

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



www.belmont.gov

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, March 8, 2022

7:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

TELECONFERENCE PARTICIPANTS

Councilmembers will participate by teleconference under Government Code Section 54953(e), and City Council Resolution 2021-007. All votes shall be by roll call.

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

PUBLIC COMMENT:

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

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

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

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

A. Introduction to Information Technology (IT) Strategic Plan

5. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

6. COUNCILMEMBER ANNOUNCEMENTS

7. CONSENT BUSINESS

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

A. Continuation of Fully Virtual Meetings – March 2022

Recommendation: Adopt a resolution (1) finding that as a result of the COVID-19 statewide emergency, meeting in person would present imminent risks to the health or safety of attendees of council and citizen advisory body meetings, and that state and local officials continue to recommend measures to promote social distancing, and (2) directing the Council's Citizen Advisory Bodies to make consistent findings

Attachment(s):

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

B. Monthly Financials

Recommendation: Receive January 2022 Financial Report

Attachment(s):

[Monthly Financial Reports](#)

C. Ralston Avenue Corridor Improvement Project Segment 3 – Status Update

Recommendation: Receive report on the Ralston Avenue Corridor Improvement Project Segment 3

Attachment(s):

[Staff Report](#)
[Ralston Before and After Photos](#)
[Presentation](#)

D. Belmont Creek Restoration and Storm Water Capture Projects within Twin Pines Park

Recommendation: Authorize the City Manager to execute the funding agreement with partnering jurisdictions for the Twin Pines Park Projects, and to execute an Agreement for engineering design services with Craft Water Engineering for the Twin Pines Park Storm Water Capture (Detention Basin) Project, and to execute an Agreement for engineering design services with Restoration Design Group for the Belmont Creek Restoration Project

Attachment(s):

[Staff Report](#)
[Resolution](#)
[Resolution](#)
[Belmont Creek Funding Agreement](#)

8. PUBLIC HEARINGS - None

- A. NOTE:** The regular meeting will recess at 7:30 p.m. so the Special Meeting public hearing on District Elections Map, At-Large Mayor and Sequence of Elections that began at 5:30 p.m. can resume as needed.

9. GENERAL BUSINESS

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

A. Housing Preference Policy for Affordable Housing Units

Recommendation: Adopt a resolution approving a housing preference policy for Belmont residents, workers, and displaced households applying for multi-family affordable housing units funded by the City

Attachment(s):

[Staff Report](#)

[Resolution](#)

[Belmont Housing Preference Policy](#)

B. Annual Transportation and Mobility Update

Recommendation: Receive annual report on Transportation and Mobility

Attachment(s):

[Staff Report](#)

[Parking Traffic and Safety Committee Improvements Table](#)

[Presentation](#)

10. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

11. MATTERS OF INTEREST/CLARIFICATION

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

A. Appointment to City Commissions

Recommendation: Adopt resolutions appointing members to the Planning Commission and the Parks and Recreation Commission

Attachment(s):

[Staff Report](#)

[Resolution](#)

12. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. The speech and hearing-impaired may call (650) 637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board or Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.



STAFF REPORT

Meeting Date: March 8, 2022
Agency: City of Belmont
Staff Contact: Scott Rennie, City Attorney
Agenda Title: Continuation of Fully Virtual Meetings – March 2022
Agenda Action: Resolution

Recommendation

Adopt a resolution (1) finding that as a result of the COVID-19 statewide emergency, meeting in person would present imminent risks to the health or safety of attendees of council and citizen advisory body meetings, and that state and local officials continue to recommend measures to promote social distancing, and (2) directing the Council's Citizen Advisory Bodies to make consistent findings.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

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

Under Government Code Section 54953(e) as amended by AB 361, fully virtual meetings are allowed during a proclaimed state of emergency if either:

1. State or local officials have imposed or recommended measures to promote social distancing; or,
2. The legislative body determines by majority vote that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees. This finding must be renewed after 30 days.

In order to continue to use teleconference to hold fully virtual meetings, the legislative body must reconsider at least every 30 days the circumstances of the emergency and whether the above findings can continue to be made.

The City Council initially made the findings necessary to hold fully virtual public meetings on September 28, 2021, and has reconsidered the circumstances of the emergency and made updated findings at least every 30 days since.

On February 9, 2022, San Mateo County lifted the indoor mask mandate for most indoor public settings



effective February 16, 2022 but continues to “strongly recommend masks be used as an effective tool to prevent the spread of the virus” and that people continue to choose layered prevention strategies. San Mateo County Health Officer Dr. Scott Morrow stated: “As public restrictions and mandates diminish over time, it is incumbent on all of us to continue to take appropriate precautions” and further noted that “[a]s much as we all would like the issues surrounding COVID to be over, they are not. COVID continues to cause a lot of serious disease and death.”

On February 15, 2022, the San Mateo County Health Chief issued statement in which she noted that at 49 cases per 1000 population the level of virus transmission remained high but had come down considerably from an early January peak.

On February 16, 2022, the San Mateo County Health Officer issued the follow statement, as part of the order rescinding the indoor mask mandate order No c19-12: “While case rates are declining and more people are receiving COVID-19 vaccines, transmission rates of COVID-19 remain high, and the risk of COVID-19 variants are still unknown. Accordingly, individuals should continue to follow guidance released by the United States Department of Health & Human Services (“HHS”) including their sub-agency United States Centers for Disease Control and Prevention (“CDC”), the United States Environmental Protection Agency (“EPA”), California Department of Public Health (“CDPH”), and California Department of Social Services (“CDSS”).”

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

As of March 1, 2022, the CDC continues to recommend that individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places. The CDC also continues to advise that physical distancing along with other risk-reduction measures help reduce the chances of spreading COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.

The current emergency COVID-19 regulations of the California Department of Industrial Relations Division Occupational Safety and Health (CalOSHA) require employers to inform employees that strategies to decrease the spread of COVID-19 are most effective when used in combination including physical distancing. (California Code of Regulations Title 8, Section 3205). [COVID-19 Prevention Emergency Temporary Standards - Fact Sheets, Model Written Program and Other Resources \(ca.gov\)](#)

Analysis

Although case rates are declining and more people are receiving COVID-19 vaccines, transmission rates of COVID-19 remain high, and the risk of COVID-19 variants are still unknown. COVID-19 remains a significant public health hazard among both vaccinated and unvaccinated individuals and continues to spread and impact nearly all parts of city operations.

Reducing the circumstances under which people come into close contact remains an important component of Belmont’s COVID-19 response strategy. However, the open nature of public meetings



makes it is difficult to enforce compliance with vaccination, physical distancing, masking, cough and sneeze etiquette, or other safety measures. Meetings of the city’s legislative bodies incur indoors for sustained periods of time which increases the risk to members of the legislative bodies and attending members of the public to Delta variant transmission and infection. In addition, the non-emergency teleconferencing requirements of the Brown Act do not provide a safe alternative for legislative body members who may be at high risk of infection or are susceptible to more severe illness as a result of infection because those rules require that the public be allowed to attend at the teleconference location.

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

Alternatives

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

Attachments

- A. Draft resolution

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT MAKING FINDINGS FOR CONTINUED USE OF FULLY VIRTUAL MEETINGS AND DIRECTING CITIZEN ADVISORY BODIES TO MAKE CONSISTENT FINDINGS

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

WHEREAS, the Governor issued a series of Executive Orders (N-25-20, N-29-20, and N-08-21) that effectively suspended certain provisions of the Brown Act governing the use of teleconferencing by local legislative bodies and allowed them to hold fully virtual meetings;; and,

WHEREAS, on September 28, 2021, the City Council found that the Governor had declared a state of emergency that remains in effect due to the COVID-19 pandemic and that meeting in person at that time without the benefits of the teleconferencing means authorized by Government Code Section 54953, subdivision (e) as amended by AB 361, would present imminent risks to the health or safety of meeting attendees, including meetings attendees of the full council and its permanent subcommittees; and,

WHEREAS, on February 9, 2022, San Mateo County lifted the indoor mask mandate for most indoor public settings effective February 16, 2022, but continues to “strongly recommend masks be used as an effective tool to prevent the spread of the virus” and that people continue to choose layered prevention strategies. San Mateo County Health Officer Dr. Scott Morrow stated: “As public restrictions and mandates diminish over time, it is incumbent on all of us to continue to take appropriate precautions” and further noted that “[a]s much as we all would like the issues surrounding COVID to be over, they are not. COVID continues to cause a lot of serious disease and death”; and,

WHEREAS, on February 15, 2022, the San Mateo County Health Chief issued statement in which she noted that at 49 cases per 1000 population the level of virus transmission remained high but had come down considerably from an early January peak; and,

WHEREAS, on February 16, 2022, the San Mateo County Health Officer issued the follow statement, as part of the order rescinding the indoor mask mandate order No c19-12: “While case rates are declining and more people are receiving COVID-19 vaccines, transmission rates of COVID-19 remain high, and the risk of COVID-19 variants are still unknown. Accordingly, individuals should continue to follow guidance released by the United States Department of Health & Human Services (“HHS”) including their sub-agency United States Centers for Disease Control and Prevention (“CDC”), the United States Environmental Protection Agency (“EPA”), California Department of Public Health (“CDPH”), and California Department of Social Services (“CDSS”); and,

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

WHEREAS, as of March 1, 2022, the CDC continues to recommend that individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places. The CDC also continues to advise that physical distancing along with other risk-reduction measures help reduce the chances of spreading COVID-19; and,

WHEREAS, the current emergency COVID-19 regulations of the California Department of Industrial Relations Division Occupational Safety and Health (CalOSHA) require employers to inform employees that strategies to decrease the spread of COVID-19 are most effective when used in combination including physical distancing.

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

SECTION 1. The Council has reconsidered the circumstances of the state of emergency and finds that:

(a) The state of emergency continues to directly impact the ability of the Council, its permanent subcommittees, and the citizen advisor bodies and other subordinate legislative bodies of the city to meet safely in person.

(b) State and local officials currently recommend measures to promote social distancing.

SECTION 2. The subordinately legislative bodies of the city, including the commissions and other citizen advisory bodies, are directed to make findings consistent with the findings herein unless the body finds by clear and convincing evidence that circumstances considered by the Council at its March 8, 2022 regular meeting have since changed and neither of the findings in Section 1(a) or (b) can be made, or the Council directs otherwise. Any finding inconsistent with the findings in Section 1 is subject to review and vacation by the Council.

SECTION 3. This Resolution is effective immediately.

* * *

ADOPTED March 8, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD
- COVID-19 has negatively impacted revenue stream related to taxes

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

FUND RECAP AT A GLANCE REPORT

Increasing Fund Balance to PY:

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

Decreasing Fund Balance to PY:

- Planned Park
- Storm Drainage
- Infrastructure

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

- Amounts equal to and above \$5,000

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

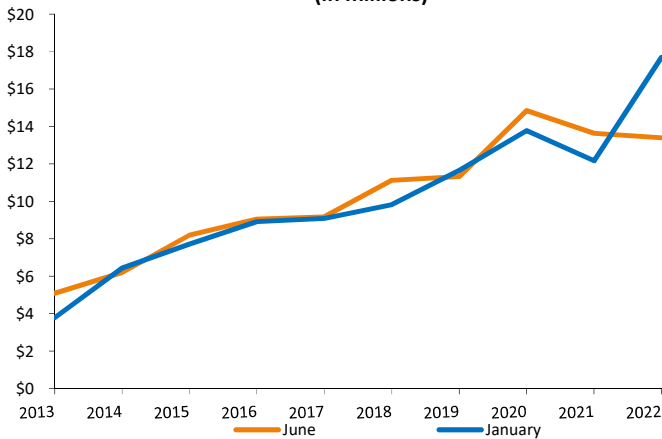
These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in these reports should be addressed to financedept@belmont.gov or for additional information regarding the City's financial activities, including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



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



General Fund Balance Trend
 (in millions)

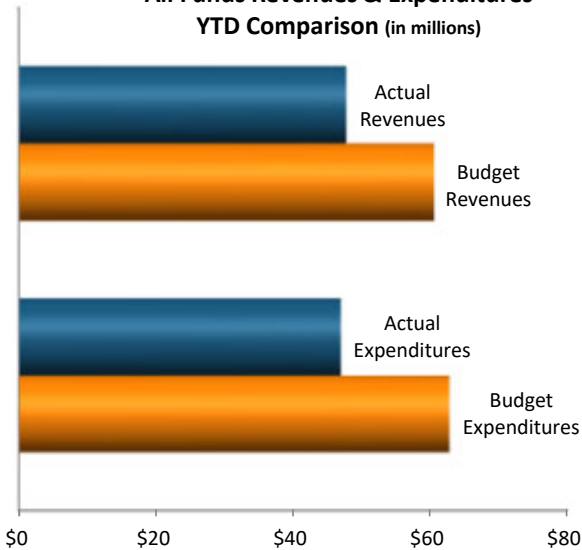


General Fund Balance Trends*

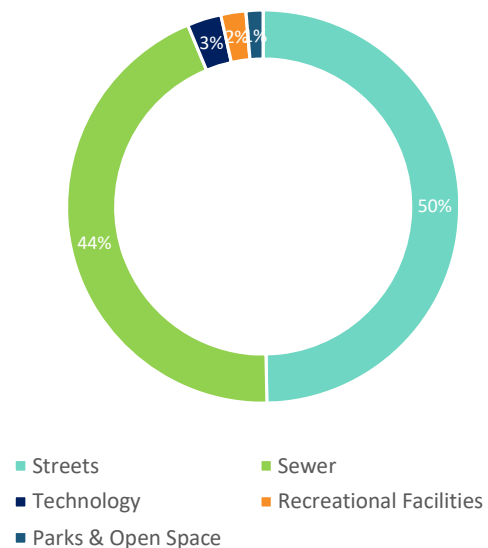
6/30/2012	\$5,085	Audited
6/30/2013	\$6,200	Audited
6/30/2014	\$8,204	Audited
6/30/2015	\$9,049	Audited
6/30/2016	\$9,177	Audited
6/30/2017	\$11,128	Audited
6/30/2018	\$11,325	Audited
6/30/2019	\$14,846	Audited
6/30/2020	\$13,637	Audited
6/30/2021	\$13,398	Audited
1/31/2022	\$17,696	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures
YTD Comparison (in millions)



Capital Improvement Plan



General Fund

The General Fund balance is \$17.7 million, a \$4.3 million increase compared to amount at the prior fiscal year end. The increase compared to the 6/30/21 balance was primarily due to the receipt of \$3.2 million in ARPA Federal Coronavirus State and Local Fiscal Recovery Funds.

Fund Balance - YTD Fund Deficits

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

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



Fund	Fund Name	Audited Fund Bal. 06/30/21 (1)	Revenues					Expenditures					Unaudited Fund Bal. 01/31/22 (1)+(2)-(3)	PY YTD Fund Bal. 01/31/21	
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Under (Over)	%	PY YTD Actual			
GENERAL FUND															
	101 General	\$13,398	\$16,084	\$16,224	\$140	101%	\$14,090	\$15,294	\$11,926	\$3,368	78%	\$15,818	\$ 17,696	12,162	
	102 Measure I	3,751	1,296	889	(408)	69%	826	2,736	736	1,999	27%	269	3,903	2,452	
SPECIAL REVENUE FUNDS															
	205 Recreation	21	1,678	780	(899)	46%	993	1,641	1,530	110	93%	1,482	(730)	(488)	
	206 Library Maintenance & Operation	962	179	152	(28)	85%	182	261	222	39	85%	200	892	1,016	
	207 Athletic Field Maintenance	377	47	70	22	147%	69	61	38	23	62%	21	409	372	
	208 City Tree	326	4	6	2	150%	9	43	25	18	58%	33	307	338	
	209 Senior Services Donation	86	3	3	(0)	97%	0	0	0	0	N/A	0	89	86	
	210 Development Services	417	3,190	2,423	(767)	76%	2,887	3,161	2,632	530	83%	2,278	208	610	
	212 General Plan Maintenance	738	293	125	(168)	43%	162	184	0	184	0%	54	863	516	
	223 Belmont Fire Protection District	15,403	7,413	6,254	(1,159)	84%	7,701	6,821	8,842	(2,021)	130%	8,143	12,816	12,926	
	225 Police Grants and Donations	35	0	0	(0)	9%	(0)	3	1	2	43%	0	34	35	
	227 Supplemental Law Enforcement	0	160	107	(53)	67%	105	123	139	(15)	113%	126	(32)	(18)	
	231 Street Maintenance	711	1,366	580	(786)	42%	638	1,375	1,137	238	83%	1,350	153	234	
	232 RMRA Street Project	323	311	267	(45)	86%	252	1,035	618	418	60%	15	(28)	825	
	233 Measure W	250	213	147	(66)	69%	460	350	0	350	0%	0	397	0	
	234 Street Improvements	2,161	2,521	2,004	(518)	79%	762	2,842	1,851	991	65%	547	2,314	1,438	
	237 Traffic Impact	-	168	200	32	119%	0	0	0	0	N/A	0	200	0	
	239 Public Art	-	324	0	(324)	0%	0	0	0	0	N/A	0	0	0	
	275 Affordable Housing Successor	3,688	2,415	43	(2,373)	2%	239	325	288	37	89%	88	3,443	3,771	
	277 Inclusionary Housing	2,385	164	0	(164)	0%	2	0	0	0	N/A	1,000	2,385	2,268	
	Total Special Revenue	27,885	20,451	13,159	(7,293)	64%	14,462	18,226	17,323	903	95%	15,339	23,720	23,928	
CAPITAL PROJECT FUNDS															
	308 General Facilities	827	2	0	(2)	8%	8	241	85	156	35%	193	742	836	
	310 Infrastructure	2,302	139	1	(139)	0%	7	1,350	180	1,170	13%	2	2,122	2,823	
	312 Comcast PEG Program	363	1	0	(1)	9%	1	70	0	70	0%	11	363	362	
	341 Planned Park	357	1,756	0	(1,756)	0%	9	586	450	135	77%	3,617	(93)	1,054	
	342 Park Impact	1,397	1,155	0	(1,155)	0%	18	1,929	0	1,929	0%	0	1,397	381	
	343 Open Space	206	0	0	(0)	9%	1	41	8	33	21%	19	198	216	
	704 Special Assessment Districts	308	1	0	(1)	10%	1	0	0	0	N/A	0	308	308	
	Total Capital Projects	5,760	3,055	1	(3,054)	0%	43	4,217	724	3,493	17%	3,842	5,037	5,980	
DEBT SERVICE & OTHER FUNDS															
	406 Library Bond Debt Service	267	395	337	(58)	85%	400	399	650	(250)	163%	650	(46)	12	
	501-505 Sewer Collection System	20,034	9,677	7,054	(2,623)	73%	8,219	10,440	5,421	5,019	52%	10,024	21,667	13,234	
	507 Sewer Treatment	24,301	1,886	1,573	(313)	83%	1,823	3,164	2,948	216	93%	3,761	22,926	19,954	
	525 Storm Drainage Enterprise	3,585	1,192	541	(651)	45%	1,131	1,596	1,081	515	68%	1,274	3,045	4,357	
	530 Solid Waste Management	1,582	300	265	(35)	88%	246	288	207	81	72%	244	1,640	1,542	
	570 Worker's Compensation	1,337	452	429	(24)	95%	429	384	553	(170)	144%	521	1,212	710	
	571 Liability Insurance	3,375	283	(1,378)	(1,660)	-488%	(1,054)	929	508	421	55%	461	1,489	1,228	
	572 Self Funded Vision	-	7	5	(2)	77%	9	8	(4)	11	-49%	(3)	9	12	
	573 Fleet & Equipment Management	5,831	2,978	2,980	2	100%	3,072	3,006	2,086	920	69%	2,331	6,725	4,885	
	574 Facilities Management	41	1,565	966	(599)	62%	1,061	1,222	1,223	(1)	100%	1,073	(216)	194	
	575 Benefit Prefunding	1,396	850	790	(60)	93%	888	958	1,179	(222)	123%	1,261	1,007	1,189	
	775 Successor Agency Trust Fund ¹	(3,430)	138	3,923	3,785	2847%	89	0	353	(353)	N/A	855	140	(4,971)	
	Total Debt & Other	58,319	19,722	17,485	(2,237)	89%	16,313	22,393	16,205	6,188	72%	22,454	59,599	42,345	
	Total All Funds	\$109,114	\$60,608	\$47,758	(\$12,851)	79%	\$45,735	\$62,866	\$46,915	\$15,951	75%	\$57,721	\$109,957	\$86,868	

Fund Types:

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

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

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

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

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

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended January 31, 2022
(000's)



	General Fund					All Other Funds						
	Budget	Year to Date (YTD)			Annual Budget	PY YTD Actual	Budget	Year to Date (YTD)			Annual Budget	PY YTD Actual
	Actual	Variance	%				Actual	Variance	%			
REVENUES												
Taxes	\$10,208	\$9,430	(\$778)	92% a	\$17,499	\$9,246	\$9,904	\$12,071	\$2,167	122% a	\$16,978	\$9,656
<i>Property Taxes</i>	3,446	2,994	(453)	87% *	5,908	3,623	7,322	10,116	2,793	91%	12,552	7,765
<i>Sales Taxes</i>	2,350	1,796	(554)	76%	4,028	2,127	2,010	1,467	(543)	71%	3,446	1,312
<i>Other Taxes</i>	4,412	4,640	228	105% *	7,563	3,496	571	488	(83)	99%	980	580
Licenses and permits	626	474	(152)	76% b	1,073	533	1,076	1,016	(60)	94%	1,844	980
Intergovernmental	2,016	3,361	1,345	167%	3,456	485	3,321	1,485	(1,836)	45% d	5,693	789
Charge for services	2,438	2,397	(41)	98%	4,179	3,576	22,540	17,500	(5,040)	78% e	38,640	18,444
Fines and forfeits	96	78	(17)	82%	164	88	-	-	-	N/A	-	-
Use of money and property	513	425	(88)	83%	880	114	392	165	(227)	42% f	672	335
Miscellaneous	188	58	(130)	31% c	322	48	89	(721)	(810)	-812% g	152	(1,448)
Other financing sources	-	-	-	N/A	-	-	2,198	17	(2,180)	1% h	3,767	4
Operating transfers in	-	-	-	N/A	-	-	5,006	-	(5,006)	i	8,581	2,886
Total Revenues	16,084	16,224	140	101%	27,572	14,090	44,525	31,534	(12,991)	71%	76,328	31,645
EXPENDITURES												
General government	3,886	2,989	(897)	77%	6,662	4,115	4,802	4,343	(460)	90%	8,233	4,602
Public safety	8,418	7,849	(569)	93% j	14,431	8,087	6,947	8,981	2,034	129% k	11,909	8,270
Streets and utilities	-	-	-	N/A	-	-	22,818	12,674	(10,144)	56%	39,117	14,336
Culture and recreation	1,183	1,088	(95)	92%	2,027	1,356	4,003	3,341	(662)	83%	6,862	6,374
Urban redevelopment	-	-	-	N/A	-	-	2,490	2,465	(25)	99%	4,269	2,866
Debt service	-	-	-	N/A	-	-	3,313	3,184	(128)	96% l	5,679	4,829
Operating transfer out	1,807	-	(1,807)		3,098	2,259	3,198	-	(3,198)		5,483	627
Total Expenditures	15,294	11,926	(3,368)	78%	26,218	15,818	47,572	34,989	(12,583)	74%	81,552	41,903
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES												
	\$790	\$4,298			\$1,354	(\$1,728)	(\$3,047)	(\$3,455)	(\$25,574)		(\$5,224)	(\$10,258)

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

General Fund:

Revenues

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

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

Other Funds

Revenues

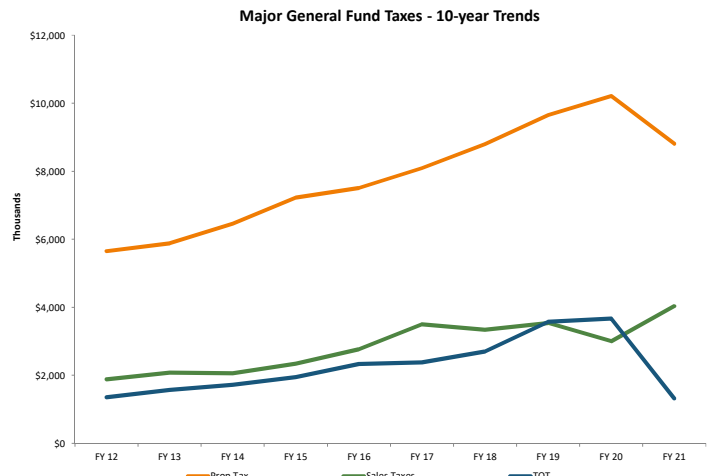
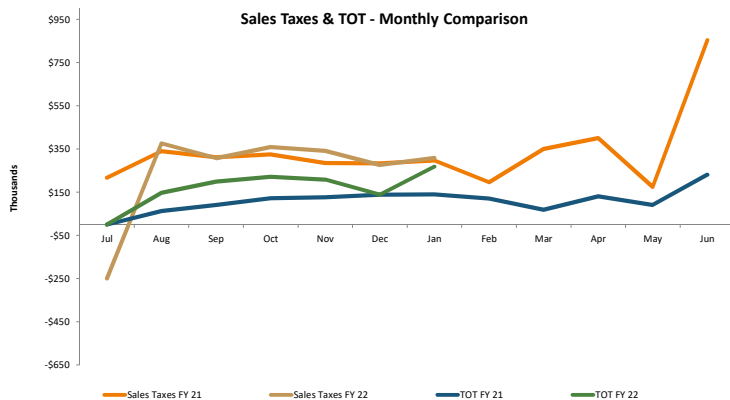
- d) **Intergovernmental** – The revenue will be received in a future reporting period and includes activities related to the prior fiscal year, which are subject to accounting adjustment.
- e) **Charges for Services** – The Sewer Use Fee (Collection & Treatment), budgeted for \$17M, is included as part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

Other Funds

Expenditures

- j) **Public safety** – Quarterly payments to BSCFD and to San Mateo Consolidated Fire Department.

Trends



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

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



Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
ARBORWORKS INC	TWIN PINES TREE REMOVAL	1/7/22	EFT00027422	29,600.00
BAMACOR, INC.	FACILITIES CUSTODIAL SUPPLIES	1/7/22	EFT00027427	23,112.09
BKF ENGINEERS	PROFESSIONAL SERVICES OCT-NOV 2021	1/7/22	EFT00027430	5,724.21
BNY MELLON	2004 BONDS DEBT SERVICE	1/25/22	DAJ000007140	127,217.77
BNY MELLON	2016 SEWER REVENUE BONDS DEBT SERVICE	1/21/22	DAJ000007143	255,667.32
BNY MELLON	2016 SEWER REFUNDING DEBT SERVICE	1/21/22	DAJ000007144	131,346.87
BNY MELLON	2009A SEWER BOND DEBT SEERVICE	1/20/22	DAJ000007145	149,416.95
BNY Mellon	2014 SERIES BOND DEFEASANCE	1/6/22	DAJ000007166	3,980,082.80
BURKE, WILLIAMS & SORENSEN, LLP	LEGAL SERVICES	1/14/22	EFT00027453	21,137.00
CA EDD	PAYROLL TAXES PPE 12/31/21	1/3/22	DAJ000007160	35,739.13
CA EDD	PAYROLL TAXES PPE 1/14/22	1/19/22	DAJ000007149	32,266.69
CALPERS	COB CONTRIBUTION PPE 1/14/22	1/26/22	DAJ000007137	104,948.78
CALPERS	CERBT CONTRIBUTIONS	1/19/22	DAJ000007150	119,220.95
CALPERS	REPLACEMENT BENEFIT CONTIB	1/18/22	DAJ000007153	13,306.08
CALPERS	COB CONTRIBUTION PPE 12/31/21	1/12/22	DAJ000007155	101,966.34
CALPERS	HEALTH PREMIUM-JANUARY	1/11/22	DAJ000007156	164,349.06
CITY OF BELMONT EMPLOYEES	PAYROLL 1/14/2022	1/13/22	1202419	381,436.00
CITY OF BELMONT EMPLOYEES	PAYROLL 1/14/2022	1/14/22	1202421	86,671.61
CITY OF BELMONT EMPLOYEES	PAYROLL 1/28/2022	1/27/22	1202422	370,306.48
CITY OF BELMONT EMPLOYEES	PAYROLL 1/28/2022	1/28/22	1202424	82,522.08
COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL SERVICES	1/14/22	EFT00027490	8,105.70
CREEKSIDE GRILL	NOVEMBER LUNCHES	1/7/22	EFT00027404	5,970.60
GATES & ASSOCIATES	PROS MASTER PLAN SVCS	1/7/22	EFT00027444	10,430.50
GATES & ASSOCIATES	PROS MASTER PLAN SVCS	1/28/22	EFT00027616	10,397.00
HIP HOUSING, INC.	FY22 ANNUAL CONTRIBUTION	1/7/22	EFT00027437	5,000.00
ICMA	DEF COMP ACCT# 302442	1/26/22	DAJ000007134	45,476.86
ICMA	DEF COMP ACCT# 302442	1/20/22	DAJ000007146	32,194.48
INTERSTATE GRADING AND	PROGRESS PAYMENT PHASE 3	1/28/22	EFT00027665	319,280.38
KONICA MINOLTA BUSINESS	MONTHLY (DECEMBER)	1/28/22	EFT00027669	10,342.98
LAIF	OCT-DEC 2021 LAIF QTR INT	1/13/22	IAJ000007120	9,394.14
LAIF	OCT-DEC 2021 LAIF QTR INT	1/13/22	IAJ000007121	6,525.56
LAIF	OCT-DEC 2021 LAIF QTR INT	1/13/22	IAJ000007119	32,781.16
MANAGEMENT PARTNERS	BELMONT PAYROLL FUNCTION REVIEW	1/14/22	EFT00027489	10,000.00
MID-PENINSULA WATER DISTRICT	WATER-VARIOUS SITES	1/14/22	EFT00027482	8,623.22
MID-PENINSULA WATER DISTRICT	BUCKLAND SITE LEASE (JUL-DEC)	1/28/22	EFT00027593	7,352.60
NBS/GOV'T FINANCE GROUP	CONTINUING DISCLOSURE REPORTING	1/7/22	EFT00027442	23,345.11
OWEN EQUIPMENT SALES	STOCK GUTTER BROOMS	1/14/22	EFT00027451	18,044.42
PENINSULA FOREST & BEACH SCHOOL	INSTRUCTOR PAYMENTS	1/7/22	EFT00027418	14,472.00
PG&E	GAS & ELECTRICITY-VARIOUS SITES	1/14/22	EFT00027535	12,500.07
PG&E	GAS & ELECTRICITY-VARIOUS SITES	1/14/22	EFT00027547	14,792.73
PG&E	GAS & ELECTRICITY-VARIOUS SITES	1/14/22	EFT00027516	18,582.63
RENNE PUBLIC LAW GROUP	LOBBYING SERVICES/CONSULTING	1/14/22	EFT00027472	18,177.20
RINCON CONSULTANTS	DECEMBER SERVICES	1/14/22	EFT00027474	34,476.86
SAN MATEO CONSOLIDATED FIRE DEPARTMENT	DEC CONTRACTED SERVICES	1/7/22	EFT00027414	6,471.00
SAN MATEO COUNTY CONTROLLER	PARKING CITE ASSESS (2ND QTR)	1/14/22	1202364	5,170.00
SILICON VALLEY CLEAN WATER	COB QTRLY CASH SHARE 1/22-3/22	1/7/22	EFT00027407	528,423.47

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



Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
SOFTWARE ONE	GOVT MONTHLY SUB 7/2019-6/22	1/28/22	EFT00027577	9,627.33
SOUTHWEST CONSTRUCTION & PROPERTY MGT	COVID 19 OFFICE MODIFICATIONS	1/7/22	EFT00027424	30,781.00
STRONGER BUILDING SERVICES	CITY HALL SIDING REPAIR	1/28/22	EFT00027582	5,900.00
Total Disbursements in Excess of \$5,000				\$ 7,478,677.21
Total Count				49

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

Vendor	Description	Date	No.	Amount
VERPLANCK HISTORIC PRESERVATIO	PEER REVIEWS 11/21 - 6/22	1/5/22	22 00038	5,000.00
VMI, INC.	ZOOM ROM SET UP IN RM 360	1/5/22	22 00039	8,391.48
VALMONT INDUSTRIES	ST LIGHT LANTERN POLES & A	1/5/22	22 00040	5,342.37
CYO TRANSPORTATION	2022 CAMP SOAR BUS TRANSP	1/25/22	22 00042	20,177.00
HDR ENGINEERING INC	TO#10 - SOLID WASTE RATE A	1/25/22	22 00043	17,347.00
Total Purchase Orders Issued in Excess of \$5,000				\$ 56,257.85
Total Count				5

CITY OF BELMONT TREASURER'S REPORT January-22



Agency Receipts and Disbursements Summary

	Beginning Balance December 31, 2021	Receipts	Disbursements	Ending Balance January 31, 2022
City of Belmont	\$ 85,308,819.19	\$ 2,678,515.01	\$ (3,769,735.49)	\$ 84,217,598.71
Belmont Fire Protection District	12,810,617.33	26,688.99	(28,583.47)	12,808,722.85
Successor Agency of the RDA	4,117,459.64	207.69	(3,980,082.80)	137,584.53
Total	\$ 102,236,896.16	\$ 2,705,411.69	\$ (7,778,401.76)	\$ 97,163,906.09

Balance Summary

	Deposit	Investments	Pool Total
City of Belmont, Belmont Fire Protection District, & Successor Agency of RDA	\$ 1,187,355.85	\$ 95,976,550.24	\$ 97,163,906.09

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

Respectfully Submitted,

s/b Grace Castaneda
Grace Castaneda
City Treasurer

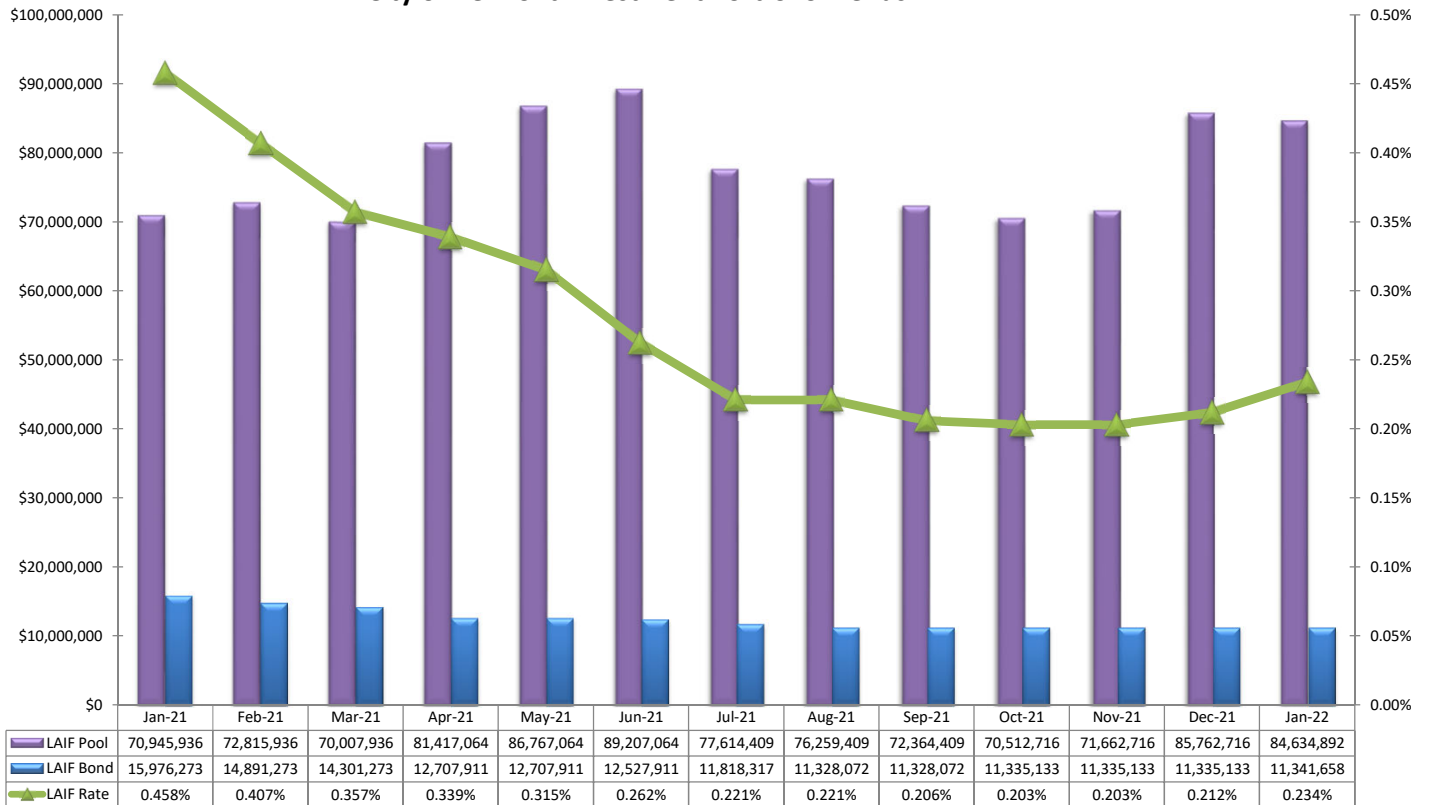
CITY OF BELMONT TREASURER'S REPORT January-22



Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo		\$ 1,187,355.85	\$ 1,187,355.85					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	84,634,891.76	84,418,151.96	16,503.80		90 days	0.234%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	11,341,658.48	11,312,613.85	2,211.62		90 days	0.234%	LAIF	LAIF
Total			\$ 97,163,906.09	\$ 96,918,121.66	\$ 18,715.43					

City of Belmont Investment Portfolio Trends





STAFF REPORT

Meeting Date: March 8, 2022
Agency: City of Belmont
Staff Contact: Jared Barrilleaux, Public Works Dept., jbarrilleaux@belmont.gov, (650) 595 7469
Agenda Title: Ralston Avenue Corridor Improvement Project Segment 3 – Status Update
Agenda Action: For Information Only

Recommendation

For Information Only

Strategic Focus Area

Infrastructure and Mobility

Background

Ralston Avenue Corridor Improvements – Segment 3 is a multimodal transportation improvement designed to improve safety for people biking, walking and driving along Ralston Avenue from Alameda De las Pulgas to South Road. The City was awarded about \$1 million from the One Bay Area (OBAG 2) grant by the City/County Association of Governments to complete Segment 3 under federal funding. Another \$1 million has been awarded from the County Transportation Authority specifically for the sidewalk and bike lane portions of the project, Measure W is contributing \$400,000 and Council has authorized \$580,000 in Measure I funds totaling just over \$3 million.

The project consists of sidewalk rehabilitation aimed to replace asphalt sidewalk previously in poor condition along the project segment on the Ralston Avenue corridor. New lasting concrete sidewalk paths have been widened to provide adequate width for pedestrians and ADA paths of travel. Curb faces have also been realigned to allow room for new contiguous Class II bike lanes in areas where current bike lane gaps exist. Conflict areas of the bike lanes as they cross intersections will be painted green to increase visibility and provide a safer path of travel for drivers and bicyclists. New curb ramps are included in the project at some street corners to meet Americans with Disabilities Act (ADA) guidelines. The city will also be resurfacing Ralston Ave. to preserve the pavement life and restriping the street so that all new changes are clear, including new high-visibility continental crosswalks. At two locations Rectangular Rapid Flashing Beacon Systems (RRFBs) are added to create a safer measure of street crossing at high-density crossing locations at Chula Vista and just west of South Road. The City's goal for the Ralston Avenue Corridor Improvements – Segment 3 is to increase the overall safety of the corridor for all travelers.

Analysis

This project construction has been progressing consistently since it first began in summer 2021, even though it has proved to be more difficult than anticipated. There are more utilities underground than were known prior to construction, and even when marked out the contractor has occasionally accidentally hit things like fiber optic telecommunication lines, electrical conduit, and irrigation lines. Repair and



replacement to this critical underground infrastructure has caused delays. As the project progressed into the wet weather season and holidays, impacts to the schedule became more exacerbated and project completion continued to slide. Additionally, the department had to manage transiting to a new project manager taking over project management midway through the construction phase.

Another major issue that has caused project delays is the varying elevations, widths, and materials (i.e., concrete, pavers, asphalt) of property owner driveways. This lack of a consistency has required a far more frequent than normal need to customize implementation of the new sidewalks so that they conform to existing driveways, yet still meet the ADA slope and drainage requirements of the project. It turns out that Ralston Avenue is not only the most important east-west arterial in Belmont, but it's also the most complicated.

The good news is the project is nearing completion. The current schedule from the Contractor has the concrete sidewalks, curb and gutter, and related ADA improvements slated for completion by mid-March. At select locations existing PG&E boxes and vaults require adjustment work on behalf of the utility company. City staff has requested expedited effort from PG&E and that progress will depend on their crew's availability to complete the requested work.

The remaining scope of work includes pavement patching and a slurry coat to the road surface, although staff is evaluating the option to do a minor grind and overlay for pavement restoration in lieu of a slurry seal for better long-term performance based on budget and contractor availability. Since the original project design plans were started in 2020, several pavement locations along the corridor have degraded and this has caused staff to review the quantity and locations of pavement patches and modify to include additional compromised locations. To this end staff is currently reviewing alternate pavement maintenance strategies such as a grind/overlay in lieu of the asphalt patches and slurry seal originally included in the project scope. A cost/benefit review is underway and a decision on this item is anticipated by early March to target a strategy which doesn't require additional project funding allocation.

The Public Works Department is deeply appreciative for the patience and understanding of the community members who live or travel through the Ralston Avenue construction zone between South Road and Alameda de las Pulgas. This critical mobility improvement project will be a much-needed safety improvement.

Alternatives

1. Take No Action

Attachments

- A. Photos- before and after along the corridor
- B. Estimated Remaining Project Schedule
- C. Ralston Ave PowerPoint

Fiscal Impact

- ☐ No Fiscal Impact



☒ Funding Source Confirmed:

Description	FY 2022 Adjusted Budget
Federal grant	\$1,000,000
County grant	\$1,000,000
Street Improvement Fund (contributions from Measure A and Measure W)	\$760,000
Measure I Fund	\$580,000
Total Budget	\$3,340,000

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

Attachment A - Before and After photos along the Ralston Avenue



"Before" curb ramp at Villa and Ralston Ave intersection



"After" revised curb ramp with bulb-out to reduce pedestrian crossing distance



"Before" non-ADA compliant curb ramp transition to AC path at Chula Vista



"After" fully ADA compliant curb ramp transition to new concrete sidewalk with new RRFB at Chula Vista



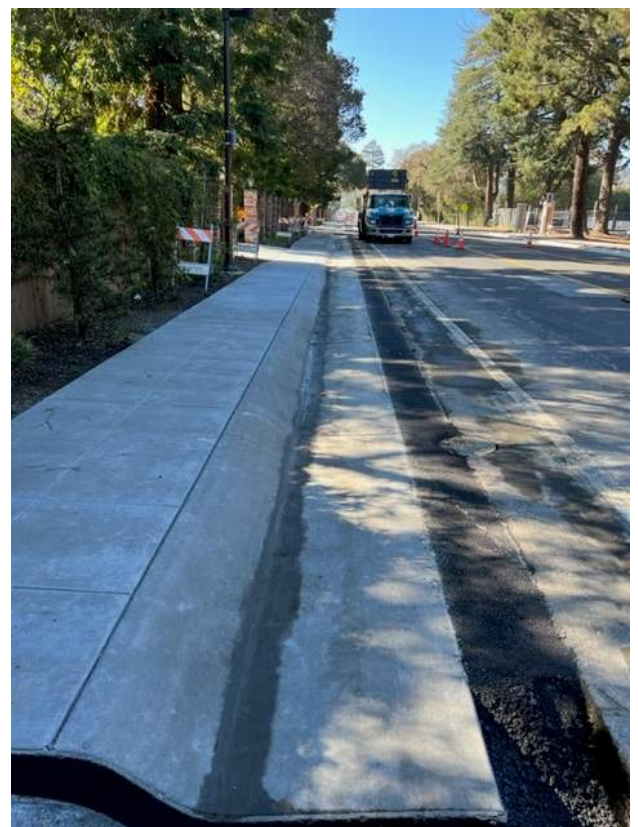
"Before" driveway entrance and ped crossing at Barrett Community Center



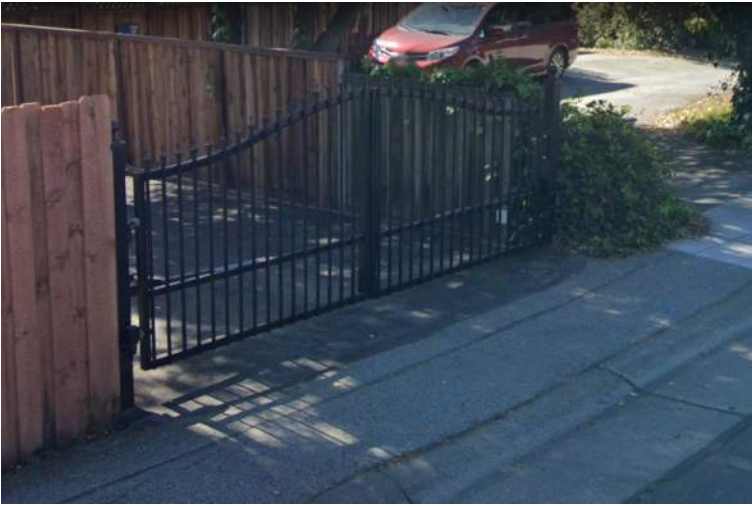
"After" driveway entrance and RRFB at Barrett Community Center



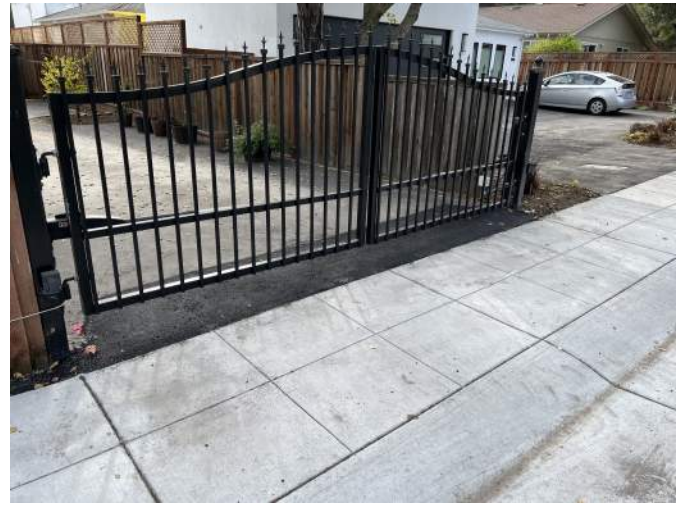
During sidewalk construction at 1500 block of Ralston Avenue



Finished sidewalk at 1500 block of Ralston Avenue



"Before" driveway approach and non-ADA compliant AC sidewalk



"After" driveway approach integrated with sidewalk and AC conform to existing driveway



"Before" non-ADA compliant curb ramp transition to AC path

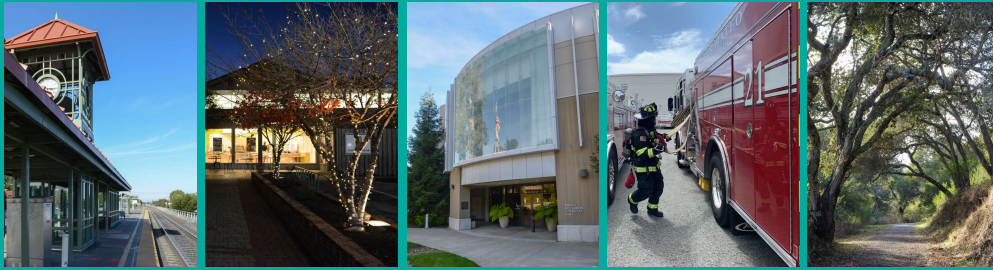


"After" fully ADA compliant curb ramp transition to new concrete sidewalk

Attachment B - Tentative Schedule to Project Completion

Project Work Item	Estimated Date Complete	Notes	
Remaining Sidewalk Construction Completion	March 11	Primarily in front of Twin Pines Park and Barrett Park	
Dig-out asphalt patches*	March 25		Pavement Management
Crack Sealing*	Late March/Early April		
Slurry Seal Pavement Treatment*	TBD - Summer 2022	Pushed to minimize impact to school traffic	

***Note:** Staff is currently reviewing alternate pavement maintenance strategies such as a grind/overlay in lieu of the asphalt patches and slurry seal originally included in the project scope. A cost/benefit review is underway and a decision on this item is anticipated by early March to target a strategy which doesn't requiring additional project funding allocation



RALSTON AVENUE CORRIDOR IMPROVEMENT PROJECT SEGMENT 3 UPDATE

March 8, 2022

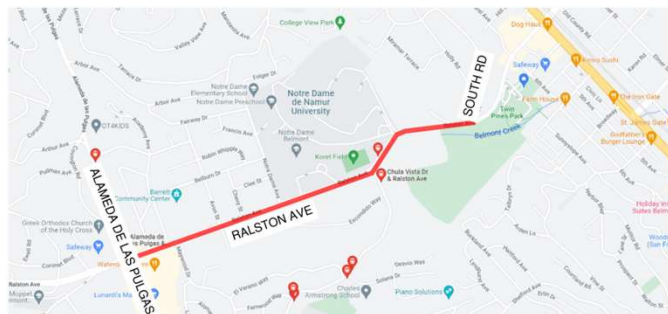
CITY OF **BELMONT**



1

PROJECT OVERVIEW

- Project extents from South Rd to Alameda De Las Pulgas
- Improve ADA curb ramps within segment
- New and relocated Rectangular Rapid Flashing Beacons (RRFB's) at several ped crossings
- Contiguous Class 2 bike lanes
- Pavement improvement treatment



CITY OF **BELMONT**

2

2

PROJECT SCHEDULE

Project Work Item	Estimated Date Complete	Notes	
Remaining Sidewalk Construction Completion	March 11	Primarily in front of Twin Pines Park and Barrett Park	
Dig-out asphalt patches*	March 25		Pavement Management
Crack Sealing*	Late March/Early April		
Slurry Seal Pavement Treatment*	TBD - Summer 2022	Pushed to minimize impact to school traffic	

***Note:** Staff is currently reviewing alternate pavement maintenance strategies such as a grind/overlay in lieu of the asphalt patches and slurry seal originally included in the project scope. A cost/benefit review is underway and a decision on this item is anticipated by early March to target a strategy which doesn't requiring additional project funding allocation



BEFORE/AFTER PHOTOS



5



6



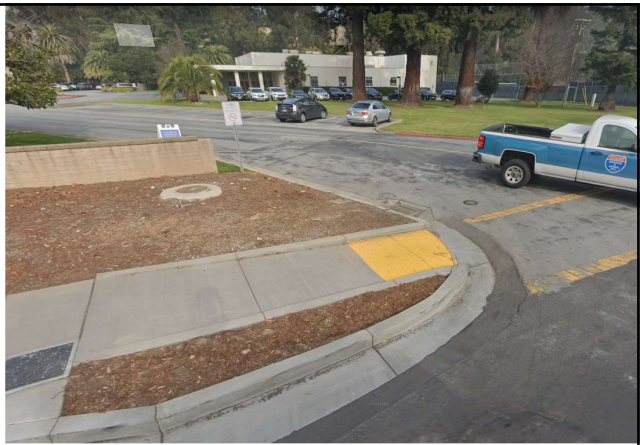
BEFORE/AFTER PHOTOS

CITY OF BELMONT



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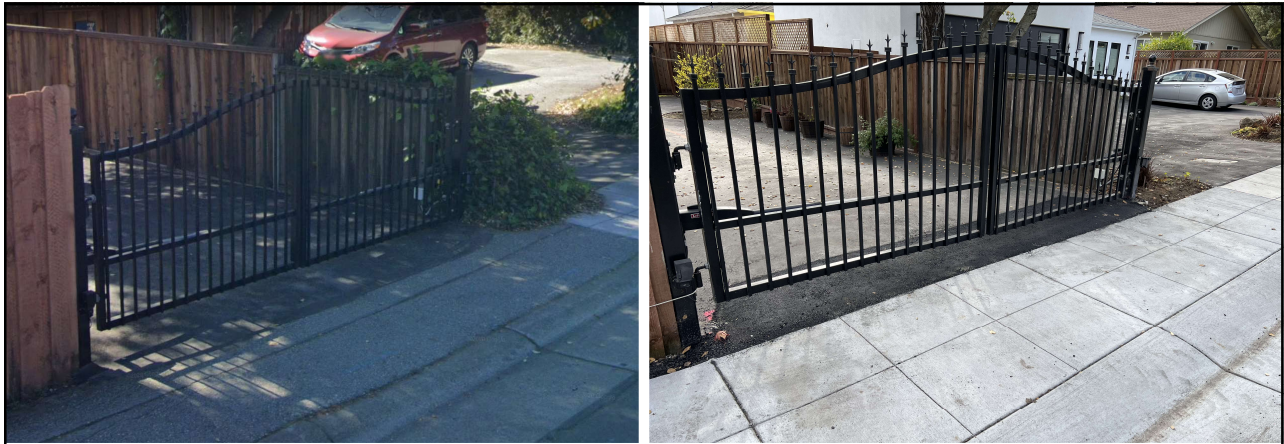
BEFORE/AFTER PHOTOS

CITY OF BELMONT



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8



BEFORE/AFTER PHOTOS

CITY OF BELMONT



9

9



CITY OF BELMONT



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10



STAFF REPORT

Meeting Date: March 8, 2022

Agency: City of Belmont

Staff Contact: Peter Brown, Public Works Director, (650) 595-7459, pbrown@belmont.gov
Jared Barrilleaux, City Engineer, (650) 595-7469, jbarrilleaux@belmont.gov
Elizabeth Wada, Associate Civil Engineer, (650) 595-7468, ewada@belmont.gov

Agenda Title: Belmont Creek Restoration and Storm Water Capture Projects within Twin Pines Park

Agenda Action: Resolution

Recommendation

Authorize the City Manager to execute the funding agreement with partnering jurisdictions for the Twin Pines Park Projects, and to execute an Agreement for engineering design services with Craft Water Engineering for the Twin Pines Park Storm Water Capture (Detention Basin) Project, and to execute an Agreement for engineering design services with Restoration Design Group for the Belmont Creek Restoration Project.

Strategic Focus Area

Infrastructure and Mobility

Background

The Belmont Creek Watershed (Watershed) encompasses approximately 1,900 acres. Belmont Creek (Creek) serves as a major storm drainage collector for the City of Belmont (City), City of San Carlos and San Mateo County (County). This channel includes vegetated channel banks, rock lining, concrete-rubble lining, concrete lining, and concrete culverts. The Creek also has failing banks, non-native vegetation, high levels of siltation, and needs restoration within Twin Pines Park.

Flooding within the watershed typically occurs downstream of El Camino Real, where the Creek enters the flat, Harbor/Industrial Area (HIA), before discharging into Belmont Slough. This flooding is caused by a combination of sediment deposition and head losses from modifications in the Creek's alignment and geometry and can be exacerbated by high tides. The soil characteristics at the upstream end of the watershed have the potential to erode and contribute substantially to sedimentation downstream. These factors, along with hardscaping and channel straightening, have resulted in new areas of erosion and instability.

Portions of the channel have been progressively narrowed with sediment loading, while others have widened significantly, without bank protection. Channel velocities from more intense storm events have increased, leading to erosion of the stream banks, which lack natural vegetated bank protection. The downstream portion of the Creek was designed to convey a 10-year storm, however, as this eroded soil and debris are deposited downstream, more frequent events could exceed the capacity of the system downstream.



The Watershed has been studied and analyzed for capacity deficits, sedimentation and erosion processes, and bank stability. Belmont, San Carlos, and San Mateo County have partnered to fund and manage this most recent study, the “Belmont Creek Watershed Management Plan” (Study). It built upon prior assessments to analyze the hydraulic performance of nine alternatives, including detention basins identified in the County’s Stormwater Resource Plan, and prioritized the alternatives by cost, flood protection efficacy, water quality and ecosystem benefits, and feasibility of construction.

One of the proposed solutions to restore the Creek is recommend by the Study within Twin Pines Park (Park). Belmont Creek runs northeasterly through the northwestern portion of the park for a length of approximately 1,600 feet. The project site is comprised of two areas within Twin Pines Park: the Creek restoration portion, within the Creek channel through the Park, and the soon to be designed storm water detention basin, located beneath two City-owned parking lots and/or other areas within the Park. The Park property adjacent to the Creek is subject to undercutting and bank failure that restricts access to the Creek and causes downstream sediment deposition.

Analysis

The City’s Twin Pines Park Master Plan (Plan), developed concurrently with the Study, includes the creation of an active creek corridor, featuring a loop trail and promenade, new pedestrian bridges, and improved public access to the Creek in designated locations to prevent disruption of vegetation and further bank erosion. Along with the restoration of Belmont Creek in Twin Pines Park, this stormwater detention basin design project will result in the design of a new stormwater capture facility, or basin, within the Park that will attenuate flow from annual storms thereby reducing downstream flooding potential, provide for trash capture services, and trap sediment and debris in a centralized, maintenance-friendly system, for later removal. Detained Creek water can then be returned to Belmont Creek after it has been cleaned and after high water levels subside, thereby reducing frequency of the Creek spilling its banks as it sometimes does in the HIA portion of the County, portions of which are subject to future annexation to the City.

The proposed detention system would include an inlet diversion structure and pipe, trash capture, hydrodynamic separators, and outlet structure and pipes. The Belmont Creek Restoration Project will also undergo design, environmental and permitting clearance, and implementation with a different designer. These two project designers will need to work closely together to ensure both projects are a success.

The City issued a Request for Proposals (RFP) for design services for the “Twin Pines Park Storm Water Detention Basin” project and “Twin Pines Park Belmont Creek Restoration” project on October 22, 2021, with a due date of December 10, 2021. In response to the RFP, the City received Proposals from the following consulting firms:

Twin Pines Park Storm Water Detention Basin:

- Craft Water Engineering, Inc.
- RRM Design Group

Twin Pines Park Belmont Creek Restoration:

- Environmental Science Associates (ESA)
- Restoration Design Group (RDG)



- HDR | Wreco

The City procurement committee independently screened and ranked these Proposals based on experience of the firm and project team, their approach to complete the project, and their understanding of the City's needs. All five consultants were invited for interviews. Based on their proposal, references, and interview performance, the City selected Craft Water Engineering for the Storm Water Detention Basin project, and Restoration Design Group for the Belmont Creek Restoration Project.

The City is prepared to award contracts to two firms to design the new Stormwater Detention Basin in Twin Pines Park, in close coordination with the design and construction of the Belmont Creek Restoration Project. Each of these two design efforts will also be closely aligned with supporting the implementation of the Twin Pines Park Master Plan, since there is a good deal of overlap between the three efforts. The attached funding agreement builds on the prior tri-agency MOU to develop the Study. It is specifically for the cumulative \$600,000 of local match funds required by the Department of Water Resources grant. The City of Belmont will pay 50%, the City of San Carlos and San Mateo County will each contribute 25% for the Belmont Creek Restoration project matching funds. The restoration along Belmont Creek reduces sedimentation and erosion from upstream of the HIA, San Carlos and San Mateo County owned lands, thereby enhancing flood protection for all parties while improving downstream water quality. Budget appropriation is requested from the City Council for the two projects. The funding of the projects will require a transfer from the Measure I Storm Project budget to each project, an appropriation using the incoming local match funds from San Carlos and San Mateo County, and an appropriation of available Measure I fund balance to the Twin Pines Park Storm Water Capture (Detention Basin) Project. The details are shown in the tables below.

Belmont Creek Restoration Project No. 3218				
Description	Revenue	Expenditure	FY 2022 Budget	Appropriation Needed
DWR Urban Streams Restoration Grant	\$1,000,000	-	No	Yes
Belmont Local Match	\$300,000	-	Yes – in Measure I Storm Project No. 6020.	Yes - transfer from Project No. 6020 to Project No. 3218.
Other Agency Contributions – \$150,000 match each from City of San Carlos and San Mateo County	\$300,000	-	No	Yes
Requested Contract Amount		\$1,600,000	No	\$1,600,000



Twin Pines Park Stormwater Capture (Detention Basin) Project No. 6025				
Description	Revenue	Expenditure	FY 2022 Budget	Appropriation Needed
CNRA General Fund Specified Grant	\$913,334	-	Yes	No
CNRA Urban Flood Protection Grant	\$5,951,000	-	No	Yes
Belmont Local Match	\$500,000	-	1) Yes: \$350K in Measure I Storm Project No. 6020. 2) No: \$150K remaining match is needed.	1) Yes: transfer \$350K from Project No. 6020 to Project No. 6025. 2) Yes: appropriate \$150K from Measure I fund balance.
Other Agency Contributions – \$500,000 match each from City of San Carlos and San Mateo County	\$1,000,000	-	No	Yes
Requested Contract Amount		\$8,364,334	No	\$7,451,000

Alternatives

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

Attachments

- A. Resolution for Belmont Creek Restoration
- B. Resolution for Storm Water Detention Basin
- C. Funding Agreement for project matching funds

Fiscal Impact

☐ No Fiscal Impact

Belmont Creek Restoration Project:

\$1,000,000 DWR Urban Streams Restoration Grant

\$300,000 match from City of Belmont

\$150,000 match each from City of San Carlos & San Mateo County

☒ Funding Source Confirmed: **Total = \$1,600,000** (Design and Construction)

Twin Pines Park Storm Water Capture (Detention Basin) Project:

\$913,334 CNRA General Fund Specified Grant (Design)

\$5,951,000 CNRA Urban Flood Protection Grant (Construction)



\$500,000 match each from Cities of Belmont & San Carlos and San Mateo County (Construction)

Total = \$8,364,334 (Design and Construction)

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT WITH RESTORATION DESIGN GROUP TO IMPLEMENT THE TWIN PINES PARK BELMONT CREEK RESTORATION PROJECT

WHEREAS, Restoration Design Group was selected to implement engineering design services for the Twin Pines Park Belmont Creek Restoration Project, with tasks including but not limited to meeting California Environmental Quality Act (CEQA) permitting requirements, building public and stakeholder support, and shepherding the project through full design and construction; and,

WHEREAS, an Architectural & Engineering Service Agreement will be prepared with Restoration Design Group; and,

WHEREAS, the cost for this project is covered by a \$1,000,000 DWR Urban Streams Restoration Grant that requires a minimum local match of \$319,960.40, which is met by a collective \$600,000 local match from the City of Belmont (\$300,000), City of San Carlos (\$150,000), and San Mateo County (\$150,000).

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

SECTION 1. The City Manager is authorized to negotiate and execute an agreement with Restoration Design Group for engineering design services for the Twin Pines Park Belmont Creek Restoration Project for an amount not to exceed \$1,600,000. The \$1,000,000 DWR Urban Streams Restoration Grant should be appropriated to CIP No. 3218, FY 2022.

SECTION 2. The City Manager is authorized to enter into a funding agreement with the City of San Carlos and San Mateo County for the \$600,000 local match, committing the City of Belmont to its \$300,000 share. Belmont's \$300,000 portion should be appropriated from Measure I Storm Project CIP No. 6020, FY 2022, to CIP No. 3218X Belmont Creek Restoration, FY 2022. San Carlos' and San Mateo County's \$150,000/each match are to be added to CIP No. 3218's FY 2022 budget in a sub account.

* * *

ADOPTED March 8, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT WITH CRAFT WATER ENGINEERING TO IMPLEMENT THE TWIN PINES PARK STORM WATER DETENTION BASIN PROJECT

WHEREAS, Craft Water Engineering was selected to implement engineering design services for the Twin Pines Park Storm Water Detention Basin Project, with tasks including but not limited to meeting California Environmental Quality Act (CEQA) permitting requirements, building public and stakeholder support, and shepherding the project through full design and construction; and,

WHEREAS, an Architectural & Engineering Service Agreement will be prepared with Craft Water Engineering; and,

WHEREAS, the cost for this design project is covered by a \$913,334 CNRA General Fund Specified Grant, and future construction will be paid for with \$5,951,000 CNRA Urban Flood Protection Grant, and \$500,000 match each from the City of Belmont, City of San Carlos, and San Mateo County.

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

SECTION 1. The City Manager is authorized to negotiate and execute an agreement with Craft Water Engineering for engineering design services for the Twin Pines Park Storm Water Detention Basin Project for an amount not to exceed \$913,334.

SECTION 2. The City Manager is authorized to enter into a funding agreement with CNRA for the Urban Flood Protection Grant for construction of the Twin Pines Park Storm Water Detention Project for an amount not to exceed \$5,951,000.

SECTION 3. The City Manager is authorized to enter into a funding agreement with the City of San Carlos and San Mateo County for the \$1,500,000 local match, committing the City of Belmont to its \$500,000 share. To fund the match, \$350,000 from Measure I Storm Project CIP No. 6020, FY 2022, and an additional \$150,000 should be appropriated to Twin Pines Park Stormwater Capture Project, CIP No. 6025, FY 2022, totaling \$500,000 in Belmont match. San Carlos' and San Mateo County's \$500,000/each match are to be added to CIP No. 6025, FY 2022, budget in a sub account.

* * *

ADOPTED March 8, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

**FUNDING AGREEMENT BETWEEN THE CITY OF BELMONT, CITY OF
SAN CARLOS, AND COUNTY OF SAN MATEO TO SHARE THE COSTS
AND RESPONSIBILITIES RELATED TO THE CALIFORNIA
DEPARTMENT OF WATER RESOURCES GRANT FUNDED BELMONT
CREEK RESTORATION, WATER QUALITY IMPROVEMENT, AND
FLOOD PROTECTION PROJECT IN TWIN PINES PARK**

This Agreement is made and entered into this ____ day of _____, 2022 by and among the the City of Belmont (“Belmont”), the City of San Carlos (“San Carlos”), municipal corporations of the State of California (collectively, “Cities”), and the County of San Mateo, a political subdivision of the State of California (“County”), collectively referred to as the “Parties” and each of the Parties may be referred to singularly as “Party.”

Reticals

Belmont Creek originates in Belmont and runs though the unincorporated Harbor Industrial Area (“HIA”) of the County along the border of San Carlos before reaching San Francisco Bay.

The lower, flatter segment of Belmont Creek that runs through the HIA can experience flooding in rain events as well as siltation from upstream sediments, requiring periodic channel dredging and maintenance.

Improvements to restore Belmont Creek that enhance flood protection, erosion protection, and downstream water quality can benefit all Parties and, accordingly, the Parties desire to work cooperatively on such projects.

DWR Grant totaling \$1,600,000. The California Department of Water Resources (“DWR”) has awarded \$1,000,000 to Belmont through their Urban Streams Restoration Grant Program (“DWR Grant”) for development of a channel restoration project in a portion of Belmont Creek that runs through Twin Pines Park (“Park”) in Belmont (the “Creek Restoration Project”), and the DWR Grant requires a minimum local match of \$319,960.46. To ensure project success and to maximize project benefits, Parties are committing \$600,000 collectively.

In reliance on the mutual promises and obligations of the Parties set forth in this Agreement, Belmont is accepting the DWR Grant for the purpose of construction of the Creek Restoration Project prior to completion of the Creek Restoration Project’s California Environmental Quality Act (CEQA) review.

CNRA Grant totaling \$913,334 for Design and \$5,951,000 for Construction. The California Natural Resources Agency (CNRA) has awarded Belmont an additional \$913,334 (“Natural Resources Agency Grant”) to design a proposed stormwater capture basin (the “Basin Project”), which proposes the installation of a stormwater detention system adjacent to the Creek Restoration Project site, and will rely on a diversion structure as part of the Creek Restoration Project to operate. No matching funds are required for the design portion. At the time of the drafting of this Funding Agreement, CNRA is also considering awarding Belmont \$5,951,000 in construction funding for the Basin Project, which all three Parties are in the process of securing \$500,000 each in matching funds in a future year’s budget in order to deliver all phases, including construction of the Basin Project for a current budget of \$7,451,000 (CNRA grant plus local match of \$1,500,000, or \$500,000 per jurisdiction).

This Agreement establishes the terms and conditions for the Parties to share the costs and responsibilities for the Project, and under California Code of Regulations Title 14, Section 15051(d) designates Belmont as the lead agency under CEQA for both the Creek Restoration Project and the Basin Project.

In consideration of the facts set forth in the foregoing recitals and the mutual promises contained herein, the Parties agree as follows:

1. Purpose. The Parties agree to share the costs and responsibilities for the Creek Restoration Project and the Basin Project, as set forth in this Agreement. The Creek Restoration Project entails completing engineering and design, CEQA documents, securing all necessary permits and property rights, and completing construction of the Creek Restoration Project, as well as completing preliminary engineering, design, and CEQA documents for the Basin Project, all of which is detailed in **Exhibit “A”** attached to this Agreement and incorporated by this reference (“Scope of Work”).

2. Term of Agreement and Withdrawal by a Party.

A. Term. This Agreement is effective upon the day and date last signed and executed by the duly-authorized representative of each Party and shall remain in full force and effect until two years after the completion of the Project (“Term”).

B. Withdrawal. Any Party may withdraw from this Agreement, with or without cause, at any time during the Term upon 90 days written notice to all other Parties (“Notice of Withdrawal”) subject to the conditions set forth in this Paragraph 2, and the date which is 90 days after the date of the Notice of Withdrawal is referred to herein as the “Effective Date of Withdrawal”. Following receipt of a Notice of Withdrawal from a Party, the remaining Parties shall meet and confer and, if necessary, negotiate one or more separate agreement(s) setting forth the Parties’ respective responsibilities and payments after the Effective Date of Withdrawal. If the Notice of Withdrawal is delivered prior to Belmont’s award of contracts for the Creek Restoration Project design, CEQA review, and environmental permitting services, then the Party withdrawing from this Agreement shall be responsible for its share of expenses determined in accordance with Paragraph 5 below of all Project expenses incurred prior to the Effective Date of Withdrawal. If the Effective Date of Withdrawal occurs on or after the date that Belmont awards professional service or construction contracts for the Creek Restoration Project design, CEQA review, and environmental permitting services then the withdrawing Party will be responsible for (a) its entire share of all Project expenses incurred prior to the Effective Date of Withdrawal, plus (b) its entire share of the cost of work, including contingencies, under those design, CEQA review, and environmental permitting contracts through its completion. If the Effective Date of Withdrawal occurs on or after the date that Belmont awards contracts for Creek Restoration Project construction and construction management services, then the withdrawing Party will be responsible for (a) its entire share of all Project expenses incurred prior to the Effective Date of Withdrawal, plus (b) its entire share of the cost of work, including contingencies, under those construction and construction management contracts through the completion of the Creek Restoration Project as provided in Paragraphs 4 and 5 below. Belmont, as the primary funder, owner, and contracting agency for construction of the Creek Restoration Project, commits to construct the Creek Restoration Project once environmental clearance is obtained through CEQA review, and may not withdraw from this Agreement before completion and acceptance of construction of the Creek Restoration Project, once awarded.

3. Authorizations. If agreed to by all Parties, the City Managers of the Cities, and County Manager of the County are authorized to extend the Term, modify due dates, resolve conflicts,

or otherwise grant approvals on behalf of their respective agencies, provided such approvals are not vested in the authority of the agency's governing board, and provided that any approval requiring payment of funds in excess of appropriated funds shall require governing board approval of the appropriations of such additional funds.

4. Responsibilities of the Parties.

A. **Finance.** The Parties agree to share costs as provided in Section 5.

B. **Contracting.** Belmont will be the contracting agency for both all phases of both projects, while San Carlos and County will provide matching funds and expertise on technical advisory committees for both projects.

C. **Lead Agency Under CEQA.** Belmont will serve as the Lead Agency under CEQA for both projects. Belmont, as the owner and contracting agency, will be the applicant on necessary environmental regulatory permits.

D. **Improvements.** Belmont will be the owner of any and all Project improvements.

E. **Project Management.** Belmont will lead the day-to-day management of the work associated with all Pre-Construction Activities for the Creek Restoration Project and communication with the Vendors. San Carlos and the County will serve advisory roles. Belmont, as the owner of the Creek Restoration Project, shall be responsible for securing all necessary temporary and permanent real property easement rights to construct, operate, and maintain the Creek Restoration Project. The out-of-pocket costs of securing such easement rights shall be shared by the Cities and County according to the percentage shares of costs as set forth below in Section 5 (Payment).

Staff from each Party, will participate in and support the management of the both projects through a working group known as the Project Team, which will regularly meet with the Vendors to ensure proper project direction and coordination, particularly between the Vendors designing the adjacent restoration and stormwater capture project features. Project Team members will update their respective jurisdictions as necessary to resolve issues throughout the duration of the both projects.

F. **Post-Project Responsibilities.** Both before initiation of construction and upon completion of the design of the Creek Restoration Project, the Parties will meet and confer and negotiate one or more separate agreement(s) setting forth the Parties' respective obligations for performing and funding operation and maintenance, mitigation activities, if required for the purposes of the Project and any other Project-related responsibilities beyond the Term of this Agreement.

5. Payment. \$1,000,000 to Belmont through their Urban Streams Restoration Program for the construction of the Channel Restoration of the Creek, requiring a minimum local match of \$319,960.46 ("DWR Grant"). Additionally, the California Natural Resources Agency has awarded the City of Belmont \$913,334 to support the design, CEQA review, and environmental permitting of the proposed Basin Project ("Natural Resources Agency Grant"). CNRA also expects to award Belmont \$5,951,000 to construct the Basin Project which will necessitate a \$1,500,000 in local match funds to be split evenly between the Parties. The DWR Grant match requires estimated cost of approximately \$600,000, which is the amount to be shared by the Cities and County ("Shared Obligation") as follows, with the understanding that percentage shares of costs are fixed throughout the life of the Agreement and while current cost estimates are shown, they may fluctuate up or down.

<u>Project)</u>	<u>Contributing Jurisdiction</u>	<u>Estimated Contribution and Percentage of Shared Obligation Under this Agreement (Creek Restoration</u>
	City of Belmont	50% (\$300,000)
	City of San Carlos	25% (\$150,000)
	County of San Mateo	25% (\$150,000)

At least every 12 months, the Parties shall meet and confer to reassess the Project costs and determine whether any adjustment in the Estimated Amount is warranted in light of the actual design, and permitting. In the event that the updated estimated amounts, as determined by the Parties at any point during the Project, are more than the original estimated amount sums set forth above, additional funding from a third party source beyond the above-mentioned contribution by the grants may be sought and secured for the Project during the Term, otherwise, the increased obligations of the Cities and County will be met proportionally based on their respective percentages of the Shared Obligation set forth above (i.e., Belmont 50%, San Carlos 25%, and the County 25%). Likewise, cost savings will be shared proportionally based on those same respective percentages.

Once approved in each jurisdiction's budget, likely in 2022, it is anticipated that a future amendment to this agreement will include an additional \$500,000 from Belmont, San Carlos and the County in order to provide matching funds for the CNRA grant to construct the Basin Project.

In order to ensure that Belmont has sufficient funding to pay initial Vendor invoices for the Creek Restoration Project, upon the effective date of this Agreement, Belmont will submit invoices to San Carlos and County for an amount equal to 25% of their then-estimated respective contributions, and each jurisdiction shall pay its initial invoice within thirty (30) days of receipt. Belmont will then invoice the other Parties on a quarterly basis throughout the Term for the Creek Restoration Project according to their respective prorated contributions, less contingencies, including a final invoice once the Scope of Work is complete, and each jurisdiction shall pay all such invoices within 30 days of receipt.

6. General Provisions.

A. Indemnification. Pursuant to Government Code Section 895.4, each Party agrees to fully indemnify, defend, and hold the other Parties (including its appointed and elected officials, officers, employees, and agents) harmless and free from any damage or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Party, its appointed or elected officials, officers, employees, or agents, under or in connection with any work, authority, or jurisdiction delegated to such Party under this Agreement. No Party, nor any appointed or elected official, officer, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of any other Party, its appointed or elected officials, officers, employees, or agents, under or in connection, with any work, authority, or jurisdiction delegated to such other Party under this Agreement.

B. Amendments. Any Party may request changes to this Agreement. Any changes, modifications, revisions or amendments, including to the contribution limits set forth above in

Paragraph 5 (Payment), which are mutually agreed upon by and between the Parties, shall be incorporated by written instrument, and effective when executed and signed by all Parties.

C. Severability. If any provision of this Agreement shall be held to be invalid, void, or unenforceable, the validity, legality, or enforceability of the remaining portions hereof shall not in any way be affected or impaired thereby.

D. Applicable Law. The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of California. The courts of the State of California shall have jurisdiction over any action arising out of this Agreement, with venue in San Mateo County.

E. Notices. Any and all notices required to be given hereunder shall be deemed to have been delivered 2 days following deposit in the United States mail, postage prepaid, addressed to each Party at the following address or such other address as is provided by such Party in writing:

To: City of Belmont Peter Brown Public Works Director 1 Twin Pines Lane Belmont, CA 94002	To: City of San Carlos Steven Machida Public Works Director City Hall, 600 Elm Street San Carlos, CA 94070	To: County of San Mateo Ann Stillman, Interim Public Works Director 555 County Center, 5 th Floor Redwood City, CA 94063	
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F. Entirety of Agreement. This Agreement, including Exhibit A, represents the entire and complete agreement among the Parties with respect to the subject matter hereof and supersedes any prior negotiations, representations and agreements, whether written or oral.

G. Debt Limitation. The Parties are subject to laws or policies which limit their ability to incur debt in future years. Nothing in this Agreement shall constitute an obligation of future legislative bodies of the Cities or County to appropriate funds for the purpose of this Agreement.

H. Conflict of Interest. Each of the Parties shall avoid all conflicts of interest in the performance of this Agreement and shall immediately notify the other Parties should a conflict of interest arise that would prohibit or impair its ability to perform under this Agreement.

I. Disputes. The Parties agree that, with regard to all disputes or disagreements arising under this Agreement that are not resolved informally at the staff level after a good faith attempt, the Parties may, at their sole and mutual discretion, agree to engage in mediation, and the costs of any such mediation shall be divided equally among the Parties.

J. Non-Discrimination. The Parties will not discriminate, in any way, against any person based on sex, pregnancy, childbirth or related medical conditions, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, gender (including gender identity and gender perception), sexual orientation, use of family medical leave, genetic testing, or any other basis protected by federal or state law. This policy shall apply to all employment practices.

K. Counterparts. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, shall be deemed to be an original, and all of which, taken together, shall be deemed to be one and the same instrument.

L. Facsimile and Electronic Signatures. Facsimile or electronic signatures may be used in place of original signatures on this Agreement. Each Party intends to be bound by the signatures on the facsimile or electronic document, is aware that the other Parties will rely on the facsimile or electronic signatures, and hereby waives any defenses to the enforcement of the terms of this Agreement based on the use of a facsimile or electronic signature.

7. Signatures. In witness whereof, the Parties, through their respective duly-authorized representatives, have executed this Agreement on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

The effective date of this Agreement is the date of the signature last affixed to this Agreement.

[SIGNATURES ON FOLLOWING PAGES]

**AGREEMENT AMONG THE CITY OF BELMONT, CITY OF SAN CARLOS, AND
COUNTY OF SAN MATEO TO SHARE THE COSTS AND RESPONSIBILITIES
RELATED TO THE BELMONT CREEK RESTORATION, WATER QUALITY
IMPROVEMENT, AND FLOOD PROTECTION PROJECT IN TWIN PINES PARK**

IN WITNESS WHEREOF, the Parties hereto, by their duly authorized representatives, have executed this Memorandum of Understanding.

Each Party has executed a separate signature page.

APPROVED AS TO FORM:

City of Belmont, a California
Municipal Corporation

By: _____
Scott Rennie
City Attorney

By: _____
Afshin Oskoui
City Manager

Date: _____

Date: _____

**AGREEMENT AMONG THE CITY OF BELMONT, CITY OF SAN CARLOS, AND
COUNTY OF SAN MATEO TO SHARE THE COSTS AND RESPONSIBILITIES
RELATED TO THE BELMONT CREEK RESTORATION, WATER QUALITY
IMPROVEMENT, AND FLOOD PROTECTION PROJECT IN TWIN PINES PARK**

IN WITNESS WHEREOF, the Parties hereto, by their duly authorized representatives, have executed this Memorandum of Understanding.

Each Party has executed a separate signature page.

APPROVED AS TO FORM:

City of San Carlos, a California
Municipal Corporation

By: Greg Rubens
Gregory J. Rubens
City Attorney

By: Jeff Maltbie SM
Jeff Maltbie
City Manager

Date: January 27, 2022

Date: January 28, 2022

**AGREEMENT AMONG THE CITY OF BELMONT, CITY OF SAN CARLOS, AND
COUNTY OF SAN MATEO TO SHARE THE COSTS AND RESPONSIBILITIES
RELATED TO THE BELMONT CREEK RESTORATION, WATER QUALITY
IMPROVEMENT, AND FLOOD PROTECTION PROJECT IN TWIN PINES PARK**

IN WITNESS WHEREOF, the Parties hereto, by their duly authorized representatives, have executed this Memorandum of Understanding.

Each Party has executed a separate signature page.

APPROVED AS TO FORM:

County of San Mateo, a California
Municipal Corporation

By: 

Brian Wong
Deputy County Counsel

By: 

Ann M. Stillman
Interim Director of Public Works

Digitally signed by Ann M. Stillman
DN: cn=Ann M. Stillman, o=Department
of Public Works, ou=Interim Director of
Public Works,
email=astillman@smcgov.org, c=US
Date: 2022.02.08 13:43:53 -08'00'

Date: 02/10/2022

Date: 02/08/2022

Exhibit A

Belmont Creek Restoration, Water Quality Improvement, and Flood Protection Project In Twin Pines Park, Belmont, California

Scope of Work

The Belmont Creek Restoration, Water Quality Improvement, and Flood Protection Project in Twin Pines Park (Project) consists of a channel restoration project in a portion of Belmont Creek that runs through Twin Pines Park (“Park”) in Belmont (the “Creek Restoration Project”), and a stormwater capture basin project in the Park (the “Basin Project”). The Project is the continuation of the collaborative effort between the Cities of Belmont (“Belmont”) and San Carlos, and County of San Mateo. This Project Scope includes the completion of design, CEQA review, environmental permitting, and construction of the Belmont Creek Restoration Project.

The objective in the implementation of these improvements is to mitigate the frequency of flooding and accretion of sediment in the downstream portion of the creek between Old County Road and US Highway 101, improving and restoring the natural creek flow, as well as alleviate channel incising and erosion.

The Creek Restoration Project addresses the severe erosion and bank failure along the reach in Twin Pines Park (Park). The Creek Restoration Project will create a more natural stream channel, restore and create natural riparian habitat, remove invasive species of flora, stabilize stream banks through planting and other slope stabilization methods, and expand community connectivity through integration with the recreational facilities of the Park. This work will include the construction of a low-flow sediment capture basin, which further reduces sediment transport downstream. The necessary outreach obligations for Creek Restoration Project construction and grant compliance are to be led by Belmont and the Park and Recreation Boosters.

The Basin Project proposes to locate a stormwater capture facility beneath the parking lots in the Park. It is to be designed to attenuate the peak stormwater flow up to the 10-year storm event. The Basin Project will include an in-stream diversion structure and pipe, trash capture, and return pipe to the Creek. The basin will also serve as a centralized sediment capture facility, preventing downstream sedimentation and reducing the demand for dredging downstream. This related project is funded through the Design phase, and a future grant is nearly finalized for construction which will necessitate an amendment to this funding agreement to secure additional local matching funds totaling \$1,500,000.



STAFF REPORT

Meeting Date: March 8, 2022
Agency: City of Belmont
Staff Contact: Jennifer Rose, Housing & Economic Development Manager
Agenda Title: Housing Preference Policy for Affordable Housing Units
Agenda Action: Resolution

Recommendation

Adopt a resolution approving a housing preference policy for San Mateo County residents, workers, and displaced households applying for multi-family affordable housing units funded by the City.

Strategic Focus Area

Economic Development and Housing

Background

In January 2017, the City Council adopted Ordinance 2017-1115 adding Section 29, *Affordable Housing*, to the Belmont Zoning Ordinance (BZO). Included within this section of the BZO are the City's inclusionary housing requirements, and housing impact fee and inclusionary in-lieu fee options. Affordable housing fees collected by the City are intended to fund the development of new affordable housing units throughout Belmont.

As the City continues to collect affordable housing fees, it is appropriate to evaluate how and where those funds are spent on developing new housing units, and to ensure that new affordable housing units meet the goals and objectives of the City's Housing Element and other regulatory documents such as the Belmont General Plan and Climate Action Plan.

To that effect, the City is considering adoption and implementation of a local live-work housing preference for City-funded affordable housing projects that would offer application priority to income eligible households that include someone who lives in San Mateo County, who has been recently displaced from housing in San Mateo County, or who has a household member that works in San Mateo County or has been offered employment in San Mateo County.

Analysis

Adoption of a local housing preference is a tool used by cities to address housing displacement pressures facing lower income households by granting greater access to housing in a supply-constrained, highly competitive market. Additionally, making affordable housing available to people who work locally can provide environmental benefits as it will reduce vehicle miles traveled and greenhouse gas emissions. However, providing a housing preference to one particular group of people could exclude another group—whether intentional or unintentional—and could potentially have a disparate impact on a protected class of people. In order to proceed with development and implementation of a local live-work housing preference that meets fair housing law standards, the City must demonstrate that:



1. The housing preference is necessary to achieve one or more substantial, legitimate, non-discriminatory City interests;
2. The practice effectively carries out the identified purpose;
3. The identified purpose is sufficiently compelling to override the discriminatory effect; and,
4. There is no feasible alternative practice that would equally or better accomplish the identified purpose with a less discriminatory effect.

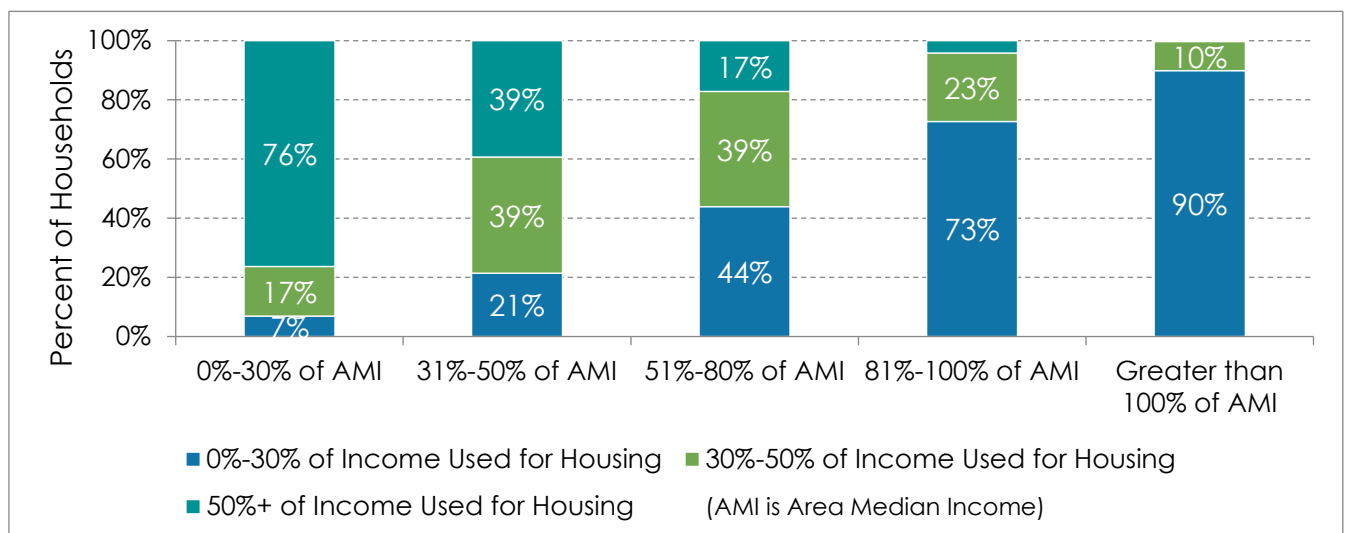
Staff has identified two primary interests or goals that a local live-work housing preference policy can help achieve and has analyzed each objective for consistency with the findings above.

Goal #1: Mitigate Displacement of Lower Income Households

The 2015 Belmont Housing Element identifies affordable housing displacement as a non-governmental constraint impacting the provision of affordable housing. Land costs in San Mateo County and the City of Belmont are extremely high, and as new development activity replaces existing, older property uses, and significant infrastructure improvements are completed, the City has continued to see increases in land values and increased market rents. Rental prices increased by 77% from 2009 to 2019. The median rent in 2019 was \$2,250. To rent a typical apartment without cost burden, a household would need to make \$90,040 per year.

These factors impact housing costs, housing overpayment, overcrowding, and housing conditions (with lower income households disproportionately having to locate in substandard conditions). Displacement might be a direct effect, caused by the redevelopment of sites with existing residential properties, or indirect, caused by increasing rents.

Approximately 33 percent of Belmont households (3,373) are cost-burdened paying more than 30 percent of their household income for housing, and 15 percent of those are severely cost-burdened paying rent over 50 percent of their household income for housing. Approximately 86 percent of lower income households in the City pay more than 30 percent of their income for housing, and 57 percent of lower income households are severely rent burdened paying over 50 percent of their income for housing. The number of homes affordable to lower income households are significantly lower than the proportion of lower income households in Belmont.





The City adopted housing element program 1.5, *Anti-Displacement Policies*, to address the issue of displacement of lower income residents. Under the program, the City committed to evaluate potential strategies to address displacement of lower income residents, and if appropriate, adopt local policies.

Finding: A local preference policy that prioritizes income qualifying households living in San Mateo County, or households recently displaced from housing in San Mateo County, would reduce or mitigate impacts of housing displacement of lower income residents by providing affordable housing opportunities for lower income households.

Demographic data suggests that a local housing preference for households living in Belmont and San Mateo County, or households recently displaced from housing in Belmont or San Mateo County, could have a potentially disparate impact against certain protected classes. However, the data provided above indicates that there is compelling purpose for the City to adopt anti-displacement policies such as a local housing preference because it provides a critical benefit to lower income households who are rent burdened, potentially living in overcrowded conditions, and more likely to face housing displacement pressure.

Finding: The stated purpose of a local housing preference policy to address housing displacement of lower income households, many of whom are rent burdened, warrants special treatment of certain households in the housing market.

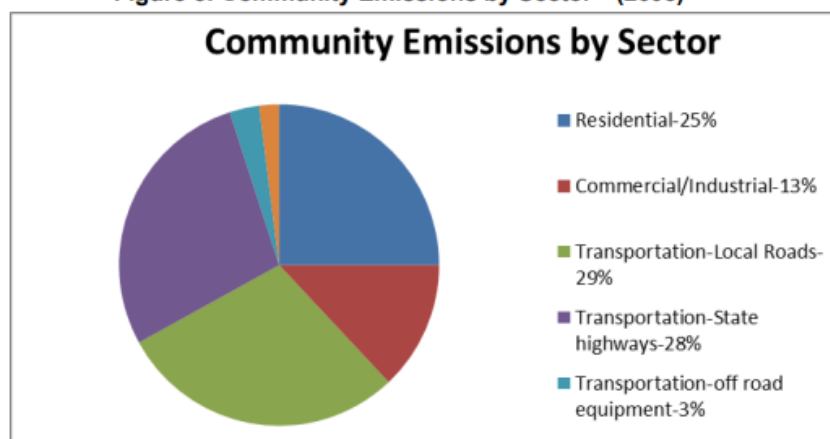
Goal #2: Reduce Vehicle Miles Traveled and Greenhouse Gas Emissions

The Belmont Climate Action Plan (CAP), adopted in November 2017, is a comprehensive plan for addressing Belmont's greenhouse gas (GHG) emissions, and serves as a mitigation strategy under the California Environmental Quality Act (CEQA) for GHG/climate change impacts associated with the adopted 2035 Belmont General Plan and Belmont Village Specific Plan (BVSP).

One of the stated goals of the CAP is to “reduce greenhouse gas emissions through efficient land use, alternate modes of transportation, and operational innovations.”

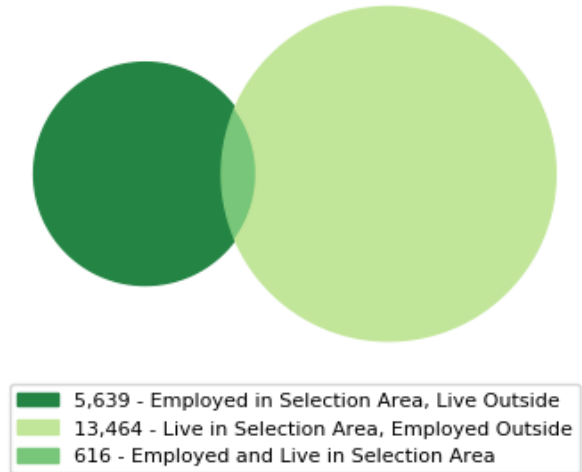
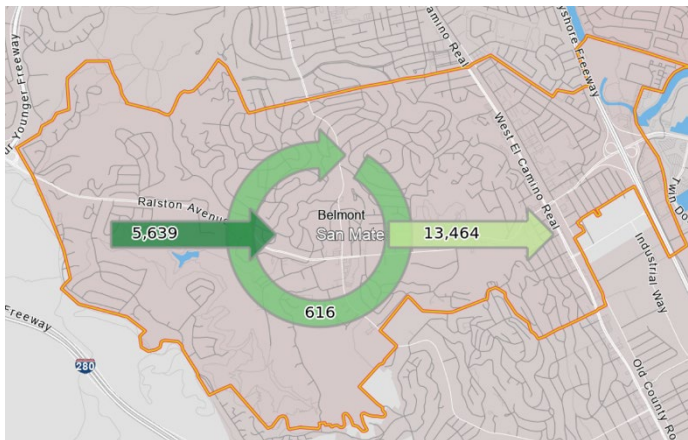
The lack of affordable housing in urban core housing causes people to live far away from where they work, resulting in significant vehicle miles traveled (VMT) to and from places of employment. In Belmont, transportation related emissions generate 60 percent of the community greenhouse gas emissions:

Figure 5: Community Emissions by Sector¹⁷ (2005)



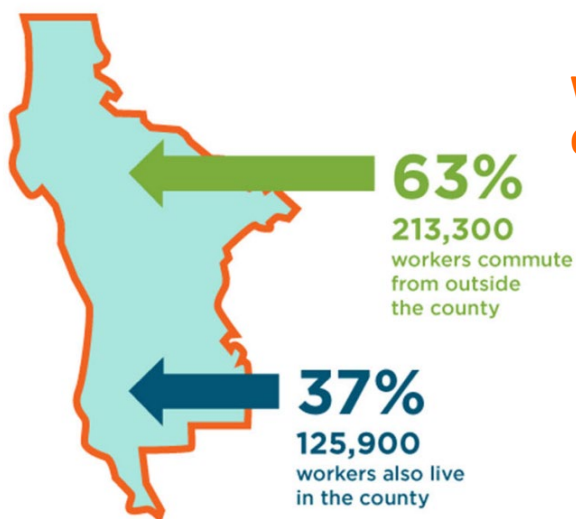


US Census Bureau data (2019) provides employment commute inflow/outflow data, which shows that for Belmont there are 5,639 persons employed in the City of Belmont who commute from outside of the City, which represents 28% of the Belmont workforce. Similarly, the data shows that 13,464 persons who live in the City of Belmont who commute to jobs that are outside of the City.

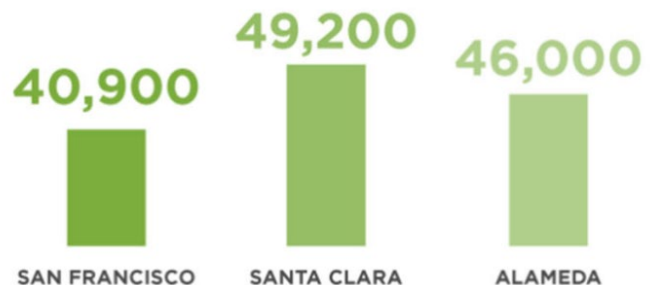


Source: U.S. Census Bureau 2014 LODES Data. Longitudinal Employer Household Dynamics

Looking at data for San Mateo County shows a similar commuter pattern, with 339,200 workers, or 63% of people who work in San Mateo County commuting from outside of the County:



Workers from San Mateo County who Commute from Neighboring Counties:



Sources: U.S. Census Bureau 2014 LODES Data. Longitudinal Employer Household Dynamics; Home for All San Mateo County



Prioritizing infill, higher density, transit-oriented development that includes affordable housing opportunities can help to reduce VMT and reduce greenhouse gas emissions. The Belmont CAP states:

The benefits of integrated planning and sustainable development go far beyond simply reducing the GHG emissions that contribute to climate change and its damaging effects. Communities that are well designed provide housing options for all income and age groups and are supported by a range of transportation options that will have many other advantages. Among these are increased mobility and transportation choices; reduced congestion; greater housing choices; improved public health as a result of better air and water quality; natural resource conservation; economic benefits, such as opportunities for neighborhood economic development and lower costs for community infrastructure; reduced dependence on foreign oil; and greater equity through the provision of improved access to jobs, housing, and everyday needs.

The City adopted Climate Action Plan Measure TL1 which states: *Establish a Smart Growth Policy that prioritizes infill, higher density, transit-oriented and mixed-use development.* A housing preference policy that reduces vehicle miles traveled and reduces transportation greenhouse gas emissions is consistent with the goals and policies in the CAP. A worker preference policy can also be used as an employee retention tool for employers.

Finding: A housing preference policy that prioritizes households who have at least one member working in San Mateo County would help to reduce the negative environmental and traffic impacts of commuters traveling long distances between their jobs and their residences.

Demographic data suggests that a local housing preference for households working in Belmont or San Mateo County could have a potentially disparate impact against certain protected classes. However, the data provided above indicates that there is compelling purpose for the City to adopt a local housing preference that prioritizes people working in San Mateo County because it provides a critical benefit to lower local and regional greenhouse gas emissions, providing public health benefits.

Finding: The stated purpose of a housing preference for local workers, to reduce vehicle miles traveled and reduce greenhouse gas emissions, warrants special treatment of certain households in the housing market.

Other Considerations

The potential discriminatory effect of a local housing preference can be reduced or mitigated by increasing the pool of people who qualify for the preference or by decreasing the number of units in a project that are restricted by a preference. To ensure that the proposed preference policy is unlikely to result in violations of fair housing laws, staff recommends that the City expand the pool of eligible households beyond the Belmont City limits to households living in San Mateo County. Additionally, staff recommends that the local housing preference policy should be applied to twenty five percent (25%) of the affordable units in a project. Only projects that receive City funding would be subject to the local housing preference policy.



Expanding the pool of eligible households and limiting the preference policy such that it would apply to only 25% of the affordable units in a project ensure that a local housing preference policy would minimize or eliminate the potential discriminatory impacts of the preference on protected classes.

Finding: No other best-practice policies or programs would mitigate housing displacement and reduce greenhouse gas emissions from vehicle miles traveled, while having a less discriminatory effect on protected classes.

Affordable housing projects often include a wide variety of local, State, and Federal funding sources, many of which may have limitations on housing preferences to ensure compliance with fair housing laws. It is recommended that the City analyze the applicability of a local housing preference policy on a per project basis and determine whether application of the policy is appropriate or possible in projects where other financing sources may impose limitations on preferences.

Local Community Marketing Tools

The City Council has previously indicated that they would like to see City funded affordable housing units benefit the local Belmont community. While the housing preference policy would benefit residents and workers throughout San Mateo County, local marketing tools can ensure that Belmont residents and workers have access to affordable housing opportunities. MidPen Housing Corporation, the developer of the Firehouse Square mixed-use affordable housing project, has summarized a list of locally targeted marketing strategies that can be utilized to ensure Belmont residents and employees have access to the housing application process:

- Project site marketing during final construction phase, including an informational banner that will advertise open wait list to the public;
- Distribution of flyers/project information to local stakeholders:
 - Ten largest employers;
 - All educational and public institutions, including preschools, elementary/middle/high schools, NDNU University, and the Belmont Library;
 - Other public institutions and organizations in Belmont, including City and Belmont Redwood Shores School District, Church institutions, and parenting groups;
- Contracting with a marketing consultant to specifically target the local Belmont market and higher income units (80% AMI);
- Targeted Belmont social media notifications (Facebook groups, Craigslist, Nextdoor, etc.)

Recommendation:

Staff recommends that the City Council adopt the attached resolution approving a local housing preference policy that would provide application priority to eligible households living in San Mateo County and households that have recently been displaced from housing in San Mateo County, and eligible households that have at least one person working in San Mateo County or who has been offered work in San Mateo County.



Alternatives

1. Request modifications to proposed housing preference policy.
2. Take no action; discontinue adoption of a local preference policy.

Attachments

- A. Resolution
- B. Housing Preference Policy

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Council

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING A HOUSING PREFERENCE POLICY THAT PRIORITIZES HOUSEHOLDS LIVING OR WORKING IN SAN MATEO COUNTY

WHEREAS, the 2020 Belmont Strategic Plan identifies a strategic objective for the City to adopt land use policies and practices that would support a diversity of housing choices, and increase options for affordable housing; and,

WHEREAS, the City collects Housing Impact and Mitigation Fees, and Inclusionary Housing In-Lieu Fees that are intended to be used for development of new affordable housing units in Belmont, and the City has a vested interest in ensuring that development of new housing units serves the greater Belmont community; and,

WHEREAS, the City Council wishes to adopt a local housing preference policy that would provide application priority to eligible households living in San Mateo County and households that have recently been displaced from housing in San Mateo County, and eligible households that have at least one person working in San Mateo County or who has been offered work in San Mateo County; and,

WHEREAS, the Belmont Housing Element identifies affordable housing displacement as a housing constraint that disproportionately impacts lower income households, and includes Program 1.5, *Anti-Displacement Policies*, that encourages the City to adopt programs or policies aimed at reducing or mitigating housing displacement of lower income residents; and,

WHEREAS, a local resident housing preference is a tool used by cities to address housing displacement pressures facing lower income households by granting greater access to housing in a supply-constrained, highly competitive market; and,

WHEREAS, a goal of the 2017 Climate Action Plan is to reduce greenhouse gas emissions through efficient land use, alternate modes of transportation, and operational innovations; and,

WHEREAS, the lack of affordable housing in urban core housing causes people to live far away from where they work, resulting in significant vehicle miles traveled (VMT) to and from places of employment; and,

WHEREAS, a local employee housing preference that prioritizes affordable housing for people who work locally can provide regional environmental benefits by reducing vehicle miles traveled and greenhouse gas emissions.

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

SECTION 1. The City of Belmont hereby adopts a housing preference policy, attached herein as Exhibit A, that provides application priority to eligible households living in San Mateo County and households that have recently been displaced from housing in San Mateo County, and eligible households that have at least one person working in San Mateo County or who has been offered work in San Mateo County. The housing preference policy shall apply to affordable housing project that receive funding from the City of Belmont.

SECTION 2. The Belmont City Council makes the following findings in support of a local housing preference policy:

- 1) A housing preference policy that prioritizes income qualifying households living in San Mateo County, or households recently displaced from housing in San Mateo County, would reduce or mitigate impacts of housing displacement of lower income residents by providing affordable housing opportunities for lower income households.
- 2) Addressing housing displacement of lower income households, many of whom are rent burdened, warrants special treatment of certain households in the housing market.
- 3) A housing preference policy that prioritizes households who have at least one member working in San Mateo County would help to reduce the negative environmental and traffic impacts of commuters traveling long distances between their jobs and their residences.
- 4) Reducing vehicle miles traveled and reducing greenhouse gas emissions, warrants special treatment of certain households in the housing market.
- 5) A housing preference policy that prioritizes households living and working in San Mateo County is unlikely to have a disparate impact on protected classes and such a preference is unlikely to result in a violation of fair housing laws.
- 6) No other best-practice policies or programs would mitigate housing displacement and reduce greenhouse gas emissions from vehicle miles traveled, while having a less discriminatory effect on protected classes.

SECTION 3. The City Manager is authorized to administer a local housing preference policy consistent with this Resolution, and take any actions necessary to implement the policy consistent with this Resolution.

* * *

ADOPTED March 8, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

BELMONT AFFORDABLE HOUSING LIVE-WORK PREFERENCE POLICY

Section 1. Purpose.

The purposes of a housing preference policy that prioritizes income qualifying households living in San Mateo County, or households recently displaced from housing in San Mateo County, is to reduce or mitigate the impacts of housing displacement of lower income households by providing a means for residents to remain in the community in the face of increasing market rate rents and housing prices, and to increase opportunities for displaced residents to return to their community in the face of reduced availability of affordable housing. The purposes of a housing preference policy that enables income qualifying workers in San Mateo County to live near their workplaces is to mitigate the negative environmental and traffic impacts of commuters traveling long distances between their jobs and their residences by reducing vehicle miles traveled and reducing transportation generated greenhouse gas emissions.

Section 2. Scope.

This policy shall apply to all residential units in housing projects in the City of Belmont that meet all of the following criteria:

1. The project includes units that are restricted as affordable housing to occupancy by or sale to extremely low, very low, low, and/or moderate-income households at a restricted rent or sales price.
2. The project receives development assistance from the City for new construction or substantial rehabilitation. For purposes of this paragraph, "development assistance" means a grant, below-market rate loan, deferred loan, or a below-market rate lease or sale of real property, and "substantial rehabilitation" means rehabilitation with a level of City development assistance that exceeds twenty-five percent (25%) of the project's after-rehabilitated market value. Projects that receive a density bonus or other incentives from the City under the City's density bonus law are not included unless the project also receives development assistance.
3. The development assistance was approved by the City Council.

Section 3. Preferences.

Owners of housing projects covered by this policy, along with their management agents or operators, shall give preference, as applicable, to the following applicants for affordable housing units:

1. Income eligible households displaced by a "no fault" eviction from a housing unit in San Mateo County, if the eviction was completed within three years of the date of application, or eligible households displaced by any activity (including the exercise of police powers and code enforcement) of the City of Belmont or as provided in Health and Safety Code Section 33411.3 or by public projects implemented by the City of Belmont within three years of the date of application;
2. Income qualifying households with at least one adult member whose principal place of residence on the date of application is located within San Mateo County;
3. Income qualifying households with at least one adult member who is employed by an employer located within San Mateo County, owns a business located within San Mateo County, or has an offer of employment for a job located in San Mateo County.

Section 4. Implementation of preference policy.

Although the project owner, through its management agent, shall have the primary responsibility to qualify applicants and determine eligibility for any of the above preferences, the City shall have the authority to set qualification standards and verify eligibility for any of the above preferences. This preference policy shall be included as a term in the regulatory agreement, affordability agreement, or other agreement between the City and the project developer.

Section 5. Limitations.

This preference policy shall not require owners to approve applicants who are otherwise not qualified for renting or purchasing the unit. Preferences shall be non-durational, i.e., there shall be no minimum time-period for residency or employment to qualify for the preference. This preference policy shall be applied only if and to the extent that other funding sources for the project do not prohibit the preference. To the extent, the preferences required under this Article conflict with the requirements of Section 42 of the Internal Revenue Code and implementing guidelines, the requirements of Section 42 will supersede. This section shall be read to allow developers to impose other legally required or permitted preferences to affordable housing units. This preference policy shall be applied only if and to the extent that the policy does not violate applicable law.

Section 6. Regulations.

The City Manager is hereby authorized to issue rules and regulations implementing the preference policy consistent with this article.



STAFF REPORT

Meeting Date: March 8, 2022
Agency: City of Belmont
Staff Contact: Elizabeth Wada, Associate Civil Engineer, (650) 595-7468, ewada@belmont.gov
Jared Barrilleaux, Asst. PW Director/City Engineer, (650) 595-7469, jbarrilleaux@belmont.gov
Agenda Title: Annual Transportation and Mobility Update
Agenda Action: For Information Only

Recommendation

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

Strategic Focus Area

Infrastructure and Mobility

Background

An issue of interest for the community and City Council has been enhancing safe multi-modal mobility in Belmont. The City Council has declared mobility to be one of the top five city priorities. Infrastructure and Mobility are a City Council Strategic Focus Area with an objective to identify and address trends to inform traffic management approach and solutions through the three “E’s” of traffic and mobility/capital planning: Engineering, Education and Enforcement. This third annual mobility update provides highlights of the City’s various transportation and mobility initiatives during 2021. The continuance of the COVID-19 pandemic had decreased vehicle traffic volume, but with the many City/County policies changing throughout the year, especially with the reopening of schools and hybrid work schedules, vehicle traffic volume has almost returned to pre-pandemic volumes. School pickup and drop off vehicular peaks have returned, but classic work trip a.m. and p.m. volumes remain below pre-pandemic levels. The Parking and Traffic Safety Committee (PTSC) has received fewer requests than pre-pandemic times, but Public Works and Police Departments acted on several improvements, enforcement, and educational activities to improve mobility and safety. This report is intended to provide Council and our community with an annual update of the major activities that were performed via the PTSC and highlighting projects that have been completed, are in progress or planned for the future.

Analysis

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

The Belmont Police Department does an excellent job with community education and enforcing traffic laws. A specialized traffic team continues to be committed to education and enforcement of traffic laws such as speeding, texting while driving, distracted driving, seat belt usage, and impaired driving (DUI). Along with the traffic team, all patrol officers are responsible for enforcing traffic laws on duty during



their normal operations. Along with their own knowledge of the city, the department looks to the community to identify problem areas. Community involvement is a crucial piece leading to directed traffic enforcement and traffic hotspots. Directed traffic enforcement is a tool the Police Department uses to enforce and educate motorists in a designated area throughout the City over an extended period of time, whereas a traffic hotspot is typically a day event where heavy enforcement is performed in a particular location to address a safety issue. Over the course of the year, the Police Department has performed the following:

- 3,019 traffic stops
- 501 directed traffic enforcements
- Issued:
 - 761 moving citations
 - 182 written warnings
 - Issued 626 unclassified citations*
- Monitored 25 hotspots

*Administrative, code enforcement, misdemeanor and warning citations

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

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



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

- Refreshed:
 - 14,572 feet of red curb
 - 12 crosswalks located in School Zones
- Replaced:
 - 58 regulatory signs
 - 31 warning signs
 - 276 guide signs/street signs
- Repaired 347 potholes
- Crack Sealed 165,175 linear feet of pavement

- Installed:
 - 413 tons of asphalt
 - 8 Class III bike facility “sharrows”



Other major transportation and mobility accomplishments during 2021 include:

1. Completion of the following Capital Improvement Projects:
 - a. 2020 Street Reconstruction Project
 - b. 2021 Slurry Seal Pavement Project
2. Advancing Firehouse Square, Windy Hill, 815 Old County Road, Bishop Road, 1320 Talbryn Drive, and Fellowship Bible Church private developments through design or construction which will install new pedestrian crossing and sidewalk safety and mobility improvements in conjunction with new development and in compliance with General Plan Policy 3.1-5, which requires new development to contribute their fair share towards improvements for all travel modes.
3. Coordinating smaller private developments and private construction projects replacing and installing sections of sidewalk throughout the City supporting the City’s recognized Sidewalk Policy (Holly Road, Read Avenue, and Plateau Drive, just to name a few).
4. Ralston Avenue Corridor Improvement Project - Segment 3, including pedestrian and bicycle safety improvements that began in 2021 and continued construction into 2022. This project will be finalizing concrete work in March 2022 and is expected to be completed with pavement/slurry work by Summer 2022.
5. The design of the 2022 Pavement Reconstruction Project was completed in 2021 and construction is anticipated to begin in Summer 2022 and completed end of Fall 2022.
6. Alameda de las Pulgas “4 Corners” Project continued conceptual design during 2021 and will be performing community engagement to strategize mobility improvements along the corridor in Spring 2022 with hopes of advancing the project into design development and construction



documents in Summer/Fall of 2022.

7. Search initiated for a qualified transportation design team to lead the design and ready the construction for the Ralston Avenue Adaptive Signal Project. In early 2022 the design project was awarded to Kimley Horn and design has commenced. Adaptive traffic signals aimed to reduce queues and increase corridor efficiency along Ralston Avenue from Hwy 101 to Christian drive are expected to be implemented by late 2022.
8. Sought Transportation Development Act Funds to rehabilitate the Class I multimodal path between Hallmark Drive, past Fox Elementary and parallel to Ralston Avenue toward Christian Drive.

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

Alternatives

1. None

Attachments

- A. "Annual Mobility Update" PowerPoint

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

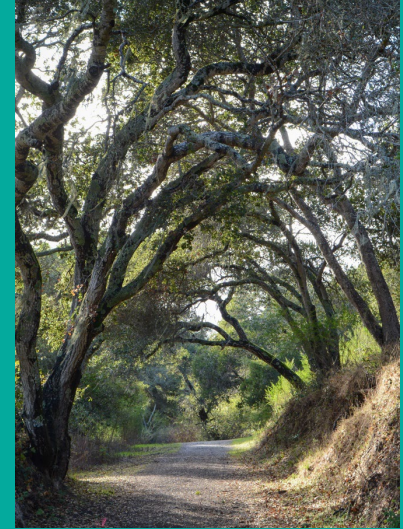
Council Vision/Priority

Public Outreach:

Posting of Agenda

Parking and Traffic Safety Committee Improvements Table

Location	Improvement
575 Ralston Avenue	Installed parking restrictions to keep the Class II bike lane clear and improve safety for the traveling public.
1601 El Camino Real	Installed 25 feet of red curb to allow for better sight distance along ECR to assist with existing the parking lot and create consistency with other driveways along ECR.
Hill Street	Removed 2-hour parking restriction to allow residents to park closer to their homes without having to move their vehicles throughout the day.
2031 Ralston Avenue	Installed 100 feet of parking restrictions to allow for extension of the Class II bike lane along eastbound Ralston Ave, to be constructed with the Ralston Ave Corridor Improvement Project Segment 3.
600 El Camino Real	Installed red curb in front of parking garage entrance to prevent blockage of the in and out flow, as well improve motorists' sight lines.
Somerset Drive & Leigh Way Intersection	Installed yellow skip striping centerline on Leigh Way and eastbound Somerset Drive to complete the intersection striping and encourage motorists to not cut corners when turning.
Carlmont Drive, east of Lake Road to Hidden Canyon Park	Installed designated Class III bike facility "sharrows" every 500 feet, staggered at 250 foot intervals, to increase cyclist and driver safety along the hilly and heavily cycled Carlmont Drive.



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

March 8, 2022



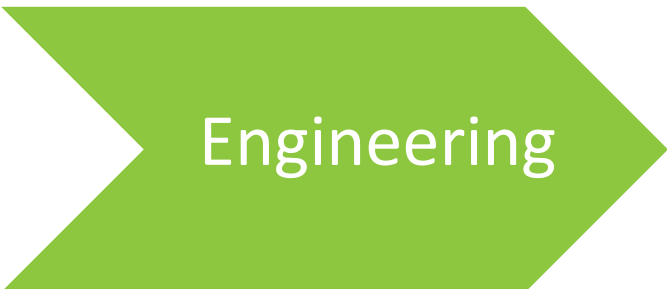
THREE “E’s”



Enforcement



Education



Engineering

ENFORCEMENT



Traffic Hotspots



Directed Traffic
Enforcement



Parking Hotline

BELMONT POLICE STATISTICS FROM 2021

- Performed:
 - 3,019 Traffic Stops
 - 501 Directed Traffic Enforcements
- Issued:
 - 761 Moving Citations
 - 182 Written Warnings
 - 626 unclassified citations*
- Monitored 25 Hotspots

*administrative, code enforcement, misdemeanor and warning citations



EDUCATION



Outreach and Events



Police Department



Media

ENGINEERING



Parking and Traffic
Safety Committee



City Staff
Maintenance



Capital Improvement
Projects

PARKING & TRAFFIC SAFETY COMMITTEE (PTSC)



Belmont Police Department



San Mateo Consolidated Fire Department



Belmont Public Works Department



PARKING & TRAFFIC SAFETY COMMITTEE



Receives requests from internal staff or the public



Requests are reviewed and taken to public meetings if necessary



City Council approval is requested when necessary for certain improvements



PARKING & TRAFFIC SAFETY COMMITTEE



Striping and Markings

Crosswalks
Stop Bars
Sharrows
Etc.



Signage

Installation
Replacement



Maintenance

Tree Trimming
Painting Curbs



2021 PTSC IMPROVEMENTS

LOCATION	IMPROVEMENT
575 Ralston Avenue	Installed parking restrictions to keep the Class II bike lane clear and improve safety for the traveling public.
1601 El Camino Real	Installed 25 feet of red curb to allow for better sight distance along ECR to assist with existing the parking lot and create consistency with other driveways along ECR.
Hill Street	Removed 2-hour parking restriction to allow residents to park closer to their homes without having to move their vehicles throughout the day.
2031 Ralston Avenue	Installed 100 feet of parking restrictions to allow for extension of the Class II bike lane along eastbound Ralston Ave, to be constructed with the Ralston Ave Corridor Improvement Project Segment 3.



2021 PTSC IMPROVEMENTS (CONT'D)

LOCATION	IMPROVEMENT
600 El Camino Real	Installed red curb in front of parking garage entrance to prevent blockage of the in and out flow, as well improve motorists' sight lines.
Somerset Drive & Leigh Way Intersection	Installed yellow skip striping centerline on Leigh Way and eastbound Somerset Drive to complete the intersection striping and encourage motorists to not cut corners when turning.
Carlmont Drive, east of Lake Road to Hidden Canyon Park	Installed designated Class III bike facility "sharrows" every 500 feet, staggered at 250-foot intervals, to increase cyclist and driver safety along the hilly and heavily cycled Carlmont Drive.



MAINTENANCE

- Refreshed:
 - 14,572 feet of red curb
 - 12 crosswalks located in School Zones
- Replaced:
 - 58 regulatory signs
 - 31 warning signs
 - 276 guide signs/street signs
- Repaired: 347 potholes
- Crack Sealed: 165,175 linear feet
- Installed:
 - 413 tons of asphalt
 - 8 Class III bike facility “sharrows”



MAINTENANCE



MAJOR ACCOMPLISHMENTS

- Completion of the following Capital Improvement Projects:
 - 2020 Street Reconstruction Project (number of sts)
 - 2021 Slurry Seal Pavement Project (number of sts)
- Design completion of the 2022 Reconstruction Pavement Project (specific sts OCR, Mezes...)
- Kicked off the Ralston Ave Adaptive Signal Technology Project with Kimley Horn



CURRENT PROJECTS

DEVELOPMENT PROJECTS

- Fire House Square
- Windy Hill
- 815 Old County Road
- Bishop Road
- 1320 Talbryn Drive
- Fellowship Bible Church
- Single Family Home
 - New builds
 - Additions

CAPITAL IMPROVEMENT PROJECTS

- Ralston Avenue Corridor Improvement Project - Segment 3
- 2022 Pavement Project
- Alameda de las Pulgas “4 Corners” Project
- Ralston Avenue Adaptive Signal Control Technology (ASCT) Project







STAFF REPORT

Meeting Date: March 8, 2022
Agency: City of Belmont
Staff Contact: Jozi Plut, City Clerk/Communications Coordinator, jplut@belmont.gov, 650-595-7414
Agenda Title: Appointment to City Commissions
Agenda Action: Resolution

Recommendation

Adopt resolutions appointing members to the Planning Commission and the Parks and Recreation Commission.

Strategic Focus Area

Not Applicable

Background

During the months of December 2021 and January 2022, the City of Belmont held a recruitment for applicants to fill open positions on the Planning and Parks and Recreation Commissions for appointment periods through February 2022. A total of five commission positions are available, two on the Planning Commission and three on the Parks and Recreation Commission with terms noted below. Additionally, the City has an open recruitment for the Youth Commission seats; as to date, no applications were received. Under Belmont City Code Section 2-162, appointment periods end on the last day of February of a given year though appointees remain in office until they resign their appointment in writing, their appointment is declared vacated, or a replacement is appointed and has taken the oath of office. The appointment period is typically three years for Planning Commissioners under BCC Section 2-166(a)(2) and two years for adult Parks and Recreation Commissioners and one year for youth members under BCC Section 2-166(b)(2).

Analysis

The City Council held panel interviews of commission applicants over the course of two evenings in February to fill the following positions:

Planning Commission (2 openings through February 2025)

Applicants

Brian Kulich (Incumbent)
Rocsana Enriquez
Mark Gurevich
Surya Singh



Parks and Recreation (3 openings through February 2024)

Applicants

Chuck Cotton (Incumbent)
Austin Lee (Incumbent)
Karl Mittelstadt (Incumbent)
James Farrimond
Pat Cuvillo
Tatiana Elliston
James Simmons

In order to fill all of these positions, the City Council is requested to adopt two resolutions: one for the Planning Commission and one for the Parks and Recreation Commission.

Alternatives

1. The ordinance governing commissions provides for a minimum of five voting positions on each commission. The City Council could choose to leave one or more positions vacant at this time.
2. Council can direct staff to reopen recruitment to seek additional candidates.

Attachments

A. Resolutions

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2022 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT MAKING
APPOINTMENTS TO THE PARKS & RECREATION COMMISSION**

RESOLVED by the City Council of the City of Belmont that the following residents are hereby appointed as voting members of the Belmont Parks & Recreation Commission for a two-year appointment period through February 2024.

* * *

ADOPTED March 8, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. 2022 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT MAKING
APPOINTMENTS TO THE PLANNING COMMISSION**

RESOLVED by the City Council of the City of Belmont that the following residents are hereby appointed as voting members of the Belmont Planning Commission for a three-year appointment period through February 2025.

* * *

ADOPTED March 8, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney