00	\$15.00
Notary Services	Jurat - per signature		per Gov Code 8211	\$15.00	\$15.00
Other Reproduction Costs	Standard 8 1/2 x 11 Copy	per page	physical, electronic, or scanned	\$0.30	\$0.30
Other Reproduction Costs	Publications			Actual Cost	Actual Cost
Other Reproduction Costs	Miscellaneous Reproductions			Actual Cost	Actual Cost
Credit Card Transactions	Transactions \$10,000 or above			2.45% of transaction	2.45% of transaction
Special Services	Business Data Mining	per hour	(for Accounting, Planning, Treasury, Debt & Risk Management Services) Includes business data mining, records requests, data compilation and bookkeeping.	\$341.00	\$364.00

* Fee may be waived for elected/appointed officials who are unable to attend related meeting.

The Finance Director has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

The Finance Director may establish procedures for evaluation of hardship requests for certain fees, where identified.

Business License Tax

Effective 1/1/2025

Pursuant to City Code Chapter 23 Sec. 23-203:

(a) A licensee must pay a license tax for each tax year based on gross receipts derived from business activity in the city if those gross receipts are greater than \$10,000. If those gross receipts are \$10,000 or less, no tax is owed.

(b) When a license tax is owed under subsection (a), the amount is equal to the greater of the base amount as provided in subsection (c) or the amount calculated by applying the rates in the Rate Table (below) to the licensee's business category or categories. The rates in the Rate Table are expressed in dollars per thousand dollars of the licensee's total gross receipts derived from business conducted in the city for the previous tax year, except when a licensee did not operate in the city for the entirety of the previous tax year in which case the tax is measured by the licensee's gross receipts derived from business conducted in the city for the current tax year. The rate applied is the maximum rate unless lowered by appropriate Council action.

Category	Tax Rate per \$1,000 in Gross Receipts	
Category 1 Restaurants and retail establishments	\$	0.40
Category 2 Service businesses (e.g., tutoring, training, hairstylist, gardener, etc.)	\$	0.75
Category 3 Professional services, contractors, rental properties	\$	1.00
Category 4 Cannabis activities	\$	60.00

Police Fees

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
	Fingerprint Fee	per person	plus applicable state and federal fees	\$98.00	\$107.00
	Background Check Processing Fee	per person		\$500.00	\$500.00
	Crime Report Fee		No charge to victim, 1st copy; \$0.3 per page thereafter	\$24.00	\$27.00
	Accident Report Fee		No charge to victim, 1st copy; \$0.3 per page thereafter	\$24.00	\$27.00
	Local Clearance Letter	per person		\$49.00	\$53.00
Photos	Digital 8½ x 11	per page		\$24.00	\$27.00
Photos	CD Rom	each	unlimited photos	\$49.00	\$53.00
	Solicitors Permit	per person		\$293.00	\$320.00
	Vehicle Release Fee	per vehicle	\$50 for storage	\$98.00	\$107.00
	Lost Citations	per citation		\$24.00	\$27.00
	Incident Print-out	per incident		\$24.00	\$27.00
	Records Search/Print-out	per hour	billed in 1/4 hr increments	\$293.00	\$320.00
	Audio Tape Duplication	per hour		\$293.00	\$320.00
	Video Review and Release	per hour	minimum charge: 1 hr; billed at 1/4 increments for any additional time required past 1 hour	\$293.00	\$320.00
	Ticket Sign-off (outside agency)	per vehicle		\$24.00	\$27.00
	Emergency Cost Recovery			Those costs in the amount allowed by statute	Those costs in the amount allowed by statute
False Alarm Fees	1st and 2nd incident			\$0.00	\$0.00
False Alarm Fees	3rd incident			\$125.00	\$125.00
False Alarm Fees	4th incident			\$225.00	\$225.00
False Alarm Fees	5th incident or more			\$525.00	\$525.00
	Alarm Permit Fee	per address		\$60.00	\$60.00
	Alarm Permit Fee	per address	for Smart System	\$30.00	\$30.00
	Massage Annual Inspection Fee			\$150.00	\$150.00
	Massage Permit Processing Fee		per non-CAMTC Certified Owner + Live scan fee + DOJ & FBI fees (*if Live Scan done by PD)	\$2,500.00	\$2,500.00
	Cannabis Business Permit Processing Fee		Every 2 years	\$2,500.00	\$2,500.00
	Cannabis Business Inspection Fee		Annual	\$1,500.00	\$1,500.00
Firearm Storage	1st Firearm Storage			\$140.00	\$140.00
Firearm Storage	Additional Firearm Storage		Per Additional Firearm	\$35.00	\$35.00

The Finance Director has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

The Finance Director may establish procedures for evaluation of hardship requests for certain fees, where identified.

Fines

Fee Group	Fee Description	FY 2024-25	FY 2025-26
BCC 14-6	Old County Rd Parked on Right of Way Doing Work	\$40.00	\$40.00
BCC 14-7a	Old County Rd Parked on Right of Way (2000-0600 HRS)	\$40.00	\$40.00
BCC 14-7b	Old County Rd Parked 3' Easement (0600-2000 HRS)	\$40.00	\$40.00
BCC 14-10	Parked in Excess of 72 hrs	\$40.00	\$40.00
BCC 101-1	No Parking Anytime	\$42.00	\$42.00
BCC 101-1	Parking in Violation of Regulatory Sign	\$42.00	\$42.00
BCC 101-1	Timed Zone Parking	\$42.00	\$42.00
BCC 14-3.1	Wheels Not Curbed	\$40.00	\$40.00
BCC 14-13	Violate Temporary Signs	\$42.00	\$42.00
CVC 4000a	Expired Registration	\$56.00	\$56.00
CVC 4462b	False Display of Registration (Tab)	\$56.00	\$56.00
CVC 5200	Front and/or Rear Plate Missing	\$40.00	\$40.00
CVC 5201	Improper Position of Plates	\$40.00	\$40.00
CVC 5202	Period of Display/License Plate	\$40.00	\$40.00
CVC 5204	Year and/or Month Tab Missing	\$40.00	\$40.00
CVC 21113a	Parked/Drive on Public Ground Without a Permit	\$40.00	\$40.00
CVC 21211b	Parked Blocking a Bicycle Lane	\$40.00	\$40.00
CVC 22500a	Parked in Intersection	\$40.00	\$40.00
CVC 22500b	Parked in Crosswalk	\$40.00	\$40.00
CVC 22500d	Parked Within 15' of Fire Station Driveway	\$40.00	\$40.00
CVC 22500e	Parked Blocking Driveway	\$40.00	\$40.00
CVC 22500f	Parked on Sidewalk	\$40.00	\$40.00
CVC 22500h	Double Parked	\$40.00	\$40.00
CVC 22500i	Parked in Bus Zone	\$255.00	\$255.00
CVC 22500l	Parked in Front of Lowered Curb/Access Ramp	\$355.00	\$355.00
CVC 22500.1	Parked in Posted Fire Lane	\$40.00	\$40.00
CVC 22502a	Parked on Wrong Side of Roadway/18" from Curb	\$40.00	\$40.00
CVC 22507.8a	Parked in Disabled Person Marking	\$355.00	\$355.00
CVC 22514	Parked Within 15' of Fire Hydrant	\$40.00	\$40.00
CVC 22521	Parked Within 7 ½' of Railroad Tracks	\$40.00	\$40.00
CVC 22522	Parked Within 3' of Sidewalk Access Ramp	\$355.00	\$355.00
CVC 22523a	Abandoned Vehicle	\$255.00	\$255.00
CVC 22523b	Abandoned Vehicle	\$255.00	\$255.00
CVC 22500.1	Parked in Fire Lane	\$40.00	\$40.00
CVC 40610	Correctable Violation Fee	\$20.00	\$20.00
BCC SECTION 30	Administrative Citations - Infractions - First Offense	\$100.00	\$100.00
BCC SECTION 30	Administrative Citations - Infractions - Second Offense	\$200.00	\$200.00
BCC SECTION 30	Administrative Citations - Infractions - Third Offense	\$500.00	\$500.00
BCC SECTION 30	Administrative Citations - Misdemeanor - First Offense	\$100.00	\$100.00
BCC SECTION 30	Administrative Citations - Misdemeanor - Second Offense	\$300.00	\$300.00
BCC SECTION 30	Administrative Citations - Misdemeanor - Third Offense	\$500.00	\$500.00

Development Review Fees

Fee Group	Fee Description	FY 2024-25 Planning Fee	FY 2025-26 Planning Fee	FY 2024-25 Engineering Fee	FY 2025-26 Engineering Fee
Design Review	New Building Construction	\$13,204.47	\$13,992.00	\$5,529.00	\$5,851.00
Design Review	Additions	\$12,455.61	\$13,198.00	-	-
Design Review	Building or Sign Colors, Planning Commission Review	\$2,247.77	\$2,382.00	-	-
Design Review	Preliminary Design Review (per hour)	\$375.03	\$397.00	\$369.00	\$390.00
Design Review	Administrative Design Review - exterior modifications	\$3,558.57	\$3,771.00	-	-
Design Review	Administrative Sign Review	\$1,123.89	\$1,191.00	-	-
Design Review*	Single-Family Design Review - Tier 2 (Zoning Administrator Review w/o ZA hearing)	\$3,745.49	\$3,969.00	\$1,106.00	\$1,170.00
	Single-Family Design Review - Tier 2 (Zoning Administrator Review w/ ZA hearing)	\$4,869.37	\$5,160.00	\$1,842.94	\$1,950.00
	Single-Family Design Review - Tier 3 (Planning Commission Review)	\$7,539.21	\$11,572.00	\$6,148.00	\$6,228.00
	Single-Family Design Review - Tier 3 (Deposit for New Homes; hrs in excess of deposit will be billed at hourly rate)	\$7,539.21	\$11,572.00	\$6,148.00	\$6,228.00
Design Review	Temporary Banner Permit	\$375.03	\$397.00	-	-
Conditional Use Permit	No New Construction	\$11,331.72	\$12,007.00	\$2,324.00	\$2,354.00
Conditional Use Permit	All Others	\$12,455.61	\$13,198.00	\$2,324.00	\$2,354.00
Conditional Use Permit	Administrative Permit	\$3,558.57	\$3,771.00	\$2,324.00	\$2,354.00
Variance and Far Exception	Single Family Residential	\$13,204.47	\$13,992.00		
Variance and Far Exception	Other Uses	\$13,204.47	\$13,992.00		
Variance and Far Exception	Administrative Permit	\$3,558.57	\$3,771.00		
Combination Projects - Development Fee	Legal Review Fee	\$9,144.00	\$9,689.00		
Variance		\$5,619.44	\$5,954.00	-	-
Floor Area Exception		\$5,619.44	\$5,954.00	-	-
Combination Projects - Development Fee	SFDR + CUP or VAR or FAE	\$13,204.47	\$13,992.00	\$2,150.00	\$2,178.00
Combination Projects - Development Fee	DR + CUP - new bldg const	\$16,951.16	\$17,962.00	-	-
Combination Projects - Development Fee	DR + VAR + CUP - new const	\$20,696.65	\$21,930.00	-	-
Combination Projects - Development Fee	DR + VAR - new bldg const	\$16,951.16	\$17,962.00	-	-
Combination Projects - Development Fee	DR + VAR + CUP	\$18,073.84	\$19,151.00	-	-
Combination Projects - Development Fee	DR + VAR	\$15,452.24	\$16,373.00	-	-
Combination Projects - Development Fee	DR + CUP	\$14,328.35	\$15,182.00	-	-

* Single Family Design Review Tier 1 only requires a building permit.

Development Review Fees (Cont.)

Fee Group	Fee Description	FY 2024-25 Planning Fee	FY 2025-26 Planning Fee	FY 2024-25 Engineering Fee	FY 2025-26 Engineering Fee
Geologic Review	Geotechnical/Geologic Report	\$4,682.46	\$4,962.00	\$2,949.00	\$3,120.00
Geologic Review	Map Modification	\$4,682.46	\$4,962.00	\$2,949.00	\$3,120.00
Geologic Review	Exception (a, b, and c) City Code Sec. 7-12	\$4,682.46	\$4,962.00	\$2,949.00	\$3,120.00
Geologic Review	Exception (d) City Code Sec. 7-12	\$4,682.46	\$4,962.00	\$2,949.00	\$3,120.00
Environmental Fees	Base Fee (Categorical - CEQA exemptions)	\$375.03	\$397.00	-	-
Environmental Fees	Initial Study - Staff	\$11,237.66	\$11,908.00	\$3,686.00	\$3,900.00
Environmental Fees	Negative Declaration - Staff	\$1,498.92	\$1,588.00	\$3,686.00	\$3,900.00
Environmental Fees	Mitigated Negative Declaration	\$19,797 plus Cost of Contract x 1.3	\$20,977 plus Cost of Contract x 1.3	\$3,686.00	\$3,900.00
Environmental Fees	EIR	\$40,903 plus Cost of Contract x 1.3	\$43,341 plus Cost of Contract x 1.3	\$3,686.00	\$3,900.00
Additional Plan Fees	General Plan Amendment, Rezoning, or Zoning Ordinance Amendment	\$19,478.70	\$20,640.00	-	-
Additional Plan Fees	Historic Building Alteration, Planning Commission Review	\$12,736.58	\$13,496.00	-	-
Additional Plan Fees	Grading Plan, Planning Commission Review	\$11,237.66	\$11,908.00	\$4,054.00	\$4,290.00
Additional Plan Fees	Extension of Permits	\$1,123.89	\$1,191.00	-	-
Additional Plan Fees	Lot Line Adjustment, Certificate of Compliance	\$3,558.57	\$3,771.00	\$3,317.00	\$3,510.00
Additional Plan Fees	Record of Survey	-	-	\$5,529.00	\$5,851.00
Additional Plan Fees	Property Profile Report	\$1,498.92	\$1,588.00	-	-
Additional Plan Fees	Landscape Plan Checking (per hour)	\$375.03	\$397.00	\$369.00	\$390.00
Additional Plan Fees	Arborist Services Deposit	\$1,257.74	\$1,333.00	-	-
Additional Plan Fees	Tentative Parcel Map	\$14,984.36	\$15,878.00	\$14,744.00	\$15,602.00
Additional Plan Fees	Resubmittal Fee (after 2nd resubmittal)	-	-	\$737.00	\$780.00
Additional Plan Fees	Street Modifications	-	-	\$3,686.00	\$3,900.00
Additional Plan Fees	Retaining Walls	-	-	\$3,686.00	\$3,900.00
Additional Plan Fees	Sewers	-	-	\$3,686.00	\$3,900.00
Additional Plan Fees	Storm Drains	-	-	\$3,686.00	\$3,900.00
Additional Plan Fees	Grading (No P.C. Review)	-	-	\$3,686.00	\$3,900.00
Additional Plan Fees	New Street	-	-	\$3,686.00	\$3,900.00

* Fees include review cost for 3 submittals only. The current hourly rate for planning and engineering will be charged for review time in excess

Development Review Fees (Cont.)

Fee Group	Fee Description	FY 2024-25 Planning Fee	FY 2025-26 Planning Fee	FY 2024-25 Engineering Fee	FY 2025-26 Engineering Fee
Complex Project	1. Minimum, non-refundable fee to be used towards actual bill	\$29,967.51	\$31,754.00	\$16,586.00	\$17,552.00
Complex Project	2. Charges for City staff time in excess of 80 hours Community Development, 45 hours Engineering will be billed at the current hourly rate)	\$375.03	\$397.00	\$369.00	\$390.00
Complex Project	3. Services provided by outside consultants are charged at actual cost plus 30%.	Actual + 30%	Actual + 30%	Actual + 30%	Actual + 30%
Complex Project	4. If an outside consultant is needed, Department Staff, at time of application submittal, may charge an estimated deposit greater than the minimum for anticipated outside consultant costs.				
Complex Project	5. All complex project charges/deposits must be paid prior to public hearing.				

Definition: Complex projects are those which, because of their size and issue complexity, are expected to take more staff time and effort than

Development Review Fees (Cont.)

Fee Group	Fee Description	FY 2024-25 Planning Fee	FY 2025-26 Planning Fee
Tree Removal Permit	Trees 10" DBH or greater, excluding trees determined by the City Arborist to be dead, diseased or damaging property. (See notes 1, 2 and 3 below).	\$91.00	\$92.00
Tree Replacement Fee	Tree Planting In-Lieu Fee/per tree not replaced	\$603.00	\$611.00
Tree Removal Permit Appeal	Appeal of tree permit	\$516.00	\$523.00

NOTES

- 1) Payment shall be made prior to the issuance of a grading permit for development projects. If no grading permit is required, payment shall be made prior to the issuance of a building permit. If no building permit is required, payment shall be made prior to removal of any protected tree.
- 2) DBH = the diameter of the tree at breast height; measured across the widest face of the tree trunk, at 4½ feet above natural grade. On a slope, the 4½ foot height is measured from the center of the trunk, halfway between the uphill and downhill side. In the case of multiple stemmed trees, the measurement shall be the sum of the diameters of all stems measured at 4½ feet above natural grade.
- 3) Protected Trees as defined in Chapter 25 of the City Code

Fee Group	Fee Description	FY 2024-25 Planning Fee	FY 2025-26 Planning Fee
Public Notice Fee		\$353.00	\$358.00

NOTES

All fees to be paid at time of filing an application.

Fees are additive; multiple applications require multiple fees.

Each parcel requires separate Use Permit or Variance Fee.

City geologist services will be charged at full cost to City. If deposit does not cover costs, applicant will be notified and billed for the additional work. Unused funds deposited for geologic services will be refunded to the applicant.

City may collect a deposit for third party services using an estimate based on comparable entitlement applications.

City projects are subject to the fee schedule.

For Development Review applications requiring Engineering review, but with no fee specified in the fee schedule, the MASTER REVENUE SCHEDULE allows the Engineering Division to collect up to 20 hours staff time as deposit at the time of submission. A fee will be charged at the current hourly rate plus 130% of actual consultant costs.

The Finance Director has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

The Finance Director may establish procedures for evaluation of hardship requests for certain fees, where identified.

Building Permits

Fee Group	Fee Description	Plan Check Hrs	Building Insp Hrs	Plumbing Insp Hrs	Mechanical Insp Hrs	Electrical Insp Hrs	FY 2024-25	FY 2025-26
Remodels and Additions	Alteration Nonstructural	1 hrs	1.5 hrs				\$936.97	\$993.00
Remodels and Additions	Alteration Structural	1 hrs	1.5 hrs				\$936.97	\$993.00
Remodels and Additions	Basement (Unfinished to Finished)	1 hrs	1.5 hrs				\$936.97	\$993.00
Remodels and Additions	Bathroom	1 hrs	1 hrs				\$748.86	\$793.00
Remodels and Additions	Cellular Antenna	2 hrs	1 hrs				\$1,123.89	\$1,191.00
Remodels and Additions	Deck	1.5 hrs	1 hrs				\$936.97	\$993.00
Remodels and Additions	Drainage System	1 hrs	1.5 hrs				\$936.97	\$993.00
Remodels and Additions	Fireplace Insert	0.5 hrs	1 hrs				\$561.94	\$595.00
Remodels and Additions	Garage (Detached Framed)	2 hrs	2 hrs				\$1,498.92	\$1,588.00
Remodels and Additions	Garage (Detached Masonry)	2 hrs	2 hrs				\$1,498.92	\$1,588.00
Remodels and Additions	Kitchen Remodel	0.5 hrs	1.5 hrs				\$748.86	\$793.00
Remodels and Additions	Patio Cover (lattice)	2 hrs	1 hrs				\$1,123.89	\$1,191.00
Remodels and Additions	Patio Cover (metal)	2 hrs	1 hrs				\$1,123.89	\$1,191.00
Remodels and Additions	Patio Cover (wood)	2 hrs	1 hrs				\$1,123.89	\$1,191.00
Remodels and Additions	Pool Cabana	2 hrs	1 hrs				\$1,123.89	\$1,191.00
Remodels and Additions	Residing	1 hrs	1 hrs				\$748.86	\$793.00
Remodels and Additions	Retaining Wall (masonry)	2 hrs	1.5 hrs				\$1,310.80	\$1,389.00
Remodels and Additions	Retaining Wall (wood)	2 hrs	1.5 hrs				\$1,310.80	\$1,389.00
Remodels and Additions	Roof Structural Replacement	2 hrs	1.5 hrs				\$1,310.80	\$1,389.00
Remodels and Additions	Spray Booth	2 hrs	1 hrs				\$1,123.89	\$1,191.00
Remodels and Additions	Storage Shed	1 hrs	1.5 hrs				\$936.97	\$993.00
Remodels and Additions	Swimming Pool	1 hrs	2.5 hrs				\$1,310.80	\$1,389.00
Remodels and Additions	Termite Repairs (Structural)	1 hrs	1.5 hrs				\$936.97	\$993.00
Remodels and Additions	Unfinished Room	2 hrs	2 hrs				\$1,498.92	\$1,588.00
Remodels and Additions	Vinyl Siding Replacement or Repair	1 hrs	2 hrs				\$1,123.89	\$1,191.00
Remodels and Additions	Voluntary Foundation Upgrade	1 hrs	2 hrs				\$1,123.89	\$1,191.00
Remodels and Additions	Voluntary Seismic Upgrade	1 hrs	1.5 hrs				\$936.97	\$993.00
Remodels and Additions	Windows	1 hrs	1.5 hrs				\$936.97	\$993.00

NOTES

- 1) The City hereby sets the UBC valuation schedule methodology as a minimum fee.
- 2) If projects do not fit into one of the categories defined in listed Building Permit Fees, the Building Official should either: a) substitute another category of occupancy that best fits the nature of the project, or b) base the fee on the valuation found in the most recent edition of the Building Standards Magazine as published by the International Code Conference (ICC).
- 3) If a project requires significantly more work than average, the Building Official may require the applicant be charged on an hourly basis (i.e., each inspection = ½ hour).
- 4) City projects are subject to the fee schedule.

Building Permits (Cont.)

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
Additional Fees	Plan Check Fee	% of Building Fee		65%	65%
Additional Fees	Electronic Document Retention	% of Building Fee		5%	5%
Additional Fees	Document Reproduction	each	oversized: microfilm or electronic	\$94.06	\$100.00
Additional Fees	State Energy	% of Building Fee		25%	25%
Additional Fees	Noise Insulation	% of Building Fee	For apartments and condominiums only	8%	8%
Additional Fees	Accessibility Plan Check	% of Building Fee		25%	25%
Additional Fees	Planning Plan Check	% of Building Fee		35%	35%
Additional Fees	General Plan Maintenance Fee	% of Building Valuation		0.75%	0.75%
Other Inspections and Fees	Construction Time Limit Extension, initial 6 months			\$1,000.00	\$1,000.00
Other Inspections and Fees	Construction Time Limit Extension, 1st 60 day			\$1,000.00	\$1,000.00
Other Inspections and Fees	Construction Time Limit Extension, 2nd 60 day			\$1,500.00	\$1,500.00
Other Inspections and Fees	Construction Time Limit Extension, 3rd 60 day			\$2,000.00	\$2,000.00
Other Inspections and Fees	Inspections outside of normal business hours	per hour	minimum charge - 2 hrs	\$375.03	\$397.00
Other Inspections and Fees	Reinspection fees assessed under provisions of Section 108.8 of the Uniform Building Code			\$375.03	\$397.00
Other Inspections and Fees	Inspections for which no fee is specifically indicated		minimum charge - 1/2 hr	\$375.03	\$397.00
Other Inspections and Fees	Additional plan review required by changes, additions or revisions to approved plans		minimum charge - 1/2 hr	\$375.03	\$397.00
Other Inspections and Fees	For use of outside consultants for plan checking and inspections, or both			Actual Cost + 30%	Actual Cost + 30%

Electrical Permits

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
Permit Issuance	Base electrical permit			\$191.74	\$203.00
Permit Issuance	Issuance of each supplemental electrical permit			\$22.91	\$24.00
System Fee Schedule	Multifamily	per sq ft		\$0.16	\$0.17
System Fee Schedule	Single and Two Family	per sq ft		\$0.16	\$0.17
System Fee Schedule	Other types	per sq ft		\$0.16	\$0.17
System Fee Schedule	Private Swimming Pools	each		\$529.38	\$561.00
System Fee Schedule	Carnivals & Cruises: generators and rides	each		\$68.74	\$73.00
System Fee Schedule	Carnivals & Cruises: mechanical rides, walkthroughs or electric displays	each		\$22.91	\$24.00
System Fee Schedule	Carnivals & Cruises: system of area and booth lighting	each		\$22.91	\$24.00
System Fee Schedule	Temporary Power Service: temp power pole or pedestal	each		\$176.06	\$187.00
System Fee Schedule	Temporary Power Service: temp distribution and lighting and receptacles	each		\$162.79	\$172.00
Unit Fee Schedule	Receptacle, Switch and Light Outlets: First 20	each		\$3.01	\$3.20
Unit Fee Schedule	Receptacle, Switch and Light Outlets: each additional	each		\$1.45	\$1.50
Unit Fee Schedule	Lighting Fixtures: First 20	each		\$4.46	\$4.70
Unit Fee Schedule	Lighting Fixtures: each additional	each		\$1.45	\$1.50
Unit Fee Schedule	Lighting Fixtures: Pole or platform-mounted lighting fixtures	each		\$4.46	\$4.70
Unit Fee Schedule	Lighting Fixtures: Theatrical-type lighting fixtures or assemblies	each		\$4.46	\$4.70
Unit Fee Schedule	Residential Appliances	each		\$13.39	\$14.20
Unit Fee Schedule	Nonresidential Appliances	each		\$13.39	\$14.20
Unit Fee Schedule	Power Apparatus: Up to and including 1	each		\$13.39	\$14.20
Unit Fee Schedule	Power Apparatus: over 1 and not over 10	each		\$1.45	\$1.50
Unit Fee Schedule	Power Apparatus: over 10 and not over 50	each		\$72.96	\$77.00
Unit Fee Schedule	Power Apparatus: over 50 and not over 100	each		\$144.59	\$153.00
Unit Fee Schedule	Power Apparatus: over 100	each		\$220.07	\$233.00
Unit Fee Schedule	Busways			\$22.67	\$24.00
Unit Fee Schedule	Signs, Outline Lighting and Marquees: Signs	each		\$67.89	\$72.00
Unit Fee Schedule	Signs, Outline Lighting and Marquees: Addn'l branch circuits within same sign	each		\$13.39	\$14.00
Unit Fee Schedule	Services: < 600 volts or < 200 amperes	each		\$191.13	\$203.00
Unit Fee Schedule	Services: < 600 volts or 200-1000 amperes	each		\$191.13	\$203.00
Unit Fee Schedule	Services: > 600 volts or > 1000 amperes	each		\$383.59	\$406.00

Electrical Permits (Cont.)

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
Other Inspections and Fees	Solar PV Permit (AB-1124, 2021-22)	each		\$450 plus \$15 per kilowatt above 15kW	\$450 plus \$15 per kilowatt above 15kW
Other Inspections and Fees	Solar Thermal Permit (AB-1124, 2021-22)	each		\$450 plus \$15 per kilowatt above 15kW	\$450 plus \$15 per kilowatt above 15kW
Other Inspection and Fees	Inspection outside of normal business hours	per hour	2 hr minimum	\$715.51	\$758.00
Other Inspection and Fees	Reinspection fees assessed under provisions of Section 305.8	per hour		\$358.33	\$380.00
Other Inspection and Fees	Inspection for which no fee is specifically indicated	per hour	1/2 hr minimum	\$358.33	\$380.00
Other Inspection and Fees	Additional plan review required by changes, additions or revisions to approved plans	per hour	1/2 hr minimum	\$358.33	\$380.00

Plumbing Permits

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
Permit Issuance	Issuance of each plumbing permit			\$194.15	\$206.00
Permit Issuance	Issuance of each supplemental plumbing permit			\$85.62	\$91.00
Unit Fee Schedule	Fixtures and Vents: plumbing fixture or trap or set of fixtures	each		\$27.74	\$29.00
Unit Fee Schedule	Fixtures and Vents repair or alteration of drainage or vent piping	each		\$13.26	\$14.00
Unit Fee Schedule	Sewers, Disposal Systems and Interceptors: building or trailer park sewer	each		\$75.97	\$80.00
Unit Fee Schedule	Sewers, Disposal Systems and Interceptors: rainwater systems	per drain		\$27.74	\$29.00
Unit Fee Schedule	Sewers, Disposal Systems and Interceptors: cesspool	each		\$110.94	\$118.00
Unit Fee Schedule	Sewers, Disposal Systems and Interceptors: private sewage disposal system	each		\$223.09	\$236.00
Unit Fee Schedule	Sewers, Disposal Systems and Interceptors: industrial waste pretreatment interceptor	each		\$59.09	\$63.00
Unit Fee Schedule	Water Piping and Water Heaters: install., alter., or repair of piping and/or equip.	each		\$13.26	\$14.00
Unit Fee Schedule	Water Piping and Water Heaters: repair or alteration of drainage or piping	each		\$13.26	\$14.00
Unit Fee Schedule	Water Piping and Water Heaters: water heater including vent	each		\$194.15	\$206.00
Unit Fee Schedule	Gas Piping Systems: 1-5 outlets	each		\$179.68	\$190.00
Unit Fee Schedule	Gas Piping Systems: each additional outlet over 5	each		\$34.97	\$37.00
Unit Fee Schedule	Lawn Sprinklers, Vacuum Breakers and Backflow Devices: lawn sprinkler system on one meter	each		\$47.03	\$50.00
Unit Fee Schedule	Lawn Sprinklers, Vacuum Breakers and Backflow Devices: atmospheric-type vacuum breakers: 1-5 devices	each		\$34.97	\$37.00
Unit Fee Schedule	Lawn Sprinklers, Vacuum Breakers and Backflow Devices: atmospheric-type vacuum breakers: over 5 devices	each		\$7.24	\$8.00
Unit Fee Schedule	Lawn Sprinklers, Vacuum Breakers and Backflow Devices: other backflow protective device: 2 inches and smaller	each		\$34.97	\$37.00
Unit Fee Schedule	Lawn Sprinklers, Vacuum Breakers and Backflow Devices: other backflow protective device: over 2 inches	each		\$75.97	\$80.00
Unit Fee Schedule	Swimming Pools: Public pool	each		\$271.32	\$287.00
Unit Fee Schedule	Swimming Pools: Public spa	each		\$180.88	\$192.00
Unit Fee Schedule	Swimming Pools: Private pool	each		\$180.88	\$192.00
Unit Fee Schedule	Swimming Pools: Private spa	each		\$91.65	\$97.00
Unit Fee Schedule	Miscellaneous	each		\$27.74	\$29.00
Other Inspection and Fees	Inspection outside of normal business hours	per hour	2 hr minimum	\$748.86	\$793.00
Other Inspection and Fees	Reinspection fees assessed under provisions of Section 305.8	per hour		\$375.03	\$397.00
Other Inspection and Fees	Inspection for which no fee is specifically indicated	per hour	1/2 hr minimum	\$375.03	\$397.00
Other Inspection and Fees	Additional plan review required by changes, additions or revisions to approved plans	per hour	1/2 hr minimum	\$375.03	\$397.00

Mechanical Permits

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
Permit Issuance	Issuance of each mechanical permit			\$195.35	\$207.00
Permit Issuance	Issuance of each supplemental mechanical permit			\$24.12	\$26.00
Unit Fee Schedule	Furnaces: Install. or Reloc. of forced-air or gravity-type: up to 100,000 Btu/h	each		\$195.35	\$207.00
Unit Fee Schedule	Furnaces: Install. or Reloc. of forced-air or gravity-type: over 100,000 Btu/h	each		\$195.35	\$207.00
Unit Fee Schedule	Furnaces: Install. or Reloc. of floor furnace	each		\$47.03	\$50.00
Unit Fee Schedule	Furnaces: Install. or Reloc. of suspended/recessed wall/floor-mounted unit heater	each		\$47.03	\$50.00
Unit Fee Schedule	Appliance Vents	each		\$24.12	\$26.00
Unit Fee Schedule	Repairs or Additions	each		\$41.00	\$43.00
Unit Fee Schedule	Boilers, Compressors and Absorption Systems: Install. or Reloc.: up to 100,000 Btu/h	each		\$195.35	\$207.00
Unit Fee Schedule	Boilers, Compressors and Absorption Systems: Install. or Reloc.: 100,000 - 500,000 Btu/h	each		\$80.79	\$86.00
Unit Fee Schedule	Boilers, Compressors and Absorption Systems: Install. or Reloc.: 500,000 - 1,000,000 Btu/h	each		\$110.94	\$118.00
Unit Fee Schedule	Boilers, Compressors and Absorption Systems: Install. or Reloc.: 1,000,000 - 1,750,000 Btu/h	each		\$162.79	\$172.00
Unit Fee Schedule	Boilers, Compressors and Absorption Systems: Install. or Reloc.: over 1,750,000 Btu/h	each		\$273.74	\$290.00
Unit Fee Schedule	Air Handlers: over 10,00 cubic feet per min.	each		\$54.26	\$57.00
Unit Fee Schedule	Evaporative Coolers			\$160.38	\$170.00
Unit Fee Schedule	Ventilation and Exhaust: Fan connected to a single duct	each		\$24.12	\$26.00
Unit Fee Schedule	Ventilation and Exhaust: Separate system	each		\$32.56	\$34.00
Unit Fee Schedule	Ventilation and Exhaust: Install. Of each hood served by mechanical exhaust	each		\$32.56	\$34.00
Unit Fee Schedule	Incinerators: domestic type	each		\$54.26	\$57.00
Unit Fee Schedule	Incinerators: commercial or industrial type	each		\$44.62	\$47.00
Unit Fee Schedule	Miscellaneous			\$32.56	\$34.00
Other Inspection and Fees	Inspection outside of normal business hours	per hour	3 hr minimum	\$1,123.89	\$1,191.00
Other Inspection and Fees	Reinspection fees assessed under provisions of Section 305.8	per hour		\$375.03	\$397.00
Other Inspection and Fees	Inspection for which no fee is specifically indicated	per hour	1/2 hr minimum	\$375.03	\$397.00
Other Inspection and Fees	Additional plan review required by changes, additions or revisions to approved plans	per hour	1/2 hr minimum	\$375.03	\$397.00

The Finance Director has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

The Finance Director may establish procedures for evaluation of hardship requests for certain fees, where identified.

Building Permit Fee (All New Construction)

Minimum Valuation	Maximum Valuation	Current Base Rate (FY 2024-25)	Proposed Base Rate (FY 2025-26)	Plus For Every:	Current Add (FY 2024-25)	Proposed Add (FY 2025-26)
0	0	0.00	0.00	0	0.00	0.00
1	500	40.25	42.65	0	0.00	0.00
501	2,000	40.25	42.65	100	4.64	4.92
2,001	25,000	118.57	125.63	1,000	21.40	22.68
25,001	50,000	794.11	841.45	1,000	15.44	16.36
50,001	100,000	1,674.66	1,774.48	1,000	10.71	11.35
100,001	500,000	6,240.38	6,612.37	1,000	8.56	9.07
500,001	1,000,000	10,316.93	10,931.92	1,000	7.26	7.69
1,000,001	9,999,999,999	14,385.34	15,242.85	1,000	5.58	5.91

NOTE: Valuation shall be determined based upon the International Code Council's most recently published Building Valuation Table The project valuation will be inclusive of all trades - Building, Electrical, Mechanical, and Plumbing. Prior to permit issuance, the Building Official may adjust the plan checking/permit fee for an individual project when costs to the City are not congruent with this fee schedule.

Engineering Fees

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
Subdivision Maps	Parcel Map: Deposit		Deposit equivalent to 32 hours; hourly rate in excess	\$11,795.00	\$12,481.00
Subdivision Maps	Final Maps: Deposit		Deposit equivalent to 50 hours; hourly rate in excess	\$18,429.00	\$19,502.00
Subdivision Maps	Hourly rate in excess of deposit	per hour		\$369.00	\$390.00
Subdivision Maps	Consultant Cost			Actual Cost + 30%	Actual Cost + 30%
Building Permit Plan Check	Estim. Project cost under \$4,000: Initial			\$369.00	\$390.00
Building Permit Plan Check	Estim. Project cost under \$4,000: Per hour	per hour	in excess of 1 hour	\$369.00	\$390.00
Building Permit Plan Check	Estim. Project cost \$4,001-\$10,000: Initial			\$737.00	\$780.00
Building Permit Plan Check	Estim. Project cost \$4,001-\$10,000: Per hour	per hour	in excess of 2 hour	\$369.00	\$390.00
Building Permit Plan Check	Estim. Project cost \$10,001-\$50,000: Initial			\$1,290.00	\$1,365.00
Building Permit Plan Check	Estim. Project cost \$10,001-\$50,000: Per Hour	per hour	in excess of 3.5 hour	\$369.00	\$390.00
Building Permit Plan Check	Estim. Project cost \$50,001-\$100,000: Initial			\$1,843.00	\$1,950.00
Building Permit Plan Check	Estim. Project cost \$50,001-\$100,000: Per Hour	per hour	in excess of 5 hour	\$369.00	\$390.00
Building Permit Plan Check	Estim. Project cost \$100,001-\$250,000: Initial			\$2,580.00	\$2,730.00
Building Permit Plan Check	Estim. Project cost \$100,001-\$250,000: Per Hour	per hour	in excess of 7 hour	\$369.00	\$390.00
Building Permit Plan Check	Estim. Project cost over \$250,000: Initial		\$5851 minimum	\$5,529.00	\$5,851.00
Building Permit Plan Check	Estim. Project cost over \$250,000: Per Hour	per hour	in excess of deposit	\$369.00	\$390.00
Building Permit Plan Check	Estim. Project cost over \$250,000: Consultant			Actual Cost + 30%	Actual Cost + 30%
Hauling Permit	Hauling Permit (0-50CY)			\$369.00	\$390.00
Hauling Permit	Hauling Permit (over 50CY)			\$369 + \$3/CY over 50 CY	\$390 + \$3/CY over 50 CY
Grading Permit Fees	Grading Permit (0-50CY) plus refundable \$600 deposit			\$1,106.00	\$1,170.00
Grading Permit Fees	Over 50 CY plus refundable deposit \$60 per cubic yard			\$1107 + \$3/CY over 50 CY	\$1170 + \$3/CY over 50 CY
Grading Permit Fees	Over 50 CY and a complex geotechnical condition initial refundable deposit (\$50 to \$90 per cubic yard)		\$1170 minimum; e.g., landslide, creek improvement, San Juan Area steep hillside, Bay mud, or as determined by City Engineer	5% of improvement cost	5% of improvement cost
Grading Permit Fees	Over 50 CY in excess of deposit	per hour	in excess of deposit	\$1,106.00	\$1,170.00

Engineering Fees (Cont.)

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
Waste Water Discharge Fee	For non sewer services related discharges into the sewer system		sum of Flow Charges for both Collection and Treatment based on the sewer service charges in effect of the time of the discharge plus 4 hours of staff time multiplied by the current hourly rate.	see note	see note
NPDES Inspection Fees	Commercial less than 1 Acre			\$4,239.00	\$4,486.00
NPDES Inspection Fees	Residential less than 1 Acre			\$1,106.00	\$1,170.00
NPDES Inspection Fees	Commercial and Residential 1-5 Acres			\$4,976.00	\$5,266.00
NPDES Inspection Fees	Commercial and Residential >5 Acres		Deposit equivalent to 30 hours; hourly rate in excess	\$11,058.00	\$11,701.00
NPDES Inspection Fees	Initial Business Inspection			\$369.00	\$390.00
NPDES Inspection Fees	Additional Business Inspection			\$369.00	\$390.00
FOG Inspection Fees	Initial Business Inspection			\$1,106.00	\$1,170.00
FOG Inspection Fees	Additional Business Inspection			\$553.00	\$585.00
Encroachment Permit	Permanent: Minor Structure		plus Actual Consultant cost + 30%;	\$5,321.00	\$5,632.00
Encroachment Permit	Permanent: Major Structure After Ord. 994		plus Actual Consultant cost + 30%	\$6,427.00	\$6,802.00
Encroachment Permit	Permanent: Major Structure Before Ord. 994		plus Actual Consultant cost + 30%	\$2,004.00	\$2,122.00
Encroachment Permit	Permanent: Administrative			\$622.00	\$659.00
Encroachment Permit	Temporary: Sidewalk - Minor (100 sqft of work or less)		Repairs, minor work	\$1,106.00	\$1,170.00
Encroachment Permit	Temporary: Sidewalk (101 sq ft of work or more)			\$1,474.00	\$1,560.00
Encroachment Permit	Temporary: Driveway Approach		Repairs, minor work	\$1,659.00	\$1,755.00
Encroachment Permit	Temporary: Sewer Lateral in Easement on Private Property			\$645.00	\$683.00
Encroachment Permit	Temporary: Sewer Lateral in R/W			\$1,198.00	\$1,268.00
Encroachment Permit	Temporary: Utility Encroachments in the Right-of-Way		Based on 8 hours	\$2,949.00	\$3,120.00
Encroachment Permit	Temporary: Other work in right-of-way or extension of existing permit: Initial Deposit	per hour	Based on estimated hours	\$369.00	\$390.00
Encroachment Permit	Temporary: Other Street Improvement: per hour in excess of initial fee	per hour	Based on estimated hours	\$369.00	\$390.00
Encroachment Permit	No Parking Sign	each		New in FY26	\$3.00

Engineering Fees (Cont.)

Fee Group	Fee Description	Unit	Notes	FY 2024-25	FY 2025-26
	Stop Work Notice			Permit fee + staff time	Permit fee + staff time
	Surety Deposit (refundable)		\$600 minimum cash deposit	100% of construction value	100% of construction value
Miscellaneous	Engineering and inspection services not covered by any of the above	per hour		\$369.00	\$390.00
Miscellaneous	Services provided by private consultant are charged at actual cost plus 30%			Actual Cost + 30%	Actual Cost + 30%
Miscellaneous	Work performed by Public Works maintenance: Labor	per hour		\$369.00	\$390.00
Miscellaneous	Work performed by Public Works maintenance: Material			Actual cost & 30% markup	Actual cost & 30% markup
Miscellaneous	Work performed by Public Works maintenance: Equipment		Based on current Caltrans rates	Equip. Rental Rates	Equip. Rental Rates
Miscellaneous	Easement Vacation or Dedication		~~Deposit~~	\$6,635.00	\$7,021.00
Miscellaneous	Easement Vacation or Dedication		in excess of 18 hours	\$369.00	\$390.00
Miscellaneous	Street Vacation		~~Deposit~~	\$8,478.00	\$8,971.00
Miscellaneous	Street Vacation	per hour	in excess of 23 hours	\$369.00	\$390.00
Miscellaneous	Street Closure Request	per request		\$393.00	\$414.00
Miscellaneous	Deferred Improvement Agreement			\$978.00	\$1,037.00
Miscellaneous	Banner Permit			\$435.00	\$456.00
Miscellaneous	Temporary Street Light Pole Banner Permit	Group of 5 banners	restrictions apply	\$100.00	\$100.00
Miscellaneous	Temporary Street Light Pole Banner Permit	each additional group of 5 (or less)	restrictions apply	\$50.00	\$50.00
Miscellaneous	Transportation Permit		single trip; per DOT	\$55.00	\$16.00

The Finance Director has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

The Finance Director may establish procedures for evaluation of hardship requests for certain fees, where identified.

Facility & Picnic Rental Fees

Fee Description	Resident		Belmont Non-Profits		Non- Belmont Non-Profits		Non- Resident		Commercial	
	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26
Barrett Community Center - Multi-Purpose Room	\$93/hr	\$103/hr	\$56/hr	\$51/hr	\$78/hr	\$62/hr	\$149/hr	\$140/hr	\$188/hr	\$165/hr
Deposit	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Set-Up/Take Down Fee	Included	Included	\$42	\$46	\$42	\$46	Included	Included	Included	Included
Barrett Community Center - Classroom	\$49/hr	\$54/hr	\$39/hr	\$27/hr	\$44/hr	\$32/hr	\$61/hr	\$73/hr	\$78/hr	\$86/hr
Deposit	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Set-Up/Take Down Fee	Included	Included	\$32	\$35	\$32	\$35	Included	Included	Included	Included
Twin Pines Cottage (Max Capacity: 35)	\$100/hr	\$105/hr	\$61/hr	\$53/hr	\$71/hr	\$63/hr	\$116/hr	\$142/hr	\$144/hr	\$168/hr
Deposit	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Set-Up/Take Down Fee	Included	Included	\$47	\$47	\$47	\$47	Included	Included	Included	Included
Custodial Fee (Optional)	\$116	\$122	\$116	\$122	\$116	\$122	\$116	\$122	\$116	\$122
Twin Pines Lodge - Entire Facility (Max Capacity: 125)	\$174/hr	\$183/hr	\$75/hr	\$92/hr	\$98/hr	\$110/hr	\$249/hr	\$247/hr	\$300/hr	\$293/hr
Deposit	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Set-Up/Take Down Fee	Included	Included	\$55	\$55	\$55	\$55	Included	Included	Included	Included
Custodial Fee (Required for 100+ Guests)	\$176	\$196	\$176	\$196	\$176	\$196	\$176	\$196	\$176	\$196
Twin Pines Lodge - Meeting Room 4 Only	\$64/hr	\$67/hr	\$46/hr	\$34/hr	\$52/hr	\$40/hr	\$75/hr	\$90/hr	\$98/hr	\$107/hr
Deposit	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Set-Up Fee	Included	Included	\$50	\$50	\$50	\$50	Included	Included	Included	Included
*No Kitchen	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Twin Pines Manor (Max Capacity: 70)	\$176/hr	\$185/hr	\$83/hr	\$93/hr	\$105/hr	\$111/hr	\$243/hr	\$250/hr	\$281/hr	\$296/hr
Deposit	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Set-Up/Take Down Fee	Included	Included	\$53	\$53	\$53	\$53	Included	Included	Included	Included
Custodial Fee (Optional)	\$179	\$196	\$179	\$196	\$179	\$196	\$179	\$196	\$179	\$196
Sports Complex Conference Center (Max Capacity: 170)	\$188/hr	\$197/hr	\$71/hr	\$99/hr	\$93/hr	\$118/hr	\$259/hr	\$266/hr	\$331/hr	\$315/hr
Deposit	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Set-Up Fee (Guests <150/150+)	Included	Included	\$68/\$84	\$68/\$84	\$68/\$84	\$68/\$84	Included	Included	Included	Included
Custodial Fee (Required for 100+ Guests)	\$179	\$196	\$179	\$196	\$179	\$196	\$179	\$196	\$179	\$196
Technology Access Fee (Optional)	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
TP Sr. & Community Center - Entire Facility (Max Capacity: 250)	\$260/hr	\$273/hr	\$110/hr	\$137/hr	\$139/hr	\$164/hr	\$347/hr	\$369/hr	\$382/hr	\$437/hr
Deposit	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Set-Up Fee (Guests <150/150+)	Included	Included	\$72/\$88	\$72/\$88	\$72/\$88	\$72/\$88	Included	Included	Included	Included
Custodial Fee (Required for 100+ Guests)	\$187	\$196	\$187	\$196	\$187	\$196	\$187	\$196	\$187	\$196
TP Sr. & Community Center - Craft Room Only*	\$46/hr	\$48/hr	\$35/hr	\$24/hr	\$41/hr	\$29/hr	\$52/hr	\$65/hr	\$75/hr	\$77/hr
Deposit	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Set-Up/Take Down Fee	Included	Included	\$39	\$39	\$39	\$39	Included	Included	Included	Included
*No Kitchen, Sink Use Only	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Picnic Rentals (All Day Flat Rate; <100/100+)	\$139	\$146/\$196 + ins fees	\$139	\$146/\$196 + ins fees	\$139	\$146/\$196 + ins fees	\$249	\$197/\$265 + ins fees	\$583	\$234/\$314 + ins fees
Processing Fee	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39	\$37	\$39
Special Equipment Deposit	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250

Additional Rental Fees

Fee Description	Resident		Belmont Non-Profits		Non- Belmont Non-Profits		Non- Resident		Commercial	
	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26
Change of Date Fee - Facility	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
Change of Date Fee - Picnic Area	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Photography Fee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$100/Day	\$100/Day
Filming Fee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$1,200/Day	\$1,200/Day
Facility Staffing Fee	\$30-50/Hr	\$30-50/Hr	\$30-50/Hr	\$30-50/Hr	\$30-50/Hr	\$30-50/Hr	\$30-50/Hr	\$30-50/Hr	\$30-50/Hr	\$30-50/Hr
Festival Service Fee	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200

Outdoor Rental Fees

Fee Description	Resident		Belmont Non-Profits		Non- Belmont Non-Profits		Non- Resident		Commercial	
	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26	FY 2024-25	FY 2025-26
Athletic Field Rental - Youth Activity (2 Hour Minimum)										
Belmont Sports Complex North Field	\$110/hr	\$192/hr	\$88/hr	\$96/hr	\$100/hr	\$115/hr	\$138/hr	\$259/hr	\$144/hr	\$303/hr
Belmont Sports Complex South Field	\$100/hr	\$172/hr	\$78/hr	\$86/hr	\$88/hr	\$103/hr	\$116/hr	\$232/hr	\$132/hr	\$275/hr
All Other Fields	\$61/hr	\$86/hr	\$39/hr	\$43/hr	\$56/hr	\$52/hr	\$78/hr	\$116/hr	\$93/hr	\$138/hr
Athletic Field Rental - Adult Activity (2 Hour Minimum)										
Belmont Sports Complex North Field	\$122/hr	\$220/hr	\$100/hr	\$110/hr	\$110/hr	\$132/hr	\$138/hr	\$297/hr	\$154/hr	\$350/hr
Belmont Sports Complex South Field	\$105/hr	\$172/hr	\$83/hr	\$91/hr	\$100/hr	\$109/hr	\$122/hr	\$246/hr	\$144/hr	\$291/hr
All Other Fields	\$71/hr	\$86/hr	\$56/hr	\$62/hr	\$71/hr	\$74/hr	\$88/hr	\$167/hr	\$105/hr	\$198/hr
Athletic Field Rental - Youth Sports Camp (4 Hour Minimum)										
Belmont Sports Complex North Field	N/A	NA	\$88/hr	\$96/hr	\$100/hr	\$115/hr	N/A	NA	\$144/hr	\$303/hr
Belmont Sports Complex South Field	N/A	NA	\$78/hr	\$86/hr	\$88/hr	\$103/hr	N/A	NA	\$132/hr	\$275/hr
All Other Fields	N/A	NA	\$39/hr	\$43/hr	\$56/hr	\$52/hr	N/A	NA	\$93/hr	\$138/hr
Belmont Sports Complex Lights										
North or South Field Lights	\$20	\$22	\$20	\$22	\$20	\$22	\$20	\$22	\$20	\$22
Group Park and Open Space Use										
Deposit	\$21/hr	\$50/hr	\$21/hr	\$25/hr	\$21/hr	\$30/hr	\$21/hr	\$68/hr	\$32/hr	\$80/hr
	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Community Garden Fees (Full Plot/Half Plot)										
Deposit	\$110/\$78	\$122/\$86	\$110/\$78	\$122/\$86	\$110/\$78	NA	\$110/\$78	NA	\$110/\$78	NA
	\$75	\$75	\$75	\$75	\$75	NA	\$75	NA	\$75	NA

Manor Art Studio Rental Fees (Monthly)

Fee Description	FY 2024-25	FY 2025-26
Studio 201	\$468	\$492
Studio 202	\$380	\$399
Studio 203	\$485	\$509
Studio 204	\$182	\$191
Studio 205	\$298	\$313
Studio 206	\$232	\$244
Studio 207	\$243	\$255
Studio 208	\$204	\$214
Studio 209	\$210	\$221
Studio 210	\$243	\$255
Studio 211	\$314	\$330

Recreation Fees

Recreation fees are charged based on the following formula:

$$\text{Actual Costs} \times \text{Subsidy \%} = \text{Fee}$$

Council Authorized Subsidy Ranges

Teens, Seniors, and Aquatics	High	67-100%
Camps, Summer Enrichment, and Special Events	Medium	34-66%
Adult Sports, Special Interest Classes, and Preschool	Low	0-33%

Recreation Program Fees will not exceed the cost of the individual program.

Youth sports organizations will be charged Player Registration Fees (per player, per season, per sport):

\$35 per Resident Player and \$60 per Non-Resident Player.

The Finance Director has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

The Finance Director may establish procedures for evaluation of hardship requests for certain fees, where identified.

Quimby Parkland Dedication In-Lieu Fees

Effective 12/27/14
Updated 9/22/20

Fees - Residential Subdivision

Per Dwelling Unit

1. Park In-Lieu Fee

Fee per dwelling unit contained in residential land subdivisions:

Single-Family Housing:

Land Dedication Requirement: 436 land sq. ft. per unit

Parkland In-Lieu Fee per Unit: \$41,043 per Unit

\$41,043

Multifamily Housing:

Land Dedication Requirement: 291 land sq. ft. per unit

Parkland In-Lieu Fee per Unit: \$27,362 per Unit

\$27,362

2. The Single Family land use category includes single family detached units and single family attached units (e.g., townhouses, row houses, duplexes, etc.).

Multifamily Housing includes dwelling units contained in buildings designed for two or more families that are not on separate parcels.

3. Applicability

Quimby Parkland Dedication In-Lieu Fee only applies to residential units developed on mapped parcels created through the Subdivision Map Act if applicant opts not to dedicate the required parkland Subdivision projects that are subject to the Quimby land dedication requirement or that pay the In-Lieu FEE are also required to pay the Park Improvement Fee.

4. Credits

Credits may be given for dedication of land, improvements to dedicated parkland, or private recreational facilities meeting the standards described in Belmont City Code Chapter 17, Article IV.

5. Land Value

Park in-lieu fees are based on a land value of \$4,100,000 per acre. A subdivider may request that the City complete an appraisal to determine the fair market value of the subdivider's property as described in Section 17-105 of the Belmont City Code.

Park Improvement Impact Fees

Fee	FY 2024-25	FY 2025-26
-----	------------	------------

1. Residential Development

Fee per dwelling unit:

Single-Family, per Unit:	\$14,783	\$14,975
Multifamily, per Unit:	\$9,856	\$9,984
Accessory Dwelling Units: (> 750 sq.ft.)	Varies in proportion to size of primary residence.	

The Single Family land use category includes single family detached units and single family attached units (e.g., townhouses, row houses, duplexes, etc.).

Multifamily Housing includes dwelling units contained in buildings designed for two or more families that are not on separate parcels, such as condominiums.

Accessory Dwelling Unit means a dwelling unit constructed under the second dwelling unit provisions contained in Belmont Zoning Ordinance Section 24. Senate Bill 13 (effective 1/1/2020 - 12/31/2024) precludes jurisdictions from charging impact fees on ADUs smaller than 750 square feet. ADUs 750 square feet or larger pay fees in proportion to the size of the primary residence. For example, if a proposed ADU is 800 square feet, and the primary residence is 2,400 square feet, impact fees will be 1/3 of the single family fee (800 / 2,400 = 33.3%).

2. Non-Residential Development

Retail & Other Commercial, per gross sq. ft.:	\$2.67	\$2.71
Office, per gross sq. ft.:	\$0.80	\$0.81
Industrial, per gross sq. ft.:	\$1.07	\$1.08
Lodging, per room	\$481.24	\$487.49

"Office Uses" means general, professional, and medical offices.

"Industrial Uses" means all manufacturing facilities.

3. Applicability

Subdivision projects that are subject to the Quimby land dedication requirement or that pay the In-Lieu fee are also required to pay the Park Improvement Fee.

4. Annual Adjustment to Fee

The Fee Ordinance allows for an automatic adjustment of the fee to keep pace with inflationary increases in construction costs. This allows the fee level to keep pace with inflation without requiring an annual approval process. Senate Bill 330, the "Housing Crisis Act of 2019," prevents jurisdictions from requiring housing development projects to comply with an ordinance, policy, or standard that was not already adopted and in effect at the time of the project's preliminary application submittal. This applies directly to fees and exactions. Such fee increases are allowed during a project's application period, however, if they are an annual fee adjustment based on an independently published cost index and referenced within the relevant establishing ordinance or resolution.

Transportation Impact Fee

Fee	FY 2024-25	FY 2025-26
-----	------------	------------

1. Residential Development

Fee per dwelling unit:

Single-Family, per Unit:	\$7,989.49	\$8,093.35
Multifamily, per Unit:	\$6,201.01	\$6,281.63
Accessory Dwelling Units: (> 750 sq.ft.)	Varies in proportion to size of primary residence.	

The Single Family land use category includes single family detached units and single family attached units (e.g., townhouses, row houses, duplexes, etc.).

Multifamily Housing includes dwelling units contained in buildings designed for two or more families that are not on separate parcels, such as condominiums.

Accessory Dwelling Unit means a dwelling unit constructed under the second dwelling unit provisions contained in Belmont Zoning Ordinance Section 24. Senate Bill 13 (effective 1/1/2020 - 12/31/2024) precludes jurisdictions from charging impact fees on ADUs smaller than 750 square feet. ADUs 750 square feet or larger pay fees in proportion to the size of the primary residence. For example, if a proposed ADU is 800 square feet, and the primary residence is 2,400 square feet, impact fees will be 1/3 of the single family fee (800 / 2,400 = 33.3%).

2. Non-Residential Development

Retail & Other Commercial, per gross sq. ft.:	\$18.68	\$18.93
Office, per gross sq. ft.:	\$12.46	\$12.62
Industrial, per gross sq. ft.:	\$5.19	\$5.26
Lodging, per room	\$10,931.18	\$11,073.28

"Office Uses" means general, professional, and medical offices.

"Industrial Uses" means all manufacturing facilities.

3. Applicability

Subdivision projects that are subject to the Quimby land dedication requirement or that pay the In-Lieu fee are also required to the pay the Park Improvement Fee.

4. Annual Adjustment to Fee

The Fee Ordinance allows for an automatic adjustment of the fee to keep pace with inflationary increases in construction costs. This allows the fee level to keep pace with inflation without requiring an annual approval process. Senate Bill 330, the "Housing Crisis Act of 2019," prevents jurisdictions from requiring housing development projects to comply with an ordinance, policy, or standard that was not already adopted and in effect at the time of the project's preliminary application submittal. This applies directly to fees and exactions. Such fee increases are allowed during a project's application period, however, if they are an annual fee adjustment based on an independently published cost index and referenced within the relevant establishing ordinance or resolution.

Housing Mitigation and Inclusionary In-Lieu Fees

Fee Group	Fee Description	FY 2024-25	FY 2025-26
-----------	-----------------	------------	------------

Pursuant to Zoning Ordinance Section 29 "Affordable Housing"

Commercial Development Mitigation Fee

Retail Development, per sq. ft.	\$6.10	\$6.18
Hotel Development, per sq. ft.	\$4.89	\$4.95
Office Development, per sq. ft.	\$14.65	\$14.84

"Retail Development" includes restaurants

"Office Development" includes all other commercial uses that are neither retail nor hotel development

Residential Development Mitigation Fee

Single-family development	\$24.19	\$24.50
Multi-family development	\$24.19	\$24.50

The Single Family land use category includes single family detached units and single family attached units (e.g., townhouses, row houses, duplexes, etc.).

"Multifamily Housing" means dwelling units contained in buildings designed for two or more families that are not on separate parcels, such as condominiums. "Multifamily Housing" includes mobile homes.

Inclusionary Zoning In-Lieu Fee

Small for-sale residential projects of fewer than 25 units will either pay an in-lieu fee or provide an alternative, as defined in the ordinance. If in-lieu fees are levied, they are the same as the Residential Development Mitigation Fee, above:

Single-family development	\$24.19	\$24.50
Multi-family development	\$24.19	\$24.50

Annual Adjustment to Housing Mitigation Fees. The City Council may review housing mitigation fees from time to time. For any annual period during which City Council does not review the housing mitigation fee, fee amounts shall be adjusted once by the Finance Director each July 1st based on the percentage increase in the Consumer Price Index for All Urban Consumers for San Francisco-Oakland-San Jose, California.

Area Standard Wage Policy: In recognition of the reduced impact of projects paying Area Standard Wages, the Community Development Director may provide a 25% rebate of Housing Mitigation Fees to all commercial development projects that voluntarily enter and perform an agreement with the City to pay Area Standard Wages.

The Finance Director has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

The Finance Director may establish procedures for evaluation of hardship requests for certain fees, where identified.

Public Art Requirement and In-Lieu Fee

Pursuant to City Code Chapter 17, Article V:

Effective 01/08/2021

Fees

Public Art Requirement.

The following development projects must devote an amount not less than 1% of building development costs for acquisition and installation of public art on the development site:

- (1) Non-residential/Mixed Use. Non-residential and mixed use development involving 10,000 square feet or more of new floor area.
- (2) Residential. Residential development of 5 or more new dwelling units.

In-Lieu Fee Contribution.

At the discretion of the developer, and in lieu of installing public art, an in-lieu contribution may be paid to the city for acquisition and placement of public art in the city.

The Public Art In-Lieu Fee shall be equal to one percent (1%) of the building permit valuation, as approved by the Building Official.

Alternative Public Location.

A developer may propose to satisfy the public art requirement by acquisition and installation of freely accessible art on city property or in the public right of way. The proposed must be submitted to the Public Art Advisory Committee for review and recommendation to the city council. The council may approve the alternative location if it finds:

- (1) The artwork is acceptable and the alternative proposal will further the purposes of this article, the Public Art Master Plan, the General Plan and any applicable specific plan.
- (2) The cost of the alternative proposal will be equal to or greater than the cost of the public art requirement and establish freely accessible public art to an equal or greater extent than installation of the public art on the development site.
- (3) Adequate and acceptable provisions have been made for the maintenance and security of the public art.
- (4) The developer has agreed to enter into agreements reasonably necessary to memorialize the legal rights and obligations of all parties.

Exclusions.

The public art requirement and in-lie fee does not apply to:

- (1) A 100% affordable housing development that is consistent with Government Code Section 65915(b)(1)(G).
- (2) Reconstruction of a building damaged by accidental fire or natural disaster.

Sewer and Connection Fees

Effective 7/1/2025

	FY 2024-25	FY 2025-26	
# 1. Collection			
a. Residential Customers (single-family and multi-family):	\$447.89	\$465.80	per dwelling unit per year.
CURRENT \$447.89 per dwelling unit per year.			
Flow Charge Low Strength:	\$6.38	\$6.63	per hundred cubic feed (hcf) of estimated annual wastewater discharge
b. Commercial Customers	\$447.89	\$465.80	
CURRENT \$447.89			
Flow Charge Low Strength:	\$6.38	\$6.63	per hundred cubic feed (hcf) of
Flow Charge High Strength:	\$12.39	\$12.88	estimated annual wastewater discharge
2. Treatment			
a. Residential Customers (single-family and multi-family):	\$235.39	\$244.81	per dwelling unit per year.
CURRENT \$235.39 per dwelling unit per year.			
Flow Charge Low Strength:	\$3.15	\$3.28	per hundred cubic feed (hcf) of estimated annual wastewater discharge
b. Commercial Customers	\$235.39	\$244.81	
CURRENT \$235.39			
Flow Charge Low Strength:	\$3.15	\$3.28	per hundred cubic feed (hcf) of
Flow Charge High Strength:	\$6.14	\$6.38	estimated annual wastewater discharge

Notes:

- * The winter water use for a location will be estimated as the average of the meter readings provided by the Mid-Peninsula Water District for the December through March period from the second year prior to the year for which charges are calculated. If December through March readings are not available for that year, but are available for the December through March period from the year prior to the year for which the charges are calculated, then the later readings shall be used for the average.
- * If December through March readings are not available for a residential connection (as when a connection is established after the most recent December), then annual wastewater discharge will be estimated based on an estimated monthly winter water use of 8 hcf.
- * For non-residential connections, if December through March readings are not available, or, where in the determination of the Director of Finance, the type of business using the commercial connection has changed such that prior readings cannot accurately predict future wastewater discharge, annual wastewater discharge will be estimated by the Director of Finance based upon his or her best estimation based upon the type of use of the connection, but in no event shall the estimated flow in such case be less than half of the average estimated flow for all commercial connections in the City during the prior year.
- * Sewer charges will be billed on the San Mateo County tax rolls with a pass-through charge to the ratepayer of \$1.42 per parcel to cover county fees related to collecting the sewer charges on the tax roll.
- * The \$245.40 standby charge for parcels that are undeveloped and not currently using sewer service or being charged a sewer service charge will continue unchanged.

Sewer and Connection Fees

Effective 7/1/2025

	FY 2024-25	FY 2025-26
--	------------	------------

Sewer Connection Fees:

Residential Use - including but not limited to:

1. Single family dwellings, duplex and multiple family dwellings apartments and multiple dwelling structures used for human inhabitation, per living unit.	\$9,889.11	\$9,889.11	
	\$2,135.70	\$2,135.70	
	\$12,024.81	\$12,024.81	
2. Non Residential Use			
Occupancies where the calculated flow to the sanitary sewer is less than 270 gallons per day, per connection.	\$9,889.11	\$9,889.11	270 GPD per City ordinance
	\$2,135.70	\$2,135.70	
	\$12,024.81	\$12,024.81	
Occupancies where the calculated flow to the sanitary sewer is greater than 270 gallons per day, per connection.	\$9,889.11	\$9,889.11	270 GPD per City ordinance
	\$36.63	\$36.63	(Vi-270)
	\$2,135.70	\$2,135.70	
	\$7.91	\$7.91	(Vi-270)
	\$12,024.81	\$12,024.81	
	\$44.54	\$44.54	(Vi-270)

Where:

Vi = Volume of waste water in gallons per day to be discharged from the nonresidential use.
270 GPD is the maximum flow, per City ordinance, not subject to the additional fee

Sewer Lateral Certificate Application Review Fee:	\$150.00	\$150.00
---	----------	----------

Solid Waste Service Rates

Effective 1/1/2025

These fees are set on a calendar year basis. Please see the City of Belmont's website for subsequent updates.

Residential Carts

1 pickup per week.

Residential customers are billed based on their Garbage Cart size.

The monthly rate includes the following:

One (1) Garbage Cart provided to customer

Curbside Household Hazardous Waste Collection

One (1) 64-Gallon Recycling Cart and one (1) 96-Gallon Yard Waste Cart

Pickups/Wk	Cart Size (in Gallons)			Rate
1	20	Gallon	\$	41.03
1	32	Gallon	\$	48.95
1	64	Gallon	\$	96.36
1	96	Gallon	\$	144.54

Commercial Carts

The monthly rate includes the following:

One (1) Garbage Cart

Recycling Cart

Pickups/Wk		Cart Size (in Gallons)							
		20		32		64		96	
1	\$	52.35	\$	58.12	\$	112.40	\$	162.46	
2	\$	107.69	\$	119.66	\$	226.80	\$	332.78	
3	\$	160.34	\$	178.12	\$	344.13	\$	505.02	
4	\$	220.12	\$	244.57	\$	462.71	\$	683.13	
5	\$	278.50	\$	309.42	\$	588.16	\$	863.66	
6	\$	348.47	\$	387.17	\$	716.74	\$	1,087.16	
7	\$	424.49	\$	471.64	\$	839.05	\$	1,268.34	

Commercial Carts Organics

Note: Organics containers are charged at seventy percent (70%) of the similar Garbage commercial cart rate above container size and service levels, representing a thirty percent (30%) discount.

Pickups/Wk		Cart Size (in Gallons)		
		32	64	96
1	\$	40.71	\$ 78.70	\$ 113.72
2	\$	83.76	\$ 158.76	\$ 232.94
3	\$	124.68	\$ 240.88	\$ 353.51
4	\$	171.22	\$ 323.92	\$ 478.18
5	\$	216.60	\$ 411.72	\$ 604.56
6	\$	271.05	\$ 501.68	\$ 761.00
7	\$	330.17	\$ 587.33	\$ 887.84

Commercial Bins

The monthly rate includes the following:

One (1) Garbage Bin

Recycling container at customer's requested size

Pickups/Wk		Bin Size (in Cubic Yards)				
		1	2	3	4	6
1	\$	272.61	\$ 548.36	\$ 827.02	\$ 1,128.96	\$ 1,736.26
2	\$	555.02	\$ 1,105.73	\$ 1,664.02	\$ 2,277.43	\$ 3,521.40
3	\$	842.26	\$ 1,668.35	\$ 2,505.93	\$ 3,425.93	\$ 5,293.26
4	\$	1,132.86	\$ 2,235.07	\$ 3,350.35	\$ 4,587.49	\$ 7,050.05
5	\$	1,425.79	\$ 2,809.80	\$ 4,197.69	\$ 5,753.95	\$ 8,831.87
6	\$	1,779.46	\$ 3,317.14	\$ 5,095.81	\$ 6,968.80	\$ 10,676.95
7	\$	2,099.54	\$ 3,928.58	\$ 6,000.20	\$ 8,209.08	\$ 12,505.21

Commercial Bins Organics

Note: Organics containers are charged at seventy percent (70%) of the similar Garbage commercial cart rate above container size and service levels, representing a thirty percent (30%) discount.

Pickups/Wk		Bin Size (in Cubic Yards)								
		1		2		3		4		6
1	\$	190.84	\$	383.86	\$	578.90	\$	790.28	\$	1,215.39
2	\$	388.50	\$	773.99	\$	1,164.85	\$	1,594.20	\$	2,464.99
3	\$	589.57	\$	1,167.86	\$	1,754.16	\$	2,398.14	\$	3,705.27
4	\$	793.00	\$	1,564.54	\$	2,345.25	\$	3,211.25	\$	4,935.04
5	\$	998.06	\$	1,966.83	\$	2,938.37	\$	4,027.75	\$	6,182.32
6	\$	1,245.63	\$	2,321.99	\$	3,567.07	\$	4,878.21	\$	7,473.85
7	\$	1,469.69	\$	2,750.01	\$	4,200.14	\$	5,746.36	\$	8,753.64

Garbage Compactors

The monthly rate includes the following:

Recycling container at customer's requested size

		Monthly Rate
Commercial Waste 3 Yard Compactor	\$	1,985.89
Solid Waste Compactor Rate Per Yard	\$	152.78

NPDES

Fee Description	Unit	Notes	Fee
Single Family	per acre	1 acre minimum charge	\$30.00
Institutional	per acre		\$30.00
Condominium	per unit		\$30.00
Multi-Family	per unit x 2/3		\$30.00
Commercial	per acre x 20		\$30.00
Undeveloped	per acre		\$30.00
Additional County Transaction Fee	per parcel		\$1.35

San Mateo Consolidated Fire Fees

Rates are established by the San Mateo Consolidated Fire Department and may be periodically increased from time to time as determined by the Agency. Please visit www.smcfire.org for more information.



FISCAL YEAR 2025-26 BUDGET ADOPTION

June 10, 2025



TOPICS

BUDGET RECAP

RESOLUTIONS

RECOMMENDATIONS

CONCLUDING ACTIONS

IMPACT OF STATE TAKEAWAYS



STATE TAKEAWAY OF LOCAL BELMONT PROPERTY TAXES

- The *State continues the practice of not budgeting property tax in lieu of VLF (VLF)* and have not budgeted *reimbursement* of the VLF shortfall in the State's proposed budget
- Belmont stands to *lose \$1.7 million* in FY 2025-26
 - over 40% of Belmont's Local 1% Sales Tax revenue
- If the State stops shortfall reimbursements, *the General Fund impact is a loss of \$30 million over 10 years;* reserve balance would fall below 33% reserve target in FY 2030-31
- A fully funded VLF is *15% of total General Fund operations*



BUDGET RECAP

FISCAL YEAR (FY) 2025-26 BUDGET PROCESS



BUDGET OVERVIEW

(IN MILLIONS)

	FY 2025-26 Proposed Budget
OPERATING BUDGET (CITY)	\$66.1
OPERATING BUDGET (FIRE)	\$14.7
TOTAL OPERATING BUDGET	\$80.8
CAPITAL IMPROVEMENTS (CITY)	\$13.5
CAPITAL IMPROVEMENTS (FIRE)	\$0.03
TOTAL BUDGET	\$94.3

144.75

TOTAL PERSONNEL
(+/- 0 FTE)



STATE TAKAWAYS REQUIRE BELMONT TO USE EMERGENCY RESERVES TO BALANCE BUDGET

(GENERAL FUND SUMMARY IN MILLIONS)

	FY 2025-26 Proposed Budget
RESOURCES	\$32.9
REQUIREMENTS	\$34.3
RESOURCES (UNDER) REQUIREMENTS	(\$1.4)
USE OF UNASSIGNED FUND BALANCE	\$1.4

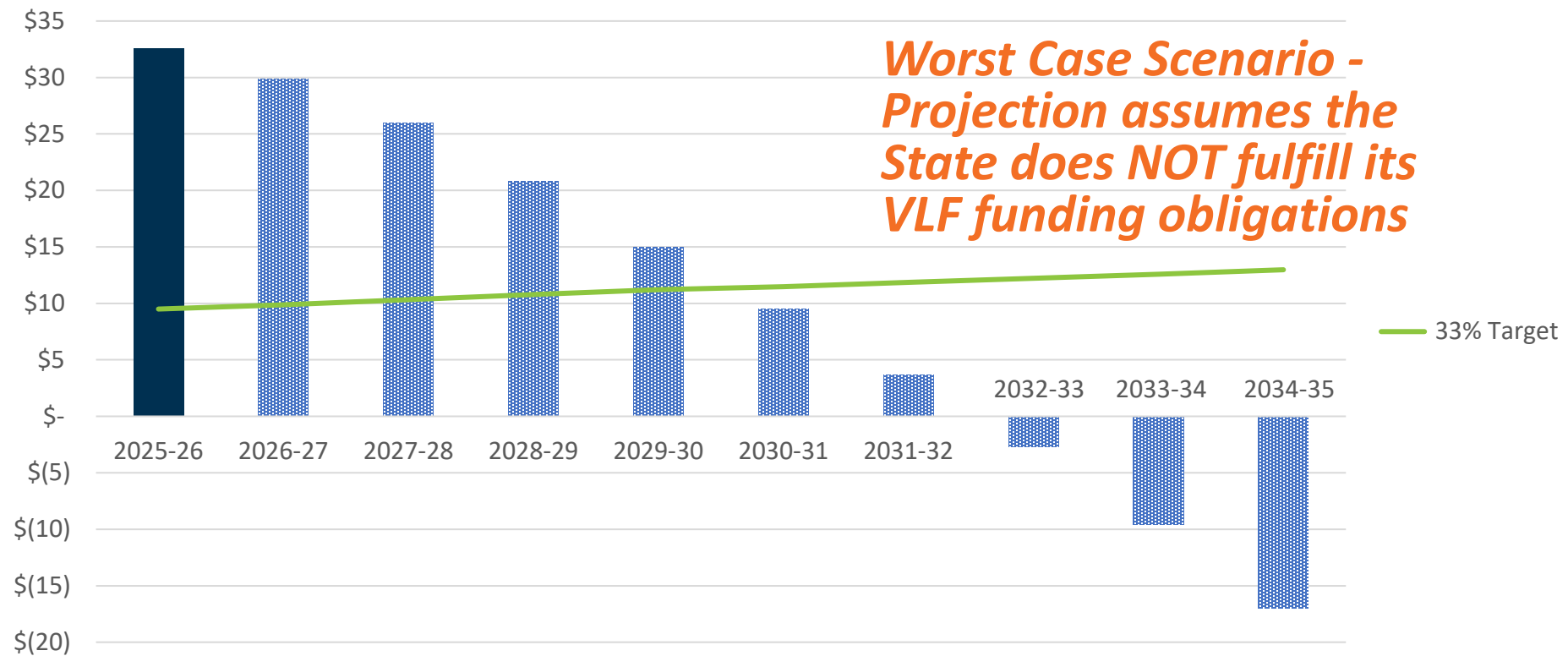
Use of General Fund
emergency is needed
to
balance budget this
fiscal year given State
takeaways



VLF not budgeted in FY 2025-26 = \$1.7 million

GENERAL FUND PROJECTION WITH STATE TAKEAWAYS

WITHOUT VLF FUNDING
(IN MILLIONS)

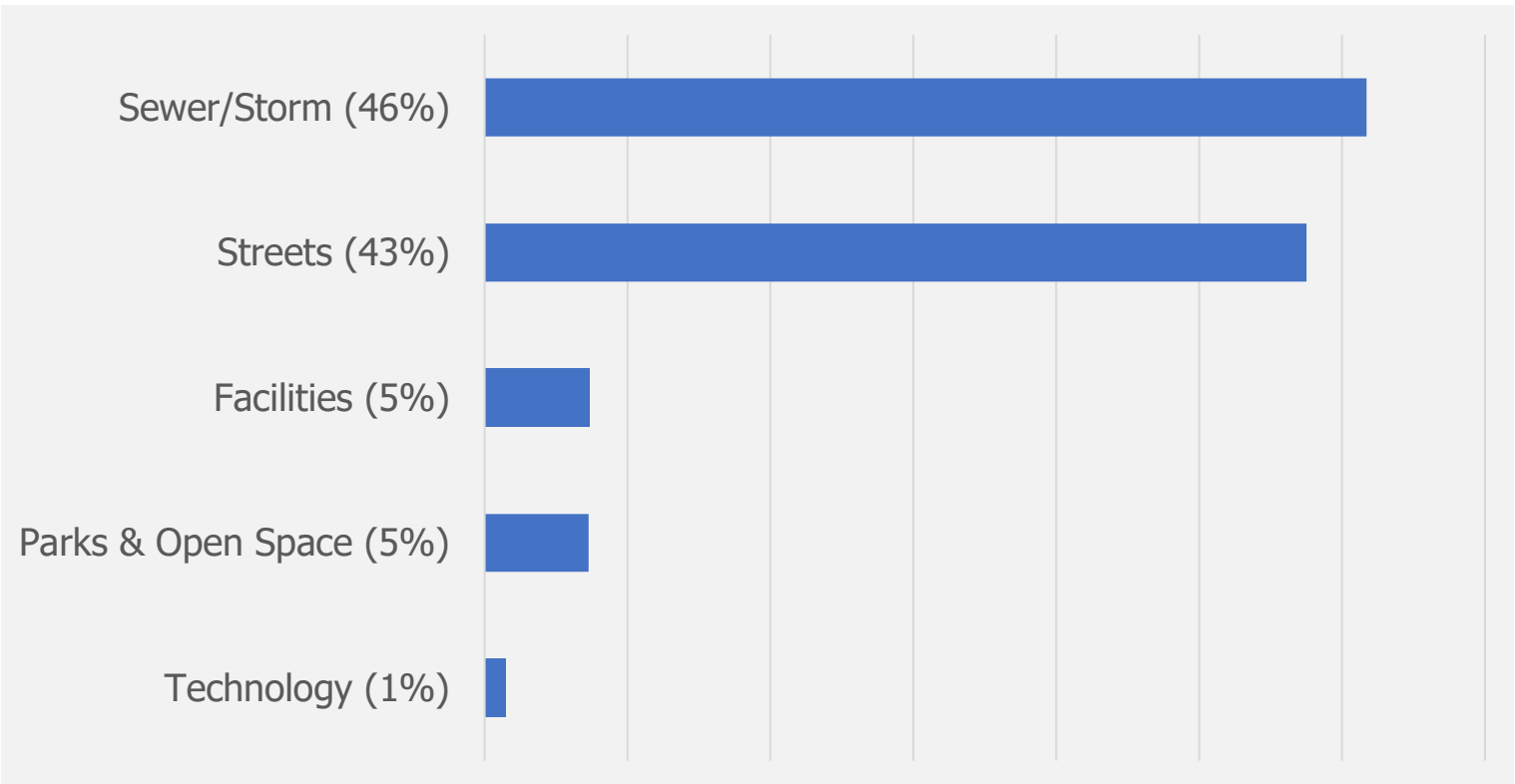


CAPITAL IMPROVEMENT PLAN OVERVIEW

IN MILLIONS

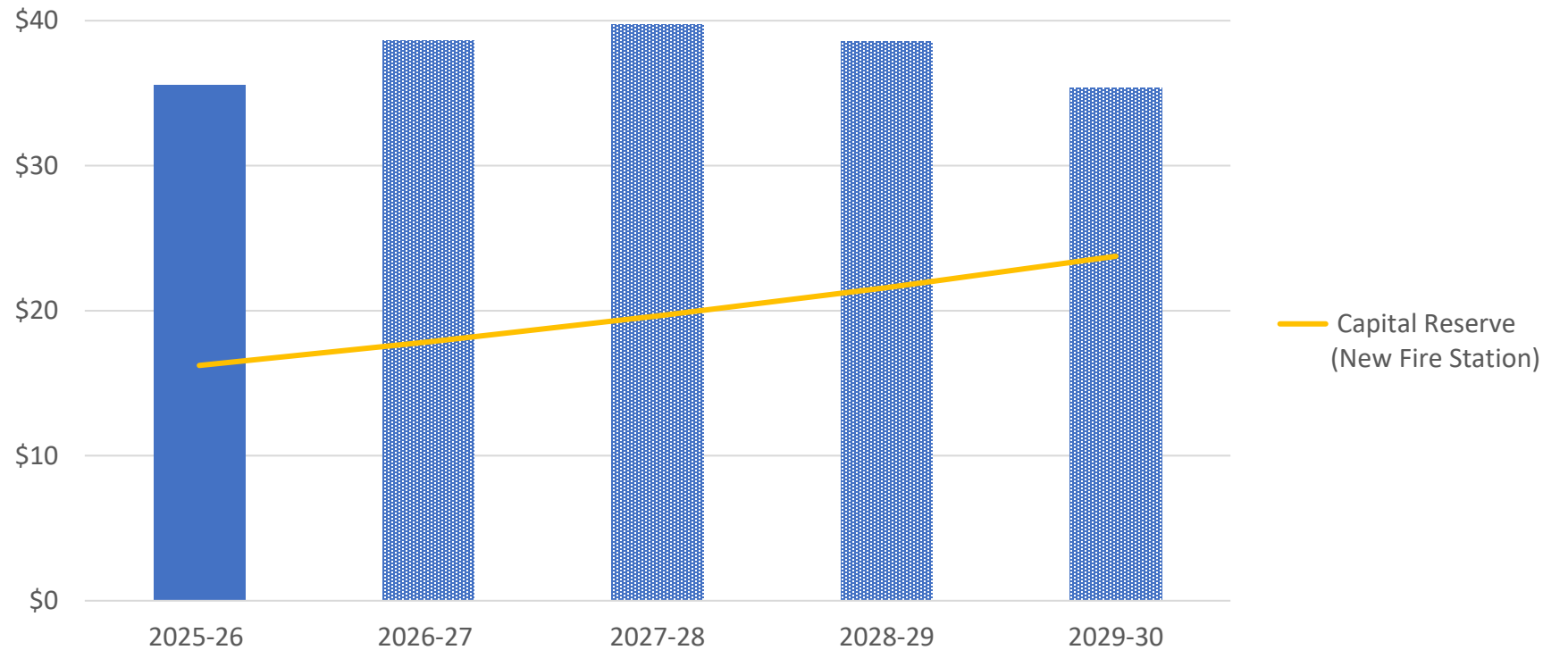
\$13.5M

FY 2025-26 CIP
Proposed Budget



BELMONT FIRE PROTECTION DISTRICT PROJECTION

IN MILLIONS



RESOLUTIONS



RESOLUTIONS

FY 2025-26 PROPOSED BUDGET

City of Belmont

- \$66.1M Operating Budget
- \$13.5M Capital Improvement Program
- 144.75 FTEs--permanent staffing
 - Establishes positions and classifications
 - City Manager may revise permanent staffing plan provided personnel count does not exceed authorized positions

Belmont Fire Protection District

- \$14.7M Operating Budget
- \$0.03M Capital Improvement Program

RESOLUTIONS

APPROPRIATIONS (GANN) LIMIT

- **Limit grows from actual appropriations in the base 1978-79 fiscal year**
- **Calculated annually based on adjustment factors**
 - Growth in CA per capita income or growth in assessed valuation due to non-residential new construction within the City
 - Growth in population within the City or County
- **For both the City and BFPD, the two factors yielding the most favorable appropriations limit for FY 2025-26 were:**
 - Growth in population within the City of Belmont
 - Growth in assessed valuation due to non-residential new construction within the City

RESOLUTIONS

LIBRARY COMMUNITY FACILITIES DISTRICT



Authorized Annually



To collect the special tax on the property tax rolls

RESOLUTIONS

MASTER REVENUE SCHEDULE COMMON ADJUSTMENTS

FY 2025-26 AMOUNT	
CONSUMER PRICE INDEX	1.3%
HOURLY RATE	Varies
BUILDING PERMIT/DEVELOPMENT REVIEW	6.0%
LEVEL OF EFFORT	Varies



RECOMMENDATIONS

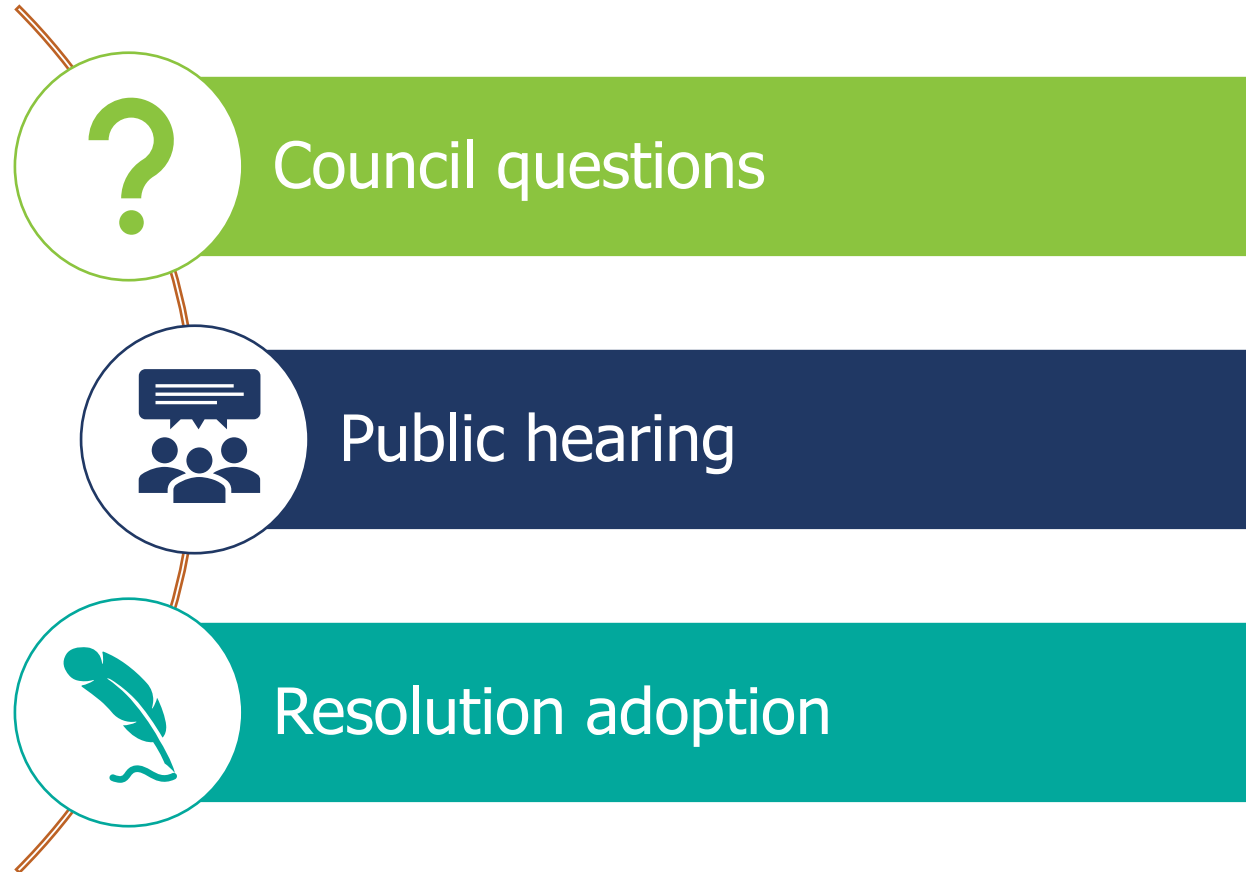
Planning Commission

Confirmed CIP
projects in
compliance with
General Plan and
Belmont Village
Specific Plan

Audit Committee

recommended
budget adoption

CONCLUDING ACTIONS



CONCLUDING ACTIONS

