



City Council Meeting Agenda

Tuesday, June 24, 2025

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

General order of Business

1. CALL TO ORDER
2. ITEMS BEFORE 7:00 PM
3. PLEDGE OF ALLEGIANCE
4. REPORT FROM CLOSED SESSION
5. SPECIAL PRESENTATIONS
6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
7. COUNCILMEMBER ANNOUNCEMENTS
8. CONSENT BUSINESS
9. PUBLIC HEARINGS
10. GENERAL BUSINESS
11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF
12. MATTERS OF INTEREST/CLARIFICATION
13. ADJOURNMENT

City Council

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

Staff

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

MEETING ATTENDANCE:

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

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

PUBLIC COMMENT:

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

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

To submit a written public comment:

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

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

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

LEVINE ACT:

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

ACCESSIBILITY

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

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

City of Belmont
City Council Regular Meeting Agenda
June 24, 2025
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

NOTICE REGARDING MEETING SCHEDULE

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

1. CALL TO ORDER

- Roll Call

2. ITEMS BEFORE 7:00 PM

A. CLOSED SESSION 6:15 PM

Public Employee Performance Evaluation Government Code Section 54957(b)

Titles: City Manager

B. STUDY SESSION (None)

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

C. SPECIAL SESSION/OTHER TOPICS (None)

ITEMS STARTING AT 7:00 PM

3. PLEDGE OF ALLEGIANCE

4. REPORT FROM CLOSED SESSION

5. SPECIAL PRESENTATIONS

A. Parks Make Life Better Proclamation

B. Rethink Waste Trash to Art Contest Recognition

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

7. COUNCILMEMBER ANNOUNCEMENTS

8. CONSENT BUSINESS

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

A. 2023 Pavement Rehabilitation Project - Notice of Completion

Recommendation: Pass a resolution (1) accepting work and authorizing the issuance of a Notice of Completion for the 2023 Pavement Rehabilitation Project, City Contract Number 2022-613 for a construction cost of \$3,087,974.24, and (2) approving the transfer of \$200,000 from the 2025 Pavement Rehabilitation Project (Project No. 3117) to support closeout and staff time.

Attachments:

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

B. Twin Pines Park Belmont Creek Restoration - Deed Restriction

Recommendation: Approve a motion authorizing the City Manager to execute a deed restriction for the project area of the Twin Pines Park Belmont Creek Restoration as required by the Proposition 68 Urban Streams Restoration Program Grant Agreement with the State of California Department of Water Resources.

Attachments:

[Staff Report](#)
[Attachment A - Draft Deed Restriction](#)
[Attachment B - Legal Description and Plot Plan](#)

C. Americans with Disability Act List of Project Improvements in Fiscal Year (FY) 2023-24

Recommendation: Information only, no action required.

Attachments:

[Staff Report](#)

D. 604, 608, & 610 Harbor Boulevard – Final Parcel Map

Recommendation: Adopt a Resolution approving the Final Parcel Map and Subdivision Improvement Agreement for the construction of an approximately 111,654 square foot, 5-story residential apartment building at 604, 608, and 610 Harbor Boulevard and authorize the city manager to execute related maintenance and encroachment agreements for the project.

Attachments:

[Staff Report](#)
[A - Resolution](#)
[B - Final Parcel Map - Windy Hill](#)
[C - Subdivision Improvement Agreement - Windy Hill](#)
[D - Windy Hill Settlement & Impact Payment Fee Agreement](#)

E. Monthly Financial Reports - March and April 2025

Recommendation: Motion to approve monthly financials.

Attachments:

[Monthly Financial Report March 2025](#)
[Monthly Financial Report April 2025](#)

F. Approve Minutes

Recommendation: Consider modifications and approve minutes.

Attachments:

[Minutes 5-27-2025](#)
[CC_05.13.25](#)

9. PUBLIC HEARINGS

A. 1506 Williams Avenue Summary Easement Vacation

Recommendation: Adopt a resolution approving a summary vacation of a 7-foot sanitary sewer construction and maintenance easement dedicated to the City across the property at 1506 Williams Avenue (APN 044-112-250).

Attachments:

[Staff Report](#)

[Resolution](#)

[Attachment B - SSE Vacation - Legal Description](#)

[Attachment C - SSE Vacation - Plat Map](#)

[Attachment D - Subdivision No. 6 Belmont Country Club Properties](#)

10. 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. Ratification of San Mateo Consolidated (SMC) Fire Department Fire Code Amendments and Local Responsibility Area Fire Hazard Severity Zone Classifications

Recommendation: (1) Introduce an ordinance of the City of Belmont ratifying SMC Ordinance 2025-002 adopting the Local Responsibility Area (LRA) Fire Hazard Severity Zone (FHSZ) classification map applicable to the city as recommended by the California State Fire Marshal and ratifying SMC Ordinance 2025-001 amending California Fire Code regulations applicable to the FHSZ classifications; and,

(2) Introduce an ordinance of the Belmont Fire Protection District ratifying SMC Ordinance 2025-002 adopting the LRA FHSZ classification map applicable to the district as recommended by the California State Fire Marshal and ratifying SMC Ordinance 2025-001 amending California Fire Code regulations applicable to the FHSZ classifications.

Attachments:

[Staff Report - Fire Code & LRA Map Amendments Ordinances](#)

[Attachment A - City Ord Ratifying 2025 LRA Maps and Fire Code Amendments](#)

[Attachment B - BFPD Ord Ratifying 2025 LRA Maps and Fire Code Amendments](#)

[Attachment C - ORD-2025-001 2nd Reading](#)

[Attachment D - ORD-2025-002 2nd Reading](#)

[Attachment E - New LRA Map Belmont - 2-24-25 Via Fire Marshal](#)

B. Strategic Communications Plan Update and Adoption

Recommendation: This presentation will provide a brief update on Belmont communications efforts over the past year and review the new Strategic Communications Plan for adoption.

Attachments:

[Staff Report](#)

[Strategic Communications Plan](#)

11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

B. Verbal report from City Manager

12. MATTERS OF INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. However, Council/Board may take final action

on an item if there is no need for additional staff analysis.

13. ADJOURNMENT



STAFF REPORT

Meeting Date: June 24, 2025
Agency: City of Belmont
Staff Contact: Daniel Matthews, Public Works, (650)-637-2985, dmatthews@belmont.gov
Agenda Title: 2023 Pavement Project – Notice of Completion
Agenda Action: Motion

Recommendation

Pass a resolution (1) accepting work and authorizing the issuance of a Notice of Completion for the 2023 Pavement Rehabilitation Project, City Contract Number 2022-613 for a construction cost of \$3,087,974.24, and (2) approving the transfer of \$200,000 from the 2025 Pavement Rehabilitation Project (Project No. 3117) to support closeout and staff time.

Strategic Focus Area

Infrastructure and Mobility

Background

The 2023 Pavement Project consisted of the rehabilitation of over 2 centerline miles of roadway, including curb, gutter, and accessibility improvements, as well as related utility and striping work along the project corridors. The project also reconstructed pavement and concrete sections and removed hazardous trees at the Len Turner Memorial Vista Point Parking Lot.

The project was initially put out to bid in April 2023, but the only bid received was significantly higher than the engineer's estimate and was rejected in accordance with the California Public Contract Code Section 20166. The City re-bid the project in December 2023 and received a number of bids. On January 9, 2024, City Council authorized Public Works to award a contract to Ghilotti Bros., Inc for a contract amount of \$3,105,207 plus a 10% construction contingency. The project was funded with RMRA and Measure I.

The average Pavement Condition Index (PCI), which measures the quality of the existing roadway on a 0 (worst) to 100 (best) scale, for project segments was a 23 prior to construction.

Analysis

The construction of the project delivered dramatically enhanced roadway conditions along project corridors, providing a smoother and safer ride. The project is now complete to the satisfaction of the City in accordance with the construction plans and specifications. The total cost of construction is



Figure 1 - Typical roadway conditions on project segment prior to reconstruction.



\$3,087,974.24 which is within the approved budget.



Figure 2 - Typical roadway conditions on project following completion.

Due to varying and challenging conditions in the field, there were four change orders in the project totaling \$149,828.95 to adjust quantities, address unforeseen conditions, and repair additional road and concrete improvements nearby. The City has retained 5% from Ghilotti Bros, Inc. to ensure that all subcontractors and suppliers are paid. As the project has been substantially completed since late 2024, retention will be released following Council's approval of the item.

The contractor has submitted two 'Notices of Potential Claim' to the City for disputed work. The City has been attempting to resolve these potential claims with the contractor over the past several months. Should a formal claim materialize, it will be resolved outside of this notice of

completion in accordance with Public Contract Code.

Staff is requesting a transfer of \$200,000 from the 2025 Pavement Rehabilitation Project (Project No. 3117). The funding amount originally approved in the January 9, 2024 staff report did not account for project-related staff time, which currently exceeds \$123,000. The proposed transfer will provide funding for additional staff and consultant time needed to resolve outstanding claims, which are expected to involve further communication and coordination with the project team. If warranted, the funds may also be used to settle potential claims. Any unused funds will be returned to the Measure I Fund balance.

Alternatives

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

Attachments

- A. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The project's contract total and contingency are lower than projected. Construction cost totaling \$3,087,974.24 was budgeted and charged under the 2023 Pavement Reconstruction Project No. 3108. Additional amount requested of \$200,000 from the Pavement Rehabilitation Project No. 3117 with Measure I Fund as the funding source will support project close out on any additional staff and consultant time.



Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ACCEPTING THE WORK AND AUTHORIZING THE ISSUANCE OF A NOTICE OF COMPLETION FOR THE 2023 PAVEMENT PROJECT, CITY CONTRACT NUMBER 2022-613 FOR A TOTAL CONSTRUCTION COST OF \$3,087,974.24 AND THE TRANSFER OF \$200,000 FROM THE 2025 PAVEMENT REHABILITATION PROJECT (PROJECT NO. 3117) TO SUPPORT CLOSE OUT AND STAFF TIME

WHEREAS, on January 9, 2024, City Council authorized Public Works to award a contract to Ghilloti Bros, Inc. for the construction of the 2023 Pavement Project; and,

WHEREAS, the construction started on March 1, 2024, and was completed within the allowed working days and below budget; and,

WHEREAS, the final cost of construction is \$3,087,974.24; and,

WHEREAS, the contractor provided two Notices of Potential Claim (NOPCs) and the remaining project budget will not cover necessary staff and consultant time to resolve the potential claims.

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

SECTION 1. Accepts the work as complete.

SECTION 2. Authorizes the City Clerk to issue the Notice of Completion to Ghilloti Bros, Inc.

SECTION 3. Authorizes the City Clerk to file Notice of Completion with the San Mateo County Clerk-Record's office for the 2023 Pavement Project, City Contract Number 2022-613.

SECTION 4. Authorizes the transfer of \$200,000 from Project No. 3117 (2025 Pavement Rehabilitation Project) utilizing Measure I Fund as the funding source to this project to support staff and consultant time during closeout..

* * *

ADOPTED June 24, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: June 24, 2025
Agency: City of Belmont
Staff Contact: Daniel Matthews, Public Works, (650)-637-2985, dmatthews@belmont.gov
Agenda Title: Twin Pines Park Belmont Creek Restoration – Deed Restriction
Agenda Action: Motion

Recommendation

Motion authorizing the City Manager to execute a deed restriction for the project area of the Twin Pines Park Belmont Creek Restoration as required by the Proposition 68 Urban Streams Restoration Program Grant Agreement with the State of California Department of Water Resources .

Strategic Focus Area

Infrastructure and Mobility

Background

In 2021, the City of Belmont and its co-sponsor, the Belmont Park Boosters, were awarded a \$1 million grant for the design, construction, and ongoing maintenance of the Belmont Creek Restoration Project by the State of California's Department of Water Resources as a part of the Urban Streams Restoration Program. The project consists of restoring over 500 feet of Belmont Creek through Twin Pines Park to address degraded creek banks, invasive species of plants, tree fall, and a loss of riparian vegetation and habitat. The conditions have led to impaired water quality and erosion, which contribute to exacerbated downstream flooding.

To improve the existing degraded site conditions and reduce erosion, the Belmont Creek Restoration Project will regrade and revegetate the eroded creek banks with riparian vegetation and stabilize the creek bottom. The work will reduce future channel erosion and downstream flooding during storm events, improve water quality, and enhance the park experience by providing improved aquatic and terrestrial habitat, as well as educational and creek-viewing opportunities for park users.

As a condition of the grant agreement, the City is required to implement a mitigating conservation easement or deed restriction for floodplain preservation and habitat conservation for the subject property.

Analysis

The required deed restriction is a condition of the Urban Streams Restoration Program (USRP) Grant Agreement with the Department of Water Resources. Its purpose is to ensure that the improvements constructed with USRP funds are used in perpetuity for park, flood and erosion reduction, and protection and enhancement purposes.

The attached draft Deed Restriction (included as Attachment A) ensures that the project area, a portion of



Twin Pines Park as shown in Attachment B, will be reserved for these purposes. The deed-restricted area, a 0.77-acre portion of the creek and immediately adjacent area being improved, is contained entirely within the existing footprint of the park.

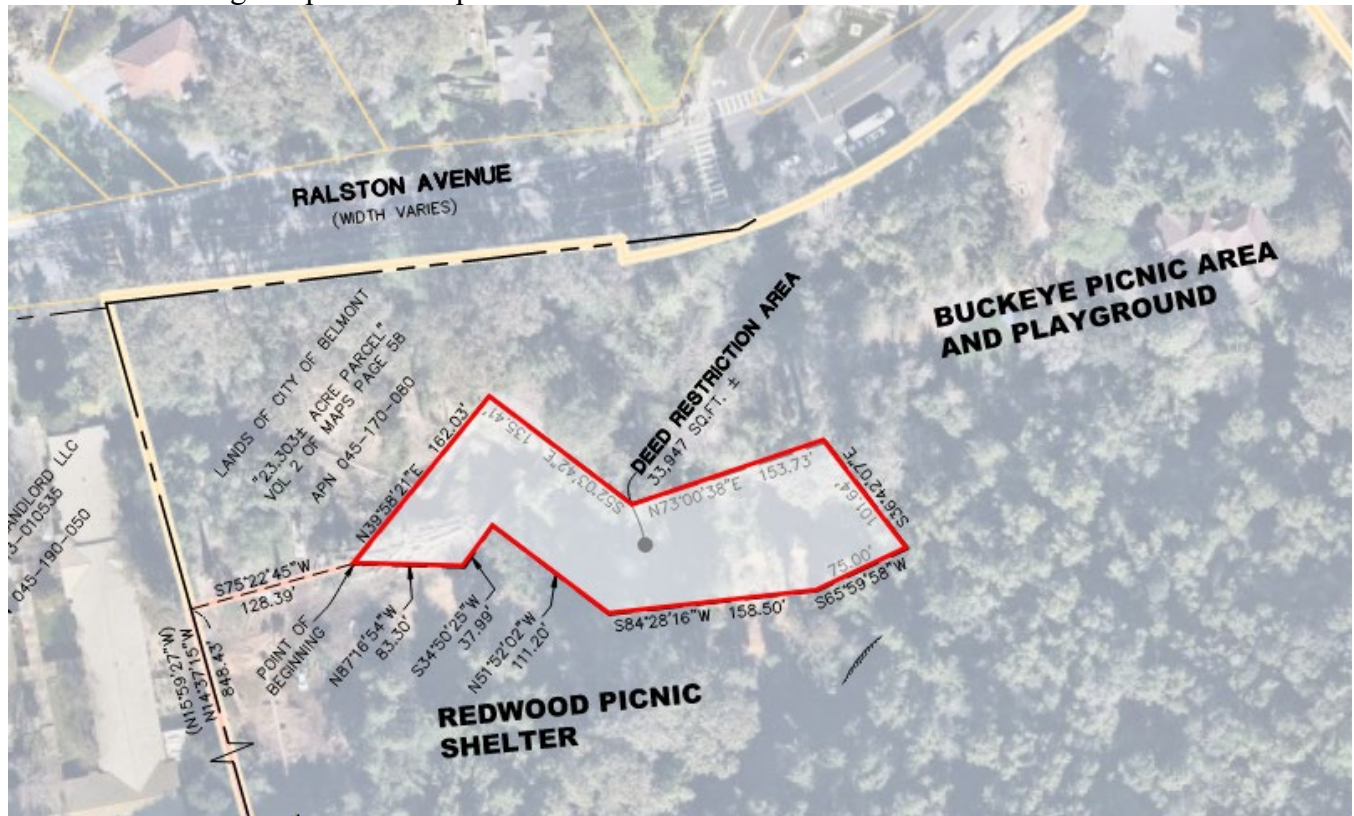


Figure 1 - Deed restricted area (approximation) of Twin Pines Park

Existing regular City activities within the park are consistent with the permitted uses of the property in the deed restriction. There is no substantial impact on park uses by executing the deed restriction.

Alternatives

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

Attachments

- A. Deed Restriction
- B. Legal Description and Plot Plan of Project Area

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

\$1,000,000 grant from the Urban Streams Restoration Program is budgeted into the Twin Pines Park Belmont Creek Restoration Project No. 3218. The deed-restricted area is



contained entirely within the existing footprint of Twin Pines Park, and existing regular City activities within the park are consistent with the permitted uses of the property in the deed restriction.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

IRREVOCABLE DECLARATION OF DEED RESTRICTIONS

by
City of Belmont
for the
Belmont Creek Restoration Project
in a portion of
Twin Pines Park

This Irrevocable Declaration of Deed Restrictions (“the Dedication”) is made by the City of Belmont, a California municipal organization (“the Grantor”), with reference to the following facts and circumstances:

- A. Grantor is the legal owner of the fee interest in a developed public park known as Twin Pines Park located in the city of Belmont, California, within which Grantor has constructed restoration, protection and enhancement improvements to Belmont Creek, an urban creek within the meaning of Water Code Section 7048, under the Twin Pines Park Belmont Creek Restoration Project (“Project”) the limit of which are depicted on the legal descriptions attached as Exhibit A hereto and maps attached as Exhibit B hereto (collectively, “Property”).
 - B. On June 22, 2021, the Belmont City Council authorized Grantor to accept grant funds in an amount not to exceed \$1,000,000 from the California Department of Water Resources (“DWR”) Proposition 68 Urban Streams Restoration Program (“USRP”) to implement the Project and to enter into a Grant Agreement with DWR, attached hereto as Exhibit C, to implement the Project with the Belmont Park Boosters, a certified 501(c)(3) non-profit organization, as a grant co-sponsor for the purposes consistent with flood damage reduction and urban creek restoration, protection and enhancement.
 - C. Grantor has implemented the Project using the DWR funding and the Grant Agreement requires Grantor to permanently dedicate the Property for the purpose of providing floodplain preservation and wildlife habitat conservation.
 - D. Grantor is executing this Dedication to comply with the Grant Agreement consistent with the intent to protect the public’s interest in the Property.
 - E. The Grantor intends through this Dedication to bind itself and its assigns and successors in interest.
- 1. DECLARATION OF RESTRICTIVE COVENANTS.** Grantor declares the Property to be subject to the following restrictions:
- a. **Use of the Property.** The Property is to be used consistent with park, flood damage reduction and urban creek restoration, protection and enhancement purposes including but not limited to reducing flooding and erosion damage, protecting or restoring natural ecological values of

streams, and promoting community access, involvement, education, and stewardship on Belmont Creek. No use of the Property inconsistent with such purposes is permitted.

- b. **Seniority.** This Dedication must remain in first position ahead of any recorded mortgage or lien on the Property unless this requirement is waived with written approval of DWR.
 - c. **Transfer of the Property.** Transfer of the Property is subject to all provisions of this Dedication, including, without limitation, the use restrictions.
 - d. **Mitigation.** The Property may not be used to as mitigation to compensate for adverse changes to the environment outside the property boundaries without the written permission of the Director of DWR.
- 2. **INSPECTION OF THE PROPERTY.** On reasonable prior notice to the Grantor, DWR may inspect the Property to ascertain compliance with this Dedication.
 - 3. **OTHER REMEDIES.** Notwithstanding any other provision of this Dedication, DWR may use any remedy available in law or equity to enforce the covenants and restrictions contained in this Dedication.
 - 4. **BENEFIT AND BURDEN.** This Dedication runs with and burdens the Property. All obligations, terms, conditions, and restrictions imposed by this Dedication are covenants and restrictions running with the land, are effective limitations on the use of the Property from the date of recordation of this document, and bind Grantor and all its successors and assigns. This Dedication benefits the State of California.
 - 5. **SUCCESSORS AND ASSIGNS.** The provisions of this Dedication bind and inure to the benefit of the successors and assigns of both Grantor and DWR, whether voluntary or involuntary.
 - 6. **VALIDITY.** If a court in a final determination holds any provision of these restrictions invalid, or if, for any other reason it becomes unenforceable, no other provision shall be affected.
 - 7. **TERM.** This Dedication is irrevocable.
 - 8. **AMENDMENT.** No change in this Dedication is valid unless made in writing, signed by Grantor and DWR, and recorded in the official records of San Mateo, California

IN WITNESS WHEREOF, the parties have executed this Deed Restriction as of the Effective Date signed below.

GRANTOR:
THE CITY OF BELMONT
a municipal corporation

By: _____
Afshin Oskoui
City Manager

Effective Date: _____

Approved as to form and legality:

By: _____
Scott Rennie
City Attorney



EXHIBIT "A"
Legal Description

Deed Restriction Area

Lands of City of Belmont (APN 045-170-080)

Real property in the City of Belmont, County of San Mateo, State of California, described as follows:

Being a portion of that certain 23.303± acres Parcel, as said Parcel is shown on that certain Record of Survey filed for record on September 1, 1948 in Volume 2 of Licensed Land Surveyor's Maps at Page 58, Records of San Mateo County, more particularly described as follows:

COMMENCING at the southerly most corner of said Parcel, thence leaving said point, and along the westerly line of said Parcel, North 14°37'15" West (North 15°59'27" West), 848.43 feet;

Thence leaving said westerly line, South 75°22'45" West, 128.39 feet to the **POINT OF BEGINNING**,

Thence the following nine (9) courses:

- North 39°58'21" East, 162.03 feet;
- South 52°03'42" East, 135.41 feet;
- North 73°00'38" East, 153.73 feet;
- South 36°42'07" East, 101.64 feet;
- South 65°59'58" West, 75.00 feet;
- South 84°28'16" West, 158.50 feet;
- North 51°52'02" West, 111.20 feet;
- South 34°50'25" West, 37.99 feet;
- North 87°16'54" West, 83.30 feet to the **POINT OF BEGINNING**.

Containing an area of 33,947 square feet, or 0.779 acres, more or less.

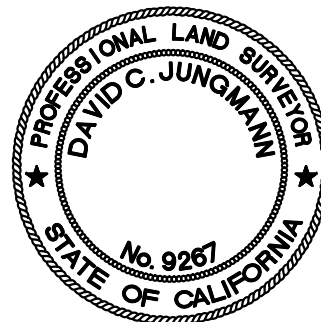
As shown on plat attached hereto and made a part hereof as EXHIBIT "B".

This legal description was prepared by me, or under my direct supervision, in conformance with the requirements of the Professional Land Surveyors' Act.



David Jungmann
P.L.S. No. 9267

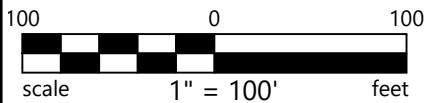
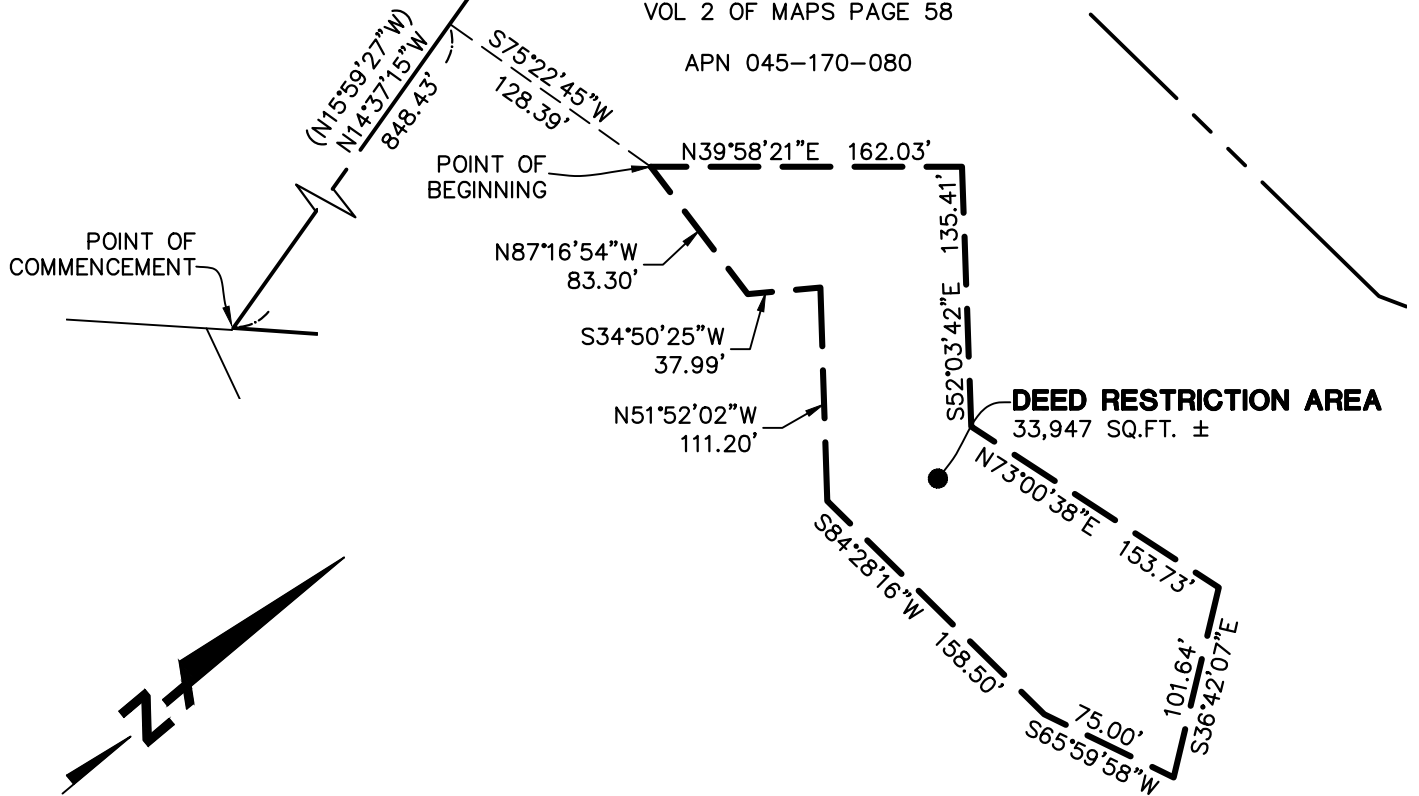
Date **FEBRUARY 7, 2025**



LANDS OF SSL LANDLORD LLC
DOC. 2013-010535
APN 045-190-050

LANDS OF CITY OF BELMONT
"23.303± ACRE PARCEL"
VOL 2 OF MAPS PAGE 58
APN 045-170-080

RALSTON AVENUE
(WIDTH VARIES)



LEGEND

- () RECORD INFORMATION PER VOLUME 2 OF
LICENSED SURVEYOR'S MAPS AT PAGE 58
- — — — — PROPOSED DEED RESTRICTION AREA
- — — — — BOUNDARY LINE
- — — — — LOT LINE
- — — — — TIE LINE

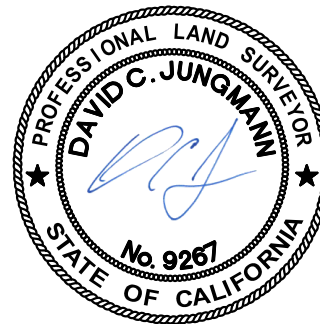


EXHIBIT "B"
PLAT TO ACCOMPANY
LEGAL DESCRIPTION



BKF ENGINEERS
255 SHORELINE DRIVE
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

Subject DEED RESTRICTION AREA
TWIN PINES PARK, BLEMONT, CA.

Job No. 20212170

By HJP Date 02/07/2025 Chkd. DCJ
SHEET 1 OF 1

Mathematical Closure Calculations

Deed Restriction Area
Twin Pines Park, Belmont, Ca.
(APN 045-170-080)

Parcel Map Check

February 7, 2025
BKF No. 20212170

Parcel Name: **Deed Restriction Area**

	North: 2,015,316.7661'	East: 6,045,471.6409'
Line	Course: N39° 58' 20.58"E	Length: 162.028'
	North: 2,015,440.9369'	East: 6,045,575.7307'
Line	Course: S52° 03' 41.99"E	Length: 135.409'
	North: 2,015,357.6857'	East: 6,045,682.5241'
Line	Course: N73° 00' 38.34"E	Length: 153.734'
	North: 2,015,402.6058'	East: 6,045,829.5490'
Line	Course: S36° 42' 06.56"E	Length: 101.643'
	North: 2,015,321.1129'	East: 6,045,890.2960'
Line	Course: S65° 59' 57.55"W	Length: 75.002'
	North: 2,015,290.6060'	East: 6,045,821.7786'
Line	Course: S84° 28' 16.42"W	Length: 158.498'
	North: 2,015,275.3354'	East: 6,045,664.0179'
Line	Course: N51° 52' 01.79"W	Length: 111.198'
	North: 2,015,343.9987'	East: 6,045,576.5516'
Line	Course: S34° 50' 24.73"W	Length: 37.994'
	North: 2,015,312.8152'	East: 6,045,554.8460'
Line	Course: N87° 16' 54.03"W	Length: 83.299'
	North: 2,015,316.7657'	East: 6,045,471.6407'



Perimeter: 1,018.805'	Area: 33,947 Sq Ft 0.779 Ac.
Error Closure: 0.000'	Course: S26° 33' 54.09"W
Error North: -0.0004'	East: -0.0002'
Precision 1: 2,278,118.984'	

For discussion only

**Not Intended for
Recordation**



STAFF REPORT

Meeting Date: June 24, 2025
Agency: City of Belmont
Staff Contact: Nisha Patel, Public Works, (650) 595-7459, npatel@belmont.gov
Agenda Title: Americans with Disability Act List of Project Improvements in fiscal year (FY) 2023-24
Agenda Action: For Information Only

Recommendation

Information only, no action required.

Strategic Focus Area

Infrastructure and Mobility

Background

On July 26, 1990, Congress enacted Title II of the Americans with Disabilities Act (ADA). This Federal Law requires the City to provide disabled persons access to its services, programs, and activities. Regulations implementing the law set forth standards for what constitutes discrimination on the basis of mental or physical disability, provide a definition of disability and qualified individual with a disability, and establish a complaint mechanism for resolving allegations of discrimination (28 CFR 35).

The purpose of this report is to provide a list of ADA improvements made by the City, residents, and developers in FY 2023-24.

Analysis

The City is working to improve accessibility of its public rights of way, public facilities, and permitted work. All projects that include pedestrian facilities undergo an ADA review to determine the need for accessibility upgrades to existing facilities and/or addition of new accessible elements. Project design documents include accessibility upgrades to pedestrian facilities within each project. Design documents receive multiple reviews for safety and accessible elements. Construction projects include in-house and consultant inspections to ensure accessible features are built correctly.

Below is a list of the ADA improvements made within the City during FY 2023-2024.



<u>List of ADA Related Improvements</u>	
Project/Item	Project/Item Description
1 College View Way	Installation of 1 sidewalk curb ramp at east corner of College View Parklet island
18 College View Way	Installation of 1 sidewalk curb ramp at northwest corner of College View Way loop intersection
27 College View Way	Installation of 1 sidewalk curb ramp at entrance to College View Park north of 27 College View Way
2045 Ralston Ave	Review & issuance of Building Permit with private accessibility improvements
1005 Alameda De Las Pulgas	Review & issuance of Building Permit with private accessibility improvements
800 Laurel Ave	Review & issuance of Building Permit with private accessibility improvements
1041 Hill St	Review & issuance of Building Permit with private accessibility improvements
410 El Camino Real Suite A	Review & issuance of Building Permit with private accessibility improvements
800 - 803 Belmont Ave	Review & issuance of Building Permit with private accessibility improvements
311 El Camino Real	Review & issuance of Building Permit with private accessibility improvements
501 Old County Road Unit K	Review & issuance of Building Permit with private accessibility improvements
1060 Old County Rd	Review & issuance of Building Permit with private accessibility improvements
390 El Camino Real, Suite V	Review & issuance of Building Permit with private accessibility improvements
516 El Camino Real	Review & issuance of Building Permit with private accessibility improvements
564 El Camino Real	Review & issuance of Building Permit with private accessibility improvements
850 Emmett St Suite A	Review & issuance of Building Permit with private accessibility improvements

Alternatives

1. Refer back to staff for further information.

Attachments

- A. None



Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: ADA related improvements are incorporated in the budget and five-year Capital Improvement Program as part of the annual budget development process.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda



STAFF REPORT

Meeting Date: June 24, 2025
Agency: City of Belmont
Staff Contact: Nisha Patel, Public Works Department (650) 595-7425
Agenda Title: 604, 608, & 610 Harbor Boulevard – Final Parcel Map
Agenda Action: Resolution

Recommendation

Adopt a Resolution approving the Final Parcel Map and Subdivision Improvement Agreement for the construction of an approximately 111,654 square foot, 5-story residential apartment building at 604, 608, and 610 Harbor Boulevard and authorize the city manager to execute related maintenance and encroachment agreements for the project.

Strategic Focus Area

Economic Development and Housing

Background

On June 26, 2023, the Planning Commission adopted Resolution No. 2023-14, approving the Vesting Tentative Map for the 604, 608, & 610 Harbor Boulevard Residential Apartment Project by Windy Hill Property Ventures (Windy Hill) and approving their development applications for the project, conditioned on the project property being annexed to the City.

The subdivision project is comprised of an approximately 111,654 square foot, 5-story residential apartment building with 103 dwelling units and 69 parking spaces in a first-floor parking garage. As required by the City's Inclusionary Housing Ordinance, 15% of the units would be made affordable to low-income households (16 units). The project included annexation of four pre-zoned, unincorporated properties, and portions of the public right of way into the City of Belmont.

On October 24, 2023, the Belmont City Council adopted a resolution authorizing a property tax exchange before annexation regarding the subject properties located at 604 through 610 Harbor Boulevard (APN's 046-032-030, 046-032-040, 046-032-080, and 046-032-090), easterly portion of Old County Road right-of-way, and northerly half of Harbor Boulevard right-of-way to the center line and approving the Settlement and Impact Fee Payment Agreement for the project.

Analysis

The City Engineer and the City's Civil Engineering and Land Surveyor consultant have examined the submitted Final Parcel Map and find it substantially in conformance with the approved Vesting Tentative Map, the State Subdivision Map Act, and the City of Belmont Subdivision Ordinance, and are satisfied that it is technically correct. The Final Parcel Map is included with this report as Attachment B.

The developer is required to enter into a Subdivision Improvement Agreement with bonds to guarantee



the completion of all public improvements related to the project. The developer is responsible for the construction of all off-site improvements fronting their parcel, including joint trench utilities on Harbor Boulevard, and for paying fair share contributions to public improvements by others. The Subdivision Improvement Agreement is included with this report as Attachment C.

The developer is also required to enter into a maintenance agreement for maintenance, repair, replacement and/or removal of private landscape elements, including, but not necessarily limited to, benches, pavers, bike racks, planter boxes, pedestrian pole lights, and sculpture metal panels, located in the public right of way along the project frontage, and a permanent encroachment agreement for a structure, retaining wall, awning, or other features located in the public right of way, easement, or on property in which the City holds an interest, prior to issuance of any certificate of occupancy for the project.

The Developer will pay impact fees as provide in the settlement agreement between the Windy Hill Property Ventures, LLC and the City. A copy of the agreement is included with this report. Impact fees will be paid before certificate of occupancy.

The developer is also required to enter into a stormwater operations and maintenance agreement for stormwater treatment facilities prior to issuance of any certificate of occupancy for the project.

The development will require the dedication of public utility easements and public access easements to the City. The easements will allow the installation of electrical, gas, storm, and other utilities as required and related to this development. The locations and descriptions of these easements are shown on the Final Parcel Map.

Alternatives

1. There are no alternative actions as approval of a Final Parcel Map is ministerial once all conditions of the Final Parcel Map are satisfied.

Attachments

- A. Resolution
- B. Final Parcel Map
- C. Subdivision Improvement Agreement
- D. Settlement and Impact Fee Payment Agreement

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Any applicable fees for the Final Parcel Map and development will be paid by the project applicant.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE FINAL PARCEL MAP AND SUBDIVISION IMPROVEMENT AGREEMENT FOR THE CONSTRUCTION OF AN APPROXIMATELY 111,654 SQUARE FOOT, 5-STORY RESIDENTIAL APARTMENT BUILDING AT 604, 608, AND 610 HARBOR BOULEVARD AND AUTHORIZE THE CITY MANAGER TO EXECUTE RELATED MAINTENANCE AND ENCROACHMENT AGREEMENTS FOR THE PROJECT

WHEREAS, on June 26, 2023, the Planning Commission adopted Resolution No. 2023-14, approving the Vesting Tentative Map for the 604, 608, & 610 Harbor Boulevard Project by Windy Hill Property Ventures (Windy Hill) and approving Windy Hill's development applications for the project, conditioned on the project property being annexed to the City; and,

WHEREAS, the subdivision project is comprised of an approximately 111,654 square foot, 5-story residential apartment building with 103 dwelling units and 69 parking spaces in a first-floor parking garage; and,

WHEREAS, on October 24, 2023, the Belmont City Council adopted a resolution authorizing a property tax exchange before annexation regarding property located at 604 through 610 Harbor Boulevard (APN's 046-032-030, 046-032-040, 046-032-080, and 046-032-090), an easterly portion of Old County Road right-of-way, and northerly half of Harbor Boulevard right-of-way to the center line and approving a settlement agreement for the project; and,

WHEREAS, Windy Hill has filed the final parcel map application regarding the 604, 608, & 610 Harbor Boulevard property for the construction of their project; and,

WHEREAS, the City Engineer and Civil Engineering and Land Surveyor consultant have examined the submitted final subdivision map and find it substantially in conformance with the approved Vesting Tentative Map, the State Subdivision Map Act, and the City of Belmont Subdivision Ordinance, and are satisfied that it is technically correct; and,

WHEREAS, Windy Hill is required to enter into a maintenance agreement for maintenance, repair, replacement and/or removal of private landscape elements located in the public right of way along the project frontage, prior to issuance of any certificate of occupancy for the project; and,

WHEREAS, Windy Hill is required to enter into a permanent encroachment agreement for a structure, retaining wall, awning, or other features located in the public right of way, easement, or on property in which the City holds an interest; and

WHEREAS, Windy Hill is required to enter into a stormwater operations and maintenance agreement for stormwater treatment facilities prior to issuance of any certificate of occupancy for the project; and

WHEREAS, Windy Hill is required to enter into a Subdivision Improvement Agreement with bonds to guarantee the completion of all public improvements related to the project.

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

SECTION 1. The map titled “PARCEL MAP, NELLA PROPERTIES LLC, BEING A MERGER OF THE LANDS CONVEYED TO NELLA PROPERTIES, LLC, BY THE GRANT DEED RECORDED DECEMBER 28, 2021 AS DOCUMENT NUMBER 2021-176497, OFFICIAL RECORDS OF SAN MATEO COUNTY, CITY OF BELMONT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA” is approved. Recordation of the Final Parcel Map is subject to the condition that all requirements of law and the Subdivision Ordinance of the City of Belmont be fully complied with in connection with said Final Parcel Map and the following conditions:

(a) Subdivision Improvement Agreement between the City of Belmont and the applicant is executed and the required security for the agreement approved by the City before recordation of the map; and,

(b) Applicant to post all bonds, pay all fees, and satisfy all conditions required for recordation of the final map.

SECTION 2. The City Manager is authorized to execute all related maintenance and encroachment agreements for the project.

SECTION 3. The City Clerk is hereby authorized and directed to endorse thereon her signature an order of the City Council approving said Map, accepting the offered public utility easements, and to affix thereto the corporate seal of the City of Belmont.

* * *

ADOPTED June 24, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

OWNER'S STATEMENT:

THE UNDERSIGNED, NELLA PROPERTIES, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, DOES HEREBY STATE THAT THEY ARE THE OWNER OF, OR HAVE SOME RIGHT, TITLE OR INTEREST IN AND TO ALL OF THE LAND DELINEATED UPON AND EMBRACED WITHIN THE EXTERIOR SUBDIVISION BOUNDARY LINES OF THE HEREIN EMBODIED MAP. THAT SAID NELLA PROPERTIES, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY ACQUIRED TITLE BY VIRTUE OF THE GRANT DEED RECORDED DECEMBER 28, 2021, AS DOCUMENT NUMBER 2021-176497, ALL OFFICIAL RECORDS OF SAN MATEO COUNTY, THAT THEY ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS CLEAR TITLE TO SAID PROPERTY AND DO HEREBY CONSENT TO THE PREPARATION AND FILING OF THIS MAP.

WE ALSO HEREBY STATE THAT THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES: PUBLIC VEHICLE AND PEDESTRIAN INGRESS AND EGRESS PURPOSES, ON OR OVER THOSE CERTAIN STRIPS OF LAND DELINEATED HEREON AND DESIGNATED AS "PAE" (PUBLIC ACCESS EASEMENT). THE PERPETUAL MAINTENANCE OF IMPROVEMENTS WITHIN THE EASEMENT AREA SHALL BE THE SOLE RESPONSIBILITY OF THE PROPERTY OWNER.

WE ALSO HEREBY DECLARE THAT THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC UTILITY PURPOSES: THE AREAS OVER, UNDER, AND UPON THOSE CERTAIN STRIPS OF LAND DESIGNATED AS "PUE" (PUBLIC UTILITY EASEMENT) FOR THE PURPOSE OF CONSTRUCTION, OPERATION AND MAINTENANCE OF APPLICABLE STRUCTURES AND APPURTENANCES THERETO, INCLUDING BUT NOT LIMITED TO SANITARY SEWERS, WATER, ELECTRICAL, GAS AND COMMUNICATION FACILITIES; SAID AREAS OR STRIPS OF LAND ARE TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES OF ANY KIND, EXCEPT APPLICABLE UTILITY STRUCTURES AND APPURTENANCES THERETO, LAWFUL FENCES AND LAWFUL UNSUPPORTED OVERHANGS.

IN WITNESS THEREOF, I HAVE CAUSED THIS STATEMENT TO BE EXECUTED THE DATE HEREUNDER WRITTEN.

OWNER: NELLA PROPERTIES, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY: _____ DATE: _____

PRINTED NAME: _____

TITLE: _____

OWNER'S ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
) SS.
COUNTY OF _____)

ON _____, 2024, BEFORE ME _____, A NOTARY PUBLIC, PERSONALLY APPEARED _____ WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES) AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE: _____ PRINTED NAME _____
NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE

PRINCIPAL PLACE OF BUSINESS: _____

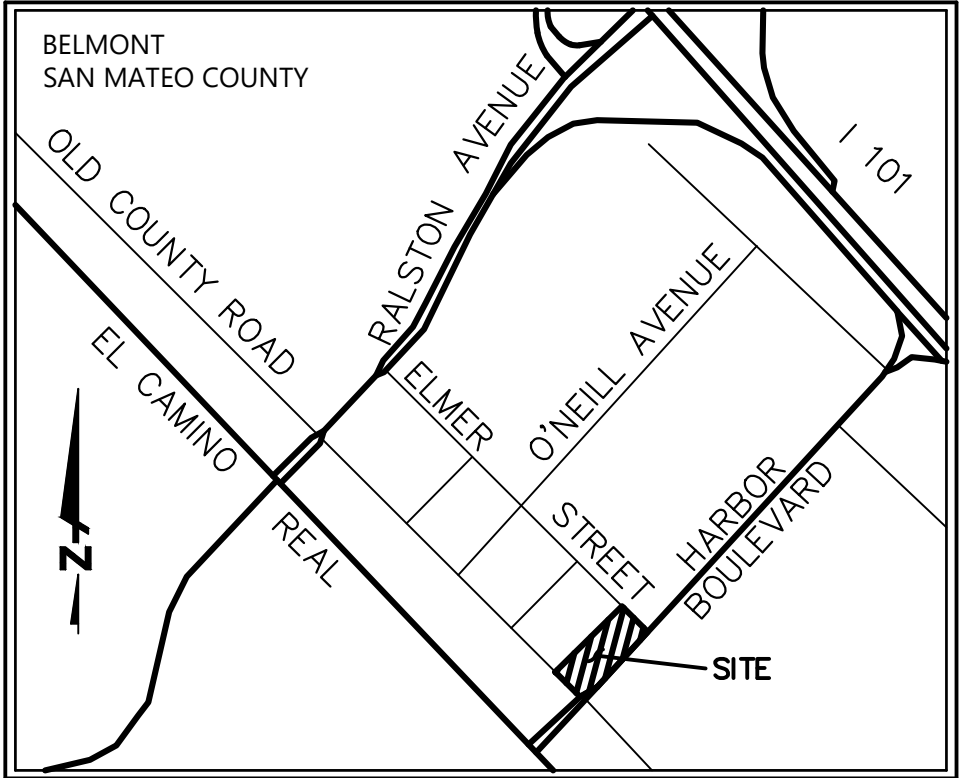
COMMISSION EXPIRES: _____

COMMISSION NUMBER: _____

OMISSION OF SIGNATURES:

IN ACCORDANCE WITH SECTION 66436 OF THE SUBDIVISION MAP ACT, THE SIGNATURES OF THE FOLLOWING HOLDERS OF RIGHTS OF WAY OR EASEMENTS, WHICH CANNOT RIPEN INTO FEE, HAVE BEEN OMITTED:

1. RESERVATION OF MINERAL RIGHTS, UNION PACIFIC RAILROAD COMPANY, AFFECTS PARCEL THREE OF GRANT DEED, INSTRUMENT NO. 2000-122004, OFFICIAL RECORDS OF SAN MATEO COUNTY



VICINITY MAP
NOT TO SCALE

BENEFICIARY'S STATEMENT:

THE UNDERSIGNED, MARY JACOBI, A WIDOW, DOES HEREBY STATE THAT THEY ARE THE BENEFICIARY, OR HAVE SOME RIGHT, TITLE OR INTEREST IN AND TO THE LAND DELINEATED UPON AND EMBRACED WITHIN THE EXTERIOR SUBDIVISION BOUNDARY LINES OF THE HEREIN EMBODIED MAP BY VIRTUE OF THE DEED OF TRUST WITH ASSIGNMENT OF RENTS RECORDED MAY 25, 1972 IN VOLUME 6156 AT PAGE 459, OFFICIAL RECORDS OF SAN MATEO COUNTY.

AS BENEFICIARY:
MARY JACOBI

BY: _____
MARY JACOBI

BENEFICIARY'S ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
) SS.
COUNTY OF _____)

ON _____, 2024, BEFORE ME _____, A NOTARY PUBLIC, PERSONALLY APPEARED _____ WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES) AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE: _____ PRINTED NAME _____
NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE

PRINCIPAL PLACE OF BUSINESS: _____

COMMISSION EXPIRES: _____

COMMISSION NUMBER: _____

COUNTY RECORDER'S STATEMENT:

FILED FOR RECORD THIS _____ DAY OF _____, 2024, AT _____, M. IN BOOK _____ OF MAPS AT PAGES _____ UNDER SERIES NO. _____. AT THE REQUEST OF _____ COMPANY, IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA.

FEE: _____ PD.

MARK CHURCH
COUNTY RECORDER IN AND FOR THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA

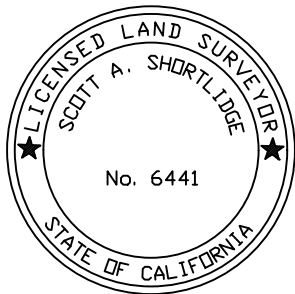
BY: _____
DEPUTY COUNTY RECORDER

PARCEL MAP _____ NELLA PROPERTIES, LLC, IN THE CITY OF BELMONT		
BEING A MERGER OF THE LANDS CONVEYED TO NELLA PROPERTIES, LLC, BY THE GRANT DEED RECORDED DECEMBER 28, 2021 AS DOCUMENT NUMBER 2021-176497 OFFICIAL RECORDS OF SAN MATEO COUNTY CITY OF BELMONT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA		
FOR: NELLA PROPERTIES, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY		
BY: BKF ENGINEERS JOB NO.: 20191349		
DATED: May 2024		SHEET 1 OF 3

CITY SURVEYOR'S STATEMENT:

I, SCOTT A. SHORTLIDGE, ACTING CITY SURVEYOR OF THE CITY BELMONT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, HEREBY STATE THAT I HAVE EXAMINED THIS MAP ENTITLED "PARCEL MAP XXXX", AND THAT I AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT.

SCOTT A. SHORTLIDGE,
ACTING CITY SURVEYOR
L.S. NO. 6441



DATE: _____

CITY CLERK'S STATEMENT:

I, JOZI PLUT, CITY CLERK OF THE CITY OF BELMONT, SAN MATEO COUNTY, STATE OF CALIFORNIA, DO HEREBY CERTIFY THAT THE EMBODIED FINAL PARCEL MAP, CONSISTING OF THREE (3) SHEETS, THIS STATEMENT BEING ON SHEET TWO (2) THEREOF, WAS PRESENTED TO SAID COUNCIL, AS PROVIDED BY LAW, AT A REGULAR MEETING HELD ON THE _____ DAY OF _____ 2024, AND THAT SAID CITY COUNCIL DID THEREUPON BY RESOLUTION NUMBER _____, PASSED AND ADOPTED AT SAID MEETING, APPROVE SAID MAP, AND ACCEPTED ON BEHALF OF THE PUBLIC ALL EASEMENTS OFFERED FOR DEDICATION TO PUBLIC USE.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS _____ DAY OF _____ 2024.

JOZI PLUT
CITY CLERK OF THE CITY OF BELMONT,
SAN MATEO COUNTY, STATE OF CALIFORNIA

CITY ENGINEER'S STATEMENT:

I, TRACY ANN SCRAMAGLIA, CITY ENGINEER OF THE CITY OF BELMONT, DO HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND THAT THE SUBDIVISION AS SHOWN HEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, IF REQUIRED, AND ANY APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT OF THE STATE OF CALIFORNIA AND OF ANY LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, IF REQUIRED, HAVE BEEN COMPLIED WITH; AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

DATE: _____



TRACY ANN SCRAMAGLIA, C.E. NO. 61436
CITY ENGINEER
CITY OF BELMONT

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF NELLA PROPERTIES, LLC, IN MAY OF 2024. I HEREBY STATE THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED, AND THAT THE MONUMENTS ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THAT THIS MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP.

DATE: _____



DAVIS THRESH, P.L.S. NO. 6868
DTHRESH@BKF.COM

PARCEL MAP _____ NELLA PROPERTIES, LLC, IN THE CITY OF BELMONT		
BEING A MERGER OF THE LANDS CONVEYED TO NELLA PROPERTIES, LLC, BY THE GRANT DEED RECORDED DECEMBER 28, 2021 AS DOCUMENT NUMBER 2021-176497 OFFICIAL RECORDS OF SAN MATEO COUNTY CITY OF BELMONT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA		
FOR: NELLA PROPERTIES, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY		
BY: BKF ENGINEERS JOB NO.: 20191349		
DATED: May 2024		SHEET 2 OF 3

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE BEARING NORTH 44°42'10" WEST BETWEEN FOUND STANDARD COUNTY STREET MONUMENTS ALONG THE CENTERLINE OF ELMER STREET AS SHOWN IN THE RECORD OF SURVEY "R/S. NO. 2372" FILED FEBRUARY 24, 2014, IN BOOK 39 OF LICENSED SURVEYORS' MAPS AT PAGE 60, SAN MATEO COUNTY RECORDS.

R1 MAP OF "PORT SAN FRANCISCO", FILED AUGUST 8, 1927,
IN VOLUME 16 OF MAPS AT PAGE 26.

R2 PARCEL MAP, FILED SEPTEMBER 5, 1975,
IN VOLUME 29 OF PARCEL MAPS AT PAGE 3.

R3 RECORD OF SURVEY, FILED AUGUST 16, 2004,
IN BOOK 26 OF LICENSED LAND SURVEYORS' MAPS AT PAGE 57.

R4 RECORD OF SURVEY, FILED JANUARY 12, 2006,
IN BOOK 28 OF LICENSED LAND SURVEYORS' MAPS AT PAGE 56.

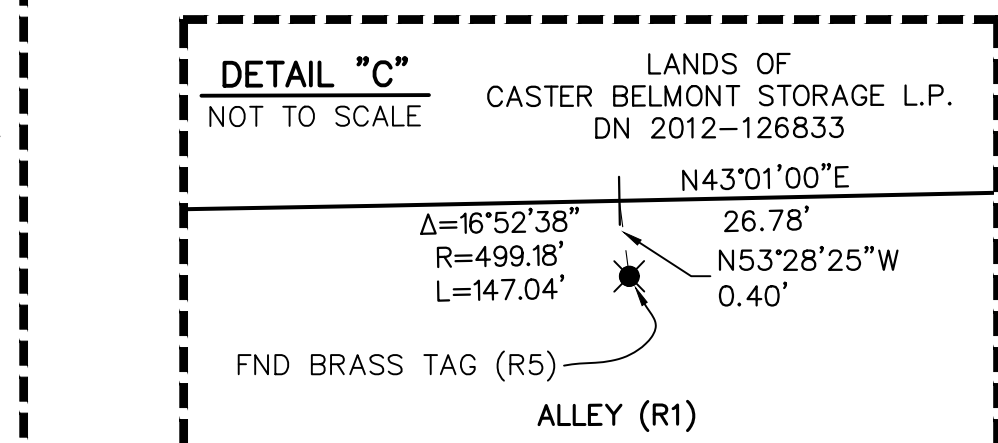
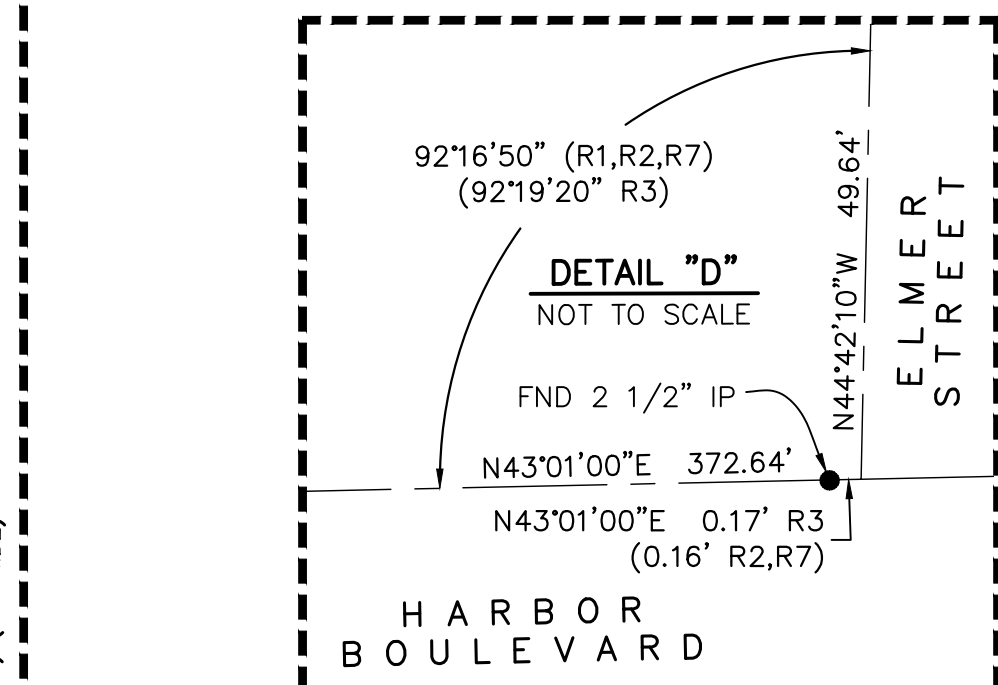
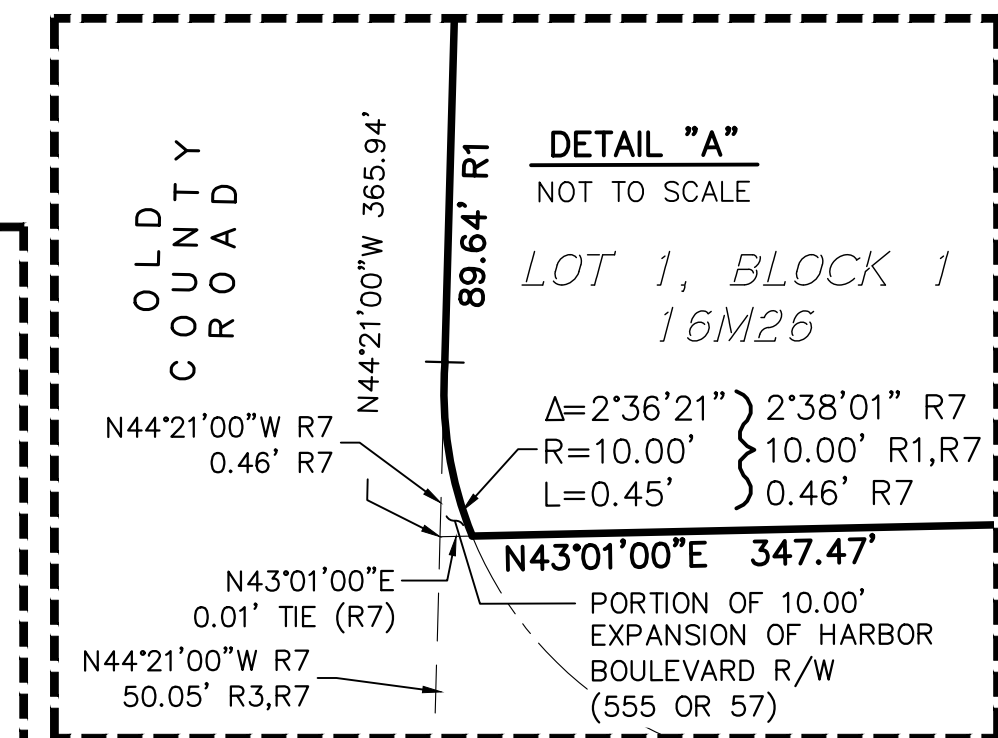
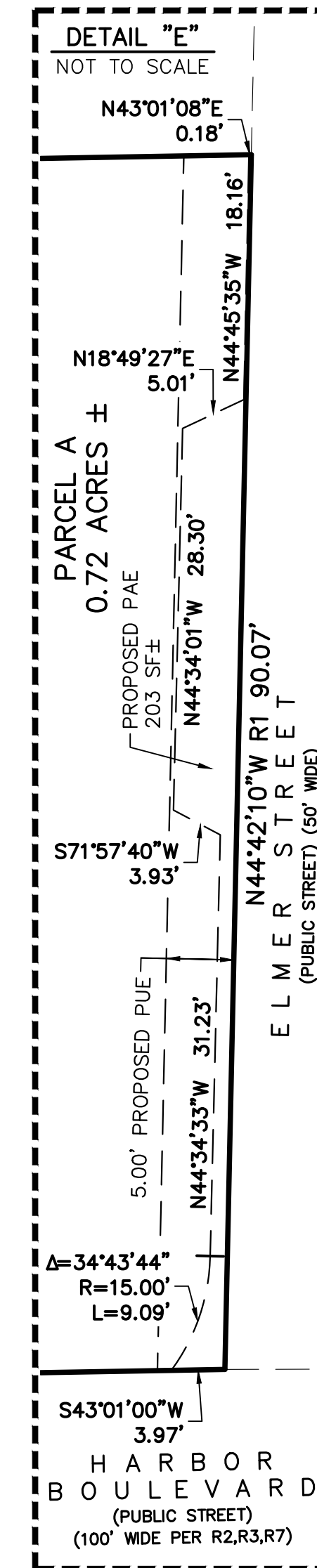
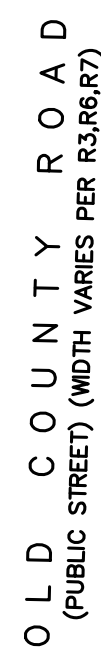
R5 RECORD OF SURVEY NO. 2372, FILED FEBRUARY 24, 2014,
IN BOOK 39 OF LICENSED LAND SURVEYORS' MAPS AT PAGE 60.

R6 PARCEL MAP NO. 18-06, FILED MAY 7, 2021,
IN BOOK 85 OF PARCEL MAPS AT PAGE 87.

R7 RECORD SURVEY, FILED APRIL 2, 2002,
IN BOOK 23 OF LICENSED LAND SURVEYORS' MAPS AT PAGE 62.

	EXTERIOR PROPERTY LINE
	ADJOINING PARCEL LINE
	LOT LINES OF RECORD (BLOCK 1, 16M26)
	PARCEL LINES OF RECORD (DN 2021-176497)
	PROPOSED EASEMENT
	CENTERLINE
	TIE LINE
	FOUND MONUMENT, SIZED AND TAGGED AS NOTED
	FOUND IRON PIPE, SIZED AND TAGGED AS NOTED
	FOUND CUT X, AS NOTED
	FOUND NAIL & BRASS TAG

±	MORE OR LESS
CR	CALCULATED FROM REFERENCE
FND	FOUND
M	MAP
MON	MONUMENT
NR	NO REFERENCE
PUE	PUBLIC UTILITY EASEMENT
R/W	RIGHT OF WAY
SF	SQUARE FEET
T1P1	TRACT (T) AND PARCEL (P) (DN 2021-176497)



BEING A MERGER OF THE LANDS CONVEYED TO NELLA PROPERTIES, LLC, BY THE
GRANT DEED RECORDED DECEMBER 28, 2021
AS DOCUMENT NUMBER 2021-176497
OFFICIAL RECORDS OF SAN MATEO COUNTY
CITY OF BELMONT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

SHEET 3 OF 3

CITY OF BELMONT SUBDIVISION IMPROVEMENT AGREEMENT

This Subdivision Improvement Agreement (the “Agreement”) is entered into by _____, a California [type of entity e.g. corporation, LLC, etc] (“Developer”), and the CITY OF BELMONT, a California municipal corporation (“City”) (collectively, the “Parties”).

RECITALS

- A. Developer is the owner of real property located at 604-610 Harbor Blvd in the City of Belmont, San Mateo County, California, and identified by San Mateo County Assessor Parcel Numbers 046-032-030, 046-032-040, 046-032-080, and 046-032-090, as more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference (the “**Property**”). Developer has submitted an application to the City for entitlements including a Final Parcel Map to construct an approximately 111,654 square foot, 5-story residential apartment building on the Property (“**Subdivision**”).
- B. On June 26, 2023, the City Council adopted Resolution No. 2023-14, approving the tentative map for the Subdivision, prepared by _____ and dated _____ (“**Approved Tentative Map**”), subject to certain conditions of approval (the “**Conditions**”).
- C. The Conditions require either (1) that certain improvements be constructed before approval of the final map, or (2) that Developer enter into an agreement with the City providing for the future construction of the improvements.
- D. Developer has applied to City for final map for the Subdivision (“**Final Map**”) approval without having completed all required improvements and therefore will enter into an agreement with the City providing for the future construction and installation of the improvements, as required by the Subdivision Map Act, Government Code Section 66410 et seq., and City of Belmont Subdivision Ordinance (the “**Subdivision Ordinance**”) Section 10.
- E. Developer has submitted plans, specifications and drawings for the improvements entitled “[identify sheet name and numbers]” prepared by [firm name] and dated [date] (the “**Improvement Plans**”), which the City Engineer has approved. The Improvements Plans are attached as **Exhibit B** and incorporated by this reference.
- F. As consideration for the approval and recordation by the City of the Final Map in accordance with the Subdivision Map Act, the Subdivision Ordinance, and City regulations and policies (“**Subdivision Laws**”), Developer desires to enter into this secured Agreement, whereby Developer promises to complete, at its expense, all of the public improvements required by the Approved Tentative Map as reflected in the Improvement Plans.
- G. Developer recognizes that by approval of the Final Map, the City has conferred substantial rights upon Developer, including the right to sell, lease, or finance lots within the Subdivision. As a result, the City will be damaged to the extent of the cost of installation of the improvements by Developer’s failure to perform its obligations to commence construction of the improvements by the time established in this Agreement. The City shall be entitled to all remedies available to it under this Agreement and law in the event of default by Developer. The Developer specifically recognizes that the determination of whether a reversion to acreage or rescission of the Subdivision

constitutes an adequate remedy for default by the Developer shall be within the sole discretion of the City.

NOW, THEREFORE, in consideration of the approval and recordation by the City of the Final Map, Developer and City agree as follows:

1. PURPOSE. The purpose of this Agreement is to guarantee completion of certain improvements in accordance with the Improvement Plans and ensure Developer satisfactorily complies with the Conditions.

2. DUTY TO INSTALL. Developer must:

2.1 Comply with all requirements of the Approved Tentative Map, and any amendments thereto, and with the provisions of the Subdivision Laws.

2.2 Complete, at Developer's own expense, all the public improvements required by the Approved Tentative Map in conformance with the Improvement Plans and all applicable standard specifications in effect on the date of the City's approval of the Approved Tentative Map ("**Public Improvements.**")

2.3 Furnish all materials necessary to complete the Public Improvements in conformity with the Improvement Plans and all applicable standard specifications in effect on the date of the City's approval of the Approved Tentative Map.

2.4 Acquire and dedicate to the City all rights-of-way, easements, and other interests in real property for the construction and installation of the Public Improvements, or pay the cost of acquisition incurred by the City. All real property interests dedicated by the Developer to the City must be free and clear of liens and encumbrances at the time of dedication. Developer must remove all liens and encumbrances at its sole expense before dedication to the City and warrant such clear title at Developer's sole expense. Developer is responsible for obtaining any public or private utility easements or authorization to accommodate the Subdivision.

2.5 Commence and complete construction of the Public Improvements within the time and dates set forth in Section 5. The Public Improvements are deemed completed when the City accepts them as conforming to the improvement plans by recordation of a Notice of Acceptance. Notwithstanding the above, Developer must make available for public use any streets, curbs, gutters, sidewalks or walkways, streetlights, street furniture, storm drain improvements, fire hydrants, and any other facilities intended for general public use, which are installed, altered or affected by the Work, as soon as they can be safely placed in service.

2.6 Install all subdivision public monuments required by law before recordation of the Notice of Acceptance. Developer must install all subdivision boundary and individual property monuments within the time specified in the Engineer's Statement on the approved Final Map for the Subdivision.

2.7 Comply with all of the requirements in the special provisions attached hereto and incorporated herein by reference as Exhibit "____." [RESERVE IF NO SPECIAL PROVISIONS]

2.8 The construction, installation and completion of the Public Improvements and all labor and materials furnished in connection therewith are hereinafter referred to collectively as the "**Work.**"

3. ACQUISITION AND DEDICATION OF EASEMENTS OR RIGHTS-OF-WAY. If any of

the Public Improvements contemplated by this Agreement will be constructed on land not owned by Developer, the Developer must not commence construction before:

3.1 The Developer makes an irrevocable offer of dedication to the City of appropriate rights-of-way, easements or other interests in real property, and obtains appropriate authorization from the property owner to allow construction of the improvements or work, or

3.2 The Developer dedicates to, and the City accepts, the appropriate rights-of-way, easements or other interests in real property, as determined by the City Engineer, or

3.3 The issuance to the City by a court of competent jurisdiction an order of possession. Developer must comply with the order of possession.

3.4 Nothing in this Section shall be construed as granting an extension of time to Developer.

4. DUTY TO MAINTAIN.

4.1 Developer must maintain all the Public Improvements in a state of good repair until they are completed by Developer, approved and accepted as conforming to the improvement plans, and accepted by a public utility or the City as part of its system. Maintenance must include, but is not limited to, repair of pavement, curbs, gutters, sidewalks, signals, parkways, water mains, storm drains and sanitary sewers; maintaining all landscaping in a vigorous and thriving condition reasonably acceptable to City; removal of debris from sewers and storm drains; and sweeping, repairing, and maintaining in good and safe condition all streets and street improvements. Developer is responsible to initiate all maintenance work, but if it should fail to do so, it must promptly perform such maintenance work when notified by City.

4.2 If Developer fails to maintain the improvements, and the failure is not cured after written notice by City, then City may do all work necessary for such maintenance and the cost thereof is the responsibility of Developer and its surety under this Agreement.

4.3 City is not responsible for the maintenance of the Public Improvements until the City formally accepts them by City Council resolution as part of its system of publicly maintained improvements in accordance with its policies and procedures. City is not responsible for any damages or injury of any nature in any way related to or caused by the Public Improvements or their condition before acceptance, except for damage caused by a willful misconduct or active negligence of the City.

4.4 Any use by any person of the Public Improvements, or any portion thereof, will be at the sole and exclusive risk of the Developer at all times before City's acceptance of the Public Improvements into its system.

5. COMMENCEMENT AND COMPLETION DATE. Developer will notify City in writing at least 24 hours before the commencement of the Work. Developer must complete the Work within 365 days of the Effective Date. All Work will be completed in a good and workmanlike manner in accordance with accepted design and construction practices. The completion date may be extended by the City Engineer in consultation with the City Attorney in its sole and absolute discretion. A request by the Developer to extend the completion date must be accompanied by a written assurance acceptable to the City Attorney that the required securities will remain enforceable throughout the term of the extension.

6. ESTIMATED COST OF WORK. The estimated cost of the Work is \$.

Notwithstanding this estimate, Developer hereby acknowledges and agrees that (a) the actual costs to complete the Work may significantly exceed this estimate, (b) this estimate in no way limits Developer's financial obligation, and (c) that Developer is obligated to complete the Work at its own cost, expense, and liability.

7. MODIFICATIONS TO THE PLANS. Approval of this Agreement by City does not release Developer of its responsibility to correct mistakes, errors or omissions in the Improvement Plans. If, at any time, in the opinion of the City Engineer, in his or her reasonable discretion, the Improvement Plans are deemed inadequate in any respect Developer agrees to make such modifications, changes or revisions as necessary in order to complete the Work in a good and workmanlike manner in accordance with this Agreement.

8. REPAIRS. Developer agrees to repair or have repaired in a timely manner at its sole cost and expense all public or private property damaged as a result of or incidental to the Work or in connection with the development of the Property or to pay to the property owner of any property the full cost of such repair. In addition, Developer shall obtain the written acceptance of such repair or payment from any owner whose private property was repaired by Developer or to whom Developer has paid the full cost of such repair. The City has no obligation whatsoever to approve or accept the Work completed under this Agreement until such time as all repairs have been completed or have been paid for and required written acceptances have been provided to the City Engineer.

9. FOREMAN OR SUPERINTENDENT. Before commencement of the Work, and at all times until the Work is complete, the Developer must employ and name in writing to the City Engineer a competent foreman or superintendent, satisfactory to the City Engineer, with authority to act for and on behalf of Developer, who must be present on the Property during the performance of the Work and may not be changed without advance notification to and approval of the City Engineer. Developer must provide the City with emergency contact information for the foreman or superintendent before commencement of the Work.

10. EXAMINATION OF WORK. All of the Work shall be performed to the satisfaction of the City Engineer in his or her reasonable discretion. The City and its authorized agents shall, at all times during the performance of the Work, have free access to the Work and shall be allowed to examine the Work and all materials used and to be used in the Work. No Work shall be performed without inspection by City. Any Work performed without inspection is subject to rejection by City. All Work shall be performed during the City's normal working hours and work days.

11. INSPECTION, ADMINISTRATION AND TESTING.

11.1 Developer must at all times maintain proper facilities and safe access for inspection of the Public Improvements by City inspectors and to the shops and facilities wherein any work is in preparation. Upon completion of the Public Improvement work, the Developer may request a final inspection by the City Engineer or the City Engineer's authorized representative. The City Engineer may not execute or record the Notice of Acceptance unless the Developer has completed all aspects of the work in accordance with the Improvement Plans. When applicable law requires an inspection at a particular stage of construction of the Public Improvements, Developer may not proceed with additional work until the inspection has been made and the work approved.

11.2 Developer must pay to City the actual cost for all inspection, administration and testing services

furnished by City in connection with this Agreement, including those performed by consultants under contract with the City (the "City Costs"). The estimated cost for City Costs is \$ _____. (the "Estimated Cost"). Concurrently with the execution of this Agreement, Developer shall deposit an amount equal to the Estimated Cost with City for the payment of the City Costs. In the event that the Estimated Cost is insufficient to cover the actual City Costs incurred, Developer must, upon notice in writing by the City Engineer, deposit such additional amount as may be required to pay the City Costs. Any amount of the Estimated Cost, initial deposit or additional amounts deposited remaining after payment of all City Costs will be returned to Developer. City may, at its discretion, deposit such funds in an interest-bearing account and retain any and all interest earned.

12. COMPLIANCE WITH LAWS. Developer shall fully comply with all federal, state and local laws, ordinances and regulations, including the Subdivision Ordinance, in the performance of this Agreement. Developer shall, at its own cost and expense, obtain all necessary permits and licenses for the Work, give all necessary notices, pay all fees and taxes required by law and make any and all deposits legally required by those public utilities that will serve the development on the Property. Copies or proof of payment of said permits, licenses, notices, fee and tax payments and deposits shall be furnished to the City Engineer upon request.

13. ENCROACHMENT PERMITS. Developer must obtain, at its sole cost and expense, any encroachment permits required by the City in order to perform the Work. Before excavating within the public right of way for connections to public utilities, Developer must provide to the City documentation satisfactory to the City Engineer that the providers of such utilities services have agreed to serve the Subdivision.

14. SECURITY. Developer must furnish bonds in the following amounts to the City on a form approved by the City Attorney, in compliance with state law, and issued by a surety company duly and regularly authorized to do general surety business in the State of California, or such other surety under Government Code Section 66499 as may be acceptable to the City.

14.1 Improvement Security. Concurrent with the execution of this Agreement, and before the commencement of any Work, Developer must provide:

14.1.1 Performance Security. A performance bond, in the form required by Government Code Section 66499.1, in the amount of 100 % of the estimated cost of the Public Improvements to secure faithful performance of this Agreement (until the date on which the City accepts the Work as complete); and

14.1.2 Payment Security. A labor and material bond, in the form required by Government Code Section 66499.2, in the amount of 100% of the estimated cost of the Public Improvements to secure payment by Developer to laborers and materialmen (until the date by which claims by laborers and materialmen are required by law to be made); and

14.2 Warranty Security. Developer must furnish and deliver a warranty bond against any defective work or labor done or defective materials furnished in the amount of 10% of the value of the Public Improvements upon acceptance and final approval of the Public Improvements and before release of the entirety of the Performance Bond. The bond must guarantee and warranty the Work for a period of one year following the date of recordation of the notice of acceptance of the Public Improvements against any defective work or labor done, or defective materials furnished.

14.3 Conditions. Securities are subject to the following conditions.

14.3.1 If either upon execution of this Agreement or during the course of performance the City considers that it is necessary to have an updated engineer's estimate prepared, the City shall provide written notice to Developer. Developer shall provide such estimate within the timeframe set forth in the City's notice and shall make such modifications to the estimate as may be reasonably requested by City. Any changes not exceeding 10% of the original estimated cost of the Public Improvements do not relieve the security. In the event that changes to the Improvement Plans cause an increase of more than 10% over the original estimated cost of the Public Improvements, Developer must provide Performance Security for 100% of the total estimated cost of the Public Improvements as changed. If Developer is required to post additional security, the City may require either a cash deposit or a surety bond guaranteeing performance in a form and signed by sureties satisfactory to City.

14.3.2 Developer's security shall compensate the City for the actual cost of completing the required Public Improvements in the event of default by the Developer in the performance of this Agreement, regardless of whether the City's cost of completion exceeds the estimated total cost of the Public Improvements.

14.3.3 Any request by the Developer for an extension of time for the commencement or completion of the work under this Agreement may be granted by the City without notice to Developer's surety and such extensions shall not affect the validity of this Agreement or release the surety or sureties on any security given for this Agreement.

14.3.4 As a condition of granting any extension for the commencement or completion of the work under this Agreement, the City Engineer may require Developer to furnish new security guaranteeing performance of this Agreement, as extended, in an increased amount to compensate for any increase in construction costs as determined by the City Engineer.

14.3.5 If the Developer seeks to replace any security with another security, the replacement shall: (1) comply with all the requirements for security in this Agreement; (2) be provided by the Developer to the City Engineer; and (3) upon its written acceptance by the City Engineer, be deemed to be a part of this Agreement. Upon the City Engineer's acceptance of a replacement security, the former security may be released by the City.

14.4 Release of Security. The City will release the securities required by this Agreement as follows:

14.4.1 Performance Security. The City shall release the Performance Security upon recordation of the Notice of Acceptance or as may otherwise be authorized in accordance with Government Code section 66499.7.

14.4.2 Payment Security. The City shall release the Payment Security in accordance with Government Code section 66499.7.

14.4.3 Warranty Security. The City shall release the Warranty Security upon expiration of the warranty period and settlement of any claims filed during the warranty period.

14.5 Retention. The City may retain from any security released, an amount sufficient to cover costs and reasonable expenses and fees, including reasonable attorney's fees, as set forth in Government Code section 66499.4.

15. NO WAIVER BY CITY. Inspecting of the work or materials, or approval of work or materials, or a statement by an officer, agent or employee of the City indicating the work complies with

this Agreement, or acceptance of all or any portion of the work or materials, or payments thereof, or any combination of all of these acts shall not relieve Developer or its obligation to fulfill this Agreement; nor is the City by these acts prohibited from bringing an action for damages arising from the failure to comply with this Agreement.

16. COMPLETION OF WORK. After Developer (a) completes the Work in accordance with the Improvement Plans and the terms and conditions of this Agreement, and (b) repairs any private or public property damaged as a result of the Work, or pays the full cost of such repair to the owner whose property was damaged, and obtains the written acceptance of such repair or payment from any owner whose private property was repaired by Developer or to whom Developer paid the full cost of such repair in accordance with Section 8, Developer will provide City with a written notice of completion, together with copies of all written acceptances as described in Section 8, and offer to dedicate the improvements for public use. City, in its sole and absolute discretion, may accept or give final approval to the Work in phases and allow a partial release of the security.

17. FINAL ACCEPTANCE.

17.1 Notice of Completion. Within 15 days of receipt of Developer's written notification under Section 16, City Engineer shall inspect the Work and repairs and review the written acceptances, if any, and send Developer a written notice stating whether the Work and repair are complete to the satisfaction of the City Engineer, and whether the written acceptances described in Section 8 have been provided. If the Work and repair are, in the opinion of the City Engineer, not complete, not satisfactory, or written acceptances have not been provided, the City Engineer will list the deficiencies that must be corrected to find the Work and repair complete and satisfactory. Upon satisfactory completion of the Work and repair and submittal of written acceptances, the City Engineer will send Developer a written notice of satisfactory completion. The requirement for written acceptances may be waived by the City Engineer if Developer has made commercially reasonable efforts to obtain such acceptances. City Engineer's failure to respond to Developer's written notification within 15 days will not be deemed a breach or default under this Agreement.

17.2 Acceptance of Work. After sending Developer a written notice of satisfactory completion, the City Engineer will make recommendations to the City Council regarding acceptance of the Work. The acceptance of work shall be by resolution. Upon adoption of such resolution, the City Engineer shall record a notice of acceptance, in a form to be approved by the City Attorney, in the Official Records of San Mateo County. Acceptance of the work by the City shall be deemed as final approval of the completed improvements that are not accepted for maintenance or ownership by the City.

17.3 Acceptance of Dedications. In conjunction with the recommendation to accept the Work, the City Engineer will make a recommendation regarding the acceptance of any offers of dedication for public use shown on the final map for, or separately recorded against, the Property, including Public Improvements offered for public use ("**Dedicated Property**"). The Dedicated Property shall be conveyed free and clear of all liens, encumbrances, assessments and leases (recorded and unrecorded), except items approved by City in writing. City may require Developer to obtain and pay for title insurance in connection with any such approvals of title exceptions. Acceptance of offers of dedication for public use shall not be deemed acceptance as part of the City's street system or other system of improvements and shall not constitute acceptance for purposes of maintenance by the City.

17.4 Title to Improvements. Title to, and ownership of, all Public Improvements constructed by Developer under this Agreement within the public right of way, or designated for public use, shall vest in City

upon City's acceptance of such improvements into its street system or other system of improvements, as the case may be.

18. EROSION CONTROL. Developer shall take all necessary actions during the Work to prevent erosion damage and to prevent migration of soil or silt- or sediment-contaminated storm water run-off onto streets or other properties or into creeks, seasonal drainage courses or the public storm drain system. In the event of failure on the part of Developer to prevent erosion or soil migration or storm water contamination, City may implement any and all erosion or storm water protection and mitigation measures it determines to be necessary on an emergency basis and Developer shall, within 30 days of receiving notice in writing from the City Engineer, reimburse City for all of City's actual expenses incurred (including administrative and legal expenses) in implementing such erosion protection and mitigation measures. If Developer fails to timely reimburse City, City may proceed against the Performance Security to cover all of City's actual expenses.

19. FINAL DRAWINGS. Upon completion of the Work and before final acceptance and approval, Developer shall deliver to City a set of "as-built" drawings. These drawings shall be in a form acceptable to the City Engineer, shall be certified as being "as-built" and shall reflect the Work as actually constructed, with any and all changes incorporated therein. The drawings shall be signed and sealed as accurate by the engineer of record.

20. REVERSION TO ACREAGE. If Developer fails to perform its obligations under this Agreement, and has not cured the default within a reasonable time which may be specified in written notice from the City, Developer consents to the reversion to acreage of Property in accordance with Government Code section 66499.16 at Developer's sole cost and expense, subject to Government Code Section 66499.19.

21. WARRANTY. Without limiting the foregoing, Developer expressly warrants and guarantees all Work and all materials used in the Work for a period of one year after the date of recordation of the notice of acceptance of the Improvements. If, within this one-year period, any Improvement or part of any Improvement installed or constructed, or caused to be installed or constructed by Developer, or any of the Work, fails to fulfill any of the requirements of the Improvement Plans or this Agreement, Developer shall, without delay and without cost to City, repair, replace or reconstruct any defective or otherwise unsatisfactory part or parts of the Work or Improvement to the satisfaction of the City Engineer. Should Developer fail to act promptly or in accordance with this requirement, or should the exigencies of the situation require repairs, replacements or reconstruction to be made before Developer can be notified, City may, at its option, make the necessary repairs, replacements or perform the necessary reconstruction and Developer shall pay to the City upon demand the actual cost of such repairs, replacements or reconstruction plus 15 percent.

22. DEVELOPER NOT AGENT OF CITY. Neither Developer nor Developer's contractors, subcontractors, agents, officers, or employees are agents, partners, joint venturers or employees of City and the Developer's relationship to the City, if any, arising here from is strictly that of an independent contractor. Developer's contractors and subcontractors are exclusively and solely under the control and dominion of Developer. Further, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.

23. IMPROVEMENT INDEMNIFICATION. Developer agrees to indemnify, defend and hold the City, its elective and appointed boards, commissions, officers, agents, employees and consultants,

harmless from and against any and all claims, liabilities, losses, damages, injuries, penalties, fines, judgments, awards, decrees, attorneys' fees and related costs or expenses of any kind or nature (collectively, "Claims") arising out of this Agreement, including without limitation Developer's, or Developer's contractors', subcontractors', agents' or employees', acts, omissions, or operations under this Agreement, and the performance of the Work, whether such acts, omissions, or operations are by Developer or any of Developer's contractors, subcontractors, agents or employees. Nothing herein requires Developer to indemnify the City for Claims to the extent caused by the sole or gross negligence or willful misconduct of the City. This indemnity shall apply regardless of whether or not City has prepared, supplied or approved plans and/or specifications for the Work or Improvements and regardless of whether any insurance required under this Agreement is applicable to any Claims. The City does not and shall not waive any of its rights under this indemnity provision because of its acceptance of the bonds or insurance required under the provisions of this Agreement. Developer's obligation to defend and indemnify City shall survive the expiration or termination of this Agreement and will continue until such time as the improvements are accepted by the City for maintenance.

24. PROJECT APPROVAL INDEMNIFICATION. Developer shall defend, indemnify, and hold harmless the City and its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul, an approval of the City, advisory agency, appeal board, or legislative body concerning the Subdivision. The City shall promptly notify the Developer of any claim, action, or proceeding and cooperate fully in the defense of any such claim, action, or proceeding. Nothing in this Section prohibits the City from participating in the defense of any claim, action, or proceeding if City bears its own attorney's fees and costs and defends the action in good faith. Developer shall not be required to pay or perform any settlement unless the settlement is approved by the Developer.

25. INSURANCE.

25.1 Developer must, throughout the duration of this Agreement, maintain insurance to cover Developer (including its agents, representatives, subcontractors, suppliers, and employees) in connection with the performance of work under this Agreement, including against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work.

25.2 Developer must at a minimum maintain the following types of insurance indicated by the check box next to the insurance type. Developer must fully comply with the City's insurance specifications in **Exhibit C "Insurance Standards for Construction"**, attached to this Agreement. City may modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

☒ Workers Compensation (WC)

☒ Commercial General Liability (CGL)

☐ The CGL limit level is modified as follows: _____.

☒ Automobile Liability (AL)

☐ The AL limit level is modified as follows: _____.

☒ Builder's Risk (Course of Construction).

25.3 Developer waives any right to subrogation against the City, its officers, elected officials, employees, agents, or volunteers which any insurer of Developer may acquire against the City by virtue of the payment of any loss under such insurance.

26. REPORTING DAMAGES. If any damage (including death, personal injury or property damage) occurs in connection with the performance of this Agreement, Developer shall immediately notify the City Risk Manager's office by email at finance@belmont.gov, and Developer shall promptly submit to the City's Risk Manager and the City's Authorized Representative, a written report (in a form acceptable to the City) with the following information: (a) name and address of the injured or deceased person(s), (b) name and address of witnesses, (c) name and address of Developer's insurance company, and (d) a detailed description of the damage and whether any City property was involved.

27. PAYMENTS. Developer agrees that it will pay, when due, all those furnishing labor or materials in connection with the Work. Developer further agrees that the Labor and Materials security provided by Developer under this Agreement shall not be released if any mechanics liens or stop notices are outstanding, unless said liens are released by bond in compliance with Civil Code section 8424.

28. DEFAULT BY DEVELOPER.

28.1 Default of Developer shall include, but not be limited to:

28.1.1 Developer's failure to timely commence construction of Public Improvements under this Agreement;

28.1.2 Developer's failure to timely complete construction of the Public Improvements;

28.1.3 Developer's failure to timely cure any defect in the Public Improvements;

28.1.4 Developer's failure to perform substantial construction work for a period of 20 consecutive calendar days after commencement of the work;

28.1.5 Developer's insolvency, appointment of a receiver, or the filing of any petition in bankruptcy, either voluntary or involuntary, which Developer fails to discharge within 30 days;

28.1.6 The commencement of a foreclosure action against the Subdivision or a portion thereof, or any conveyance in lieu or in avoidance of foreclosure; or

28.1.7 Developer's failure to perform any other obligation under this Agreement.

28.2 The City reserves all remedies available to it at law or in equity for breach of Developer's obligations under this Agreement. The City shall have the right, subject to this Section, to draw upon or use the appropriate security to mitigate the City's damages in the event of default by Developer. The City's right to draw upon or use the security is in addition to any other remedy available to City. The parties acknowledge that the estimated costs and security amounts may not reflect the actual cost of construction of the improvements and, therefore, City's damages for Developer's default shall be measured by the cost of completing the required improvements. The City may use the sums provided by the securities for the completion of the Public Improvements in accordance with the Improvement Plans and Specifications contained herein. In the event Developer fails to cure any default under this Agreement within twenty (20) days after the City mails written

**City of Belmont Subdivision Improvement Agreement.
Windy Hill Property Ventures
604, 608, & 610 Harbor Boulevard**

notice of such default to the Developer and the Developer's surety, Developer authorizes City to perform the obligation for which Developer is in default and agrees to pay the entire cost of such performance by the City.

28.3 City may take over the work and complete the Public Improvements, by contract or by any other method City deems appropriate, at the expense of Developer. In such event, City, without liability for so doing, may complete the Public Improvements using any of Developer's materials, appliances, plans and other property that are at the work site and that are necessary to complete the Public Improvements.

28.4 The Developer's failure to comply with the terms of this Agreement constitutes Developer's consent for the City to file a notice of violation against all the lots in the Subdivision, or to rescind or otherwise revert the Subdivision to acreage. Developer specifically recognizes that the determination of whether a reversion to acreage or rescission of the Subdivision constitutes an adequate remedy for default by the Developer shall be within the sole discretion of the City. The remedy provided by this Subsection is in addition to all other remedies available to City. Developer agrees that the choice of remedy or remedies for Developer's breach shall be in the discretion of City.

28.5 In the event the Developer fails to perform any obligation hereunder, Developer agrees to pay all costs and expenses incurred by City in securing performance of such obligations, including but not limited to fees and charges of architects, engineers, attorneys, and other professionals, and court costs.

28.6 The failure of City to take enforcement action with respect to a default, or to declare a breach, shall not be construed as a waiver of that default or breach or any subsequent default or breach of Developer.

29. NOTICES. Formal written notices, demands, correspondence and communications between City and Developer shall be sufficiently given if: (a) personally delivered; (b) dispatched by next day delivery by a reputable carrier such as Federal Express to the offices of City and Developer indicated below, provided that a receipt for delivery is provided; or (c) if dispatched by first class mail, postage prepaid, to the offices of City and Developer indicated below. Such written notices, demands, correspondence and communications may be sent in the same manner to such persons and addresses as either party may from time-to-time designate by next day delivery or by mail as provided in this Section.

City of Belmont

Developer

City Manager
One Twin Lanes, Suite 340
Belmont, CA 94002

Attn:

Notices delivered by deposit in the United States mail as provided above shall be deemed to have been served two business days after the date of deposit if addressed to an address within the State of California, and three business days if addressed to an address within the United States but outside the State of California.

30. TRANSFERS; ASSIGNMENTS. Developer may assign its obligations under this Agreement to successor owner(s) of the Property with the prior written consent of the City. In connection with any such assignment, Developer and its assignee shall execute and deliver to City a written assignment and assumption agreement in a form acceptable to the City Attorney.

31. BINDING UPON HEIRS, SUCCESSORS AND ASSIGNS. The terms, covenants and

conditions of this Agreement shall be binding upon all heirs, successors and assigns of the parties hereto; provided, however, that this Agreement shall not be binding upon a purchaser or transferee of any portion of the Property unless this Agreement has been assigned. If this Agreement has not been assigned or if the assignment has not been consented to by City, it shall remain binding on Developer.

32. HEADINGS. Section headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants or conditions contained in this Agreement.

33. SEVERABILITY. If any provision of this Agreement is held, to any extent, invalid, the remainder of this Agreement shall not be affected, except as necessarily required by the invalid provision, and shall remain in full force and effect.

34. ENTIRE AGREEMENT. The terms and conditions of this Agreement constitute the entire agreement between City and Developer with respect to the matters addressed in this Agreement. This Agreement may not be altered, amended or modified without the written consent of both parties.

35. GOVERNING LAW; VENUE. This Agreement shall be construed and enforced in accordance with the laws of the State of California, without reference to choice of law provisions. Any legal actions under this Agreement shall be brought only in the Superior Court of the County of San Mateo, State of California.

36. AUTHORITY. Each party executing this Agreement on behalf of a party represents and warrants that such person is duly and validly authorized to do so on behalf of the entity it purports to bind and if such party is a partnership, corporation or trustee, that such partnership, corporation or trustee has full right and authority to enter into this Agreement and perform all of its obligations hereunder.

37. TIME IS OF THE ESSENCE. Time is of the essence of this Agreement and of each and every term and condition hereof

38. RUNS WITH THE LAND; RECORDATION. This Agreement pertains to and shall run with the Property. Upon execution, this Agreement shall be recorded in the Official Records of San Mateo County.

IN WITNESS WHEREOF, City and Developer have executed this Agreement as of the last date signed below (the “**Effective Date**”).

CITY OF BELMONT

DEVELOPER

By: _____
Mayor

Date: _____

APPROVED AS TO FORM

Scott M. Rennie, City Attorney

By: _____

(print name) (print title)

Date: _____

By: _____

(print name) (print title)

Date: _____

DEVELOPER SIGNATURES MUST BE NOTARIZED

Exhibit A
Property Legal Description
(Cover Sheet)

Exhibit B
Improvement Plans
(Cover Sheet)

Exhibit C
Insurance Standards for Construction

(Cover Sheet)

SETTLEMENT AND IMPACT FEE PAYMENT AGREEMENT

This Settlement and Impact Fee Payment Agreement ("**Agreement**"), dated for the convenience of the Parties this 26 day of June 2023, is entered by and between the City of Belmont ("**City**") and Windy Hill Property Ventures, LLC ("**Windy Hill**"), in settlement of the dispute described in this Agreement. Windy Hill and the City are, from time to time, individually referred to herein as a "**Party**" and collectively referred to herein as the "**Parties**."

RECITALS

A. Windy Hill submitted an application to the City on February 20, 2020 (the "**Application**") for the construction of an approximately 111,654 square foot, five (5) story multifamily residential building with one hundred and three (103) apartment units located at 608 Harbor Blvd in unincorporated San Mateo County (the "**Project**").

B. On June 22, 2023 Windy Hill submitted its complete application to the San Mateo County Local Agency Formation Commission ("LAFCO") for annexation of the property underlying the Project to the City of Belmont.

C. On June 26, 2023, the City Planning Commission considered and approved Windy Hill's development applications for the Project, conditioned on the property underlying the Project being annexed to the City of Belmont.

D. The Project's conditions of approval included the imposition of City's development impact fees, including its Transportation Impact Fee, Park Impact Fee, Public Art Fee, Sewer Impact Fee, Sewer Connection Fee, and General Plan Maintenance Fee in effect as of the date of the Project approval (collectively, "**City Impact Fees**").

E. On May 11, 2022, the California Regional Water Quality Control Board San Francisco Bay Region adopted a Revised Tentative Order to make revisions to the Municipal Regional Stormwater NPDES Permit for discharge of stormwater runoff applicable to the City of Belmont (the "**MRP**"). The implementation date of changes to the MRP is July 1, 2023.

F. Windy Hill requested the City hold its public hearing to consider approval of the Project prior to the July 1, 2023 MRP implementation date so that the Project is not required to undergo extensive redesign to comply with the new provisions of the MRP,

G. There is disagreement between the Parties on whether Senate Bill 330 preliminary application provisions in Government Code §§65941.1 and 65589.5(o) apply to the Application and the amount of City Impact Fees the Project must pay the City.

H. In lieu of Windy Hill proceeding with a Government Code section 66020(a) "pay and protest" procedure and potential litigation resulting therefrom, the Parties agree that a negotiated settlement of the City Impact Fees would conserve administrative and judicial resources.

I. The Parties have successfully engaged in good faith discussions to resolve the amount of the City Impact Fees payable for the Project. With this Agreement, the Parties now

desire to fully resolve all claims relating to the City Impact Fees under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and other considerations, the value and adequacy of which is hereby acknowledged, the Parties hereby agree as follows:

TERMS AND CONDITIONS

1. The Recitals above are true and correct and incorporated herein by this reference.
2. The Parties agree that Windy Hill's total payment obligation relating to the City Impact Fees applicable to the Project is \$400,000 in addition to those City Impact Fees in effect on February 20, 2020 ("**Impact Fee Obligation**"). The breakdown and amounts of the Impact Fee Obligation is specified in **Exhibit A**, which is attached hereto and incorporated herein. By the terms of this Agreement, Windy Hill has no legal or contractual obligation to pay any amount relating to the City Impact Fees in excess of the Impact Fee Obligation.
3. The Parties agree that all fees unrelated to the City Impact Fees, including but not limited to filing fees, processing fees, and ministerial permit fees, shall be based exclusively on the City's Master Revenue Schedule, as amended through June 9, 2020, including any increases resulting from automatic annual adjustments, attached hereto as **Exhibit B**, and incorporated herein.
4. Notwithstanding Sections 2 and 3, if Windy Hill has not commenced construction of the Project site within three years following the date the Project receives final approval, the Project shall be subject to City Impact Fees and other fees unrelated to City Impact Fees (such as, but not limited to, filing fees, processing fees, and ministerial permit fees) that are in effect on the date of building permit issuance.
5. Windy Hill will cooperate with the City in determining and resolving ownership of the property underlying the adjoining public right of way.
6. By signing this Agreement, Windy Hill agrees not to withdraw or revoke its offer to settle and release claims related to the Application, Project, City Impact Fees, or Impact Fee Obligation prior to the City Council consideration and approval of this Agreement. Windy Hill acknowledges and understands that the City accommodated Windy Hill's request for a Planning Commission hearing prior to July 1, 2023, prior to the LAFCO application being considered by the City Council, in consideration of the terms of this Agreement.
7. Windy Hill shall not file a "pay and protest" letter or lawsuit seeking relief regarding the imposition of the City Impact Fees, and unconditionally waives any rights to seek administrative or judicial relief and agrees not to file suit, and to waive any right to file suit, regarding the Impact Fee Obligation, and releases, acquits, and forever discharges City, and all of its past, present and future elected officials, officers, directors, employees, agents, contractors, affiliates, successors, and assigns from any and all claims, demands, rights, causes of action, damages, liabilities, and obligations of any nature whatsoever, whether based in tort, contract, indemnity, or violation of any statute, and whether for actual, compensatory, or punitive damages, or attorney's fees or costs, arising out of the Impact Fee Obligation.

8. City and Windy Hill, each having been fully advised by its attorneys, intend for the waivers and releases hereof to be and to constitute a full general release and to constitute a full and final accord and satisfaction extending to all claims arising out of or relating to the Impact Fee Payment and shall assume the risk of any and all unknown and unsuspected claims related to or arising out of the Impact Fee Obligation which exist at the time of execution of this Agreement, and this Agreement shall apply to any and all such unknown and unsuspected claims, as well as those known and suspected, and with full knowledge of all facts relevant to any allegations, actions, claims, grievances, charges, complaints and/or causes of action by the Parties related to or arising out of the Impact Fee Payment. The Parties hereby voluntarily and expressly release and waive their rights under California Civil Code section 1542, which provides as follows:

"A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release, and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."

9. This Agreement is a full accord, satisfaction and discharge of disputed claims by the Parties, and this Agreement has been executed with the express intention of effectuating the legal consequences provided in California Civil Code, Section 1541, namely, the extinguishment of all obligations as described herein.

10. Windy Hill agrees to defend, with counsel acceptable to the City, indemnify, release and hold harmless the City, its elected officials, agents, officers, attorneys, employees, boards and commissions ("Indemnitees") from any claim, action or proceeding brought against any of the Indemnitees, the purpose of which is to attack, set aside, void or annul the approval of this Agreement, the Application, the Project, or the Impact Fee Obligation. This indemnification shall include, but not be limited to, costs, expenses, liabilities, judgments, damages and attorney fees or expert witness fees that may be reasonably incurred by the Indemnitees, arising out of or in connection with this Agreement, the Application, the Project, or the Impact Fee Obligation. Nothing in this Agreement shall prohibit the City from participating in the defense of any such claim, action or proceeding. In the event that Windy Hill is required to defend the Indemnitees in connection with any claim, action or proceeding, the City shall retain the right to (i) approve the counsel to so defend the Indemnitees, (ii) approve all significant decisions concerning the matter in which the defense is conducted, and (iii) approve any and all settlements, which approvals shall not be unreasonably withheld by the City. The City shall also have the right not to participate in its defense, except that the City agrees to cooperate with Windy Hill in the defense of any such claim, action or proceeding. The City shall use best efforts to keep City's defense costs reasonable, including but not limited to counsel for Windy Hill taking the lead in the defense of any litigation brought to challenge to this Agreement, the Application, the Project, and Impact Fee Obligation. This indemnity survives any sale of the property underlying the Project and shall be binding upon Windy Hill's successors and assigns.

11. If any Party believes that another Party is in breach of the terms set forth in this Agreement, the Party asserting the breach shall give written notice to the other Party of the alleged breach, which notice shall set forth with reasonable particularity the alleged breach. The Parties shall meet, confer and attempt to resolve the alleged breach within 30 days of such notice. If the Parties are unable to resolve their dispute through informal negotiations or mediation within 60 days from the date of written notice of the alleged breach, the Party asserting a breach may seek judicial enforcement of this Agreement. If any Party initiates a legal action to enforce

the terms of this Agreement, then upon the finality of a judgment entered by a court of competent jurisdiction and upon a motion by the prevailing party before a court of competent jurisdiction, a court of competent jurisdiction shall award such prevailing party reasonable attorney's fees and costs incurred in connection with such action.

12. By executing this Agreement, the Parties acknowledge and agree that neither City nor Windy Hill is in any way whatsoever admitting liability or wrongdoing of any sort, and further acknowledges and agrees that the Parties continue to firmly deny any and all allegations of liability or wrongdoing of any sort.

13. The terms of this Agreement are the product of compromise and entered into in order to resolve a pending disagreement between the Parties. The terms have no precedential value in relation to City policy or practice.

14. This Agreement shall be construed and governed by the laws of the State of California. The language of all parts of this Agreement shall be construed as a whole, according to its fair meaning, and not strictly for or against any party hereto.

15. In the event there exist conflicts between the terms of this Agreement and the Project's conditions of approval, this Agreement shall govern.

16. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement. Signatures provided by electronic mail shall have the same force and effect as original signatures.

17. All notices, demands, or other communications which this Agreement contemplates or authorizes shall be in writing and shall be delivered personally or by certified mail (return receipt requested) and emailed to the respective Party as follows:

If to City: City Manager
City of Belmont
One Twin Pines Lane
Belmont, CA 94002

With Copies to: City Attorney
City of Belmont
One Twin Pines Lane
Belmont, CA 94002

If to Developer: Windy Hill Property Ventures, LLC
c/o Jamie D' Alessandro
530 Emerson St., # 150
Palo Alto, CA 94301

With Copies to: Allen Matkins Leck Gamble Mallory & Natsis LLP
3 Embarcadero Center, 12th Floor
San Francisco, CA 94111

Attn: David H. Blackwell, Esq.

Any Party may change the address stated herein by giving notice in writing to the other Party, and thereafter notices shall be addressed and transmitted to the new address. Notices shall be deemed delivered when they are (1) delivered personally or by certified mail (return receipt requested) and (2) sent by email

18. If any term of this Agreement (including any phrase, provision, covenant, or condition) is held by a court of competent jurisdiction to be invalid or unenforceable, the Agreement shall be construed as not containing that term, and the remainder of this Agreement shall remain in full force and effect; provided, however, this section shall not be applied to the extent that it would result in a frustration of the Parties' intent under this Agreement.

19. Except as otherwise specified herein, waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.

20. Nothing in this Agreement, whether express or implied, is intended (i) to confer any rights, benefits or remedies under or by reason of this Agreement on any person or entity other than the Parties and their respective successors and assigns, (ii) to relieve, terminate or discharge any obligation or liability of any person or entity not a party to this Agreement to any Party hereto, or (iii) to give any third person or entity any right of subrogation or action against any party.

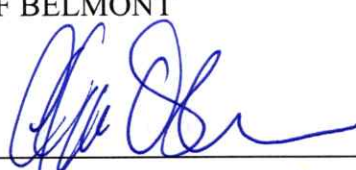
21. By signing below, the Parties acknowledge that:

- (a) They have read this Agreement;
- (b) They have been represented in the preparation, negotiation and execution of this Agreement by legal counsel of their own choice;
- (c) They are fully aware of the legal and binding effect of this Agreement;
- (d) The individual signing this Agreement has the authority to bind to this Agreement the Party on whose behalf that individual signs;
- (e) They have not assigned any claim, or authorized any other person or legal entity to assert any such claim regarding the Impact Fee Obligation on its behalf; and
- (f) The other Party is relying to its detriment that this Agreement is effective and enforceable when signed by all the Parties.

22. This Agreement shall be binding upon and shall inure to the benefit of the Parties and the Parties' successors, administrators, managers, assigns, and employees, and shall be binding upon and shall inure to the benefit of the Parties' officers and agents acting in their official capacity. If Developer transfers the property or entitlements, then Developer shall provide notice to City within ten (10) calendar days of such transfer, but shall not require City's consent. This notice requirement shall expire upon the issuance of the first Certificate of Occupancy for the Project.

IN WITNESS WHEREOF, the Parties do hereby agree to the full performance of the terms set forth herein.

CITY OF BELMONT

By: 

Name: Afshin Oskoui

Title: City Manager

Dated: 10/30, 2023

APPROVED AS TO FORM:



Scott Rennie

City Attorney

WINDY HILL PROPERTY VENTURES

By: 

Name: Windy Hill Property Ventures

Title: Managing Member

Dated: June 26, 2023

EXHIBIT A

IMPACT FEE OBLIGATION

- Traffic Impact Fee: \$150,000
- Public Art Fee: \$50,000, up to half of which may be spent on public art at the Project site, in compliance with Belmont City Code 17-125 through 17-132 and the remainder to be paid as a fee
- Park Impact Fee: the amount of the fee in the City's Master Revenue Schedule for Fiscal Year 2020 plus an additional \$100,000, which equals \$537,750
- General Plan Maintenance Fee: the amount which shall equal the fee in place in 2020 (0.30% of building valuation at submittal of construction permit plans, as specified in the City's Master Revenue Schedule for Fiscal Year 2020) plus an additional \$100,000
- Sewer Connection Fee: shall be compliant with Project Conditions of Approval, Public Works Department Project Specific Condition #4. The sewer connection fee would be the amount in place in the City's Master Revenue Schedule for Fiscal Year 2020. However, if the Project instead connects to the public sewer main under Harbor Boulevard, then it shall comply with the requirements in Public Works Department Project Specific Condition #4

All other City Development Impact Fees will be determined based on the City's Master Revenue Schedule for Fiscal Year 2020.



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

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

Notable Fund Balance Decrease compared to prior YTD:

- Measure I
- Affordable Housing Successor

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

- Amounts equal to and above \$50,000



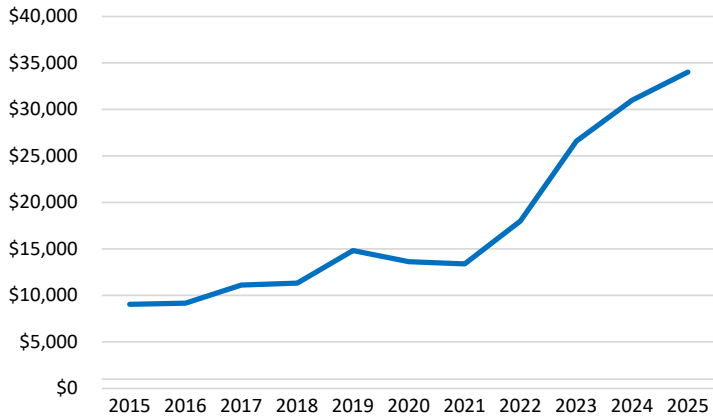
This report contains financial information which has not been reviewed or audited by an independent auditor, does not reflect the application of generally accepted accounting principles in all instances and is subject to future revision. This report has not been prepared with a view to informing an investment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

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

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



General Fund Balance Trend
(in million)

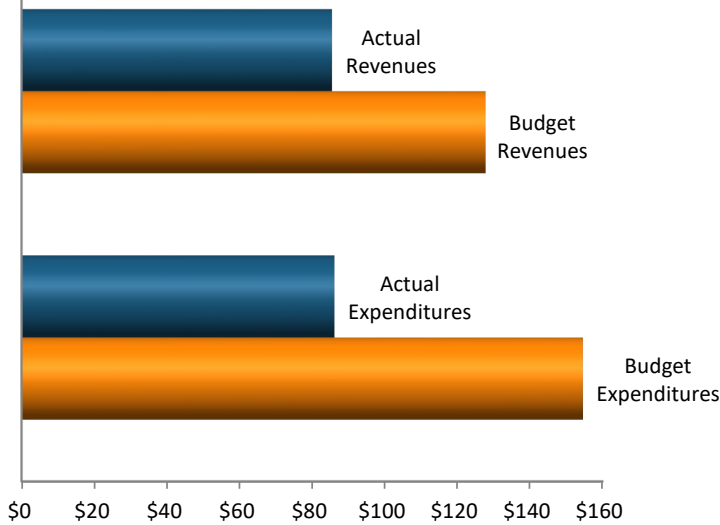


General Fund Balance Trends*

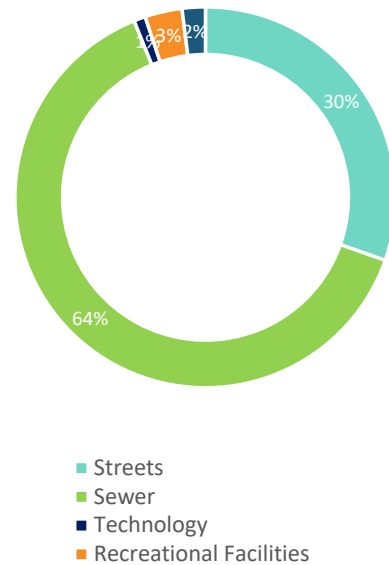
6/30/2015	2015	\$9,049	Audited
6/30/2016	2016	\$9,177	Audited
6/30/2017	2017	\$11,128	Audited
6/30/2018	2018	\$11,325	Audited
6/30/2019	2019	\$14,846	Audited
6/30/2020	2020	\$13,637	Audited
6/30/2021	2021	\$13,398	Audited
6/30/2022	2022	\$18,013	Audited
6/30/2023	2023	\$26,586	Audited
6/30/2024	2024	\$31,003	Audited
3/31/2025	2025	\$34,028	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures
YTD Comparison (in millions)



Capital Improvement Plan



General Fund

The General Fund balance is \$34 million, an increase of \$3 million compared to the amount at the prior fiscal year-end. This is primarily due to the timing of the one-time Property Tax in-lieu of VLF and excess ERAF refund receipts.

Fund Balance - YTD Fund Deficits

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

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



Fund	Fund Name	Audited Fund Balance 06/30/24 (1)	Revenues					Expenditures					Unaudited Fund Balance 03/31/25 (1)+(2)-(3)	PY YTD Fund Balance 03/31/24	
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance Under (Over)	%	PY YTD Actual			
GENERAL FUND															
101	General	\$31,003	\$24,909	\$21,814	(\$3,095)	88%	\$21,230	\$24,005	\$18,789	\$5,216	78%	\$17,996	\$	34,028	29,516
102	Measure I	4,464	1,811	1,419	(391)	78%	1,534	6,173	3,261	2,912	53%	1,900		2,623	3,535
SPECIAL REVENUE FUNDS															
205	Recreation	397	2,990	1,777	(1,214)	59%	1,702	3,064	2,788	276	91%	2,492		(614)	(203)
206	Library Maintenance & Operation	777	256	217	(39)	85%	224	729	312	418	43%	283		683	747
207	Athletic Field Maintenance	391	123	177	54	144%	155	265	112	153	42%	88		456	428
208	City Tree	252	15	13	(2)	88%	40	102	31	71	30%	63		234	259
209	Senior Services Donation	96	8	12	5	157%	3	7	0	7	0%	0		108	94
210	Development Services	2,020	5,162	5,124	(38)	99%	4,856	5,401	4,765	636	88%	4,308		2,379	2,072
212	General Plan Maintenance	1,492	378	325	(52)	86%	380	1,065	812	254	76%	688		1,005	1,271
223	Belmont Fire Protection District	25,882	14,266	12,286	(1,980)	86%	12,250	10,487	12,960	(2,473)	124%	12,073		25,209	20,162
225	Police Grants and Donations	35	1	4	4	507%	5	7	4	2	63%	1		35	35
227	Supplemental Law Enforcement	71	131	185	54	141%	187	74	75	(1)	101%	94		181	99
231	Street Maintenance	1,365	2,009	1,132	(877)	56%	932	1,949	1,764	185	90%	1,828		733	(889)
232	RMRA Street Project	498	577	530	(46)	92%	488	1,256	372	883	30%	11		656	1,072
233	Measure W	2,295	367	315	(52)	86%	295	2,264	118	2,145	5%	0		2,492	2,082
234	Street Improvements	2,935	850	797	(54)	94%	881	2,573	590	1,983	23%	155		3,142	2,603
237	Traffic Impact	100	118	167	49	142%	3	0	0	0	N/A	0		267	98
239	Public Art	420	16	13	(3)	82%	11	8	0	8	0%	0		433	411
275	Affordable Housing Successor	6,056	170	175	5	103%	286	1,180	285	895	24%	182		5,946	9,509
277	Inclusionary Housing	3,254	145	212	67	146%	609	0	0	0	N/A	0		3,466	3,175
	Total Special Revenue	48,336	27,584	23,464	(4,120)	85%	23,306	30,431	24,988	5,443	82%	22,265		46,812	43,025
CAPITAL PROJECT FUNDS															
308	General Facilities	621	21	19	(2)	89%	21	445	39	406	9%	7		601	739
310	Infrastructure	2,290	66	72	6	109%	67	2,447	(172)	2,619	-7%	154		2,534	2,285
312	Comcast PEG Program	421	12	13	2	114%	11	90	45	45	50%	0		389	412
341	Planned Park	1,084	69	32	(36)	47%	44	525	337	188	64%	340		779	1,391
342	Park Impact	680	33	49	16	148%	31	497	20	478	4%	0		710	666
343	Open Space	104	3	3	(0)	97%	6	38	53	(14)	137%	0		54	101
399	Capital Improvement Projects	3,292	41,373	7,831	(33,542)	19%	7,897	44,092	8,226	35,866	19%	4,082		2,898	3,776
704	Special Assessment Districts	328	9	10	1	114%	9	0	0	0	N/A	0		338	321
	Total Capital Projects	8,820	41,585	8,029	(33,556)	19%	8,086	48,135	8,547	39,587	18%	4,583		8,302	9,691
DEBT SERVICE & OTHER FUNDS															
406	Library Bond Debt Service	320	523	440	(82)	84%	441	511	666	(155)	130%	654		94	71
501-505	Sewer Collection System	40,307	17,998	17,546	(452)	97%	11,201	28,009	16,313	11,695	58%	8,641		41,540	33,538
507	Sewer Treatment	28,834	2,482	2,423	(58)	98%	2,141	4,031	4,025	6	100%	2,692		27,233	26,793
525	Storm Drainage Enterprise	1,406	1,571	857	(714)	55%	947	2,344	1,299	1,045	55%	1,485		964	1,637
530	Solid Waste Management	2,110	517	506	(11)	98%	457	456	399	57	87%	397		2,216	1,904
570	Worker's Compensation	1,837	705	748	43	106%	769	639	763	(124)	119%	708		1,822	1,804
571	Liability Insurance	3,324	686	721	35	105%	184	1,045	922	123	88%	679		3,123	3,159
572	Self Funded Vision	0	0	0	0	N/A	0	0	0	0	N/A	0		0	4
573	Fleet & Equipment Management	8,241	3,993	4,020	27	101%	3,629	5,291	3,312	1,978	63%	3,409		8,949	8,539
574	Facilities Management	366	2,275	2,337	63	103%	2,179	2,379	1,881	498	79%	1,832		822	(251)
575	Benefit Prefunding	1,313	1,133	1,094	(39)	97%	1,077	1,189	931	258	78%	1,116		1,476	1,183
775	Successor Agency Trust Fund ¹	-	0	0	0	N/A	0	0	0	0	N/A	0		0	0
	Total Debt & Other	88,058	31,882	30,693	(1,190)	96%	23,024	45,894	30,511	14,128	66%	21,613		88,239	78,383
	Total All Funds	\$180,681	\$127,771	\$85,419	(\$42,352)	67%	\$77,180	\$154,639	\$86,096	\$67,287	56%	\$68,357		\$180,004	\$164,150

Fund Types:

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

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

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

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

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



	General Fund						All Other Funds					
	Budget	Year to Date (YTD)			Annual Budget	PY YTD Actual	Budget	Year to Date (YTD)			Annual Budget	PY YTD Actual
		Actual	Variance	%				Actual	Variance	%		
REVENUES												
Taxes	\$17,794	\$15,463	(\$2,331)	87% a	\$23,725	\$14,443	\$16,912	\$13,995	(\$2,916)	83% d	\$22,549	\$13,705
Licenses and permits	911	925	14	102%	1,215	700	1,789	2,365	576	132%	2,385	2,049
Intergovernmental	275	296	22	108%	366	422	9,925	1,960	(7,964)	20% e	13,233	5,716
Charge for services	3,239	3,237	(2)	100%	4,318	3,230	29,027	27,042	(1,985)	93% f	38,702	25,629
Fines and forfeits	108	71	(38)	65%	144	99	-	-	-	N/A	-	-
Use of money and property	1,438	1,696	258	118%	1,917	2,276	4,001	4,762	761	119%	5,334	4,472
Miscellaneous	241	126	(115)	52% b	321	60	20	500	480	2443%	27	406
Other financing sources	-	-	-	N/A	-	-	-	6	6	N/A	-	13
Operating transfers in	903	-	(903)	0% c	1,205	-	41,189	12,974	(28,215)	31% g	54,919	3,962
Total Revenues	24,909	21,814	(3,095)	88%	33,212	21,230	102,862	63,605	(39,257)	62%	137,149	55,950
EXPENDITURES												
General government	6,045	5,447	(599)	90%	8,060	4,745	6,780	5,856	(924)	86%	9,040	5,935
Public safety	12,065	11,291	(773)	94%	16,086	11,426	10,266	13,092	2,825	128% h	13,689	12,074
Streets and utilities	-	-	-	N/A	0	0	54,850	20,662	(34,188)	38%	73,133	14,221
Culture and recreation	2,183	2,051	(132)	94%	2,911	1,702	8,096	5,367	(2,728)	66%	10,794	5,146
Urban redevelopment	-	-	-	N/A	0	0	6,228	4,643	(1,585)	75%	8,304	3,983
Non departmental	-	-	-	N/A	0	0	1,553	152	(1,401)	10%	2,071	-
Debt service	-	-	-	N/A	0	0	4,480	4,561	81	102%	5,973	5,163
Operating transfer out	3,713	-	(3,713)	0%	4,950	122	38,380	12,974	(25,406)	34%	51,174	3,839
Total Expenditures	24,005	18,789	(5,216)	78%	32,007	17,996	130,633	67,307	(63,326)	52%	174,178	50,362
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES												
	\$903	\$3,025			\$1,205	\$3,234	(\$27,771)	(\$3,702)			(\$37,028)	\$5,589

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

General Fund

Revenues

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

Other Funds

Revenues

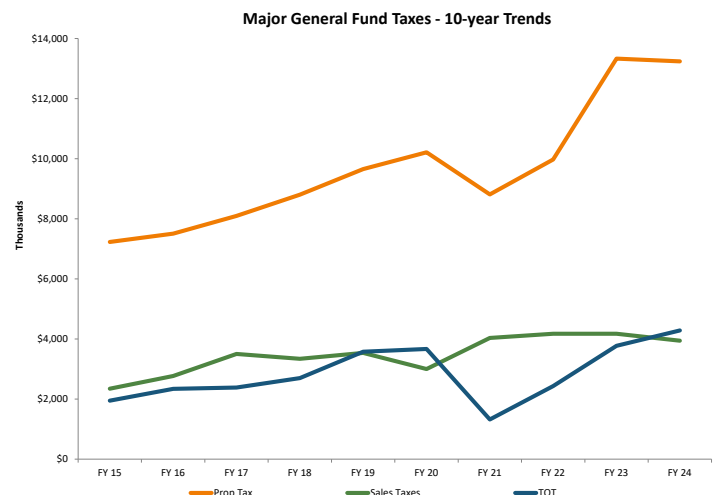
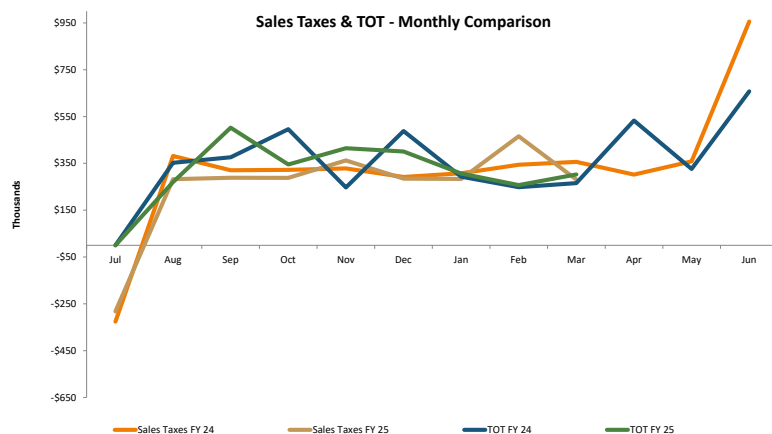
- d) **Taxes** - The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April.
- e) **Intergovernmental** - Grant revenue will be received and reported in a future reporting period.
- f) **Charge for Services** - The Sewer User Fee (Collection & Treatment) is included as part of the City's Property Tax bill to be received semi-annually, typically in December and April. The budget variance is primarily due to the timing of the sewer user fee receipts.
- g) **Operating Transfers In** - Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

Other Funds

Expenditures

- h) **Public Safety** - Fourth quarter payment of \$2.4M to San Mateo Consolidated Fire Department was made in March.

Trends



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



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
ADP TAX PPE 03/01/25	ADP TAX PPE 03/01/25	3/7/25	DAJ000009590	108,185.05
ADP TAX PPE 03/15/25	ADP TAX PPE 03/15/25	3/21/25	DAJ000009594	109,702.51
ADP WAGE PPE 03/01/25	ADP WAGE PPE 03/01/25	3/7/25	DAJ000009587	477,427.43
ADP WAGE PPE 03/15/25	ADP WAGE PPE 03/15/25	3/21/25	DAJ000009591	486,916.67
C2R ENGINEERING INC	SAN JUAN RETENTION RELEASE	3/28/25	1205519	68,527.39
CALPERS	COB CONTRIBUTIONS PPE 02/21/25	3/7/25	DAJ000009626	141,048.72
CALPERS	HEALTH PREMIUM -MARCH	3/11/25	DAJ000009627	228,293.73
CALPERS	COB CONTRIBUTIONS PPE 03/21/25	3/24/25	DAJ000009644	140,301.28
GOOD CITY COMPANY	Gen Planning Feb 2025	3/28/25	EFT00038300	64,451.27
MISSION SQUARE	DEF COMP ACCT# 302442	3/10/25	DAJ000009630	57,619.63
MISSION SQUARE	DEF COMP ACCT# 302442	3/24/25	DAJ000009633	56,742.43
SAN MATEO CONSOLIDATED FIRE DEPARTMENT	Q4-24/25 SMC FIRE TRANSFER	3/7/25	EFT00038046	2,395,638.75
SAN MATEO, CITY OF	FY 24/25 SEWER SERVICE CHARGE	3/7/25	1205476	217,942.55
SILICON VALLEY CLEAN WATER	APRIL CONTRIBUTIONS	3/7/25	EFT00038038	399,366.00
SILICON VALLEY CLEAN WATER	SOURCE CTRL STORM THR 12/2024	3/28/25	EFT00038288	246,872.94
Total Disbursements in Excess of \$50,000				\$ 5,199,036.35
Total Count				15

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

Vendor	Description	Date	No.	Amount
EDGEWORTH INTEGRATION LLC	SERVER REPLACEMENT&UPGRADE	3/18/25	25 00106	80,000.00
PARAMETRIX INC	TO#4-COB VILLAGE BIKE/PED	3/28/25	25 00107	53,480.00
Total Purchase Orders Issued in Excess of \$50,000				\$ 133,480.00
Total Count				2

CITY OF BELMONT TREASURER'S REPORT March 31, 2025



Agency Receipts and Disbursements Summary

	Beginning Balance February 28, 2025		Receipts		Disbursements		Ending Balance March 31, 2025
City of Belmont	\$ 134,263,113.73	\$	3,905,078.20	\$	(6,153,969.51)	\$	132,014,222.42
Belmont Fire Protection District	24,279,202.32		934,709.58		(285,106.61)		24,928,805.29
Total	\$ 158,542,316.05	\$	4,839,787.78	\$	(6,439,076.12)	\$	156,943,027.71

Balance Summary

	Deposit		Investments		Pool Total
City of Belmont & Belmont Fire Protection District	\$ 3,520,296.18	\$	153,422,731.53	\$	156,943,027.71

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

Respectfully Submitted,

s/b Grace Castaneda

Grace Castaneda
City Treasurer

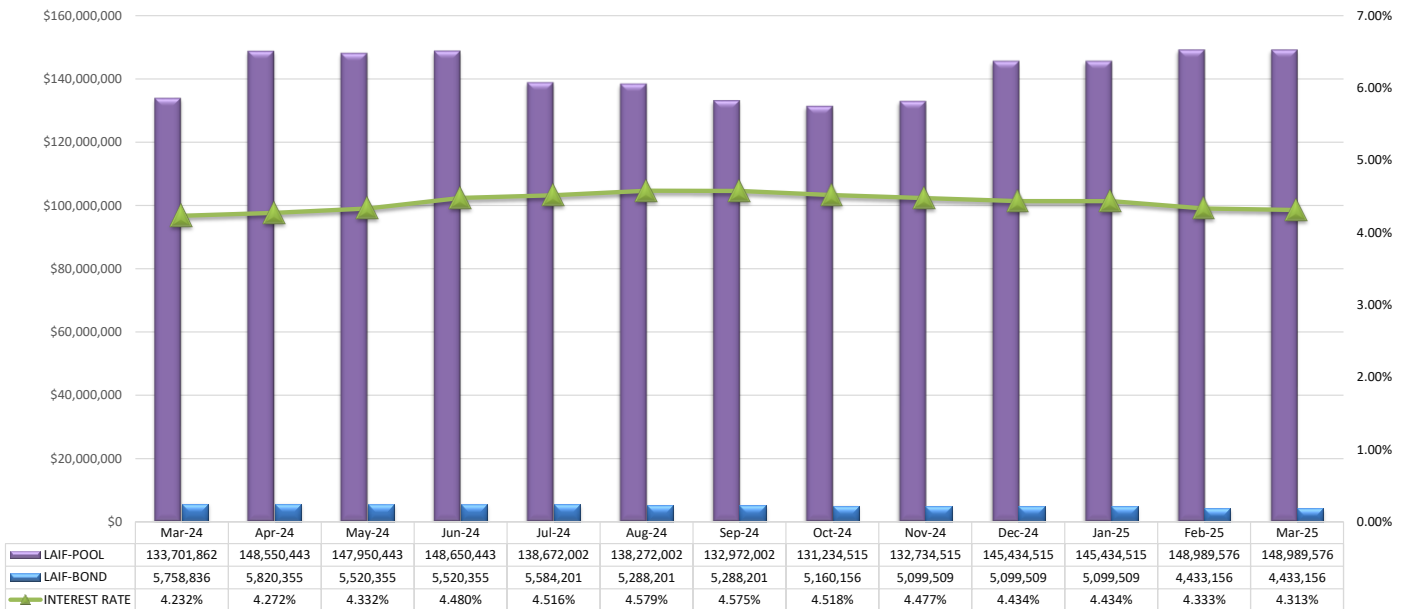
**CITY OF BELMONT
TREASURER'S REPORT
March 31, 2025**



Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo		\$ 3,520,296.18	\$ 3,520,296.18					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	148,989,575.74	149,116,096.35	535,493.37		90 days	4.313%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	4,433,155.79	4,436,920.39	15,933.50		90 days	4.313%	LAIF	LAIF
Total			\$ 156,943,027.71	\$ 157,073,312.91	\$ 551,426.87					

City of Belmont Investment Portfolio Trends





HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

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

Notable Fund Balance Decrease compared to prior YTD:

- Measure I
- Affordable Housing Successor

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

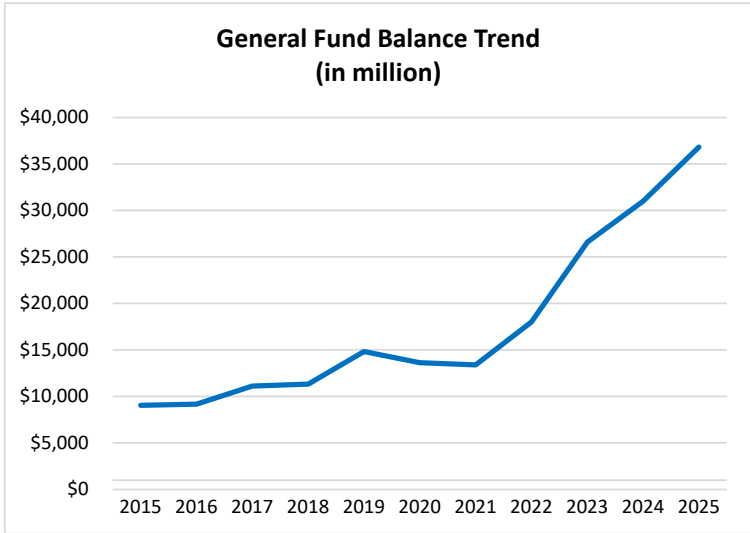
- Amounts equal to and above \$50,000



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

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

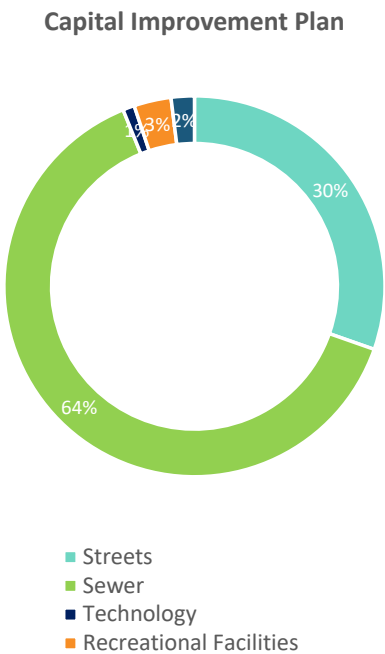
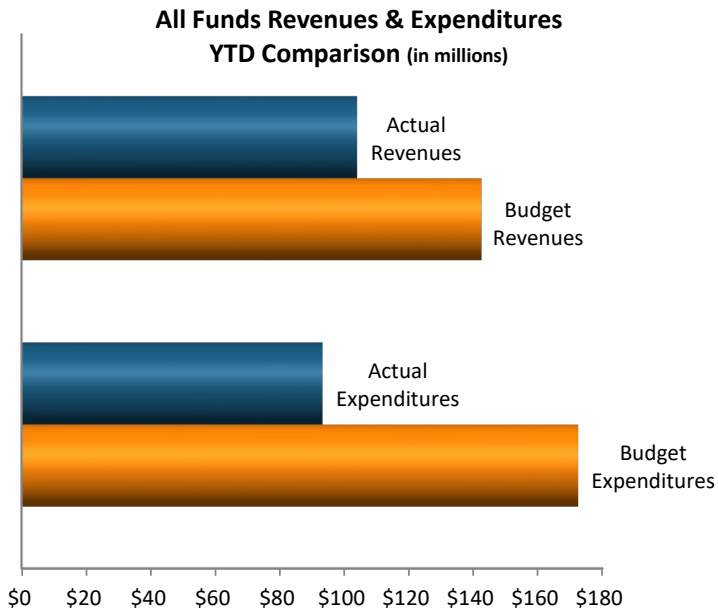
City of Belmont
Performance at a Glance
Results for the Period Ended April 30, 2025
(000's)



General Fund Balance Trends*

6/30/2015	2015	\$9,049	Audited
6/30/2016	2016	\$9,177	Audited
6/30/2017	2017	\$11,128	Audited
6/30/2018	2018	\$11,325	Audited
6/30/2019	2019	\$14,846	Audited
6/30/2020	2020	\$13,637	Audited
6/30/2021	2021	\$13,398	Audited
6/30/2022	2022	\$18,013	Audited
6/30/2023	2023	\$26,586	Audited
6/30/2024	2024	\$31,003	Audited
4/30/2025	2025	\$36,826	Unaudited

* excludes Measure I



General Fund

The General Fund balance is \$36.8 million, an increase of \$5.8 million compared to the amount at the prior fiscal year-end. This is primarily due to the timing of the one-time Property Tax in-lieu of VLF and excess ERAF refund receipts. In addition, the remaining majority of our property tax revenues were received in April.

Fund Balance - YTD Fund Deficits

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

City of Belmont
Fund Recap at a Glance
Results for the Period Ended April 30, 2025
(000's)



Fund	Fund Name	Audited Fund Balance 06/30/24 (1)	Revenues					Expenditures					Unaudited Fund Balance 04/30/25 (1)+(2)-(3)	PY YTD Fund Balance 04/30/24	
			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	\$31,003	\$27,677	\$26,740	(\$937)	97%	\$26,227	\$26,673	\$20,916	\$5,757	78%	\$19,999	\$	36,826	32,813
102	Measure I	4,464	2,012	1,559	(453)	77%	1,693	6,697	3,263	3,433	49%	1,953		2,760	3,677
SPECIAL REVENUE FUNDS															
205	Recreation	397	3,323	2,182	(1,141)	66%	2,065	3,404	3,093	311	91%	2,765		(514)	(117)
206	Library Maintenance & Operation	777	285	305	20	107%	308	810	370	441	46%	314		712	808
207	Athletic Field Maintenance	391	137	181	44	132%	155	295	126	169	43%	95		445	426
208	City Tree	252	17	16	(1)	97%	41	114	36	78	31%	66		233	259
209	Senior Services Donation	96	9	12	4	141%	3	8	0	8	0%	0		108	95
210	Development Services	2,020	5,736	5,863	127	102%	5,841	6,001	5,445	556	91%	4,873		2,438	2,506
212	General Plan Maintenance	1,492	420	497	77	118%	794	1,184	876	308	74%	723		1,113	1,662
223	Belmont Fire Protection District	25,882	15,851	17,054	1,202	108%	16,675	11,989	13,070	(1,081)	109%	12,194		29,865	24,680
225	Police Grants and Donations	35	1	4	3	456%	5	8	5	3	67%	1		34	35
227	Supplemental Law Enforcement	71	146	198	53	136%	187	83	84	(1)	102%	104		185	89
231	Street Maintenance	1,365	2,232	1,216	(1,017)	54%	1,021	2,166	1,961	205	91%	2,048		620	(1,026)
232	RMRA Street Project	498	641	590	(51)	92%	547	1,395	393	1,002	28%	21		695	1,132
233	Measure W	2,295	408	343	(66)	84%	324	2,515	118	2,397	5%	0		2,519	2,133
234	Street Improvements	2,935	945	866	(79)	92%	1,036	2,859	685	2,174	24%	167		3,116	2,773
237	Traffic Impact	100	131	396	265	303%	3	0	0	0	N/A	0		496	99
239	Public Art	420	18	13	(5)	74%	11	8	0	8	0%	0		433	416
275	Affordable Housing Successor	6,056	189	(843)	(1,032)	-446%	294	1,312	1,302	9	99%	3,711		3,910	6,031
277	Inclusionary Housing	3,254	161	212	51	132%	609	0	0	0	N/A	0		3,466	3,181
	Total Special Revenue	48,336	30,649	29,105	(1,544)	95%	29,920	34,150	27,564	6,586	81%	27,083		49,877	45,180
CAPITAL PROJECT FUNDS															
308	General Facilities	621	23	19	(5)	80%	21	494	39	455	8%	8		600	747
310	Infrastructure	2,290	73	72	(1)	99%	67	2,719	(172)	2,891	-6%	154		2,534	2,308
312	Comcast PEG Program	421	13	13	0	103%	11	100	45	55	45%	0		389	416
341	Planned Park	1,084	76	32	(44)	42%	44	583	672	(89)	115%	674		444	1,071
342	Park Impact	680	37	414	377	1123%	31	553	20	533	4%	0		1,074	673
343	Open Space	104	3	3	(0)	87%	6	43	53	(10)	123%	0		54	102
399	Capital Improvement Projects	3,292	45,979	7,996	(37,983)	17%	8,001	48,999	8,389	40,610	17%	4,675		2,899	3,326
704	Special Assessment Districts	328	10	10	0	103%	9	0	0	0	N/A	0		338	324
	Total Capital Projects	8,820	46,214	8,558	(37,656)	19%	8,190	53,491	9,045	44,446	17%	5,511		8,333	8,967
DEBT SERVICE & OTHER FUNDS															
406	Library Bond Debt Service	320	581	634	54	109%	627	568	680	(112)	120%	666		274	247
501-505	Sewer Collection System	40,307	19,998	22,110	2,113	111%	16,673	31,592	17,001	14,590	54%	9,284		45,416	38,871
507	Sewer Treatment	28,834	2,757	3,241	484	118%	2,952	4,479	4,152	327	93%	2,712		27,923	27,631
525	Storm Drainage Enterprise	1,406	2,217	1,023	(1,194)	46%	1,118	2,604	1,479	1,125	57%	1,655		950	1,636
530	Solid Waste Management	2,110	574	566	(8)	99%	509	507	438	69	86%	454		2,238	1,924
570	Worker's Compensation	1,837	784	815	32	104%	834	710	763	(53)	107%	708		1,889	1,888
571	Liability Insurance	3,324	763	788	25	103%	251	1,161	928	233	80%	686		3,183	3,251
572	Self Funded Vision	0	0	0	0	N/A	0	0	0	0	N/A	0		0	0
573	Fleet & Equipment Management	8,241	4,437	4,441	4	100%	4,009	5,879	3,612	2,267	61%	3,754		9,070	8,649
574	Facilities Management	366	2,527	2,579	52	102%	2,421	2,644	2,056	588	78%	2,019		890	(201)
575	Benefit Prefunding	1,313	1,259	1,716	458	136%	1,188	1,322	1,261	60	95%	1,208		1,768	1,214
775	Successor Agency Trust Fund ¹	-	0	0	0	N/A	0	0	0	0	N/A	0		0	0
	Total Debt & Other	88,058	35,896	37,914	2,018	106%	30,581	51,465	32,371	17,545	63%	23,145		93,601	85,109
	Total All Funds	\$180,681	\$142,447	\$103,876	(\$38,571)	73%	\$96,611	\$172,475	\$93,159	\$77,767	54%	\$77,691		\$191,397	\$175,747

Fund Types:

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

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

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

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

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended April 30, 2025
(000's)



	General Fund					All Other Funds						
	Budget	Year to Date (YTD)			Annual Budget	PY YTD Actual	Budget	Year to Date (YTD)			Annual Budget	PY YTD Actual
		Actual	Variance	%						%		
REVENUES												
Taxes	\$19,786	\$19,847	\$60	100%	\$23,744	\$18,827	\$18,826	\$19,301	\$475	103%	\$22,592	\$18,680
Licenses and permits	1,013	1,065	52	105%	1,215	918	1,988	2,688	701	135%	2,385	2,660
Intergovernmental	290	306	16	105%	348	432	10,825	2,086	(8,739)	19% d	12,990	5,812
Charge for services	3,599	3,491	(108)	97% a	4,318	3,484	32,252	35,131	2,879	109%	38,702	34,154
Fines and forfeits	120	80	(40)	67%	144	112	-	-	-	N/A	-	-
Use of money and property	1,597	1,810	213	113%	1,917	2,393	4,445	4,783	338	108%	5,334	4,507
Miscellaneous	267	141	(126)	53% b	321	60	23	1,029	1,006	4524%	27	491
Other financing sources	-	-	-	N/A	-	-	-	(1,017)	(1,017)	N/A e	-	14
Operating transfers in	1,004	-	(1,004)	0% c	1,205	-	46,412	13,134	(33,278)	28% f	55,694	4,066
Total Revenues	27,677	26,740	(937)	97%	33,212	26,227	114,770	77,136	(37,634)	67%	137,724	70,385
EXPENDITURES												
General government	6,717	6,041	(676)	90%	8,060	5,291	7,533	6,376	(1,158)	85%	9,040	6,391
Public safety	13,405	12,613	(793)	94%	16,086	12,675	11,407	13,212	1,804	116% g	13,689	12,200
Streets and utilities	-	-	-	N/A	0	0	60,953	22,119	(38,834)	36%	73,143	15,913
Culture and recreation	2,426	2,262	(163)	93%	2,911	1,911	8,995	5,944	(3,051)	66%	10,794	5,818
Urban redevelopment	-	-	-	N/A	0	0	6,920	6,281	(639)	91%	8,304	7,930
Non departmental	-	-	-	N/A	0	0	1,725	283	(1,443)	16%	2,071	-
Debt service	-	-	-	N/A	0	0	4,978	4,895	(83)	98%	5,973	5,497
Operating transfer out	4,125	-	(4,125)	0%	4,950	122	43,291	13,134	(30,156)	30%	51,949	3,943
Total Expenditures	26,673	20,916	(5,757)	78%	32,007	19,999	145,802	72,243	(73,559)	50%	174,963	57,692
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	\$1,004	\$5,823			\$1,205	\$6,228	(\$31,032)	\$4,893			(\$37,238)	\$12,693

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

General Fund

Revenues

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

Other Funds

Revenues

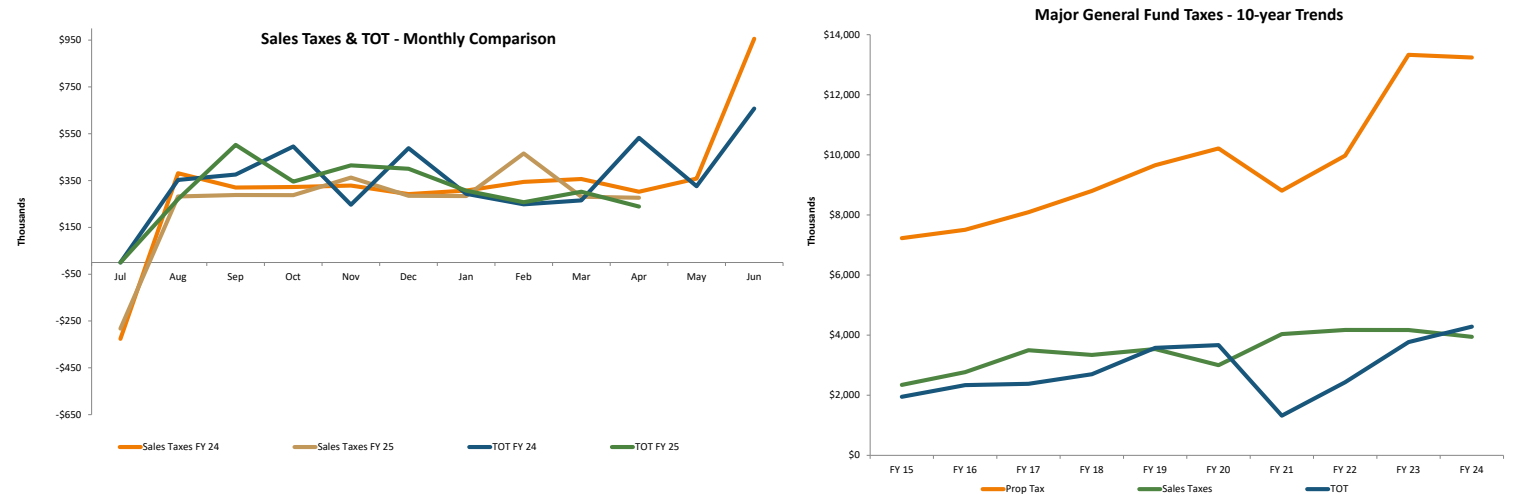
- d) **Intergovernmental** - Grant revenue will be received and reported in a future reporting period.
- e) **Other Financing Sources** - Accounting entry made to recognize property transfer to develop affordable housing.
- f) **Operating Transfers In** - Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

Other Funds

Expenditures

- g) **Public Safety** - Fourth quarter payment of \$2.4M to San Mateo Consolidated Fire Department was made in March.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended April 30, 2025



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
4LEAF INC	Bld. Inspections May 2024	4/11/25	EFT00038411	117,974.40
4LEAF INC	Building Inspections-Dec 2024	4/18/25	EFT00038487	66,012.80
ADP TAX PPE 03/29/25	ADP TAX PPE 03/29/25	4/4/25	DAJ000009678	132,931.25
ADP TAX PPE 04/12/25	ADP TAX PPE 04/12/25	4/18/25	DAJ000009684	118,314.74
ADP WAGE PPE 03/29/25	ADP WAGE PPE 03/29/25	4/4/25	DAJ000009675	537,497.09
ADP WAGE PPE 04/12/25	ADP WAGE PPE 04/12/25	4/18/25	DAJ000009681	497,464.95
ATLAS TREE SERVICE INC	PROGRESS PAY 3	4/4/25	EFT00038369	78,850.00
CALPERS	HEALTH PREMIUM-APRIL	4/9/25	DAJ000009671	231,271.93
CALPERS	COB CONTRIBUTION PPE040425	4/17/25	DAJ000009672	161,988.38
CALPERS	COB CONTRIBUTION PPE041825	4/28/25	DAJ000009673	143,948.34
COMMONWEALTH TITLE	876/884/898/900 EL CAMINO REAL	4/2/25	DAJ000009662	1,000,000.00
CRAFTWATER ENGINEERING INC	TWIN PINES THRU 12/31	4/25/25	EFT00038612	55,271.63
EDD	PAYROLL TAXES PPE 040425	4/4/25	DAJ000009663	50,449.72
MISSION SQUARE	DEF COMP ACCT#302442	4/22/25	DAJ000009670	56,302.35
MISSIONSQUARE	DEF COMP ACCT#302442	4/7/25	DAJ000009667	57,275.81
SILICON VALLEY CLEAN WATER	MAY 2025 CONTRIBUTIONS	4/4/25	EFT00038336	399,366.00
Total Disbursements in Excess of \$50,000				\$ 3,704,919.39
Total Count				16

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

Vendor	Description	Date	No.	Amount
RINCON CONSULTANTS	CLIMATE ACTION PLAN UPDATE	4/16/25	25 00111	216,400.00
MUNICIPAL MAINTENANCE EQUIP.	VAC-CON V312HE/1300	4/18/25	25 00112	667,167.19
BAY AREA TREE SPECIALISTS	CALFIRE GRANT FUEL REDUCTI	4/30/25	25 00115	207,000.00
Total Purchase Orders Issued in Excess of \$50,000				\$ 1,090,567.19
Total Count				3

CITY OF BELMONT

TREASURER'S REPORT

April 30, 2025



Agency Receipts and Disbursements Summary

	Beginning Balance March 31, 2025		Receipts		Disbursements		Ending Balance April 30, 2025
City of Belmont	\$ 132,014,222.42	\$	14,572,393.93	\$	(4,689,672.15)	\$	141,896,944.20
Belmont Fire Protection District	24,928,805.29		4,961,510.71		(43,499.80)		29,846,816.20
Total	\$ 156,943,027.71	\$	19,533,904.64	\$	(4,733,171.95)	\$	171,743,760.40

Balance Summary

	Deposit		Investments		Pool Total
City of Belmont & Belmont Fire Protection District	\$ 18,627,799.49	\$	153,115,960.91	\$	171,743,760.40

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

Respectfully Submitted,

s/b Grace Castaneda

Grace Castaneda

City Treasurer

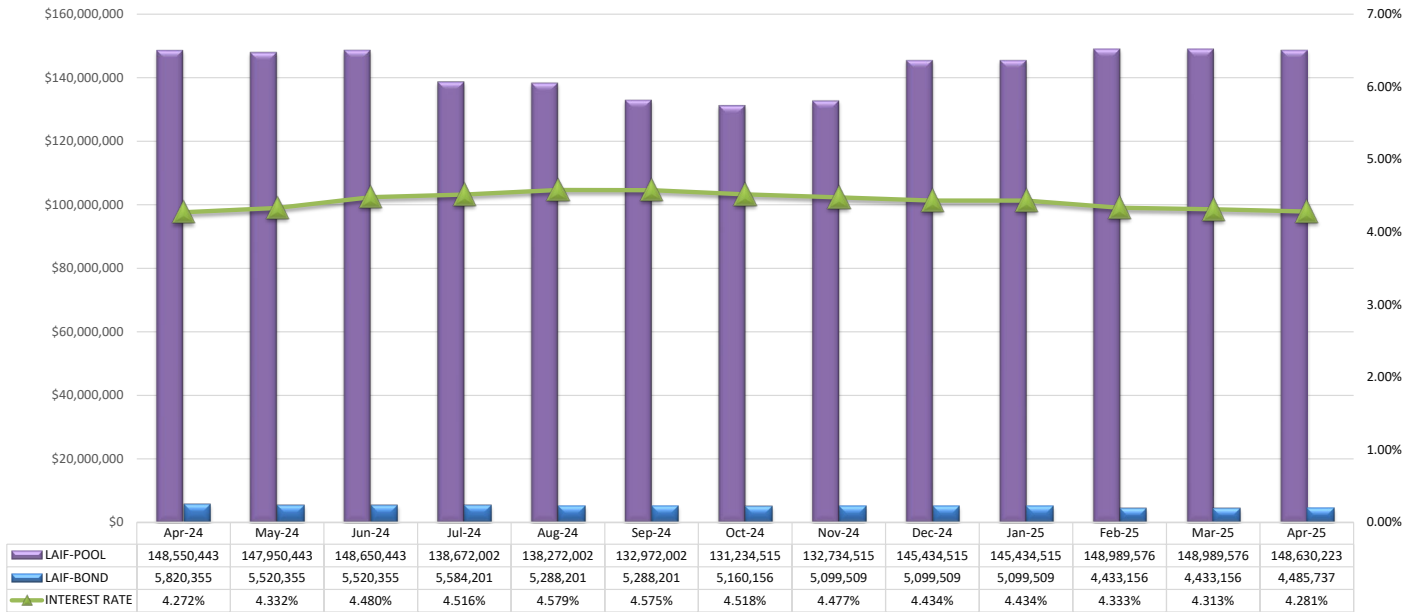
CITY OF BELMONT TREASURER'S REPORT April 30, 2025



Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo		\$ 18,627,799.49	\$ 18,627,799.49					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	148,630,223.48	148,756,438.93	530,238.32		90 days	4.281%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	4,485,737.43	4,489,546.68	16,002.87		90 days	4.281%	LAIF	LAIF
Total			\$ 171,743,760.40	\$ 171,873,785.10	\$ 546,241.19					

City of Belmont Investment Portfolio Trends



City Council Regular Meeting Minutes

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

TUESDAY, MAY 27, 2025

1. CALL TO ORDER 7: 00 PM

ROLL CALL: Councilmembers Present: Jordan, Latimerlo, McCune, Pang-Maganaris, Mates

Councilmembers Absent: None

2. ITEMS BEFORE 7:00 PM

A. CLOSED SESSION (none)

B. STUDY SESSION (none)

C. SPECIAL SESSION/OTHER TOPICS (none)

3. PLEDGE OF ALLEGIANCE

Led by the Belmont Police Honor Guard

4. REPORT FROM CLOSED SESSION (none)

5. SPECIAL PRESENTATIONS

A. Officers of the Year Presentation

Police Chief Stenquist presented the recognition of Volunteer of the Year to Administrative Professional of the Year to Jennifer Officer of the Year Sekope Tagalia

B. Pride Month Proclamation

Mayor Mates read the proclamation.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Mark Trout commented on Pride Month

Giuliano Carlini commented on multimodal transportation.

7. COUNCILMEMBER ANNOUNCEMENTS

Councilmembers provided information upcoming community events.

8. CONSENT BUSINESS

Motion authorizing the City Manager to negotiate and execute a Service Agreement with Group 4 Architecture, Research + Planning, Inc. for the Belmont Community Center Master Plan Refresh in an amount not to exceed \$106,846

ACTION: On a motion made by Councilmember McCune and seconded by Councilmember Jordan the Consent Business items were unanimously approved.

9. PUBLIC HEARINGS (none)

10. GENERAL BUSINESS

A. Central El Camio Real Multimodal Plan Presentation

Asiya Patel, Charlsie Chang, Cassie Halls SamTrans Staff provided a presentation regarding the Central El Camino Real Multimodal Plan.

Public Comment provided by Giuliano Carlini.

Informational only no action taken.

B. 678 Ralston Ave Affordable Housing Contribution

Housing and Economic Development Manager Liebermann provided

ACTION: Resolution 2025- authorizing the City Manager to negotiate and enter into a loan funding agreement with CRP Affordable Housing and Community Development LLC or affiliated entities or partners to provide up to \$1.0 million of Belmont affordable housing funds for construction of a 65-unit affordable housing project at 678 Ralston Avenue

C. Introduction of the Proposed Fiscal Year 2025-26 Budget

Discuss and provide direction regarding the proposed fiscal year (FY) 2025-26 budget. A public hearing has been set for June 10, 2025 to consider budget adoption

Informational only no action taken.

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

Councilmembers reported on their assignments.

B. Verbal report from City Manager

City Manager Oskoui noted that various improvement projects will begin in the summer months

MATTERS OF INTEREST/CLARIFICATION

ADJOURNMENT at this time being 9: 36 pm

**Submitted by,
Jozi Plut, City Clerk**

City of Belmont City Council Regular Meeting Minutes
City Council Chambers, City Hall, One Twin Pines Lane, Belmont, California

May 13, 2025

1. CALL TO ORDER 6:45 PM

Roll Call: Councilmembers Present: Jordan, Latimerlo, McCune, Pang-Maganaris (arrived 6:45)

Councilmembers Absent: Mayor Mates

2. ITEMS BEFORE 7:00 PM

A. CLOSED SESSION 6:45 PM

Conference with Legal Counsel – Anticipated Litigation (Govt Code Section 54956(d)(2))

Agency designated representatives: Afshin Oskoui, City Manager, City Council

B. STUDY SESSION (none)

C. SPECIAL SESSION/OTHER TOPICS (none)

3. PLEDGE OF ALLEGIANCE

Led by Vice Mayor Robin Pang-Maganaris.

4. REPORT FROM CLOSED SESSION

City Manager Oskoui stated that no reportable action was taken at the previously held closed session.

5. SPECIAL PRESENTATIONS

A. Belmont Community Foundation Presentation

Presented by: Secretary Clarissa Naftzger

B. Belmont Fire Hazard Severity Zone Maps (LRA) and Ordinance Updates

Presented by: Fire Marshal Carisa Workman

C. Proclamation in Recognition of Jewish American Heritage Month

D. Proclamation in Recognition of Asian American Pacific Islander National Heritage

E. Proclamation Recognition of National Public Works Week

F. Proclamation in Recognition of Municipal Clerks Week

Read by Councilmembers: Jordan, Latimerlo, McCune, Vice Mayor Pang-Maganaris

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No public comments received.

7. COUNCILMEMBER ANNOUNCEMENTS

Councilmember Latimerlo Highlighted Belmont's 10th grader who earned 1st Place at the 2025 Congressional Art Competition for District 15.

Vice Mayor Pang-Maganaris extended the invitation to join Public Works Open House at Twin Pines Park, May 27, 2025.

Pang-Maganaris, encouraged public participation to fill out survey "Your Voice your Belmont". Pang-Maganaris also encouraged more public feedback regarding Harbor Industrial Area Redevelopment.

8. CONSENT BUSINESS

a. **Approval of Minutes** April 8, 2025, and April 22, 2025 Meeting.

b. **Ordinance No 1184** approving the Second Reading of Indemnity Requirements Approval, Encroachments, and Right of Way Maintenance.

c. Approval of Monthly Financials-February 2025.

d. **Resolution 2025-31** approving plans and specifications, authorizing advertisement for sealed bids, authorizing the City Manager to negotiate and execute a contract with the lowest responsible and responsive bidder for an amount not to exceed \$554,321 plus a ten percent construction contingency, approving a design task order amendment with Mott MacDonald Group, Inc. for an amount not to exceed \$93,142, approving a task order for construction management services with MNS Engineers, Inc. for an amount not to exceed \$90,655 for the Salson Trail Culvert Replacement Project, City Contract Number 2025-639; and appropriate budget funds to the Salson Trail Culvert.

e. **Resolution 2025-32** approving a list of proposed projects for fiscal year (FY) 2025-2026 funded by the Road Repair and Accountability Act of 2017.

f. Motion authorizing the City Manager to negotiate and execute a Master Service Agreement (MSA) with CSG Consultants, Inc., and Task Order #1 in an amount not to exceed \$130,000, for Building Plan Review Services.

g. Motion authorizing the City Manager to negotiate and execute a Master Service Agreement (MSA) with CSG Consultants, Inc., and Task Order #1 in an amount not to exceed \$130,000, for Building Plan Review Services.

Comment made by Councilmember McCune regarding Salon-Trail Calvert Replacement Project. No public comment.

City Attorney Rennie read the title of Ordinance 1184.

ACTION: On a motion made by Councilmember McCune and seconded by Councilmember Latimerlo the consent business was unanimously approved by a roll call vote (4-1 Mayor Mates absent).

9. PUBLIC HEARINGS (none)

10. GENERAL BUSINESS (none)

11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

Councilmembers reported on their assignments.

B. Verbal report from City Manager

City Manager Oskoui provided updates on summer construction projects in the City.

12. MATTERS OF INTEREST/CLARIFICATION

13. ADJOURNMENT at this time being 7:40 PM

**Submitted by,
Mara Perez, Deputy City Clerk**



STAFF REPORT

Meeting Date: June 24, 2025
Agency: City of Belmont
Staff Contact: Brian Nguyen, Public Works, (650) 637-2998, bnguyen@belmont.gov
Agenda Title: 1506 Williams Avenue Summary Easement Vacation
Agenda Action: Resolution

Recommendation

Adopt a resolution approving a summary vacation of a 7-foot sanitary sewer construction and maintenance easement dedicated to the City across the property at 1506 Williams Avenue (APN 044-112-250).

Strategic Focus Area

Infrastructure and Mobility

Background

In July 2024, the applicant at 1506 Williams Avenue applied for a building permit to construct a main unit building addition and a 2-bedroom 1-bath accessory dwelling unit. Various site improvements including grading and drainage, concrete flatwork and retaining walls were a part of this permit. During the plan review process, it was discovered that a 7-foot easement for sewer construction and maintenance exists and runs across the rear of the property where the applicant would like to construct a retaining wall.

The original easement over the property at 1506 Williams Avenue was created in 1925 by a Residential Subdivision Map Number 6 recorded on December 14, 1925, in Book 13 of Maps at Pages 12 in the office of the County Recorder of San Mateo County and consists of the 7-foot sewer reserve easement running across a portion of lots 32 through 38 of block 87 in Belmont Country Club Properties (APN 044-112-250).

Staff research shows that the sewer easement is unused, and no sewer improvements exist within the easement. The sewer main that serves this property is located in the street right-of-way on Williams Avenue, and there are no future plans to utilize the easement for sewer improvements.

Analysis

The property owners at 1506 Williams Avenue requested that the city vacate the existing 7-foot sewer easement. The legislative body of a local agency may summarily vacate a public service easement under Streets and Highways Code Section 8333, Case C when the easement has been superseded by relocation, or determined to be excess by the easement holder, and there are no other public facilities located within the easement.

The sanitary sewer easement is no longer needed since it has been determined that there are no existing or planned public facilities located within the easement. The Council may therefore summarily vacate the



easement.

Alternatives

1. Take no action.
2. Refer to staff for additional information

Attachments

- A. Resolution
- B. Exhibit A – Legal Description
- C. Exhibit B – Plat Map
- D. Page 14 of Map of Subdivision Number 6, Belmont Country Club Properties

Fiscal Impact

- ☒ No Fiscal Impact
- ☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Other*

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A SUMMARY VACATION OF A 7-FOOT SANITARY SEWER CONSTRUCTION AND MAINTENANCE EASEMENT DEDICATED TO THE CITY ACROSS THE PROPERTY AT 1506 WILLIAMS AVENUE (APN 044-112-250)

WHEREAS, in July 2024, the property owner of 1506 Williams Avenue applied for a building permit to construct a main unit building addition and 2-bedroom 1-bath accessory dwelling unit. Various site improvements including grading and drainage, concrete flatwork, and retaining walls were part of this permit. During the plan review process, it was discovered that a 7-foot easement for sewer construction and maintenance exists and runs across the rear of the property where the applicant would like to construct a retaining wall; and,

WHEREAS, The original easement over the property at 1506 Williams Avenue was created in 1925 by a Residential Subdivision Map Number 6 recorded on December 14, 1925, in Book 13 of Maps at Page 12 in the office of the County Recorder of San Mateo County and consists of the 7-foot sewer reserve easement running across a portion of lots 32 through 38 of block 87 in Belmont Country Club Properties (APN 044-112-250); and,

WHEREAS, Staff research shows that the sewer easement is unused, and no sewer improvements exist within the easement. The sewer main that serves this property is located in the street right-of-way on Williams Avenue and there are no future plans to utilize the easement for sewer improvements; and,

WHEREAS, The property owners at 1506 Williams Avenue requested that the city vacate the existing 7-foot sewer easement. The legislative body of a local agency may summarily vacate a public service easement under Streets and Highways Code Section 8333, Case C when the easement has been superseded by relocation, or determined to be excess by the easement holder, and there are no other public facilities located within the easement.

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

SECTION 1. The Council summarily vacates the 7-foot sewer easement running across a portion of lots 34 and 35 of block 87 in Belmont Country Club Properties Subdivision Map Number 6 recorded on December 14, 1925, in Book 13 of Maps at Page 12 in the office of the County Recorder of San Mateo County, as more particularly described in Exhibit B - “Easement Vacation Plat Map”, Sheet 1, Exhibit A “Legal Description”, and after the date this resolution is recorded the easement vacated no longer constitutes a public service easement.

* * *

ADOPTED June 24, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"

LEGAL DESCRIPTION FOR
VACATION OF SANITARY SEWER EASEMENT
1506 WILLIAMS AVENUE, CITY OF BELMONT
COUNTY OF SAN MATEO
APN: 044-112-250

AN EASEMENT TO BE VACATED ON, OVER AND THROUGH THE LANDS OF YANTING HUANG AS DESCRIBED IN THAT CERTAIN GRANT DEED FILED ON MAY 16, 2023 AS DOCUMENT NUMBER 2023-022845.

THE EASEMENT REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF BELMONT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

THE NORTHEASTERLY SEVEN FEET OF LOTS 33 AND 34 IN BLOCK 87 AS SHOWN ON THAT CERTAIN MAP ENTITLED, "MAP OF SUBDIVISION NO. 6, BELMONT COUNTRY CLUB PROPERTIES, BELMONT, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA ON DECEMBER 14, 1925 IN BOOK 13 OF MAPS AT PAGES 12 TO 14.

CONTAINING 1,026 SQUARE FEET (0.020 AC) MORE OR LESS;

A PLAT OF THE ABOVE DESCRIBED EASEMENT IS ATTACHED HERETO AS EXHIBIT "B" AND BY REFERENCE MADE A PART HEREOF.

PREPARED BY, OR UNDER THE SUPERVISION OF:



Tim Holdener, LS 7636
2464 El Camino Real
Santa Clara, CA 95051
408/470-0796 ofc.
manager.ambac@gmail.com



6/3/2025
DATE

LOT 35
BLOCK 87
13 RSM 12

LOT 34
BLOCK 87
13 RSM 12

LOT 28
BLOCK 87
13 RSM 12

LOT 29
BLOCK 87
13 RSM 12

LOT 30
BLOCK 87
13 RSM 12

LOT 33
BLOCK 87
13 RSM 12

EXHIBIT "B"
PLAT TO ACCOMPANY
LEGAL DESCRIPTION

N49°27'00"E 114.81'
LOT 32, BLOCK 87, 13 RSM 12

FOR VACATION OF SANITARY SEWER EASEMENT
1506 WILLIAMS AVENUE, CITY OF BELMONT
BEING A PORTION OF LOTS 33 & 34
BLOCK 87, SUBDIVISION NO. 6
BELMONT COUNTRY CLUB PROPERTIES
PER THAT CERTAIN MAP, BOOK 13 RSM PAGES 12-14
COUNTY OF SAN MATEO, STATE OF CALIFORNIA
APN: 044-112-250 JUNE 3, 2025

LANDS OF HUANG
GRANT DEED
#2023-022846

N36°57'00"E 102.43'
EXISTING LOT LINE

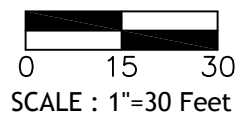
7' VACATION OF SANITARY
SEWER EASEMENT CONTAINS
1,026 SF+/-

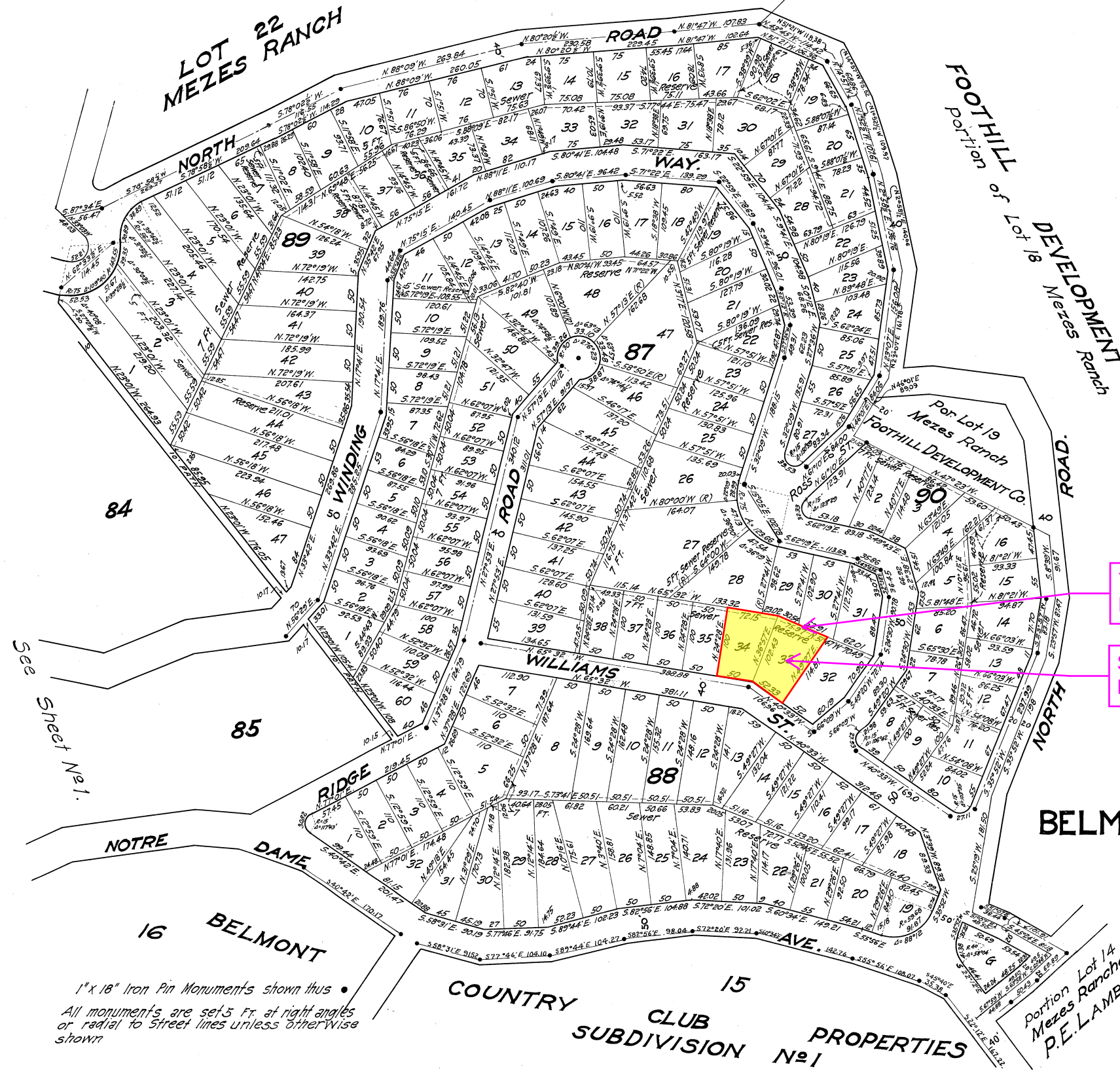
WILLIAMS STREET

WINDING WAY




Tim Holdener, LS 7636
2464 El Camino Real
Santa Clara, CA 95051
408/470-0796 ofc.
manager.ambaco@gmail.com







STAFF REPORT

Meeting Date: June 24, 2025

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: Ratification of San Mateo Consolidated (SMC) Fire Department Fire Code Amendments and Local Responsibility Area Fire Hazard Severity Zone Classifications

Agenda Action: Ordinance

Recommendation

(1) Introduce an ordinance of the City of Belmont ratifying SMC Ordinance 2025-002 adopting the Local Responsibility Area (LRA) Fire Hazard Severity Zone (FHSZ) classification map applicable to the city as recommended by the California State Fire Marshal and ratifying SMC Ordinance 2025-001 amending California Fire Code regulations applicable to the FHSZ classifications; and,

(2) Introduce an ordinance of the Belmont Fire Protection District ratifying SMC Ordinance 2025-002 adopting the LRA FHSZ classification map applicable to the district as recommended by the California State Fire Marshal and ratifying SMC Ordinance 2025-001 amending California Fire Code regulations applicable to the FHSZ classifications.

Strategic Focus Area

Public Safety

Background/Analysis

Government Code Section 51178 directs the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread. These zones are referred to as Fire Hazard Severity Zones (FHSZ).

The State Fire Marshal previously published fire hazard severity zone maps in 2008. In early 2025, the State Fire Marshal began releasing updated maps applicable to local responsibility areas (i.e. jurisdictions served by a local fire department) on a rolling basis. Under the new state classifications, areas in the Western Hills previously classified as a very high hazard severity zone are now classified as either moderate or not classified, and areas in the San Juan Hills previously unclassified are now classified as moderate.

The release of updated maps for San Mateo County in March of 2025 made it necessary for SMC Fire to adopt updated maps. SMC Fire chose to adopt ordinance 2025-002 on May 21st which adopted the state maps without modification. SMC Fire also adopted ordinance 2025-001 on May 21st amending the



California Fire Code to apply the wildland-urban interface wildfire protection building construction, defensible space and vegetation management standards normally only applicable to buildings and structures in very high fire hazard severity zones to buildings and structures in moderate and high fire hazard severity zones as well. These ordinances will be applicable in the city and the district once ratified by the city and the district, respectively.

As such, the actions requested as part of this effort would entail introduction of separate ordinances by the City of Belmont and the Belmont Fire Protection District:

- The City of Belmont ordinance would ratify SMC Ordinance 2025-002 adopting the fire hazard severity zone classification map applicable to the city as recommended by the California State Fire Marshal, and ratify SMC Ordinance 2025-001 amending California Fire Code regulations applicable to the FHSZ classifications.
- The Belmont Fire Protection District ordinance would do the same for the district and its service area.

Community Outreach

SMC Fire staff participated in “*Be Wildfire Safe & Ready*” and “*Learn About the New Fire Hazard Severity Zones Maps*” events hosted by California State Assemblymember Diane Papan’s Office in April 2025. These events provided the community an opportunity to understand the scope of the new maps, their associated designations, as well as ways to stay safe and be prepared. SMC Fire representatives also made a presentation at the May 13th City Council meeting to provide background/education regarding the new LRA map designations and fire safety measures. SMC Fire will continue to be proactive by educating homeowners on the importance of defensible space while performing vegetation inspections as requested.

Belmont residents will also be able to obtain information regarding these LRA Map areas (and their significance) via CalFire, Insurance Consumer Advocates, and the California Department of Insurance. The SMC Fire website is also up to date with the LRA maps, applicable California State codes, legislation, as well as timelines and resources. SMC Fire also continues to post social media messages weekly to benefit the Belmont community.

CEQA

Adoption of the ordinances and resolution are exempt from the requirements of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), in that it is not a project which has the potential for causing a significant effect on the environment.

Alternatives

1. Direct any questions to staff for additional research and response.
2. Propose changes to the classifications or Fire Code as adopted and amended by SMC Fire.



Attachments

- A. Proposed City of Belmont ordinance
- B. Proposed Belmont Fire Protection District ordinance
- C. SMC Fire Ordinance 2025-001 – Adopted 5/21/25
- D. SMC Fire Ordinance 2025-002 – Adopted 5/21/25
- E. LRA Map – February 2025

Fiscal Impact

- ☒ No Fiscal Impact
- ☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT RATIFYING SAN MATEO CONSOLIDATED FIRE DEPARTMENT ORDINANCE 2025-002 ADOPTING THE 2025 FIRE HAZARD SAFETY ZONE MAP AS RECOMMENDED BY THE CALIFORNIA STATE FIRE MARSHAL AND RATIFYING SAN MATEO CONSOLIDATED FIRE DEPARTMENT ORDINANCE 2025-001 UPDATING THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT FIRE CODE BY IMPLEMENTING THE LOCAL RESPONSIBILITY AREA FIRE HAZARD SEVERITY ZONE MAPS PUBLISHED BY THE OFFICE OF THE STATE FIRE MARSHAL AND CONFIRMING THE ADOPTION OF THE 2021 INTERNATIONAL FIRE CODE WITH THE 2022 CALIFORNIA FIRE CODE AMENDMENTS AND THE 2021 INTERNATIONAL WILDLAND URBAN INTERFACE CODE WITH LOCAL FINDINGS AND MODIFICATIONS

Whereas, Government Code Section 51178 requires the California State Fire Marshal to identify and recommend areas within the state as moderate, high, or very high fire hazard severity zones based on consistent statewide criteria; and,

Whereas, under Government Code Section 51179, local agencies are required to adopt the fire hazard severity zone designations within 120 days of receiving the recommendations from the State Fire Marshal; and,

Whereas, on February 24, 2025, the San Mateo Consolidated Fire Department (“SMC Fire”) received the 2025 Fire Hazard Severity Zone (FHSZ) Map from the State Fire Marshal, identifying designated zones within SMC Fire’s jurisdiction which include the jurisdictional territory of the city of Belmont; and,

Whereas, information regarding the 2025 FHSZ Map was made available on SMC Fire’s public website, at: [Fire Hazard Severity Zones \(FHSZ\) & Local Responsibility Areas \(LRA\) – SMC Fire](#); and,

Whereas, SMC Fire made the proposed FHSZ Map available for public review, provided proper public notice in accordance with Government Code Section 51179(g), and held a public hearing on April 29, 2025, to receive public input; and,

Whereas, SMC Fire found that adoption of the map is in the interest of public safety, supports fire prevention and mitigation efforts, and ensures compliance with applicable state law; and,

Whereas, SMC Fire has not reduced or altered the fire hazard severity designations established by the State Fire Marshal, and this adoption is consistent with the model ordinance requirements by the State Fire Marshal.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. BCC § 7-70 AMENDED

Belmont City Code Section 7-70 is amended to read:

Sec. 7-70

Ratification of San Mateo Consolidated Fire Department Code

(a) San Mateo Consolidated Fire Department Ordinance 2022-001 "Establishing The San Mateo Consolidated Fire Department Fire Code By Adopting The 2021 International Fire Code With The 2022 California Fire Code Amendments And the 2021 International Wildland Urban Interface Code with Local Findings And Modifications" adopting the 2022 California Fire Code with local amendments and the 2021 International Wildland Urban Interface Code with local amendments as the Fire Code for the joint powers authority is hereby ratified by the City of Belmont in accordance with Health and Safety Code Section 13869.7 and applies throughout the city except as amended by San Mateo Consolidated Fire Department Ordinance 2025-001.

(b) San Mateo Consolidated Fire Department Ordinance 2025-001 updating the San Mateo Consolidated Fire Department Fire Code by implementing the Local Responsibility Area Fire Hazard Severity Zone Maps published by the Office of the State Fire Marshal and confirming the adoption of the 2021 International Fire Code with the 2022 California Fire Code amendments and the 2021 International Wildland Urban Interface Code with local findings and modifications is ratified by the City of Belmont and applies throughout the city.

SECTION 2. BCC § 7-72 ADDED

Belmont City Code Section 7-72 is added to read:

Sec. 7-72

LRA FHSZ Designations

San Mateo Consolidated Fire Department Ordinance 2025-002, adopting the 2025 Local Responsibility Area Fire Hazard Safety Zone Map as recommended by the California State Fire Marshal as recommended for the area encompassing the city is ratified by the City of Belmont and applies through the city.

SECTION 3. EFFECTIVE DATE.

This Ordinance takes effect 30 days after its adoption.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on June 24, 2025 and adopted the ordinance at a regular meeting held on _____, 2025 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

ORDINANCE NO. _____

AN ORDINANCE OF THE BELMONT FIRE PROTECTION DISTRICT RATIFYING SAN MATEO CONSOLIDATED FIRE DEPARTMENT BOARD OF DIRECTORS ORDINANCE 2025-002 ADOPTING THE 2025 FIRE HAZARD SAFETY ZONE MAP AS RECOMMENDED BY THE CALIFORNIA STATE FIRE MARSHAL AND RATIFYING SAN MATEO CONSOLIDATED FIRE DEPARTMENT BOARD OF DIRECTORS ORDINANCE 2025-001 UPDATING THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT FIRE CODE BY IMPLEMENTING THE LOCAL RESPONSIBILITY AREA FIRE HAZARD SEVERITY ZONE MAPS PUBLISHED BY THE OFFICE OF THE STATE FIRE MARSHAL AND CONFIRMING THE ADOPTION OF THE 2021 INTERNATIONAL FIRE CODE WITH THE 2022 CALIFORNIA FIRE CODE AMENDMENTS AND THE 2021 INTERNATIONAL WILDLAND URBAN INTERFACE CODE WITH LOCAL FINDINGS AND MODIFICATIONS

Whereas, Government Code Section 51178 requires the California State Fire Marshal to identify and recommend areas within the state as moderate, high, or very high fire hazard severity zones based on consistent statewide criteria; and,

Whereas, under Government Code Section 51179, local agencies are required to adopt the fire hazard severity zone designations within 120 days of receiving the recommendations from the State Fire Marshal; and,

Whereas, on February 24, 2025, the San Mateo Consolidated Fire Department (“SMC Fire”) received the 2025 Fire Hazard Severity Zone (FHSZ) Map from the State Fire Marshal, identifying designated zones within SMC Fire’s jurisdiction which include the jurisdictional territory of the Belmont Fire Protection District; and,

Whereas, information regarding the 2025 FHSZ Map was made available on SMC Fire’s public website, at: [Fire Hazard Severity Zones \(FHSZ\) & Local Responsibility Areas \(LRA\) – SMC Fire](#); and,

Whereas, SMC Fire made the proposed FHSZ Map available for public review, provided proper public notice in accordance with Government Code Section 51179(g), and held a public hearing on April 29, 2025, to receive public input; and,

Whereas, SMC Fire found that adoption of the map is in the interest of public safety, supports fire prevention and mitigation efforts, and ensures compliance with applicable state law; and,

Whereas, SMC Fire has not reduced or altered the fire hazard severity designations established by the State Fire Marshal, and this adoption is consistent with the model ordinance requirements by the State Fire Marshal.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION 1. SAN MATEO CONSOLIDATED FIRE DEPARTMENT ORDINANCE 2025-002 RATIFIED

San Mateo Consolidated Fire Department Ordinance 2025-002, adopting the 2025 Fire Hazard Safety Zone Map as recommended by the California State Fire Marshal is ratified by the Belmont Fire Protection District and applies throughout the District.

SECTION 2. SAN MATEO CONSOLIDATED FIRE DEPARTMENT ORDINANCE 2025-001 RATIFIED

San Mateo Consolidated Fire Department Ordinance 2025-001 updating the San Mateo Consolidated Fire Department Fire Code by implementing the Local Responsibility Area Fire Hazard Severity Zone Maps published by the Office of the State Fire Marshal and confirming the adoption of the 2021 International Fire Code with the 2022 California Fire Code amendments and the 2021 International Wildland Urban Interface Code with local findings and modifications is ratified by the Belmont Fire Protection District and applies throughout the District.

SECTION 3. EFFECTIVE DATE.

This Ordinance takes effect 30 days after its adoption.

SECTION 4. PUBLICATION AND POSTING

The Board Secretary has caused to be published a summary of this ordinance, prepared by the Board Attorney under Government Code Section 25124, subdivision (b), once, in a newspaper of general circulation printed and published in San Mateo County and circulated in the Belmont Fire Protection District, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the Board Secretary since at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the Board Secretary shall cause the summary of this ordinance to be published again with the names of those Board members voting for and against the ordinance; and the Board Secretary shall post in the office of the Board Secretary a certified copy of the full text of this adopted ordinance with the names of those Board members voting for and against the ordinance.

* * *

This ordinance was introduced before the Board of Directors of the Belmont Fire Protection District at the regular meeting of the Board held on June 24, 2025 and finally adopted at a regular meeting of the Board held on _____, 2025 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board Chair

APPROVED AS TO FORM:

District Counsel

**SAN MATEO CONSOLIDATED FIRE DEPARTMENT
FIRE CODE**

ORDINANCE NO. ORD-2025-001

**UPDATING THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT FIRE CODE BY
IMPLEMENTING THE LOCAL RESPONSIBILITY AREA FIRE HAZARD SEVERITY ZONE MAPS
PUBLISHED BY THE OFFICE OF THE STATE FIRE MARSHAL AND CONFIRMING THE ADOPTION
OF THE 2021 INTERNATIONAL FIRE CODE WITH THE 2022 CALIFORNIA FIRE CODE
AMENDMENTS AND THE 2021 INTERNATIONAL WILDLAND URBAN INTERFACE CODE WITH
LOCAL FINDINGS AND MODIFICATIONS**

The San Mateo Consolidated Fire Department Board of Directors HEREBY ORDAINS
THE FOLLOWING:

PARTS

- I. Adoption
- II. Applicability
- III. Modifications
 - a. Division 1- Modifications to the California Fire Code
 - b. Division 2- Adoption and Modifications to the International Wildland Urban Interface Code
- IV. Violations
- V. Fire and Life Safety Inspections
- VI. Local Findings and Amendments
- VII. Environmental Determination
- VIII. Notice Provided; Effective Date

PART I- ADOPTION

- A. The San Mateo Consolidated Fire Department hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.
- B. The map, approved by the San Mateo Consolidated Fire Department is hereby incorporated by reference, and entitled “Fire Hazard Severity Zones.”

The official map is also located electronically on the following website Fire Hazard Severity Zones (FHSZ) & Local Responsibility Areas (LRA) – SMC Fire
<https://www.smcfire.org/fire-hazard-severity-zones-fhsz-local-responsibility-areas-lra/>

- C. The San Mateo Consolidated Fire Department hereby modifies Ordinance 2022-001 which adopts the 2022 California Fire Code (California Code of Regulations, Title 24, Part, 9 [based on the 2021 International Fire Code published by the International Code Council]), with California Amendments and the 2021 International Wildland Urban Interface Code as amended and as specified in part III of this ordinance. Those chapters and appendices not mentioned in section III are only enforceable if adopted by the State Fire Marshal. The 2022 California Fire Code, with the changes, additions, and deletions set forth this ordinance, is adopted by this reference as though fully set forth in this ordinance. As of the effective date of this ordinance, the provisions of the fire code are controlling and enforceable within the limits of each city within the jurisdiction of the Department.
- D. The 2022 California Fire Code (CFC), California Code of Regulations, Title 24, Part 9, adopting the 2021 International Fire Code of the International Code Council with necessary California amendments, together with the non-building standards reproduced therein except otherwise provided by this ordinance, are adopted by reference as the Fire Code of the San Mateo Consolidated Fire Department. This Code including all amendments thereto, shall hereafter be called the “Fire Code,” and/or this “Code” and are adopted as and for the rules, regulations, and standards within the Jurisdiction as to all matters therein, except otherwise provided.
- E. No section of the Fire Prevention Code shall impose a mandatory duty of enforcement on the Jurisdiction, or on any officer, official, agent, employee, board, council, or commission thereof. Instead, if any section purports to impose a mandatory duty of enforcement, said section shall be deemed to invest the Jurisdiction, and the appropriate officer, official, agent, employee, board, council, or commission with discretion to enforce the section, or not to enforce it.

- F. A copy of the Fire Code, as defined herein, shall be kept on file on with the office of the San Mateo Consolidated Fire Department Fire Marshal.
- G. The San Mateo Consolidated Fire Department has determined that modifications to the 2021 International Fire Code with the 2022 California Amendments are needed and reasonably necessary due to local climatic, geological, and topographical conditions, as set forth in Attachment 1 (Findings in Support of Amendments to the 2022 California Fire Code), which are incorporated fully herein.

PART II- APPLICABILITY

- A. All sections of this Code shall apply to all buildings, structures and portions thereof, vegetated properties and to replace premise or building.
- B. Whenever any provision of this Chapter code or in any other law, ordinance, or resolution of any kind, impose overlapping or contradictory regulations, or contain any restrictions covering the same subject matter, the provision that is more restrictive or imposes higher standards or requirements shall govern.

PART III- ADOPTION OF SECTIONS AND MODIFICATIONS

Division 1: Modifications to the California Fire Code

The following sections are adopted as described below.

SECTION 202 GENERAL DEFINITIONS. MODIFIED

LOCAL AGENCY MODERATE FIRE HAZARD SEVERITY ZONE. An area designated by the local agency based on **Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.**

Chapter 49 is adopted in its entirety as amended below

Section 4901.1 is amended as follows

4901.1 Scope. The mitigation of conditions where a wildfire burning in vegetative fuels may readily transmit fire to buildings and threaten to destroy life, overwhelm fire suppression capabilities, or result in large property losses shall comply with this chapter

and the 2021 International Wildland Urban Interface Code as adopted by the San Mateo Consolidated Fire Department.

SECTION 4902 DEFINITIONS. ADDED

LOCAL AGENCY FIRE HAZARD SEVERITY ZONE.

Property within a Local Responsibility Area (LRA) served by the San Mateo Consolidated Fire Department that has been designated by the Office of the State Fire Marshal and/or the San Mateo Consolidated Fire Department as a Moderate, High, or Very High Fire Hazard Severity Zone.

SECTION 4905.2 CONSTRUCTION METHODS AND REQUIREMENTS WITHIN ESTABLISHED LIMITS.

SECTION 4905.3.1 LOCAL AGENCY MODERATE FIRE HAZARD SEVERITY ZONE REQUIREMENTS.

4905.3.1 Local Agency Moderate fire hazard severity zone requirements. Buildings constructed in local Agency Moderate Fire Hazard Severity Zones shall comply with section 4905.2.

SECTION 4906.2 APPLICATION. AMENDED

4906.2 Application. [No change]

1. [No change]

1.1. [No change]

1.2. [No Change]

1.3. [No Change]

2. All land designated by the Office of the State Fire Marshal and as confirmed or modified by the San Mateo Consolidated Fire Department as one of the following fire hazard severity zones:

2.1. Moderate

2.2. High

2.3. Very High

SECTION 4907.1 GENERAL. AMENDED

4907.1 General. Defensible space will be maintained around all buildings and structures in State Responsibility Areas (SRA) as required in Public Resources Code 4290 and “SRA Fire Safe Regulations” California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 2, Section 1270.

Buildings and structures within the Local Responsibility Area (LRA) shall maintain defensible space as outlined in Government code sections 51175 through 51189 in moderate, high, and very high fire hazard severity zones as designated by the Office of the State Fire Marshal and as confirmed or modified by the San Mateo Consolidated Fire Department.

Division 2- Adoption and Modifications to the International Wildland Urban Interface Code

The following sections of the 2021 International Wildland Urban Interface Code are adopted and modified as described below.

Chapter 1 No changes from Ordinance 2022-001

Chapter 2 is adopted in its entirety as amended below.

LOCAL AGENCY MODERATE FIRE HAZARD SEVERITY ZONE. An area designated by the local agency based on **Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.**

Chapter 3 is adopted in its entirety as amended below

SECTION 302.1 IS AMENDED AS BELOW

302.1 Declaration.

The San Mateo Consolidated Fire Department hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.

The map, approved by the San Mateo Consolidated Fire Department is hereby incorporated by reference, and entitled “City (or County or District) Fire Hazard Severity Zones.”

The official map is also located electronically on the following website Fire Hazard Severity Zones (FHSZ) & Local Responsibility Areas (LRA) – SMC Fire

<https://www.smcfire.org/fire-hazard-severity-zones-fhsz-local-responsibility-areas-lra/>

Chapter 4 No Changes

Chapter 5 is modified as follows

SECTION 501 GENERAL

501.1 Buildings constructed in a Moderate fire hazard severity zone shall comply with section 502.

Chapter 6 No Changes

Chapter 7 No Changes

PART IV- VIOLATIONS.

It is unlawful to violate or fail to comply with any provisions of this Code, or violate or fail to comply with any order made under this Code or to build in violation of any detailed statement of specification or plans submitted and approved under this Code, or any certificate or permit issued under this Code.

PART V- FIRE AND LIFE SAFETY INSPECTIONS.

Inspections by the Fire Department shall periodically be made of buildings and structures that are used for residential or non-residential purposes as follows:

- a) The time and frequency of inspections shall be determined by the Fire Chief. No buildings shall be inspected for a fee more than annually except for re-inspections to assure that code corrections have been made or hazards have been corrected.
- b) A fee for inspections shall be established in the adopted Master Fee Schedule to offset costs of the regulatory inspection program and shall be collected upon inspection from each property subject to this ordinance. Revenues shall be used for the inspection and enforcement program.
- c) All properties shall be subject to inspection fees.
- d) Nothing in this section is intended to prevent inspections of property under nuisance abatement or other laws.

PART VI – LOCAL FINDINGS AND AMENDMENTS

The Fire Department has determined that modifications to the 2021 International Fire Code with the 2022 California Amendments are needed and reasonably necessary due to local climatic,

geological, and topographical conditions, as set forth in Attachment 1 (Findings in Support of Amendments to the 2022 California Fire Code), which are incorporated herein as substantive provisions of this Ordinance.

PART VII- ENVIRONMENTAL DETERMINATION.

The Department Board of Directors finds that the modifications to California building standards, adopted by reference by the proposed ordinance, are enacted to provide a safer, more protected environment in response to local conditions, including local climatic, geological, and topographical conditions. The adoption of this ordinance is exempt from review under the California Environmental Quality Act (Public Resources Code section 21000 *et seq.*, “CEQA”) as the Ordinance is not a “project” as defined under CEQA. Moreover, the Ordinance is exempt from review pursuant to the CEQA Guidelines (California Code of Regulations Title 14, Chapter 3) consistent with, among other things, CEQA Guidelines Section 15061(b)(3), Section 15308, and Section 15321.

PART VIII- NOTICE PROVIDED; EFFECTIVE DATE.

This Ordinance shall be published in summary in the San Francisco Examiner, posted in the Departments administrative offices, and posted on the Department’s Website, and shall be effective on July 1, 2025.

I hereby certify this to be a correct copy of Ordinance 2025-001 of the San Mateo Consolidated Fire Department, introduced on April 29, 2025, and adopted on May 21, 2025 at a regular meeting of the Department Board of Directors by the following vote

AYES: **Mates, Newsom, Jimenez**

NOES:

ABSENT:

ABSTAIN:

ATTEST:



Board Secretary


Julia Mates (May 27, 2025 07:54 PDT)

Board President

APPROVED AS TO FORM:



William D. Ross, General Counsel

ORDINANCE NO. 2025-002

**AN ORDINANCE OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT
BOARD OF DIRECTORS
ADOPTING THE 2025 FIRE HAZARD SEVERITY ZONE MAP AS RECOMMENDED BY THE
CALIFORNIA STATE FIRE MARSHAL**

WHEREAS, Government Code Section 51178 requires the California State Fire Marshal to identify and recommend areas within the state as moderate, high, or very high fire hazard severity zones based on consistent statewide criteria; and

WHEREAS, pursuant to Government Code Section 51179, local agencies are required to adopt the fire hazard severity zone designations within 120 days of receiving the recommendations from the State Fire Marshal; and

WHEREAS, on February 24, 2025, the San Mateo Consolidated Fire Department (“SMC Fire”) received the 2025 Fire Hazard Severity Zone (FHSZ) Map from the State Fire Marshal, identifying designated zones within SMC Fire’s jurisdiction; and

WHEREAS, information regarding the 2025 FHSZ Map is available on SMC Fire’s public website, at: [Fire Hazard Severity Zones \(FHSZ\) & Local Responsibility Areas \(LRA\) – SMC Fire](#)

WHEREAS, SMC Fire has made the proposed FHSZ Map available for public review, provided proper public notice in accordance with Government Code Section 51179(g), and held a public hearing on April 29, 2025, to receive public input; and

WHEREAS, SMC Fire finds that adoption of the map is in the interest of public safety, supports fire prevention and mitigation efforts, and ensures compliance with applicable state law; and

WHEREAS, SMC Fire has not reduced or altered the fire hazard severity designations established by the State Fire Marshal, and this adoption is consistent with the model ordinance requirements by the State Fire Marshal.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT ORDAINS AS FOLLOWS:

Section 1. Adoption of 2025 FHSV Maps. The 2025 Fire Hazard Severity Zone Map as recommended by the California State Fire Marshal for SMC Fire’s service area is adopted without change. The 2025 map for San Mateo County is attached and incorporated as **Exhibit A**.

Section 2. Effective Date. This Ordinance shall take effect and be in full force 30 days

after its final passage and adoption at its second reading. After adoption, SCM FIRE shall submit the Ordinance to State Board of Forestry and Fire Protection.

Section 3. Severability. The ordinance shall be liberally constructed to achieve its purpose and preserve its validity. If any provisions or clause of this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the valid provision or application. To this end, the provisions of this ordinance are declared to be servable and are intended to have independent validity.

The foregoing ordinance was introduced and read at a regular meeting of the SMC Fire Board of Directors, held on the 29th day of April 2025, by the following vote:

AYES: Mates, Newsom, Jimenez

NOES:

ABSENT:

ABSTAIN:

The foregoing ordinance was adopted at a regular meeting of the SMC Fire Board of Directors held on May 21, 2025 by the following vote:

AYES: Mates, Newsom, Jimenez

NOES:

ABSENT:

ABSTAIN:


Julia Mates (May 27, 2025 07:54 PDT)

Julia Mates
Chair, Board of Directors

ATTEST:



Nicole Morales
Clerk of the Board

APPROVED AS TO FORM:

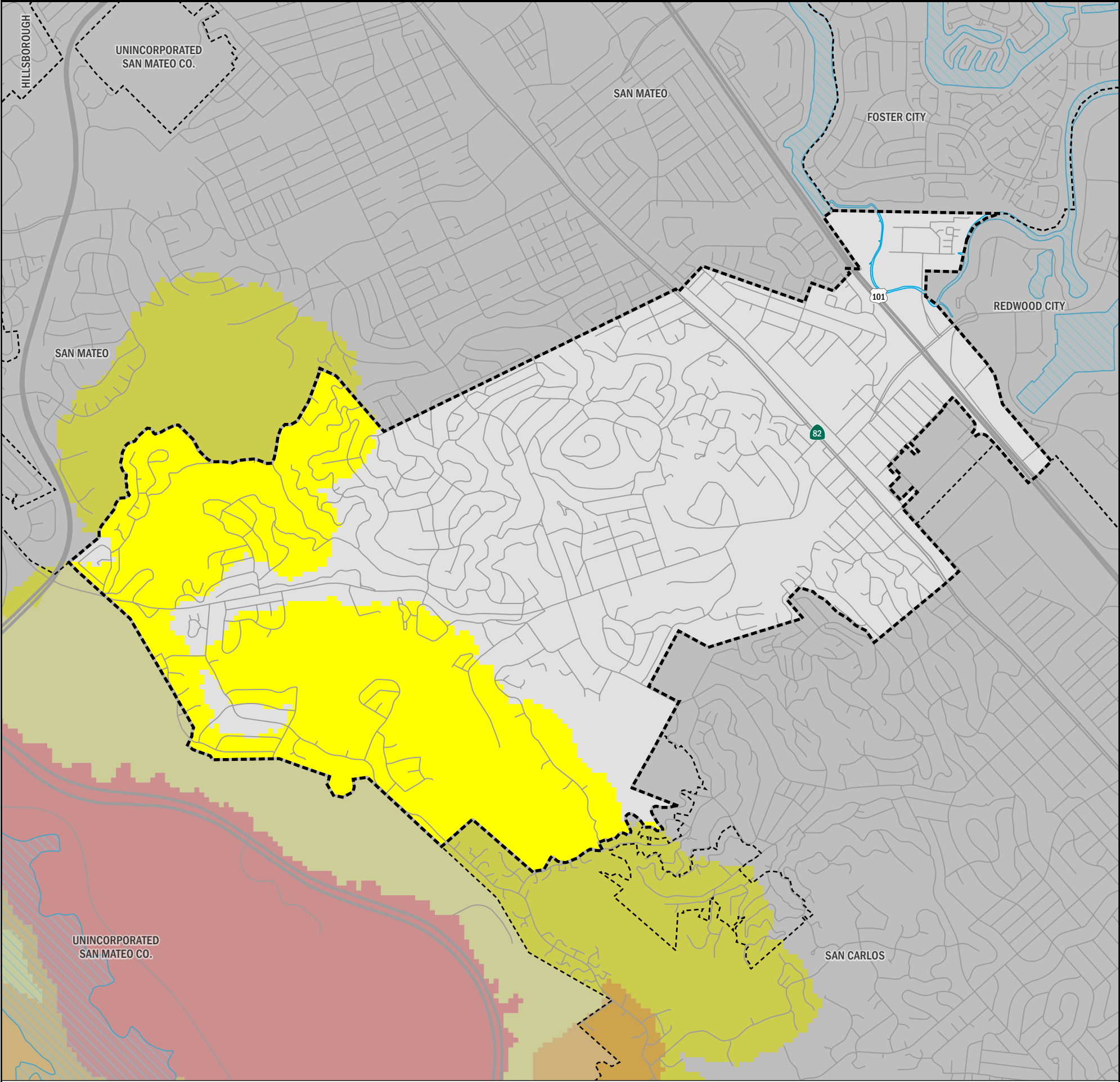


William D. Ross
Department General Counsel



Local Responsibility Area Fire Hazard Severity Zones

As Identified by the
State Fire Marshal
February 24, 2025



Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

High Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High High Moderate



Projection: NAD 83 California Teale Albers
Scale: 1:26,000 at 11" x 17"

Incorporated City Waterbody
Unzoned LRA

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)
City and County boundaries as of 10/22/24 (CA Board of Equalization)



STAFF REPORT

Meeting Date: June 24, 2025
Agency: City of Belmont
Staff Contact: Elizabeth Tsachres, Communications and Community Affairs Officer,
etsachres@belmont.gov, (650) 435-2297
Agenda Title: Strategic Communications Plan Update and Adoption
Agenda Action: Discussion & Direction

Recommendation

This presentation will provide a brief update on Belmont communications efforts over the past year and review the new Strategic Communications Plan for adoption.

Strategic Focus Area

Quality of Life

Background

In January 2021, the Belmont City Council approved the 2020–2025 Strategic Communications Plan to guide the City’s communication and engagement efforts across its five strategic focus areas: Economic Development & Housing, Fiscal & Organizational Stability, Infrastructure & Mobility, Public Safety, and Quality of Life.

The plan was designed to enhance coordination, strengthen public engagement, and ensure that communications—spanning media relations, community outreach, and internal messaging—were aligned with City priorities. It emphasized the importance of clearly conveying the City’s policies, programs, and services to residents through effective and inclusive communication strategies.

In May 2025, the City initiated the process of updating the original plan. In partnership with communications consultant JPW, exploratory meetings were held with City Councilmembers, senior leadership, and staff to assess progress and identify growth opportunities. JPW collaborated closely with the City’s Communication and Community Affairs Officer to integrate feedback and draft a revised plan that reflects current community needs and organizational priorities. The updated plan will serve as a practical roadmap for the next five years, building on past successes and laying the groundwork for continued improvement.

The need for robust, inclusive communication has grown steadily. The updated plan recognizes the community’s desire for a hybrid approach that includes digital, print, and in-person outreach. It also supports internal capacity-building, offering practical tools to empower staff while maintaining a consistent, high-quality communication standard that reflects the City’s values and meets the needs of our community.



Analysis

Since adopting the original plan in 2021, the City has made significant strides in implementing key recommendations. A consistent and recognizable Belmont brand has been developed and integrated across platforms. The City has produced branded, creative content, launched community campaigns, and maintained regular, high-quality communication with residents and stakeholders.

A master content calendar now outlines major outreach themes and campaigns throughout the year, and an interdepartmental communications team has been established to coordinate messaging and ensure consistency across departments.

Over the past year, the following accomplishments reflect the City's commitment to continuous improvement and meeting the evolving expectations of the community:

- Launched an internal communications intranet to support staff content creation
- Introduced an Emergency Updates webpage to streamline critical communications
- Modernized branded templates (social media graphics, business cards, PowerPoint presentations) for a more cohesive visual identity
- Acquired professional translation services to support language accessibility
- Launched a new 311 city service app
- Significantly increased engagement across digital platforms
- Launched a new Police Instagram account and consolidated other communications on the City social channels
- Initiated a website redesign project to create an improved service-oriented website
- Trained staff on digital content creation and ADA-compliance to improve consistent branding across all departments

Additionally, staff is pleased to present the draft Strategic Communication Plan 2025–2030, which outlines a proactive, inclusive, and adaptable framework for how the City communicates with and engages the community. The plan reflects input from internal departments, incorporates best practices, and aligns with the City's strategic priorities. It includes updated messaging, outreach strategies, and tactical recommendations—such as expanded use of video content and digital platforms—to strengthen transparency, community trust, and participation.

Looking ahead, the updated Strategic Communications Plan will build on this foundation by expanding inclusive engagement strategies, strengthening internal communication systems, and identifying measurable goals to guide the City's communication efforts over the next five years.

Staff requests Council feedback and direction on the draft plan to help finalize its approach and ensure it reflects the City's values and vision for the future.

Alternatives

1. Not Applicable

Attachments



- A. Communications Update Presentation
- B. Strategic Communications Plan 2025-2030

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Initiatives from the Strategic Communications Plan are prioritized and incorporated into the annual budget development process as appropriate.

Source:

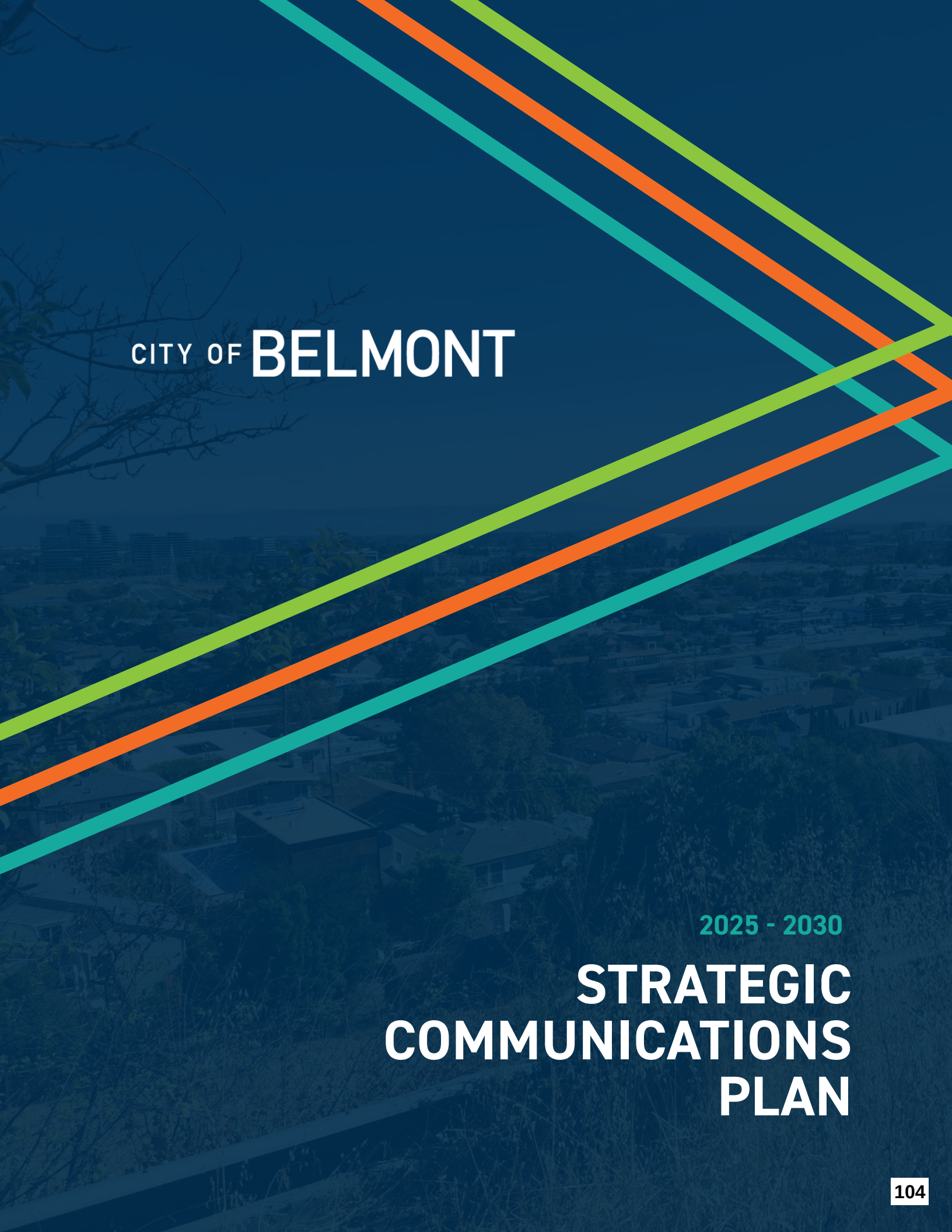
Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda



CITY OF **BELMONT**

2025 - 2030

STRATEGIC COMMUNICATIONS PLAN

3

PART I **THE ORGANIZATION**

Executive Summary
Mission
Vision
Values
Strategic Focus Areas

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PART II **THE BRAND**

The Belmont Promise
The Belmont Story
Organization-Wide Key Messages
Focus Area Messages

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PART III **THE PLAN**

Goals and Objectives
Target Audiences
Strategies for Success
Tactics
Annual Outreach Calendar
Outreach Initiative Descriptions
Prioritization Criteria
Key Performance Indicators

PART I

THE ORGANIZATION



Since adopting the City's first Strategic Communications Plan in 2020, the City has experienced a growing demand for communication services—both within the organization and throughout the Belmont community. As the City continues to operate in an increasingly fragmented media environment, it faces the ongoing challenge of effectively reaching and engaging residents across a diverse array of communication channels.

The City of Belmont's strategic communications planning process has clearly identified a post-COVID shift in community expectations for engagement. There is a strong desire for a hybrid approach—combining digital, print, in-person and multilingual methods—to ensure all residents are informed and included.

The plan emphasizes the importance of using available resources efficiently to meet the City's growing communications needs, recognizing the reality of existing staffing and budget constraints. It focuses on setting realistic expectations and empowering staff with practical tools and templates to ensure consistent, high-quality communication that serves the diverse needs of the community.

The City recognizes the importance of reaching all residents in the community, including those who may have limited access to digital communication or language barriers. To ensure inclusivity and accessibility, the plan explores a multi-generational, multi-channel approach that reflects the diverse needs of the community. Making information available in multiple languages, through community partners and other trusted sources, and a variety of formats (both print and digital) is critical to ensure City updates are universally accessible.

Additionally, there is a push for more visual content to increase engagement and reach, enabling the public to see and better understand the City's story. Both the Belmont City Council and Senior Management Team highlighted the need to “meet people where they are,” which includes adapting engagement methods to be less complex and more approachable and in plain language.

Major upcoming projects, including the new community center, potential annexation of the Harbor Industrial area, and large-scale initiatives in infrastructure, public safety, and economic development, present opportunities for robust engagement and storytelling that the City can leverage.



MISSION

To enrich the quality of life for our community by providing services for a safe, fulfilling, and vibrant life.



VISION

The adopted Vision Statement developed by members of the community captures our distinctive community character:

- Belmont prides itself on being unique
- Its small-town ambiance sets it apart as a tranquil, safe and desirable place to live
- We get involved in town matters because we care about living here
- We connect with each other in all kinds of gathering places
- Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected



VALUES

- Our residents — our top priority
- Our employees — our most important resource
- Honesty, integrity, respect, and ethics
- Open government
- Fiscal responsibility
- Quality services
- Continuous improvement
- Teamwork, collaboration, and partnerships



STRATEGIC FOCUS AREAS

INFRASTRUCTURE AND MOBILITY

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

ECONOMIC DEVELOPMENT & HOUSING

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

FISCAL AND ORGANIZATIONAL STABILITY

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

PUBLIC SAFETY

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

QUALITY OF LIFE

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



PART II THE BRAND

THE BELMONT PROMISE

What do we deliver? What is our brand platform?

The City of Belmont is an ideally located, close-knit Bay Area community made up of hard-working and determined people that give Belmont a small town spirit amid its Silicon Valley surroundings. The City offers a rich history, innovative progress, and diversity with a boundless sense of unity.

This safe and scenic community boasts exceptional education from early childhood to university and has an integrated vision of people, prosperity, and a place for everyone who calls Belmont home.

THE BELMONT STORY

How do we portray ourselves? What is our brand narrative?

The City of Belmont is located on the San Francisco Peninsula and features magnificent views of the Northern Santa Cruz mountains and San Francisco Bay. The City population is approximately 28,000 and is served by 144 city staff dedicated to providing Belmont with the highest quality service. Belmont is developing a thriving business community, sound infrastructure, and well-connected mobility options, while balancing sustainable fiscal operations and maintaining safe and serene neighborhoods with rich selections of recreational and cultural opportunities. These priorities work together to create a vibrant and enjoyable quality of life that is uniquely Belmont.

ORGANIZATION-WIDE KEY MESSAGES

Why should the world believe us?

The City of Belmont is dedicated to enriching our community by delivering high-quality public services that promote a safe, fulfilling, and vibrant way of life.

With several transformative projects on the horizon and a commitment to forward-thinking leadership, Belmont has a rare opportunity to shape its future. We are reimagining our city with purpose—invigorating our neighborhoods, strengthening community connections, and keeping people at the heart of every decision.

We are pursuing thoughtful, sustainable progress in collaboration with our residents. This includes identifying opportunities to diversify the economy, invest in essential infrastructure, and protect and enhance Belmont's unique community character.

Our central location offers the economic advantages of proximity to Silicon Valley while preserving the quality-of-life benefits of a welcoming, family-oriented environment. But what truly makes Belmont special is its people.

As Belmont grows, we remain intentional about preserving the small-town charm that defines us. Our residents are innovative, educated, and deeply engaged in their community. They care about their neighbors and take pride in the city we are building together.

True to its name—meaning “beautiful mountain”—Belmont is celebrated for its scenic beauty, open spaces, and the resilience of its community.

In addition to these organization-wide key messages, the Strategic Communications Plan includes tailored messaging platforms for each of the focus areas outlined in the City's Strategic Plan. These serve as guiding language for promotional materials and message development across departments and initiatives.

INFRASTRUCTURE & MOBILITY

Key Messages

The City of Belmont is maintaining and improving transportation, facilities, and infrastructure systems to meet current and future demand for basic services that are essential to living, working, and moving people to where they need to go.

We are proactively investing in our built infrastructure—including streets, parks, public facilities, and sewer and storm drain systems—to ensure Belmont remains a resilient and thriving community.

We recognize that preserving and strengthening this critical infrastructure today is essential to sustaining our City's long-term viability, especially in the face of climate change and evolving sustainability goals.

Belmont is fortunate to have a generous and engaged community that continues to support key initiatives shaping our future. Investments such as Measure I, the Twin Pines Park Master Plan, the Belmont Library, and

the planned community center upgrade reflect this shared commitment to progress.

To keep residents informed and engaged, the City is dedicated to maintaining clear, up-to-date printed materials and digital resources that communicate ongoing improvements to infrastructure and mobility.

An important part of the City's infrastructure includes placemaking and recreational amenities, as outlined in the Parks, Recreation, and Open Space Master Plan. Comprehensive wayfinding signage, welcoming streetscapes, and well-maintained park facilities are essential elements of Belmont's broader infrastructure strategy, enhancing both community identity and quality of life.

Through smart, forward-looking planning, we are investing in long-term capital improvement projects to maintain and replace aging infrastructure—protecting Belmont's quality of life for generations to come.



ECONOMIC DEVELOPMENT & HOUSING

Key Messages

The City of Belmont works in close partnership with the business community to foster a thriving, dynamic economy—one that creates jobs, expands opportunities, and generates revenue to support public services and community amenities.

The Belmont City Council, leadership team, and staff remain focused on balanced, thoughtful progress. Together, they are advancing initiatives and projects designed to benefit the community today and well into the future.

The City of Belmont values and appreciates our local businesses for the vital role they play in providing jobs, driving economic impact, and generating tax revenues that support public services, infrastructure, and our quality of life. To show our appreciation, the

City highlights a local business each month across our digital channels, celebrating their contributions to the community.

Belmont is committed to recruiting and retaining a diverse mix of businesses that align with our community's character. We actively support their continued growth and success, recognizing that a strong business community is key to our shared future.

Through the City's certified Housing Element, we are proactively planning for the future by fostering new and diverse housing options along the transit corridor, including expanded transit-oriented development and commercial investment. We prioritize affordable and equitable housing opportunities while also respecting and supporting the unique character and quality of life in our existing neighborhoods.



FISCAL & ORGANIZATIONAL STABILITY

Key Messages

The City of Belmont is committed to transparency and open governance, actively encouraging community participation in the decision-making process. We provide monthly financial updates, maintain easily accessible budget information, and have earned multiple awards recognizing our excellence in financial reporting.

Belmont keeps the public informed about day-to-day operations and public projects through timely, relevant updates—reflecting our core values of honesty and integrity.

Fiscal responsibility remains a top priority, enabling the City to deliver the quality services that our residents expect and deserve.

With strategic planning and sound investment, the City of Belmont is pursuing priority capital improvement projects while proactively managing our financial position.

Through disciplined leadership, the City of Belmont is committed to staying on positive financial footing for long-term fiscal sustainability. This prepares us to weather looming market downturns and other unexpected changes in market conditions.

The City of Belmont is committed to attracting and retaining talented, innovative staff who uphold our high standards and embrace the importance of public service and community impact. By investing in our employees, we foster loyalty and long-term dedication—many team members build lifelong careers with the City or choose to return after gaining experience elsewhere.

Our employees are our greatest asset. Through a supportive workplace culture and ongoing professional development, we strengthen the effectiveness of our organization and enhance our ability to serve Belmont's residents and businesses with excellence.



PUBLIC SAFETY

Key Messages

One of the City's top priorities is the health and safety of our community. Belmont is a safe place to live, work, and play, supported by a respectful, community-focused approach to law enforcement that aligns with neighborhood and community needs.

The Belmont Police Department combines outstanding first-responder services with community policing efforts, including civic engagement, partnerships, and public education. The department ensures safety information is accessible through regular programs, events, and communication channels such as press releases, social media, and website updates. The City continually plans for emergencies by streamlining internal communications and providing timely updates.

Our School Resource Officers are integrated into the educational community, forming trusted relationships that help make Belmont feel like home for families—offering friendly, familiar faces in our officers.

Fire safety services are provided through a partnership with the San Mateo Consolidated Fire Department. This collaboration reduces costs to taxpayers while delivering exceptional local service and benefiting from economies of scale in training, resources, and support services. Through this consolidated department, the community has access to state-of-the-art equipment and technology.

The City has developed an internal critical communications plan that outlines best practices and collaborative strategies for emergency communications. Intended as a resource for staff when needed, the plan highlights recent

improvements in public safety communications and establishes key goals that serve as a strong foundation for both everyday engagement and effective crisis response:

1. **Build and maintain public trust** through open, transparent, and consistent communication with the community and stakeholders
2. **Collaborate with other City departments** to deliver clear, unified messages during both routine and critical incidents.
3. **Maintain regular community engagement** by proactively communicating with the public on key topics via press releases, social media, and community events.
4. **Implement a critical communication protocol** with pre-planned content, templates, and clear procedures for timely, accurate, and coordinated communication.
5. **Ensure the Public Information Officer (PIO) leads communication** efforts and adapts messaging as situations evolve.
6. **Leverage multiple communication channels** and ensure all content is ADA-compliant and accessible to reach diverse audiences.
7. **Educate and inform the community** through regular awareness spotlights, safety tips, and outreach videos
8. **Promote internal preparedness and training** in public information best practices and ensure familiarity with communication protocols and templates.
9. **Respond effectively through timely updates**, partner agency coordination, and follow-up information.

The City of Belmont prioritizes community safety through well-integrated, collaborative regional efforts. By sharing policies, communication tools, and providing rigorous training opportunities, we are able to effectively meet the public safety needs of Belmont and its residents.



QUALITY OF LIFE

Key Messages

The City of Belmont is celebrated for its distinctive community character, natural beauty, and vibrant culture—qualities we support and enhance through strategic investments in our residents' quality of life.

This high quality of life results from thoughtful neighborhood planning, protection of open spaces, and integration of public art throughout the City.

Belmont offers the perfect balance of modern urban amenities with the charm of a small town, featuring friendly neighbors, award-winning schools, and abundant opportunities for outdoor recreation.

With more than 380 acres of open space, parks, and trails, the City provides an ideal setting for an active outdoor lifestyle. Through thoughtful placemaking, creative parks and recreation programming, and intentional investment in facilities, we continually enrich the experiences available to our community.

Thanks to the support of our residents, we are actively improving public facilities with carefully planned projects that benefit everyone. These include the state-of-the-art library renovation, community garden, sports complex, community center, and the implementation of the Public Art Master Plan.

The City is dedicated to transparency and meaningful community involvement, ensuring residents are engaged through outreach, feedback opportunities, and collaborative partnerships—core elements of Belmont's character.

Everyone in Belmont deserves to understand what is happening in their City and to have their voice heard. That's why we are committed to providing materials in multiple languages, live translation services for non-English speakers, age-friendly resources, and making City planning, programming, and resources accessible in both digital and print formats.

We will continue investing in our public facilities—from parks to community centers—to preserve and enhance the exceptional quality of life we all enjoy.



PART III THE PLAN



GOALS AND OBJECTIVES

How will communications help achieve our strategic focus area goals?

The overarching goals and supporting objectives of the City of Belmont Strategic Communications Plan are to:

Build trust and goodwill with the community through proactive and transparent communication

- Provide strong and consistent messages that reinforce and reflect the goals of the organization
- Generate positive credibility of the City of Belmont with its stakeholder base
- Enhance ongoing public outreach efforts and provide up-to-date information to residents
- Employ the use of design and technology to convey the City's messages

Develop meaningful dialogue with the community to understand and support resident and City needs

- Facilitate two-way communication between the City and community
- Increase public understanding of the City and its critical functions
- Collaborate with partners and the community to create a network of engaged influencers

TARGET AUDIENCES

INTERNAL STAKEHOLDERS

Internal audiences are often secondary in communications plans; however, keeping staff informed builds ambassadors and positively impacts operations. Providing access to messaging, tools, and outreach activities, all help effectively and consistently deliver the City's messaging to the community.

- City Council members
- Executive staff
- Employees
- Interdepartmental Communications team (communications liaisons from departments)
- Boards and Commissions
- Professional contractors and vendors

PUBLIC-AT-LARGE

The people of the City of Belmont are the primary audience for outreach and communications efforts outlined in the plan.

Residents – Property owners, renters

- Residents – Property owners, renters, families
- Businesses – Business owners and employees
- Visitors – Tourists, business travelers, and extended networks of residents

LOCAL AGENCIES AND OTHER GOVERNMENT ORGANIZATIONS

- Special districts (utility, water, wastewater)
- State and federal government
- Regulatory agencies

PARTNER ORGANIZATIONS

Partner organizations that frequently collaborate on community activities, events, or operations requiring coordination, oversight, or regulatory support. This includes:

- Local schools
- Neighborhood associations
- Service clubs
- Nonprofit organizations
- Business groups
- Cultural or educational institutions

KEY INFLUENCERS

Individuals and groups within the City of Belmont who have the ability to shape public perception, share information widely, and influence policy decisions or operational outcomes.

Media

- Local broadcast, online and print publications
- Regional and statewide media

Elected Officials and Legislators

- San Mateo County Leadership
- Leadership of other cities within San Mateo County
- State and federal officials

Neighborhood and Community Groups

- Homeowners Associations
- Neighborhood Associations

CITY OF BELMONT CENSUS DATA

DEMOGRAPHICS

- Gender Ratio: 49.3% male / 50.7% female
- Median Age: Not specified in the latest summary (age breakdown: 23.4% under 18, 13.9% 65 and over)

ETHNICITY

- White (alone): 50.7%
- Asian (alone): 29.5%
- Hispanic/Latino: 14.0%
- Two or more races: 10.4%
- Black or African American (alone): 2.1%
- Native Hawaiian & other Pacific Islander (alone): 1.3%
- American Indian & Alaska Native (alone): Not specified (likely <1%)

SOCIOECONOMIC

- Median Property Value: \$2,000,000+
- Median household income: \$207,609
- Home ownership: 56.0% of homes are owner-occupied
- High school degree or higher: 96.0%
- Bachelor's degree or higher: 68.9%



COMMUNICATIONS AND OUTREACH STRATEGIES FOR SUCCESS

Key recommendations to implement across all strategic focus areas

HOLD ANNUAL MEETINGS WITH CITY DEPARTMENT HEADS AND LEADERSHIP

The City will hold annual sessions with City department heads and leadership to identify operational goals and communications priorities each fiscal year.

EXPAND AND CLARIFY THE ROLE OF THE INTERNAL INTERDEPARTMENTAL COMMUNICATIONS TEAM

Deputize these communications liaisons in each department to become beat reporters and brand ambassadors, sharing important information on behalf of the organization. This would include comprehensive staff trainings, allowing the City to utilize existing resources more effectively and resulting in communication that is more consistent with brand messaging and the City's design aesthetic. Seeking feedback to identify any existing gaps in resources will be critical to set the team up for success.

CREATE INTERNAL GUIDELINES FOR COMMUNICATION AND ENGAGEMENT

Create a memorandum outlining staff expectations for communications and engagement within the organization, outlining responsibilities and shared resources for departments to leverage when communicating and engaging the public. This would include best practices and helpful checklists for staff to follow, identify direction for each communication method and clarify team roles for each department.

MONITOR EMERGING COMMUNICATIONS AND ENGAGEMENT TOOLS

Artificial Intelligence (AI) is being considered internally by the communications team for efficiency and training, but there are no documented discussions about using AI for community engagement or as a public-facing tool in the City of Belmont's strategic communications plan notes. The rapidly expanding landscape of communications and engagement tools presents an opportunity for the City to follow emerging trends closely for ways to do more with less.

USE AND REFINE THE BELMONT BRAND CONSISTENTLY

The Belmont brand, including refined current visuals, should be used consistently to build recognition and credibility. We recommend regularly evaluating the brand to make sure it clearly and accurately reflects City and community values. Developing a more dynamic and user-friendly set of brand guidelines and brand toolkit will help all staff and partners stay in alignment, including easy to use templates for standard items such as stationery, presentations, social media content, and email signatures. Templates, photos, training materials, and other resources can be housed on City's internal communications intranet site for staff to use as they create content. This will help streamline the internal process for communications across City departments.

PRODUCE BRANDED TOOLKITS

Based on the target audience, objectives, and key messages for each of the outreach campaigns outlined, create brand-aligned creative content in an outreach and communications toolkit as resources for departments, including video, photography, one-sheets, graphic elements, digital and print ads, flyers, brochures, social media graphics, and campaign specific media deliverables. Each campaign should create content aligned to the campaign marketing and media plan. Based on input from departments on priorities, templates will be created in Canva or a universally accessible platform for department use.

EXPAND ACCESS AND INCLUSIVITY

To help bridge the digital divide and reach seniors and other harder to reach audiences, the City should distribute regular print communications and leverage public access channels to reach residents without reliable internet access. It is also imperative to translate key materials into multiple languages and utilize multilingual staff and community partners for targeted outreach. Deepening partnerships with schools, neighborhood associations, and local community based organizations will expand the City's reach, helping share information more widely, and reach diverse audiences.



DEMYSTIFY AND DE-JARGON COMPLEX INFORMATION

Community members are not privy to the inner workings of City Hall, but they care about what happens in their city. Content for City communications should be developed with our key audiences in mind. Content should be translated from internal shorthand to approachable, plain language that advances the City's mission and vision to build trust and engagement with the community. Messaging should be developed that is specifically geared to explain technical concepts to the public with a welcoming tone across all public-facing City materials.

FOCUS ON "THE WHY"

Government agencies have a tendency to focus on "the what" and "the how" of operations. Where possible, the City should uncover "the why" and communicate the value each project, initiative, and program will provide to the community. Sharing what's in it for City residents can help foster a shared sense of interest, unity, and community pride.

PROVIDE ONGOING OPTIONS FOR COMMUNITY FEEDBACK

While there are feedback opportunities built into project outreach timelines, there is not an active effort to solicit community input on the day-to-day efforts of the City. Gathering this feedback also provides an opportunity to share with the community how the City is responding to their input. This can be done in-person through suggestion boxes, community workshops, and town halls as well as digitally through email surveys or social media polls. Partnering with trusted organizations and individuals in the community can help spread the word far and wide, securing feedback from a more representative sample of City residents.

OUTLINE COMMUNICATIONS AND ENGAGEMENT NEEDS IN A MASTER CONTENT CALENDAR

A master content calendar will help align content and priorities across platforms, providing themes and timeframes to help ensure outreach efforts are leveraged to increase our reach. Instead of reacting to a need for a news article or a social media post, we want to create a content management system that allows us to proactively work with staff on communications to get the right information out at the right time to the right audience. Based on the meetings with departments, the City will create a comprehensive editorial content calendar for the year to help manage communications content. Once approved, this list will establish a schedule for communication needs for the City and will be updated as needed throughout the year.

ESTABLISH A BASELINE FOR BENCHMARKING

In order to measure progress, it will be important for the City to take stock of current metrics including website traffic, time spent on page, newsletter subscribers, open and click-through rates, social media following and engagement numbers, event attendance, and other performance indicators. More critically, a quantitative and qualitative community survey will provide an understanding of the City's perception in the community along with insights into what areas and messages are resonating, which will help inform communications and outreach efforts moving forward. This community survey should be repeated bi-annually to measure progress for brand awareness and affinity and message comprehension.

ENHANCE CLARITY, USABILITY, AND CONSISTENCY ACROSS CHANNELS

It is recommended to continue refining the City website to simplify and reorganize content with user-friendly, step-by-step guides focused on resident needs. Data and metrics should be used to prioritize updates based on what matters most to the public. Leveraging the existing network of public information officers will be critical to ensuring consistent messaging citywide. Developing and enforcing internal communications protocols, including branded templates and messaging guidelines for all departments and social media channels, will be critical across every department. All communication should tie back to the overarching key messages and the message platforms for each of the strategic focus areas to provide staff with a foundation to build upon for all communications efforts.

TACTICS

What communications channels will we use to deliver our messages?

For each outreach campaign, develop a marketing and media outreach plan that determines the right methods of communication for that campaign's needs. Not every channel will be appropriate for each campaign, but the following outline will help guide choices specific for the City of Belmont.

Issue Mailers

The City develops and distributes printed mailers to residents with important updates to ensure those without internet access still receive crucial information. Mailers will provide information in plain language and offer a clear call to action to community members, providing contact details for City staff or a City webpage for more information.

YouTube Promotion

All videos produced should be placed on a consolidated YouTube Channel. Then allocate a small budget for boosting video views using geographic and psychographic filters as part of a comprehensive distribution strategy if needed.

Community Papers

Local papers align well with the City of Belmont target audience, and for some of the most proactive campaigns, such as events, print and/or online ads will drive attendance.

- San Mateo Daily Journal
- The Mercury News
- San Francisco Chronicle
- Peninsula Press
- San Francisco Examiner

Video Storytelling and Campaign-Specific Productions

Short-form video content is a powerful and accessible way to communicate the City's strategic priorities, share progress on initiatives, and highlight community stories. The City should continue investing in the creation of concise, visually engaging videos that explain key projects, promote accomplishments, and celebrate community impact. Recommended formats include:

- **One-Minute Updates** – brief explainers on current projects or policy decisions
- **Project Spotlights** – visual progress reports of infrastructure, parks, or housing developments
- **Staff or Community Voices** – short interviews to humanize services and connect with audiences
- **Event Recaps and Previews** – short videos to promote attendance and highlight civic engagement

These videos can be distributed via the City's website, YouTube channel, social media platforms (Facebook, Instagram, Nextdoor, and LinkedIn), digital newsletters, and at in-person or virtual community events. Optimizing videos for mobile viewing and captioning for accessibility will help reach a broader, more diverse audience.



Key Message Development

Develop a library of key message documents to be used as the basis for all future interviews, newsletter articles, website copy, and other content development.

Press Releases

Proactively distribute information to the news media for all possible outlets, including annual events, new announcements, and program results.

Partner Toolkit

Creating an outreach toolkit for City Council, partner agencies, and community partners to share and report the City's communications content is a cost-effective way to help amplify and distribute messaging to a larger and more diverse audience. Leveraging these partnerships when possible will provide broad engagement through their networks.

PRIMARY SOCIAL CHANNELS

Based on demographics for the City as well as feedback received from leadership, it is recommended to focus more robust and regular communications efforts on Facebook and Instagram since both support multilingual content and are widely used by adults, families, and diverse communities.

Facebook

The world's largest platform, Facebook, is a great way to reach local communities, and posts should focus on positive messaging, awareness, tips, and information. A two-pronged strategy should be developed to both increase the number of followers (audience base) and increase engagement (reach and affinity) with creative content. Adults 30 and older are the primary users of Facebook and have a fairly balanced use between different genders. It is recommended to focus Facebook content on promoting events, sharing City updates, connecting with community groups, and reaching older adults who are online.

There are two Facebook accounts for the city. The City of Belmont Parks and Recreation Facebook channel has a slightly higher follower count at 1.9K, compared to the City of Belmont Facebook channel at 1.8K followers. The Parks and Recreation platform receives higher engagement among its audience than the City's main Facebook channel. This is consistent with observations from communications planning and feedback from leadership, which note that Parks and Recreation content, especially visual and event-based posts, tends to generate more interaction and community response.

Instagram

Instagram is typically targeted towards a younger demographic, ranging between 18 and 34 years of age, and is noted as a growing channel, especially for the Police and Parks and Recreation departments. While the majority of users are women, the platform is also popular among men. Develop a series of posts for specific proactive campaigns that align with a younger Instagram audience, focused on visuals and behavior change, to build trust and credibility.

There are three different Instagram accounts representing the City of Belmont – a general city account, a Parks and Recreation account, and a Belmont police account. Among the three, the Belmont Parks and Recreation account holds the highest follower count at 2.1K and has a higher engagement rate compared to the other city accounts.



SECONDARY SOCIAL CHANNELS

NextDoor

While NextDoor is slowly becoming more popular among younger audiences, the majority of users tend to be older adults, ranging from 30-64 years of age. There isn't any dominant gender based on the users. Continue the City of Belmont's presence on NextDoor; however, condense into a single city page, and post info relevant to safety and community concerns.

YouTube

YouTube is a platform used by a wide audience base. Users are typically between 18-49 years of age, with a slightly higher usage among men. Create more video content and add it to the citywide YouTube channels to leverage subscribers and increase engagement. There are two city YouTube accounts, a general city account and a Belmont police account. The Belmont police YouTube account has a higher subscriber count at 378 and engagement rate.

Website Consistency

Consistently present up-to-date information including consistent visuals, formatting, and introductory language for each webpage. Use subheadings and color-coded icons to help visitors navigate to the information they need. Streamlining website accessibility and navigation provides better access to city services and makes it easier for residents and businesses to stay informed.

Weekly Newsletter

Continue to improve and promote the weekly newsletter to increase visibility, readability, and ease of use. The newsletter should align with strategic focus areas and brand visuals to increase aesthetic and visual appeal.

Year in Review Magazine

Develop an end of year recap to deliver City messaging and key accomplishments to every resident. Expand the magazine to include some in-depth stories, employee profiles, and photo spreads to reinforce communication efforts.

Campaign Specific Collateral

Develop a complementary suite of printed outreach materials that can be used to deliver campaign messaging at events and meetings or distributed to target audiences.

ANNUAL OUTREACH CALENDAR

When should we promote our different services?

JANUARY	FEBRUARY	MARCH
• New Years Day • Commission recruitment • Martin Luther King Jr. Day • Holiday tree pick up reminder	• Black History Month • Lunar New Year event • President's Day • Engineer week	• City's Annual Strategic Planning Session • Mayor's State of the City address • Women's History Month • Shamrock Scavenger Hunt • Civics Day
APRIL	MAY	JUNE
• National Public Safety Telecommunicators Week • Egg Hunt and Adaptive Egg Hunt events • Earth Day event (e-waste/shred event or fair) • Autism Awareness Month & Police Department badges • Distracted Driving Awareness Month	• Mother's Day • Annual Professional Municipal Clerks' Week • Mental Health Awareness Month • National Police Week • Public Works Week • Public Works open house • Memorial Day • Bike Safety Month • Economic Development Week • Peninsula Restaurant Week	• Pride Month events • Graduation traffic and safety reminder (all schools) • Juneteenth • Women in Engineering Day • Budget Adoption
JULY	AUGUST	SEPTEMBER
• Movies in the Park events (throughout the summer) • Fourth of July • Firework safety • Parks Make Life Better Month • Father's Day	• National Night Out • Start of school safety reminder • Police Community Academy • San Mateo firefighters' Chili Cookoff event	• National Preparedness Month • Labor Day • California Coastal Cleanup Day • Suicide Prevention Week
OCTOBER	NOVEMBER	DECEMBER
• Halloween Fest • Domestic Violence Awareness Month • Indigenous People's Day • Diwali event • Great American Shakeout event • National Walk and Roll to School Day • Fire Prevention Week	• Fat, oils, and grease (FOG) messaging • Winter storms and sandbag messaging • Veteran's Day • Thanksgiving and holiday closure • Elections messaging (if applicable) • Commission recruitment • Beautiful Belmont awards • Community service awards	• Reorganization Ceremony • Year in Review Magazine & Video • Holiday closure • Winter Wonderland Workshop event • Santa at the Firehouse event • Santa Parade event

OUTREACH INITIATIVE DESCRIPTIONS

CITY OF BELMONT GENERAL OUTREACH

Mayor's State of the City and Year in Review

Share high level accomplishments and tie into ongoing effort to brand the City consistently.

Elections messaging (if applicable) and

Reorganization Ceremony

Share election information and incoming/outgoing City Council leadership updates and opportunities.

Holidays, observances, and closures

Share important information, highlight critical functions and remind the public of the operating hours of City staff, facilities, and services.

Commission recruitment

Encourage members of the public to join various City Commissions and make a difference in their community.

INFRASTRUCTURE & MOBILITY

Engineer week and Women in Engineering Day

Share the role and impact of engineers on City operations and services while highlighting prominent women in the field.

Public Works Week and events

Tie in with national efforts to appreciate and build awareness of public works and infrastructure.

National Walk and Roll to School Day

Increase the use of transit, bicycling, walking, and carpooling by investing in and promoting infrastructure and transportation demand management programs.

Fat, oils, and grease (FOG) reminder

Share information about what residents can do to help the City maintain its critical infrastructure and keep Belmont clean.

Winter storms and sandbag messaging

Build an understanding of maintenance needs and the critical nature of maintaining storm drains and sanitary systems.

ECONOMIC DEVELOPMENT & HOUSING

Economic Development Week

Tie in with national efforts to appreciate and build awareness of economic development.

Business spotlights (monthly)

To promote economic development and the business community, the City selects a local business to highlight each month.

Peninsula Restaurant Week

A food extravaganza connecting locals with neighborhood gems and Michelin star restaurants throughout the San Francisco Peninsula.

FISCAL & ORGANIZATIONAL SUSTAINABILITY

Strategic planning session

Share high-level planning efforts and internal structure improvements that support the City's culture and performance.

Budget adoption

Effort to inform stakeholders and residents of budget decisions, impacts, and strategic alignment.

Annual Professional Municipal Clerks' Week

Bring to light the critical role and profound impact of City administrative staff, which often happens behind the scenes.

PUBLIC SAFETY

Health and safety-related observances and events

Educate the community and raise awareness about public health needs and build support for keeping the community safe.

Safety tips and reminders

Tie in with national efforts to educate the community about keeping safety top of mind.

Police Community Academy and programming

Build an understanding and appreciation of the Police Department's community support and available resources.

National Police Week

Tie in with national efforts to appreciate the public service and personal sacrifice of police officers.

Fire Prevention Week

Tie in with national effort to educate community about how to stay safe from fires.

National Night Out

Tie in with national efforts to appreciate and build awareness of law enforcement, community, and communication.

QUALITY OF LIFE

Events and reminders

Encourage attendance and participation at events and programming as an inviting and welcoming opportunity to engage with the community.

Community service and beautification awards

Highlight volunteers and residents who have a significant impact on the City and keeping Belmont beautiful.

Parks Make Life Better Month

Promote Belmont's vast array of parks, trails, and open space as an important value for the City.

PRIORITIZATION CRITERIA

While all of the outreach efforts outlined are important, limited capacity, time, and resources demand that we prioritize development of communications materials. The following criteria will be used to determine how we prioritize development of outreach efforts with available resources.

Priority 1: Outreach efforts designed to increase public health and safety

Public health and safety remain the highest priority for communications and outreach efforts, especially in the face of emergencies and rapidly changing conditions. Outreach efforts under this priority will focus on equipping the community with timely, accurate, and actionable information to prepare from, response to, and recover from emergencies. This includes communications related to disaster preparedness, crime prevention, environmental hazards, and public health initiatives. By keeping the public informed and engaged, we can help reduce risk, save lives, and strengthen community resilience.

Priority 2: Outreach efforts that builds confidence in continued investment

Major infrastructure projects, deferred maintenance, and new community amenities require significant investment to bring from vision to reality. To sustain this momentum, we must ensure the community is informed, engaged, and confident in the City's plans and priorities. Outreach efforts will focus on building public understanding and trust, which are key ingredients for securing the support needed to fund and advance these initiatives. Projects with future funding needs will be prioritized for proactive and strategic communication.

Priority 3: Outreach efforts that support revenue generation and economic growth

Effective communication plays a critical role in supporting programs and initiatives that generate revenue for the City or community, whether by attracting economic investment, promoting services or encouraging participation in fee-based programs. Outreach under this priority will focus on raising awareness, driving participation, and building support for efforts that contribute to the City's financial sustainability and economic vitality. By strategically promoting these initiatives, we can help ensure long-term funding for essential services and enhance the overall prosperity of our community.



Priority 4: Outreach that educates and inspires action

Effectively navigating challenges from climate impacts to evolving community needs, requires more than just information, it requires behavior change. This priority focuses on proactive outreach campaigns that educate the public and empower them to take meaningful action. These initiatives will be strategically timed and tailored to align with emerging issues, such as fire prevention during extreme heat events or water conservation during ongoing drought conditions. By combining clear, actionable messaging with relevant context, these efforts aim to communicate the desired behavior, reduce barriers for taking action toward the desired behavior and creating a social norm around the desired behavior in the community. This will foster a shared sense of responsibility for the wellbeing of our community and environment.

Priority 5: Outreach efforts that fosters community pride, awareness, and appreciation

Finally, the City recognizes the importance of cultivating a strong sense of community pride and connection. As resources allow, the City will develop outreach efforts that celebrate local achievements, highlight community assets and increase public awareness of the programs and services that enhance Belmont's quality of life. These efforts build goodwill and trust, creating a more informed, appreciative and engaged community that is better positioned to support future City initiatives.



KEY PERFORMANCE INDICATORS

How will we know if we have been successful?

We will consider different types of metrics to determine outreach effectiveness, which will vary per campaign or outreach initiative.

Campaign outputs are “counting” metrics that track the amount of outputs related to the communications efforts we are engaging in. For instance, gross number of impressions for a marketing campaign, number of followers on social media, or website traffic to a specific landing page we are promoting. They are helpful for gauging reach and measuring growth over time.

Campaign outcomes are metrics that help measure whether we have made progress on key goals like “increase public participation.” They provide more insight into what tactics are working and are generally more qualitative in nature.

Finally, we want to work closely with each department to ensure we are supporting operational outcomes, which will be defined for each outreach campaign.



CAMPAIGN OUTPUTS

Examples may include

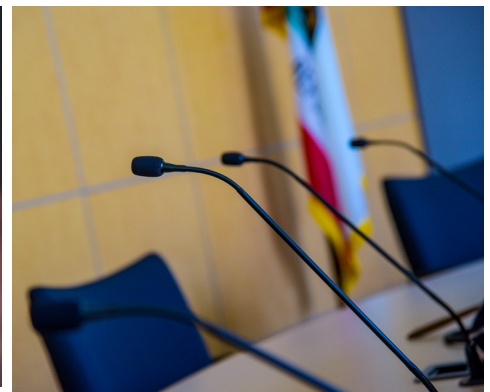
- # of gross impressions
- # of weekly newsletter subscribers
- # of website page views/month
- # of news releases produced
- # of social media followers
- # of video views



CAMPAIGN OUTCOMES

Examples may include

- Email open rates and click-through rates
- Time spent on webpage/campaign referral tracking
- Earned media through public relations efforts
- Social media engagement (likes, comments, shares) and sentiment
- Average video watch time



OPERATIONAL OUTCOMES

Examples may include

- Conversions (i.e., signing up for an online program or rebate)
- Passed investment measures
- Reduced complaints
- Changed behavior in focused awareness areas
- Attendance at important council meetings
- Survey results that support key initiatives

CITY OF BELMONT

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