

CITY OF BELMONT CITY COUNCIL



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CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, January 14, 2025

6:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

MEETING ATTENDANCE:

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

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

PUBLIC COMMENT:

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

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

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

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

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to conduct themselves with civility and courtesy at all times. All

persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks, cursing and outbursts from the audience in support or opposition to a speaker are not tolerated in order to foster an environment where everyone feels welcome to speak.

1. CALL TO ORDER [6:15 PM]

2. ROLL CALL

3. CLOSED SESSION

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

Agency designated representatives: Afshin Oskoui, City Manager Employee organization: Mid-Management Confidential Employee Association (MMCEA) and Belmont Police Officers Association (BPOA)

REGULAR MEETING ITEMS [7:00 PM]

4. PLEDGE OF ALLEGIANCE

5. REPORT FROM CLOSED SESSION

6. SPECIAL PRESENTATIONS

A. Rethink Waste Poster Contest Recognition

B. HIP Housing Calendar Contest Recognition

C. AYSO 10UB White Wolves Recognition

7. 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.

8. COUNCILMEMBER ANNOUNCEMENTS

9. CONSENT BUSINESS

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

A. Approval of Minutes

Attachment(s):

[December 10, 2024 Meeting Minutes](#)

B. San Juan Boulevard Sewer Capacity Improvements Project Notice of Completion

Recommendation: Adopt a resolution accepting the construction work and authorizing the issuance of Notice of Completion for the San Juan Boulevard Sewer Capacity Improvements Project, City Contract Number, 2024-631, recording of the Notice of Completion with the

County of San Mateo Recorder's Office, and release of retention 35 day after recordation of the Notice of Completion

Attachment(s):

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

C. Install a Two-Way Stop on Malcolm Avenue at Anita Avenue and a Bike Box on Ralston Avenue at South Road

Recommendation: Adopt a resolution installing a two-way stop on Malcolm Avenue at Anita Avenue, and a bike box and related improvements on Ralston Avenue at South Road

Attachment(s):

[Staff Report](#)
[Resolution](#)
[Anita Ave and Malcolm Ave mockup](#)
[Ralston Ave at South Rd mockup](#)

D. Field Groomer Purchase

Recommendation: Adopt a Resolution appropriating \$40,476.36 for the purchase of a Toro Field Pro 6040 Field Groomer from Turf Star

Attachment(s):

[Staff Report](#)
[Resolution](#)
[Quote from Turf Star](#)

10. PUBLIC HEARINGS [None]

11. 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. Business License Regulation Clean-Up, Solicitor Regulation Amendment, and Adjustment to the Category 4 Business License Tax Rate

Recommendation: 1. Introduce an ordinance repealing provisions in the Belmont City Code Chapter 12 and 19 pertaining to business licenses superseded by Measure DD and amending solicitor regulations contained therein
2. Adopt a resolution adjusting the Category 4 Business License Tax rate for cannabis-related businesses

Attachment(s):

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

B. Adoption of the San Mateo Countywide Local Roadway Safety Plan and Vision Zero Goal

Recommendation: Adopt by resolution the San Mateo Countywide Local Roadway Safety Plan and accompanying Vision Zero Goal

Attachment(s):

[Staff Report](#)

[Resolution](#)
[CCAG Countywide LRSP_Belmont Chapter with Edits](#)
[CCAG Presentation Slides](#)

C. Council Intergovernmental Assignments for Calendar Year 2025

Recommendation: Consider changes to and motion to approve the City Council Intergovernmental Assignments for calendar year 2025

Attachment(s):

[Staff Report](#)
[Current Assignment List](#)

12. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

13. 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.

14. ADJOURNMENT

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

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

CITY OF BELMONT CITY COUNCIL MEETING MINUTES

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

Tuesday, December 10, 2024

CALL TO ORDER: 6:00 p.m.

ROLL CALL

Councilmembers Present: Pang-Maganaris, Hurt, McCune, Latimerlo, Mates

Councilmembers Absent: None

CLOSED SESSION

None

PLEDGE OF ALLEGIANCE

Led by Scout Troop 301

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

Presentation of Beautiful Belmont Awards

The Council recognized the awardees for Residential properties at 1503 Williams Ave, and 3301 Haskins Drive. And commercial properties 390 El Camino- Belmont Plaza, a Culligan Property, Spoon and Fork, 1325 Old County Road Artisan Crossing Residential Apartment Development, and The Hayden Residential Apartment Development 815 Old County Road.

Presentation of Community Service Award

The Council recognized Carolyn Hoskins Adar Emken and Susan Rendina for their service to the Belmont Community.

Proclamations Honoring:

Congresswoman Ana Eshoo, San Mateo County Supervisor David Pine, San Mateo County Supervisor Warren Slocum, Assembly Member Phil Ting

Mayor Mates recognized the public service of the local and regional representatives.

Karen Hass-Foletta - Founder and Director of Footsteps Childcare

Mayor Mates read the proclamation and Council congratulated Ms. Hass-Foletta on the 30 year service to the Belmont Community.

Sally Umali - Retiring Belmont Community Learning Center Teacher

Mayor Mates read the proclamation and Council congratulated Ms. Umali on her service to the Belmont Community and wished her well on her retirement.

Recognition of Carlmont Students for contributions to the success of the Belmont Water Dog Race

The Council recognized the efforts of Carlmont students in the success of the Belmont Water Dog Race.

Police Department Personnel Oath of Office

Police Chief Stenquist introduced four newly appointed police officers Mohammad Silmi, Elian Delacruz, Luis Herrera, Filipe Gomes. City Clerk Plut administered the oath of office to the officers and family members honored the officers with a badge pinning.

Year in Review

Mayor Mates provided highlights of the Council's and strategic initiatives and program milestones of 2024.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Councilmembers provided information on upcoming holiday events.

COUNCILMEMBER ANNOUNCEMENTS

None

CONSENT BUSINESS

Approval of Minutes of November 26, 2024

Motion authorizing the City Manager to negotiate and execute Amendment No. 6 to the Service Agreement with 4 Leaf, Inc. to provide building inspection services for \$150,000, for a total not-to-exceed amount of \$599,865

ACTION: On a motion Councilmember Hurt and seconded by Councilmember Pang-Maganaris the consent business items were unanimously approved by a roll call (vote 5-0).

PUBLIC HEARINGS

None

GENERAL BUSINESS

November 5, 2024 Election Results

City Clerk Plut explained the resolution before the Council declares the results of the November 5, 2024 election as follows:

Mayor: Julia Mates was unopposed and received the highest votes.

District 2: Cathy Jordan received the highest votes for Councilmember.

District 4: Tom McCune received the highest votes for Councilmember.

Measure DD: Received 82.41% of the vote, surpassing the majority required for passage.

No members of the public came forward to speak.

ACTION: On a motion made by Councilmember Latimerlo and seconded by Councilmember Pan-Maganaris **Resolution 2024-82** declaring the results of the Election held on November 5, 2024 for Belmont Mayor-at-Large and Councilmembers in District 2 and 4 and Measure DD was approved by a roll call vote (5-0).

Council Reorganization including Oath of Office for Newly Elected Members And Council Remarks

Mayor Mates honored the distinguished 10 year public services provided Councilmember Davina Hurt to the Belmont Community and surrounding region.

Public comment honoring Councilmember Hurt provided by representatives of Congressman Mullin, Senator Becker, and Assemblymember Papan, Supervisor Corzo. Belmont residents Alexis Lewis, Cathy Jordan and Charles Stone.

Councilmembers provided comments in honor of Councilmember Hurt.

City Manager provided comments in honor of Councilmember Hurt and presented her with a token of appreciation.

Councilmember Hurt provided comments on her service to the Belmont Community and stepped off the dais.

Recess: 7:40 pm

Reconvene: 7:42 pm

Council Reorganization

Diana Candee administered the oath of office to Councilmember McCune.

Kevin Jordan administered the oath of office to Councilmember Jordan.

Mayor Mates' siblings Jonathan, Jacqueline, Joshua and Justin administered the Mayor's oath of office.

The newly elected members of the council were seated at the dais and provided comments of gratitude to the community.

Selection of Vice Mayor for Calendar Year 2025

City Clerk Plut briefly outlined the process of selecting a Vice Mayor.

No public comment provided.

ACTION: On a motion made by Mayor Mates and seconded by Councilmember Latimerlo Resolution 2024-083 appointing Councilmember Pang-Maganaris Vice Mayor for calendar year 2025 was unanimously approved by a roll call vote. (5-0).

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

None

Verbal report from City Manager

None

MATTERS OF INTEREST/CLARIFICATION

None

Adjournment at this time being 8:00 p.m.

**Submitted by,
Jozi Plut
City Clerk**



STAFF REPORT

Meeting Date: January 14, 2025
Agency: City of Belmont
Staff Contact: Nisha Patel, Public Works, (650)595-7459, npatel@belmont.gov
Agenda Title: San Juan Boulevard Sewer Capacity Improvements Project Notice of Completion
Agenda Action: Resolution

Recommendation

Adopt a resolution accepting the construction work and authorizing the issuance of Notice of Completion for the San Juan Boulevard Sewer Capacity Improvements Project, City Contract Number, 2024-631, recording of the Notice of Completion with the County of San Mateo Recorder's Office, and release of retention 35 day after recordation of the Notice of Completion.

Strategic Focus Area

Infrastructure and Mobility

Background

The San Juan Boulevard Sewer Capacity Improvements Project involves the construction of approximately a half mile of sanitary sewer pipe network along San Juan Boulevard and East Laurel Creek Road, upsizing the existing pipe, as well as reconnection of the sewer service laterals, and rehabilitation of the manholes. This project was required to be constructed prior to the San Juan Boulevard Pump Station Project construction, which started design in late December.

The project was advertised on May 14, 2024, and received 11 bids on June 12, 2024. The low bid was in the amount of \$1,348,744 from C2R Engineering, Inc. Construction of the project commenced on August 5, 2024.

Analysis

The project began construction in May and was completed by mid-June, with three change orders issued during construction. The first two change orders were issued due to the unforeseen work for removal, and disposal of concrete encasement in separate locations. The third change order was for the removal of the concrete embedment around an existing force main, tunneling under identified steel pipe, rehabilitation work at the manholes, and associated additional asphalt pavement replacement. The final cost of the construction including the change orders is \$1,370,547.83.

C2R Engineering Inc. has completed the project in accordance with the contract plans and specifications including the modification made by change orders. A final project inspection has been deemed complete per the contract requirements, and the project is recommended for acceptance by the City Council and a Notice of Completion be filed with the County Recorder's Office.



Alternatives

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

Attachments

- A. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Funding in the amount of \$1,370,547.83 came from the Sewer Collection Fund under San Juan Sewer Main Capacity Capital Improvement Program (CIP) Project Account #399-3-730-7086-9030.

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 CONSTRUCTION WORK AND AUTHORIZING THE ISSUANCE OF A NOTICE OF COMPLETION, AND RELEASE OF RETENTION 35 DAYS AFTER RECORDATION OF THE NOTICE OF COMPLETION FOR THE SAN JUAN BOULEVARD SEWER CAPACITY IMPROVEMENT PROJECT, CITY CONTRACT NUMBER 2024-631

WHEREAS, on May 14, 2024, City Council approved advertisement for sealed bids and authorized the City Manager to award the San Juan Boulevard Sewer Capacity Improvement Project, City Contract Number 2024-631, to the lowest responsible bidder for an amount not to exceed \$2,310,000; and,

WHEREAS, on June 12, 2024, the City conducted a bid opening, and the low bid came in at \$1,384,744 from, C2R Engineering, Inc.; and,

WHEREAS, the final cost of construction including changer orders is \$1,370,547.83.

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

SECTION 1. Accepts the construction work for the San Juan Boulevard Sewer Capacity Improvement Project as complete.

SECTION 2. Authorizes the City Clerk to issue the Notice of Completion to C2R Engineering, Inc.

SECTION 3. Authorizes the City Clerk to file Notice of Completion with the San Mateo County Clerk-Recorder's office for the San Juan Boulevard Sewer Capacity Improvement Project, City Contract Number 2024-631.

* * *

ADOPTED January 14, 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: January 14, 2025
Agency: City of Belmont
Staff Contact: Daniel Matthews, Assistant Engineer, 650-637-2985, dmatthews@belmont.gov
Agenda Title: Install a Two-Way Stop on Malcolm Avenue at Anita Avenue and a Bike Box on Ralston Avenue at South Road
Agenda Action: Resolution

Recommendation

Adopt a resolution installing a two-way stop on Malcolm Avenue at Anita Avenue, and a bike box and related improvements on Ralston Avenue at South Road

Strategic Focus Area

Infrastructure and Mobility

Background

The Parking and Traffic Safety Committee (PTSC), composed of representatives from Public Works, Belmont Police Department, and San Mateo Consolidated Fire Department, reviews resident requests for traffic safety improvements. City staff received requests for traffic safety improvements from residents near Anita Avenue and Malcolm Avenue and bicyclists traveling on Ralston Avenue. Staff performed an investigation at both locations to understand current conditions and the need for improvements.

Analysis

Following discussion and public feedback at a November 2nd meeting, the Parking and Traffic Safety Committee recommends the installation of:

- A two-way stop on Malcolm Avenue at Anita Avenue
- A bike box and related improvements on Ralston Avenue at South Road

Malcolm Avenue at Anita Avenue

Visibility concerns at the intersection of Malcolm Avenue and Anita Avenue stem from limited sightlines caused by roadway geometry. The current use of two yield signs is inconsistent with standard traffic control practices in Belmont. Transitioning to a two-way stop will improve safety by reducing ambiguity and ensuring vehicles on Malcolm Avenue come to a complete stop, where they are visible to traffic approaching on Anita Ave, before proceeding. The proposed traffic markings will further enhance visibility and awareness for drivers, pedestrians, and bicyclists.

Ralston Avenue at South Road

Eastbound bicyclists on Ralston Avenue benefit from an existing Class II Bike Lane but face challenges at the intersection with South Road, where the Class II Bike Lane ends. Cyclists can either continue through on Ralston Avenue in a Class III Shared Bike Route or through Twin Pines Park on a Class I Bike



Path, both are designated paths in Belmont’s Transportation Master Plan. A bike box, a designated area at the head of a traffic lane at a signalized intersection, will provide a safe queuing area for cyclists continuing on Ralston Avenue, making them more visible to drivers and reducing conflicts during green lights. Revised signage will clarify bicycle routes and increase driver awareness of shared road usage.

Alternatives

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

Attachments

- A. Resolution
- B. Attachment A – Proposed Two-Way Stop on Malcolm Avenue at Anita Avenue
- C. Attachment B – Proposed Bicycle Safety Improvements along Ralston Avenue near South Road

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: Expenditures have been incorporated in current fiscal year’s operating budget in the Street Maintenance Fund for the PTSC recommended improvements.

Source:

Citizen Initiated

Purpose:

Discretionary Action

Public Outreach:

Other*

*A Parking and Traffic Safety Committee meeting was hosted on November 2nd with nearby properties (500 ft radius from intersections) invited to discuss improvements and gain feedback on proposals.

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING TRAFFIC SAFETY IMPROVEMENTS AT MALCOLM AVE AND ANITA AVE, AND RALSTON AVE AND SOUTH RD

WHEREAS, the Parking and Traffic Safety Committee (PTSC) received complaints regarding unsafe traffic conditions from the residents near Malcolm Ave and Anita Ave ; and,

WHEREAS, PTSC additionally received complaints regarding unsafe conditions for bicycle traffic near Ralston Ave and South Rd: and,

WHEREAS, the following measures for traffic safety improvements were discussed at the PTSC meeting and are recommended for implementation:

- Installation of a two-way stop at Malcolm Ave and Anita Ave to address sightline concerns for vehicles approaching the intersection;
- Installation of a bike box and revised signage at Ralston Ave and South Rd to provide a safe queuing area for cyclists and reduce conflicts during green lights

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

SECTION 1. Adopt a resolution approving traffic safety improvements at Malcolm Ave and Anita Ave, and at Ralston Ave and South Rd

* * *

ADOPTED January 14, 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

Attachment A -- Proposed Two-Way Stop on Malcolm Ave at Anita Ave





Attachment B -- Ralston Ave at South Rd Bike Route Improvement

Preferred Alternative (b) -- Add bike box at through lane per NACTO guidance, add Share the Road signage and Stop Here on Red signage per MUTCD



STAFF REPORT

Meeting Date: January 14, 2025
Agency: City of Belmont
Staff Contact: Nisha Patel, Public Works, (650)595-7459, npatel@belmont.gov
Agenda Title: Field Groomer Purchase
Agenda Action: Resolution

Recommendation

Adopt a Resolution appropriating \$40,476.36 for the purchase of a Toro Field Pro 6040 Field Groomer from Turf Star.

Strategic Focus Area

Quality of Life

Background

The Parks and Recreation Department is currently using a 26-year-old Workman for grooming at various sports fields in the City. This Workman is a specialized utility vehicle designed to maintain baseball and softball fields. It performs tasks such as:

1. **Leveling and Smoothing Infields:** Equipped with attachments like drag mats or rakes, it smooths the dirt and clay surfaces, ensuring a consistent and safe playing surface.
2. **Aerating and Loosening Soil:** Some attachments can break up compacted soil, improving drainage and reducing the risk of injuries.
3. **Applying Field Materials:** It can distribute topdressing materials, such as infield mix or conditioner, evenly across the surface.
4. **Edge Maintenance:** With the proper tools, it helps keep grass edges neat and prevents overgrowth onto the infield.
5. **General Maintenance:** The vehicle can tow equipment, haul supplies, or carry tools needed for field upkeep.

Overall, it ensures fields are properly groomed, aesthetically pleasing, and safe for play.

Analysis

The Workman is currently past its useful life. Replacement parts can no longer be found or need to be custom made. Replacement of the Workman is \$37,172. Based on Fleet Division's research the replacement would be a lesser version than what the City uses now because it would not have a hydraulic float and box scraper. These are useful features as they are needed to grade the ball field infields. The Workman currently grooms eight (8) park infields in the City, and it is used for grooming multiple times a week except in the winter. A completely comparable product to the Workman is not available. The Workman or its lesser replacement are the only products that can connect to the synthetic turf attachments that the City needs to be able to maintain the Belmont Sports Complex North Field. Given the age and



condition of the Workman a complimentary equipment is needed to provide continued maintenance of the City’s sports fields for uninterrupted use.

In conjunction with the Fleet Division the Parks and Recreation department have researched a suitable field groomer (Toro Field Pro 6040 Field Groomer) at a cost of \$40,476.36 from Turf Star using Sourcewell. Sourcewell is a government agency that provides cooperative purchasing solutions to public sector entities such as cities, counties, schools, and nonprofits. It streamlines the procurement process by offering competitively solicited contracts for a wide range of goods and services, including vehicles, equipment, technology, and professional services.

The equipment purchase was not budgeted in the Fiscal Year 2024-25 operating budget. The Toro Field Pro 6040 Field Groomer can take over infield grooming for the baseball and softball fields that the Workman is doing. It can also tow the synthetic turf attachment in the event the Workman is out of service. The quote the City received to the purchase the Field Groomer from Turf Star is for amount of \$40,476.36, including assembly and delivery. The Turf Star quote, as part of the cooperative purchasing contract, will deliver the vehicle 22% off the manufacturer’s suggested retail price. The Field Groomer, if purchased, would not replace the Workman as the Workman performs other functions that the Field Groomer does not. It would be a new equipment added to the City’s fleet inventory.

A budget appropriation of \$40,476.36 in the Fleet and Equipment Management Fund (account no. 573-1-740-9041) is necessary to purchase the Field Groomer this fiscal year.

Alternatives

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

Attachments

- A. Resolution
- B. Quote from Turf Star

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: Budget appropriation in the Fleet and Equipment Management Fund (Account No. 573-1-740-9041).

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROPRIATING \$40,476.36 FOR PURCHASE OF A FIELD GROOMER

WHEREAS, the Parks and Recreation Department is currently using the Workman for infield grooming for the baseball and softball fields in the parks in Belmont, among other duties; and,

WHEREAS, the Workman is past its useful life and could become out of service any day going forward; and,

WHEREAS, The Toro Field Pro 6040 Field Groomer can take over infield grooming that the Workman is currently performing; and

WHEREAS, the City received a quote to purchase the field groomer from Turf Star for total amount of \$40,476.36; and

WHEREAS, Turf Star is a Sourcewell contractor, a cooperative purchasing contractor, under contract no. 031121-TTC; and

WHEREAS, the Field Groomer, if purchased, would be new vehicle added to the fleet; and

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

SECTION 1. Approves an appropriation of \$40,476.36 to the Fleet and Equipment Management Fund (Account No, 573-1-740-9041) for the purchase of a Toro Field Pro 6040 Field Groomer from Turf Star.

* * *

ADOPTED January 14, 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



Northern California Division
PO Box 748728
Los Angeles, CA, 90074-8728
Phone: 800-585-8001

QUOTE

Quote Nbr.: **Q001012**
Order Date: 9/13/2024
Valid Until: 10/31/2024
Sales Person: Brian Daum
Customer ID: 12015
Reference:
Payment Terms:
For: Ward, Matt

Notes: Sourcewell 22% off MSRP pricing per contract 031121-TTC was used. 12-15 month lead time minimum. Customer has the right to cancel the order at any time.

FOR:	SHIP TO:	BILL TO:
City of Belmont 30 Twin Pines Lane Belmont CA 94002 United States of America	City of Belmont 30 Twin Pines Lane Belmont CA 94002 United States of America	City of Belmont 30 Twin Pines Lane Belmont CA 94002 United States of America

NO.	ITEM	QTY.	UOM	PRICE	AMOUNT
1	08839: Field Pro 6040	1.0000	EA	22,719.8400	22,719.84
2	08854: Field Pro MultiTool	1.0000	EA	8,473.1400	8,473.14
3	08761: QAS Nail Drag	1.0000	EA	1,586.5200	1,586.52
4	08762: QAS Flex Groomer Kit	1.0000	EA	1,140.3600	1,140.36
5	130-7852: MANUAL DRAG MAT KIT	1.0000	EA	1,501.8198	1,501.82
6	FSD1: Setup	1.0000	EA	708.4400	708.44
7	FSD2: Delivery	1.0000	EA	708.4400	708.44

Signature:

Quote Total: 36,838.56
Tax Total: 3,637.80
Total (USD): 40,476.36



STAFF REPORT

Meeting Date: January 14, 2025
Agency: City of Belmont
Staff Contact: Kathy Kleinbaum, Assistant City Manager
Agenda Title: Business License Regulation Clean-Up, Solicitor Regulation Amendment, and Adjustment to the Category 4 Business License Tax Rate
Agenda Action: Ordinance

Recommendation

1. Introduce an ordinance repealing provisions in the Belmont City Code Chapter 12 and 19 pertaining to business licenses superseded by Measure DD and amending solicitor regulations contained therein, and
2. Adopt a resolution adjusting the Category 4 Business License Tax rate for cannabis-related businesses.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

Measure DD was placed on the November 5, 2024, ballot by the Belmont City Council for the purpose of restructuring the City's business license tax program. The Measure aimed to modernize Belmont's business license program, simplifying it, and making it more equitable. The new tax structure moves away from basing business license rates primarily on employee counts and instead establishes rates based on gross receipts from business activity conducted within the City. It also reduced the number of rate categories from 43 to 4.

On December 10, 2024, the City Council declared the election results, including Measure DD which passed with 85% of the votes cast (a simple majority was required). Changes implemented by the Measure took effect January 1, 2025.

Analysis

Proposed Ordinance

Before the Measure's passage, business license regulations were contained in Chapters 12 and 19 of the City Code. Measure DD consolidated the new business license regulations in a new article in Chapter 23 with other tax regulations, superseding the regulations in Chapters 12 and 19. The proposed ordinance repeals the superseded business license regulations in Chapters 12 and 19.

Besides business license regulations, City Code Chapter 12 also contained regulations regulating door to door commercial solicitors. Measure DD did not affect these regulations. These regulations require solicitors to obtain a permit to engage in door-to-door solicitation. Staff reviewed the regulations and believe that they would benefit from updating to provide clearer standards and process. The proposed ordinance will adopt new solicitor regulations that will clarify the application process, standard of issuing



the permit, and appeal of permit determinations. Staff used the existing process regulations for regulated businesses (massage and cannabis) as the model for the new regulations with some adjustments to make the solicitor permit process more streamlined.

Proposed Resolution

Measure DD established a tax rate of up to \$100 per \$1,000 of gross receipts derived from business conducted in the City for Category 4 businesses which include all cannabis-related businesses. This is a common practice in most jurisdictions where a tax rate is set at a not-to-exceed level as a ceiling and then adjusted by action of the City Council as appropriate.

Staff has analyzed tax rates in neighboring jurisdictions in San Mateo County and other nearby cities and recommends that the tax rate for Category 4 businesses be set at \$60 per \$1,000 of gross receipts or 6%. This is same tax rate as most other jurisdictions with operating retail cannabis establishments in San Mateo County, including Pacifica, Daly City, and San Bruno, as well as Hayward just across the bridge. Redwood City is currently the outlier in the County with a lower rate of 4%. Although they are our closest neighbor, staff does not believe that the typical cannabis customer will be price-sensitive enough to travel the extra distance to take advantage of the nominal savings. Given the City's constrained tax revenue streams, this is an opportunity to optimize revenue generation from this key source to support fiscal sustainability and economic growth.

Alternatives

- 1. Take No Action.
- 2. Set the Category 4 Tax Rate at an alternative level.

Attachments

- A. Ordinance
- B. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Setting the Category 4 tax rate will affect future revenues if related business(es) are allowed to operate. The business license tax revenues and associated costs in administering the business license tax program are accounted for in the General Fund.

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADJUSTING THE CATEGORY 4 BUSINESS LICENSE TAX RATE SET FORTH IN CHAPTER 23, ARTICLE VI, SECTION 23-203 OF THE BELMONT CITY CODE, CONSISTENT WITH THE AUTHORITY GRANTED BY THE VOTER APPROVED ORDINANCE NO. 2024-1181.

WHEREAS, on November 5, 2024, a majority of the City’s voter’s approved Ordinance No. 2024-1181 making amendments to the City’s Business License Tax provisions and codifying the new provisions in Belmont City Code Chapter 23, Article VI; and,

WHEREAS, the ordinance established a tax rate of up to \$100.00 per \$1,000 of gross receipts derived from business conducted in the City for Category 4 businesses which include all cannabis-related businesses; and,

WHEREAS, the tax rate applied is the maximum tax rate unless lowered by appropriate Council action; and

WHEREAS, the City Council desires to adjust the Category 4 tax rate, within the rates authorized by the ordinance, to allow for greater economic feasibility for cannabis retail businesses to operate within the City and to provide consistency with the tax rates for cannabis businesses in other jurisdictions in San Mateo County.

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

SECTION 1. The proposed actions in this Resolution are consistent with the voter approved Ordinance No. 2024-1181, which adopted the business license tax set forth in Chapter 23, Article VI, Section 23-203 of the Belmont City Code.

SECTION 2. The Category 4 license tax shall be adjusted as follows and is hereby approved as: Up to \$60.00 per \$1,000 total gross receipts derived from business conducted in the City.

SECTION 3. The City Manager, or his designee, is authorized to take any and all other actions necessary to implement the intent of this Resolution, subject to approval as to form by the City Attorney.

* * *

ADOPTED January 14, 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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT REPEALING PROVISIONS PERTAINING TO BUSINESS LICENSES SUPERSEDED BY MEASURE DD (ORDINANCE 2024-1181) AND AMENDING REGULATIONS RELATED TO SOLICITORS

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

SECTION 1. BCC § 1-2 AMENDED

Belmont City Code Section 1-2 is amended by modifying the unnumbered paragraph containing the rule “Computation of time” to read as follows. All other paragraphs in Section 1-2 are unchanged.

Computation of time. The time in which any act provided by law is to be done is computed by excluding the first day and including the last, unless the last day is a Saturday, Sunday or holiday recognized by the City of Belmont, and then it is also excluded and the date for the performance of that act is extended to the next day that is not a Saturday, Sunday, or holiday.

SECTION 2. BCC CHP 12 SECTIONS RELATED TO TAXES REPEALED

City of Belmont Measure DD, Ordinance 2024-1181 adopted November 5, 2024 by the People of Belmont, restructures the City’s Business License Tax and supersedes City Code Sections 12-1, 12-1.1, 12-2, 12-3, 12-4, 12-5, 12-6, 12-7, 12-8, 12-9, 12-10, 12-11, 12-12, 12-13, 12-16, 12-17, 12-18, 12-19, 12-20, 12-21, 12-23, 12-24, 12-25, 12-26, 12-27, 12-28, and 12-29. The foregoing sections are repealed effective January 1, 2025. This section which relates to taxes for the usual and current expenses of the city takes effect immediately under Government Code Section 36937(d) upon adoption of this ordinance.

SECTION 3. BCC CHP 12 AND SECTION 12-22 REPEALED

Belmont City Code Chapter 12 and section 12-22 are repealed.

SECTION 4. BCC CHP 12 ADDED.

Belmont City Code Chapter 12 is added to read:

Chapter 12 – Regulated Business Activities

Article 1 – Solicitors

Sec. 12-1 Definitions

The definitions in this section apply to the words and phrases used in this chapter unless the context clearly indicates otherwise.

“*Applicant*” means the natural person seeking to obtain a registration certificate.

“*Registration Authority*” means the chief of police, his or her authorized representatives, or

“*Solicitor*” means any person who engaged in the business of going from door to door within the city, selling or taking orders for or offering to sell or take orders for goods, wares or merchandise or other things of value for future delivery, or for services to be performed in the future. For the purposes of this article, “solicitor” includes all persons engaged in the business of distributing samples, handbills, brochures, and other similar items door to door for commercial purposes. Solicitor does not include a person going door to door for the purpose of non-commercial communication.

Sec. 12-2 Solicitor Registration and Identification

(b) It is unlawful for a person to engage in the business of a solicitor within the City without displaying on their person at all times a valid solicitor identification card issued by the registration authority.

(a) An application to register as a solicitor, together with the required application fee, must be filed with the City Clerk who will forward the application to the registration authority. A new or renewal application may not be processed without the required application fee.

(c) If the applicant does not cure all incompleteness or provide all additional information requested within the time specified by the registration authority, the registration authority may deny the application.

(e) A registration application must include the following. A mail box number may not be used for required address information.

- 29

- (A) The name and physical address of business;
 - (B) All fictitious business names and the county of fictitious name registration;
 - (C) If a business entity, the state of incorporation and proof of registration in good standing with the California Secretary of State and Franchise Tax Board;
 - (D) The name of the nearest local or state manager, if any, and physical address,
 - (E) The location of any warehouse or manufacturing facility within the State of California from which goods will be shipped.
- (3) The kind of goods, wares, or merchandise to be shipped or forwarded and the business supplying them.
 - (4) The method of solicitation or taking orders.
 - (5) The method of delivery of goods or services.
 - (6) Any other facts the registration authority may require.
 - (7) A background check application with the following information about the Applicant.
 - (A) The Applicant's business, occupation, and employment history for the seven years preceding the date of the application, including the inclusive dates of any employment;
 - (B) A current driver's license or identification issued by a state or federal governmental agency or other authenticable photographic identification bearing a bona fide seal by a foreign government;
 - (C) Any arrests or convictions within the previous seven years for violations of local, state or federal law;
 - (D) Any administrative or civil proceeding in which a license, permit, or other permission to operate a business was suspended or revoked or in which a civil penalty or fine was imposed or stipulated to in the previous seven years.
 - (8) The Applicant must complete a California Department of Justice Live Scan BCIA 8016 form and submit to a live scan fingerprinting process through the Belmont Police Department or an authorized provider.
 - (9) The applicant attests under penalty of perjury that all of the information contained in the application, including supporting documentation is complete, true and accurate to the best of the Applicant's knowledge.
 - (10) The application must be signed by the applicant and the signature notarized.

Sec. 12-4

Registration

- (a) *Registration certificate.* Registration is specific to the applicant and may not be

transferred to another person.

(b) *Term.* Registration is valid for one year unless revoked or surrendered. Suspension of a registration certificate does not extend the term of registration.

(c) *Renewal.* Registration may be renewed subject to the same requirements as registration, except as expressly otherwise provided in this chapter. A registration holder is solely responsible to timely submit a complete renewal application. Failure to timely submit a renewal application may result in the expiration of the registration before the renewal application is granted or denied.

(d) *Other approvals.* Registration required by this chapter is in addition to any other license or permit required under any other provisions of the Belmont City Code or Belmont ordinances, including but not limited to a business license, zoning administrator permit, conditional use permit, building permit, occupancy certification or permit, or any other permit or license required by law. The issuance of a registration certificate does not modify the requirements of any other permit or approval and is not a substitute for obtaining any other permit, license or approval otherwise required. The issuance of a registration certificate may not be construed as a factor in favor of the issuance of any other permit, license, or approval necessary under this Code for the operation of a regulated business.

Sec. 12-5

Registration certificate issuance or denial

(a) *Determination.* Within 45 days of receiving a complete application, the registration authority must register the applicant and issue a registration certificate unless he or she finds one or more grounds for denial under this section.

(b) *Mandatory grounds for denial.* The registration authority may not issue a registration certificate and must deny the application for registration if:

- (1) The application fee has not been fully paid;
- (2) The application, once complete, does not conform to the requirements of this article;
- (3) The applicant is disqualified from registration under this article; or,
- (4) Registration for purpose of sales identified in the application is not consistent with federal, state or local laws, rules, and regulations, or any final administrative decision or court order.

(c) *Permissive grounds for denial.* The registration authority may deny a registration application if:

- (1) The applicant has outstanding violations associated with solicitor activity in another jurisdiction;
- (2) The applicant held an approval to engage in the business of soliciting in another jurisdiction and within the last seven years the applicant either surrendered the approval while an enforcement proceeding was pending or had the approval revoked;

(3) The applicant holds an approval to engage in the business of soliciting in another jurisdiction and enforcement proceedings are pending in that jurisdiction based on conduct that if committed in the City of Belmont would be grounds to deny or revoke registration. The registration authority must make an independent determination based on substantial evidence as to whether the conduct occurred; or,

(d) An applicant is disqualified from registration and possessing a solicitor registration if:

(1) The application contains a material misrepresentation including false or misleading information, the application fails to include all required information, or a material fact is omitted;

(2) The applicant has been convicted of an offense that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made which include, but not be limited to, the following:

(A) A violent felony, as specified in subdivision (c) of Section 667.5 of the Penal Code;

(B) A serious felony, as specified in subdivision (c) of Section 1192.7 of the Penal Code;

(C) Any crime involving dishonesty, fraud, deceit, violence, or moral turpitude;

(D) A felony for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor;

(E) Any crime involving burglary, larceny, identity theft, elder abuse, trespassing, public intoxication, or being under the influence of a controlled substance; or,

(F) Any crime involving the sale, manufacture, distribution or transportation of a controlled substance.

(3) The applicant has within the last 10 years from the date of the pending application:

(A) made a material misrepresentation in an application for license, permit or other permission to operate a business or engage in solicitor activity in the City;

(B) had a solicitor or other approval revoked by the City; or

(C) while an administrative, civil or criminal proceeding was pending against the applicant for conduct arising out of business activity in the city, the applicant surrendered the registration certificate, business permit, a land use permit, or other approval issued by the City and necessary to operate the business.

(e) The registration authority may disqualify an applicant from registration if the authority finds based on a preponderance of evidence that:

(1) The applicant engaged in conduct comprising all of the elements of any crime identified in subsection (d)(2);

(c) Notwithstanding Section 30-12, administrative fines issued under chapter 30 for violation of this chapter may be issued in amount between \$100 and \$1,000 as determined by the registration authority for each offense.

(d) Every person violating this chapter is subject to a civil penalty of \$1,000 for each day of each violation which may be recovered in a civil action.

(e) An offense charged as a misdemeanor violation of this chapter is punishable by imprisonment in the county jail not exceeding six months, or by fine not exceeding \$1,000, or by both.

Sec. 12-9 Mandatory duty

This article is not intended to create a mandatory duty on the part of the city to protect any person from any injury or damage arising out of the establishment or operation of a regulated business activity or the enforcement or non-enforcement of this article.

SECTION 5. BCC CHP 19 REPEALED.

Belmont City Code Chapter 19 and sections 19-1 and 19-2 are repealed.

SECTION 6. EFFECTIVE DATE.

Except as provided in Section 2, this ordinance is effective 30 days after adoption.

* * *

YES:

NO:

ATTEST:

City Clerk

Mayor



STAFF REPORT

Meeting Date: January 14, 2025
Agency: City of Belmont
Staff Contact: Tracy Scramaglia, Assistant Public Works Director/City Engineer
tscramaglia@belmont.gov, (650) 595-7469
Agenda Title: Adoption of the San Mateo Countywide Local Roadway Safety Plan and Vision Zero Goal
Agenda Action: Resolution

Recommendation

Adopt by resolution the San Mateo Countywide Local Roadway Safety Plan and accompanying Vision Zero Goal.

Strategic Focus Area

Public Safety

Background

A Local Roadway Safety Plan (LRSP) identifies and systematically analyzes roadway safety needs and develops a prioritized list of safety countermeasures. A LRSP offers a proactive approach to addressing safety needs and demonstrates an agency's responsiveness to safety challenges through local agency partnerships and collaboration. The completion of the countywide LRSP will render jurisdictions in the County eligible for grant funding from the Metropolitan Transportation Commission (MTC) OBAG 3 County & Local Program, and future funding for Caltrans Highway Safety Improvement Program and US Department of Transportation Safe Streets for All (SS4A).

The Countywide Vision Zero Goal establishes a desired future condition for San Mateo County, one which is achievable only with collaborative efforts from all relevant agencies. As the lead agency in developing this plan, City/County Association of Governments of San Mateo County (C/CAG) envisions a County of diverse partners sharing resources and responsibility for maintaining a safe and equitable transportation system, with all agencies consistently working together to eliminate death and severe injury on roads countywide. C/CAG held various public outreach events in the County throughout the development of the LRSP between August 2023 and January 2024 to gather public feedback. In addition to the launch and advertisement of an online web map, C/CAG visited the Belmont Farmers' Market on December 17, 2023, to share a list of draft prioritized locations, types of engineering recommendations, and to receive comments on locations and types of treatments at desired locations.

Together, C/CAG, its 21 local jurisdictions, and partner agencies will work to:

- Identify safety improvements, strategies, and programs using the Safe System Approach to eliminate fatalities and severe injuries on local roads.



- Enhance the existing roadway network in a cost-effective manner that promotes traffic safety and social equity, meets the needs of the community, and enriches the lives of residents.
- Promote a culture across agencies and communities that puts roadway safety first in all actions.

C/CAG will lead, coordinate, and support each of its 21 local jurisdictions in achieving their respective vision and goals to reduce or eliminate fatalities and severe injury crashes across all public roadways.

Analysis

According to the California Strategic Highway Safety Plan, 17,317 people were killed in traffic incidents between 2013 and 2017 in the state of California, for an average of over 9 people per day. Within Belmont, there were 244 collisions between 2018 and 2022 which resulted in injuries or fatalities, for an average of 61 per year. This data underscores the need for both a regional and local approach to traffic safety. Vision Zero, a public health-based approach to traffic safety, recognizes that even one traffic death on City streets is too many and that traffic deaths and injuries are preventable by using a data-driven, multi-disciplinary, and Safe System approach. The Safe System Approach acknowledges that although human error is inevitable, redundant engineering and non-engineering solutions can reduce crashes and prevent casualties. The adoption of the LRSP will provide the City with a framework to realize the principles of Vision Zero.

The City of Belmont's vision for roadway safety is to eliminate traffic fatalities and reduce the number of non-fatal crashes by 50 percent by 2040. To support this vision, the City has established several goals including reviewing crash history and community needs, implementing safety countermeasures systematically to target emphasis areas within the community, promoting the plan's recommendations through projects and education, providing opportunities for community engagement, embracing the Safe System Approach, incorporating social equity into safety improvements, and monitoring the implementation of the LRSP.

As mentioned earlier, adoption of the LRSP allows the City to be eligible for grant funding from MTC OBAG 3 County & Local Program, and future funding for Caltrans Highway Safety Improvement Program and US Department of Transportation Safe Streets for All (SS4A).

The entire Final San Mateo Countywide Local Roadway Safety Plan can be found on C/CAG's website: [4.2-A2-28717 CCAG-Countywide-LRSP-Countywide-Local-no-appendices Jun7 1-compressed.pdf](#)

Attachment B is the LRSP chapter specific to the City of Belmont, which includes minor updates based on staff input marked in red. These changes will be incorporated in C/CAG's future updates.

Alternatives

1. Take no action.
2. Provide alternative direction to staff.



Attachments

- A. Resolution
- B. C/CAG Countywide LRSP Belmont Chapter
- C. C/CAG Presentation Slides

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Adoption of the San Mateo Countywide Local Roadway Safety Plan (LRSP) and Vision Zero Goal has no direct fiscal impact. Capital Improvement Program (CIP) Projects that get identified from the LRSP will be incorporated into the five-year capital improvement program.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING THE COUNTYWIDE AND BELMONT LOCAL ROADWAY SAFETY PLAN AND ACCOMPANYING VISION ZERO GOAL

WHEREAS, according to data from the California Strategic Highway Safety Plan, 17,317 people have been killed in traffic collisions in California from 2013 through 2017, for an average of 9.5 people per day; and,

WHEREAS, from 2018 to 2022, a reported 244 crashes resulted in deaths or injuries on non-freeway roadways in Belmont, an average of 61 per year; and,

WHEREAS, one death on Belmont streets is one too many, and the City of Belmont is dedicated to strategies that aim to reduce and eliminate deaths and serious injuries on streets in all jurisdictions countywide; and,

WHEREAS, seniors, children, people of color, people with disabilities, people in low-income communities, people walking, and people bicycling face a disproportionate risk of traffic injuries and fatalities; and,

WHEREAS, the City of Belmont Local Roadway Safety Plan (LRSP) identifies El Camino Real, Ralston Avenue and Alameda de las Pulgas corridors as emphasis areas for safety improvement; and,

WHEREAS, Vision Zero is a public health-based traffic safety strategy to reduce and eventually eliminate traffic deaths and serious injuries using a data-driven, multi-disciplinary, and Safe System approach that also increases safe, healthy, equitable mobility for all; and,

WHEREAS, the Safe System Approach recognizes that while human error will always occur, a system of redundant engineering and non-engineering solutions can reduce crashes and can prevent crashes from causing death or severe injuries; and,

WHEREAS, the Federal Highway Administration has made a commitment to eliminating fatalities and serious injuries on the nation's roadways using a Safe System approach to achieve the goals of Vision Zero; and,

WHEREAS, the Federal Highway Administration and State Department of Transportation (Caltrans) grant funding for improving safety requires the preparation and implementation of a systematic approach to improve safety as presented in the Countywide and City of Belmont LRSP (Exhibit A); and,

WHEREAS, Caltrans has adopted the goal of moving “toward zero deaths” by incorporating the Safe System Approach and using proven effective strategies and countermeasures; and,

WHEREAS, the Metropolitan Transportation Commission (MTC) passed a Vision Zero policy in 2020 that identified actions to support agencies like the City of Belmont.

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

SECTION 1. The City shall participate in an inter-jurisdictional Transportation Safety Advisory Committee (TSAC) led by C/CAG, to include staff from constituent jurisdictions along with partner agencies identified in the LRSP; and which will be used to implement the LRSP and integrate the Safe System approach into all aspects of transportation planning and engineering.

SECTION 2. The City adopts the Countywide Local Roadway Safety Plan and the City of Belmont Local Roadway Safety Plan that summarizes specific recommendations and action items to be taken by the City of Belmont and partner agencies that will address the listed emphasis areas.

SECTION 3. The City will refer to the prioritized locations in the Countywide and City of Belmont LRSP sections when considering safety improvements, which locations were prioritized including considerations of social equity.

SECTION 4. The City adopts Vision Zero as its guiding principle for transportation planning, in conjunction with C/CAG adopting this vision at the County level.

SECTION 5. The City will pursue the recommended near-and long-term policy, program, and guidelines recommendations identified in the LRSP, with the overriding goal of eliminating traffic-related fatalities and serious injuries.

SECTION 6. The LRSP will be implemented in an equitable manner, accounting for historic inequities in transportation and safety investments across the county.

SECTION 7. The City will develop an annual update and a 3-5 year report on progress toward the Vision Zero goals, tracking process and outcome metrics, and will present these updates to the City Council.

SECTION 8. This resolution and the adoption of Vision Zero is not intended to create a mandatory duty on the part of the City to protect any person from any injury or damage arising out of traffic related incidents, roadway design, or the implementation or non-implementation of the policies in Vision Zero.

* * *

ADOPTED January 14, 2025 by the City of Belmont City Council by the following
vote:

Ayes:

Noes:

Absent:

Abstain:

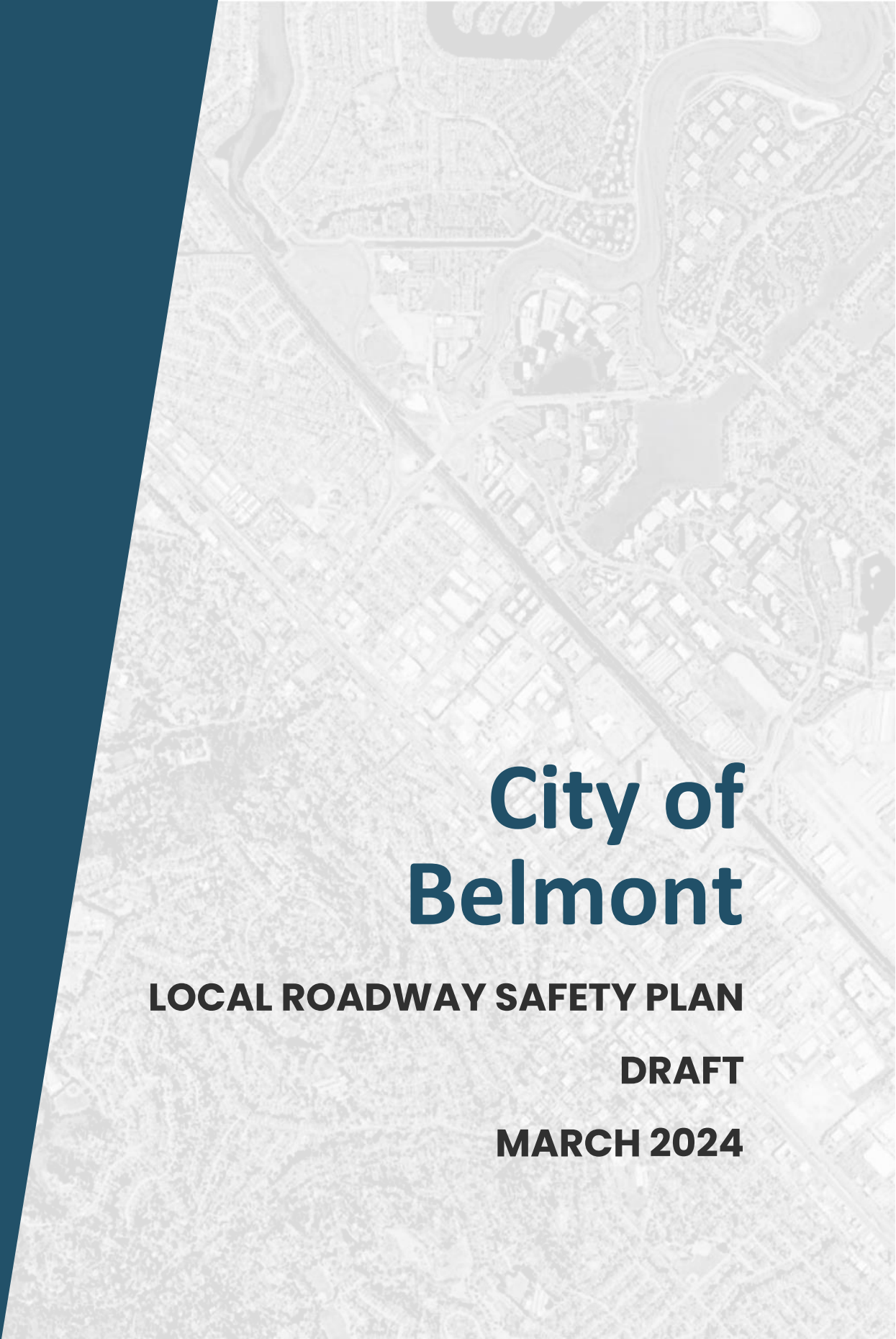
ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



City of Belmont

LOCAL ROADWAY SAFETY PLAN

DRAFT

MARCH 2024

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GLOSSARY OF TERMS

Countermeasures are engineering infrastructure improvements that can be implemented to reduce the risk of collisions.

Emphasis Areas represent types of roadway users, locations, or collisions with safety issues identified based on local trends that merit special focus in the City's approach to reducing fatal and severe injury collisions.

Local Roadway Safety Plans, or LRSPs, are documents that provide local-level assessments of roadway safety and identify locations and strategies to improve safety on local roadways.

Crash Severity is defined by the guidelines established by the Model Minimum Uniform Crash Criteria (MMUCC, Fifth Edition) and is a functional measure of the injury severity for any person involved in the crash.

- **Fatal Collision [K]** is death because of an injury sustained in a collision or an injury resulting in death within 30 days of the collision.
- **Severe Injury [A]** is an injury other than a fatal injury which results in broken bones, dislocated or distorted limbs, severe lacerations, or unconsciousness at or when taken from the collision scene. It does not include minor laceration.
- **Other Visible Injury [B]** includes bruises (discolored or swollen); places where the body has received a blow (black eyes and bloody noses); and abrasions (areas of the skin where the surface is roughened or blotchy by scratching or rubbing which includes skinned shins, knuckles, knees, and elbows).
- **Complaint of Pain [C]** classification could contain authentic internal or other non-visible injuries and fraudulent claims of injury. This includes: 1. Persons who seem dazed, confused, or incoherent (unless such behavior can be attributed to intoxication, extreme age, illness, or mental infirmities). 2. Persons who are limping but do not have visible injuries; 3. Any person who is known to have been unconscious because of the collision, although it appears he/she has recovered; 4. People who say they want to be listed as injured do not appear to be so.
- **Property Damage Only [O]** Collision is a noninjury motor vehicle traffic collision which results in property damage.

Highway Safety Improvement Program (HSIP) is one of the nation's core federal-aid programs. Caltrans administers HSIP funds in the state of California and splits the state share of HSIP funds between State HSIP (for state highways) and local HSIP (for local roads). The latter is administered through a call for projects biennially.

Primary Collision Factors (PCFs) convey the violation or underlying causal factor for a collision. Although there are often multiple causal factors, a reporting officer at the scene of a collision indicates a single relevant PCF related to a California Vehicle Code violation.

Safe Streets for All (SS4A) is a federal discretionary grant program created by the 2021 Bipartisan Infrastructure Law with \$5 billion in appropriated funds for 2022 through 2026.

Safe System Approach is a layered method for roadway safety promoted by the FHWA. This approach uses redundancies to anticipate mistakes and minimize injury. For more, visit https://safety.fhwa.dot.gov/zerodeaths/docs/FHWA_SafeSystem_Brochure_V9_508_200717.pdf.

Safety Partners are agencies, government bodies, businesses, and community groups that the City can work with to plan, promote, and implement safety projects.

Strategies are non-engineering tools that can help address road user behavior, improve emergency services, and build a culture of safety.

Systemic safety defines an analysis and improvement approach based on roadway and environmental factors correlated with crash risk (rather than targeting locations solely on documented crash history). The approach takes a broad view to evaluate risk across an entire roadway system.

INTRODUCTION

This chapter serves as a standalone local roadway safety plan (LRSP) for the City of Belmont. It was developed concurrently with the Countywide LRSP; therefore, some discussion will refer back to the Countywide LRSP to avoid redundancy.

However, because every community has unique safety challenges, this LRSP includes individually tailored emphasis areas, crash trends, prioritized project lists, project scope recommendations, Safe System-aligned recommendations, and implementation/monitoring recommendations. A living document, this LRSP is designed to be flexible and responsive to evolving community needs. The City will revisit and update this LRSP at least every five years.

The City of Belmont has a 2023 population of 26,793 per California Department of Finance. The city has 68 total centerline miles per Caltrans 2022 California Public Road Data. From 2018 through 2022, there were 244 reported crashes on surface streets in the City and 8 fatal/severe injury crashes. In that time period, pedestrians were involved in 11 percent of all reported crashes and 13 percent of fatal/severe injury crashes. Bicyclists were involved in 14 percent of all reported crashes and 25 percent of fatal/severe injury crashes. The LRSP provides Safe System-aligned strategies tailored to Belmont's crash history and local priorities, as well as performance measures to evaluate progress.

This LRSP was informed by technical analysis as well as from input from key stakeholders and the general public. The following sections describe the plan development and recommendations.

Contents

This LRSP provides the following:

	A vision and associated goals		Policies, plans, guidelines and standards
	Crash data and trends		Safe System – aligned recommendations
	Engagement and coordination activities		Implementation and tracking
	Prioritized projects and social equity considerations		

Upon Council adoption and affirmation of the plan's vision and goals in 2024, this plan will be posted online by the City for public viewing.

VISION & GOALS

The City of Belmont's vision for roadway safety is:

- Eliminate all traffic fatalities and reduce the number of non-fatal crashes by 50 percent by 2040.

To support this vision, the City has established the following goals:

1. Regularly review crash history and community needs to identify and prioritize opportunities to reduce crash risk for roadway users of all ages and abilities.
2. Implement safety countermeasures systemically and as part of all projects to target emphasis areas and underserved communities.
3. Promote plan recommendations with identified safety partners to incorporate roadway safety through safety projects and educational campaigns in Belmont.
4. Provide opportunities for community engagement to identify issues and inform safety solutions across the community.
5. Embrace the Safe System Approach to promote engineering and non-engineering strategies in the community.
6. Identify opportunities to incorporate social equity into safety improvements.
7. Monitor implementation of the Belmont LRSP to track progress towards goals.

PLAN DEVELOPMENT

Existing Safety Efforts

This LRSP relies on Belmont's solid foundation of plans, policies, and programs that support safe, equitable mobility in the city. For a list of the City of Belmont's existing initiatives and ongoing efforts to build a Safe System,, see Table 1:

Table 1. City of Belmont Safety Policies, Plans, Guidelines, Standards, and Programs

Program Name	Program Description	Safe System Elements
San Mateo C/CAG Safe Routes to School (SR2S) Program Guide	The SR2S program works to make it easier and safer for students to walk and bike to school. C/CAG partners with the County Office of Education to increase biking and walking and safe travel to school. Annual reports summarize schools' participation.	Safe Roads Safe Speeds Safe Road Users
Comprehensive Pedestrian and Bicycle Plan	The key goals of the plan are to support efforts to increase the rate of walking and bicycling, as well as to support adopted policies that are aimed at providing complete streets.	Safe Roads, Safe Speeds, Safe Road Users
Traffic-Calming Policy	This policy seeks to address speeding and other driving behavior issues.	Safe Road Users, Safe Speeds

Program Name	Program Description	Safe System Elements
Parking and Traffic Safety Committee (PTSC)	This committee is comprised of senior members of the Department of Public Works, Police Department, and Fire Department. Residents may submit traffic and parking problems and/or recommendations to the Parking Traffic and Safety Committee (PTSC). The PTSC will evaluate the request based on current policy, perform field investigations if required, review existing traffic information, and schedule the item for discussion at a public PTSC meeting if needed.	Safe Roads
Stop Sign Warrant Policy	The City maintains a policy for all-way stop, 2-way stop, and 3-way stop sign installation. It is available on the City's Parking & Traffic Safety Committee website.	Safe Speeds, Safe Road Users, Safe Roads
Speed Cushion Guidelines	The City's Guidelines for the Installation of Speed Humps provides criteria for the placement and design of speed humps. They are available on the City's Parking & Traffic Safety Committee website.	Safe Roads, Safe Speeds
Truck Parking Policy	This policy states that no large trucks can park at an intersection.	Safe Roads, Safe Road Users
Complete Streets Policy	The City's commitment to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel for all users.	Safe Roads, Safe Road Users, Safe Speeds, Post-Crash Care, Safe Vehicles

Safety Partners

A variety of agency staff and community partners were involved throughout the development of this LRSP and played an integral role in identifying priorities, providing local context, and reviewing the existing conditions analysis. Many of the strategies identified in this plan will require coordination with these partners and their support of the City of Belmont's effort to create a culture of roadway safety. While additional partners may be identified in the future, those involved in development of the LRSP include:

- City/County Association of Governments of San Mateo County (C/CAG)
- County Public Health
- Office of Sustainability
- San Mateo County Office of Education (SMCOE)
- San Mateo County Transportation Authority (SMCTA)
- California Highway Patrol
- Metropolitan Transportation Commission (MTC)
- Silicon Valley Bicycle Coalition (SVBC)
- Caltrans
- Belmont Police Department
- Parking and Traffic Safety Committee (PTSC)

Community Engagement and Input

This LRSP includes community members' experiences and concerns gathered from project team hosted pop-up events and an interactive webmap.

ENGAGEMENT TIMELINE AND EVENTS

The project team hosted a series of public engagement events countywide to support the concurrent development of the Countywide LRSP and of the City's plan. These events focus on jurisdiction-specific issues and on countywide concerns. The table below lists the events, organized by themed engagement phases, and is followed by the community input themes we heard.

Table 1. Community Engagement Phases and Events

Date	Event	Location
August 10, 2023	Countywide Virtual Kickoff Meeting: Shared the purpose and timing of the plan	Virtual meeting (recorded and posted to plan website)
August 16, 2023	Phase 1 Pop-up/Tabling Event: Shared crash data analysis; received input on locations and safety concerns	East Palo Alto
August 19, 2023		Half Moon Bay Farmers Market
August 20, 2023		Foster City Summer Days
August 27, 2023		San Carlos Block Party
August – September, 2023	Phase 1 Concurrent Online Input	Online webmap (countywide input)
December 17, 2023	Phase 2 Pop-up/Tabling Event: Shared draft prioritized locations and types of engineering recommendations; received comments on locations and votes/input on types of treatments and desired locations	Belmont Farmers' Market
December 20, 2023		Woodside Public Library
January 9, 2024		Colma BART Station
January 16, 2024		Atherton Library
January 18, 2024		Brisbane Farmers' Market
February 7, 2024		Portola Valley Bicycle, Pedestrian, & Traffic Safety Committee
March – April 2024	Phase 3 Draft Plan Share the draft plan publicly on the project website, through electronic distribution channels, and with presentations to C/CAG Committees and the Board.	Various

ONLINE MAP SURVEY

The project team made an online countywide webmap tool and survey available during August and September 2023 for the public to provide comments and respond to questions to guide the plan's development (see). Respondents were able to record location-specific feedback, associate a travel mode, and leave a detailed comment pertaining to a safety concern.

Biking Concerns/Requests

- Add new bike infrastructure such as protected bike lanes and separated bike lanes.
- Concerns regarding conflicts with motor vehicles including high traffic volumes and congestion, vehicle speeds, right of way issues, and turning conflicts at intersections.
- Remove on-street parking to make more way for bikes along the roadway.
- Request to provide modal filters: to allow only bicycles and pedestrians on certain streets.

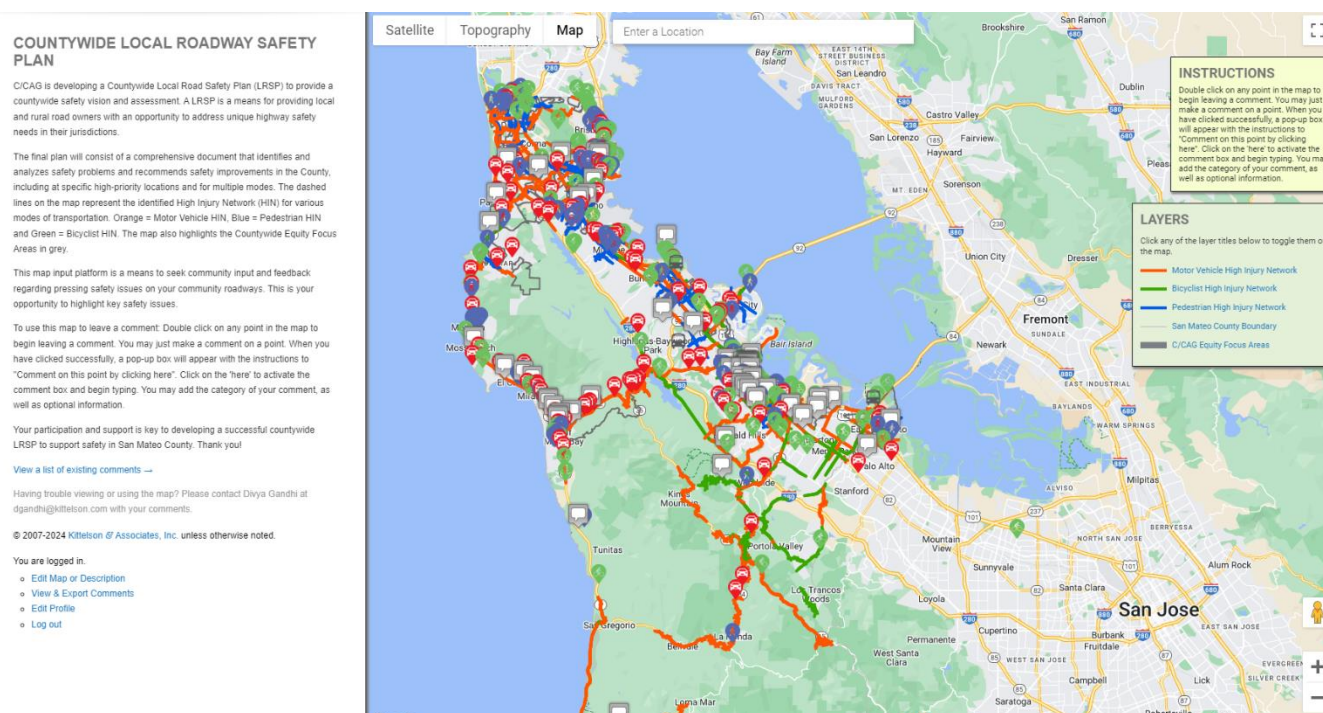
Pedestrian Concerns/Requests

- Concerns regarding conflicts with motor vehicles including high traffic volumes and congestion, speeding, and running STOP signs.
- Traffic Enforcement Concerns
- Concerns regarding speeding and on-street parking.

Roadway Infrastructure/ Traffic Operations Concerns

- Clear sight triangles to improve visibility on intersection approaches.
- Requests to install STOP signs at unsignalized intersections.
- Concerns regarding narrow and windy roads.
- Concerns regarding maintenance of roadway infrastructure including high friction of the roadway surfaces.

Figure 1. Online Map Survey Tool



The location and modal emphasis of comments in Belmont is presented in Figure 2. Webmap Comments in Belmont. The comments received are provided in Appendix A. The project team also identified common themes in the responses made countywide which may be relevant to the City. Those are presented in the Community Engagement section of the Countywide LRSP.

PHASE 2 COMMUNITY ENGAGEMENT FEEDBACK

The project team held an event at the Belmont Farmers' Market in December as part of Phase 2, which provided the project team with input on specific location concerns, general traffic safety/behavioral concerns, and opinions on specific engineering treatments or strategies. The comments received are provided in Appendix B.

The following themes were identified:

General Comments

- Desire to reduce speed limits
- Desire for better signage and lighting near speed bumps
- Concerns around traffic near schools during drop-off and pick-up

Pedestrian Comments

- Desire for more signage around crosswalks so pedestrians can cross safely, especially around schools
- Concern that pedestrians do not have enough time to cross the street
- Concern that bicyclists using sidewalks to ride bikes and e-bikes put pedestrians in danger

Bicycle Comments

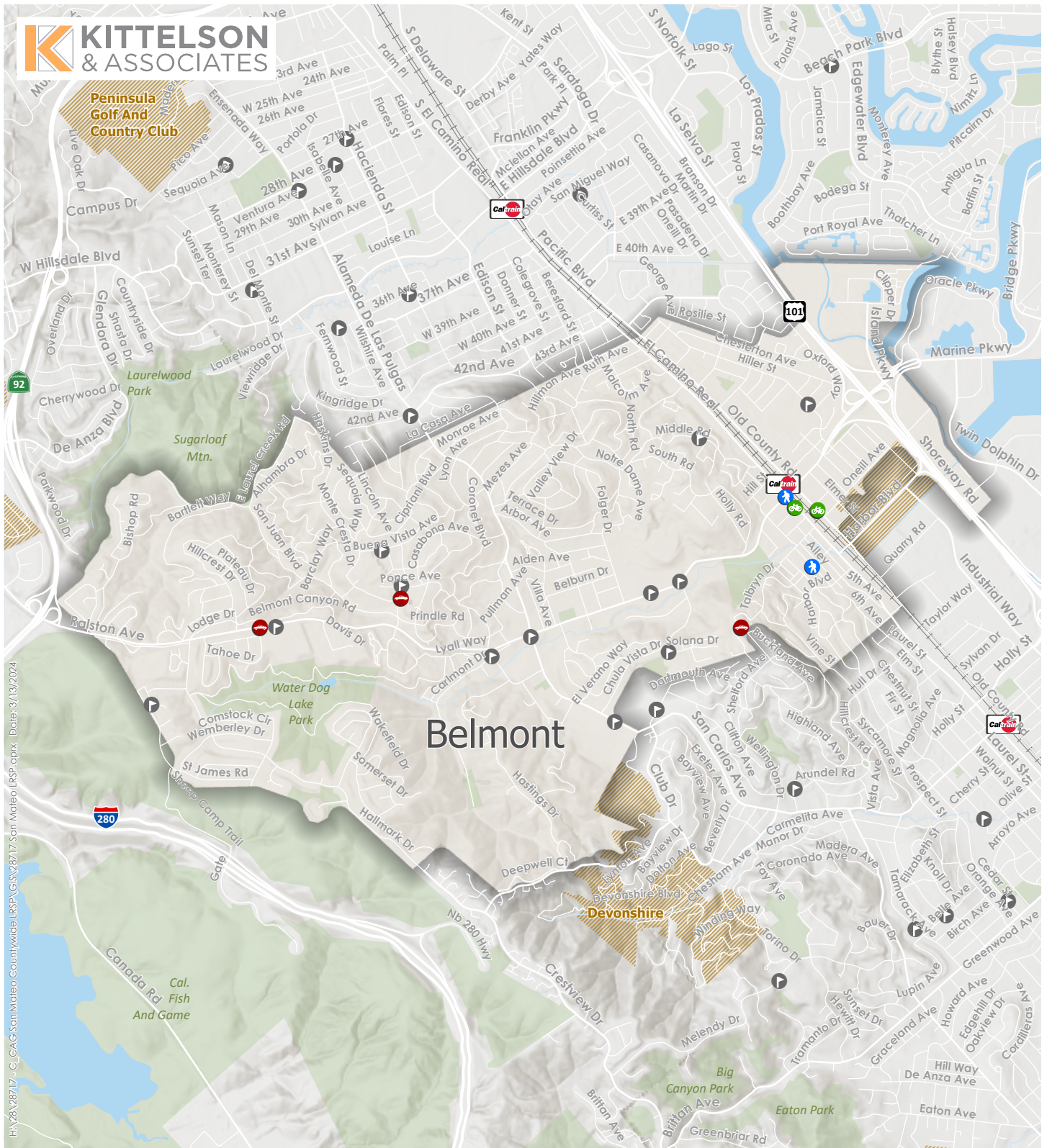
- Desire for separated bike lanes, specifically on El Camino Real, Alameda de las Pulgas and Old County Road

Motor Vehicle Comments

- Desire for signal improvements to make traveling more efficient

Countermeasures Comments

- Desire for more lighting at intersections, specifically flashing lights
- Desire for larger signal backplates and signal visibility during sunrise and sunset
- Concerns that curb extensions would impact bicyclist safety
- Concerns that lane narrowing would make driving and biking more dangerous
- Concerns that pedestrian refuge islands are dangerous to vehicles



- Safety Concern - Walking
- Safety Concern - Bicycling
- Safety Concern - Public Transit
- Safety Concern - Driving
- General Comments
- Schools
- BART Station
- Caltrain Station
- Unincorporated Places
- Parks



Figure 2

Public Comments City of Belmont, CA

CRASH DATA & TRENDS

This section provides an overview of the five years of crash data used for this analysis. The data were downloaded from the Transportation Injury Mapping System¹ (TIMS) Crash database representing the full years 2018 through 2022. TIMS is a commonly used data source for safety plans. This analysis includes only crashes for which some level of injury is reported and excludes property damage only (PDO) crashes. We removed crashes along grade-separated freeways from the dataset, but we retained crashes that occur along at-grade State Highway facilities and those that occurred within the influence area of freeway ramp terminal intersections.

The crash records used provide the best available data for analysis but do not account for crashes that go unreported or for near-miss events. This plan includes recommendations that would improve jurisdictions' ability to capture one or both of those elements and enhance future crash analyses.

The discussion that follows provides a high-level overview of crash trends that informed the plan recommendations. For a more complete description of trends and findings, refer to Appendix C.

Emphasis Areas

The project team analyzed crash data in Belmont and compared countywide trends to establish emphasis areas. Emphasis areas are crash dynamic, behavioral, or road user characteristics that the City can focus on to maximize fatal and severe injury reduction on local roads.

A review of crash data and input led to the development of the following emphasis areas for the City of Belmont:

1. **Pedestrian and bicyclist safety.** Countywide, pedestrians were involved in 13 percent of injury crashes but 23 percent of fatal/severe injury crashes, showing a disproportionate involvement in the most severe outcomes. Similarly, bicyclists were involved in 13 percent of injury crashes but 20 percent of fatal/severe injury crashes. In Belmont, pedestrians and bicyclists were involved in 13 percent and 25 percent of the 8 reported F/SI crashes—higher than their overall share of all injury crashes (11 percent and 14 percent, total).
2. **Nighttime/low light safety.** Countywide, crashes occurring in dark conditions—especially in dark, unlit conditions—are more severe than those that occur in daylight. Motor vehicle crashes in dark, unlit conditions have about double the average severity when they occur compared to crashes in daylight. In Belmont, one in every four crashes (25 percent) occurred in dark conditions.
3. **Unsignalized intersections on arterials/collectors.** Countywide, crashes for all modes most frequently occurred at the intersection of higher order and lower order roadways – most commonly along arterial and collector roadways. Pedestrian and bicyclist crashes most frequently occur at unsignalized intersections.
4. **Vulnerable age groups (youth and aging).** Countywide across all modes, crash victims between the 15 to 34 years old are more likely to be injured including F/SI as a result of traffic safety than other groups. Victims between the ages 50 – 69 and 75 to 84 are also more likely to be severely injured than other groups. In Belmont, 17 crashes or 7 percent of all reported injury crashes involve at fault drivers who are under 30 years old.
5. **Motor vehicle speed related roadway segment crashes.** Countywide, motor vehicle crashes were more severe along roadway segments than at any other location type; unsafe speed was the most commonly cited the primary crash factor (27 percent of injury crashes and 23 percent of fatal/severe injury crashes).

¹ Transportation Injury Mapping System, <http://tims.berkeley.edu>

In Belmont, “Too fast for conditions” was the top-cited violation among motor vehicle crashes (in 26 percent of injury crashes).

6. **High speed roadways (35+mph).** Countywide, crashes on roadways with posted speeds 40mph or higher had an average crash severity per mile 13 times higher than along roadways with posted speeds of 25 mph or less.
7. **Alcohol involvement.** Countywide, one in ten (10 percent) of motor vehicle injury crashes and one in five F/SI motor vehicle crashes (19 percent) involved alcohol. In Belmont, 12 crashes or 5 percent of all reported injury crashes involve impaired driving.

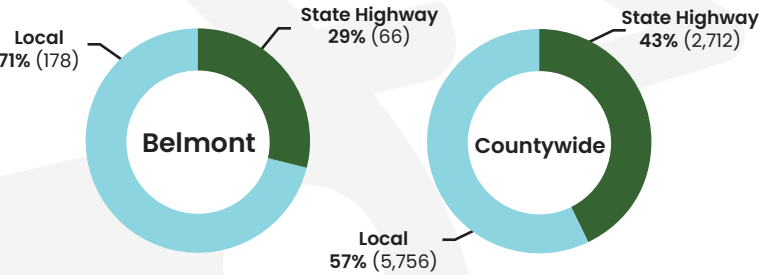
The next pages present summary findings from a crash data review that compares the City of Belmont to countywide trends in these emphasis areas. It includes summary statistics related to the above-cited emphasis areas but also shows:

- The share of local crashes that occurred on or at a State Highway facility compared to Countywide levels.
- The most frequently reported local crash types compared to Countywide levels.
- The share of bicyclist and motor vehicle crashes among all injury crashes and among F/SI crashes. Countywide and locally, bicyclist crashes account for a higher share of F/SI crashes than among all injury levels.
- The share of local and Countywide crashes occurring in dark conditions for crashes of all injury levels and for F/SI crashes (organized by mode).
- Reported pedestrian and bicyclist crashes summarized by the most common preceding movements countywide, with a comparison of those movements’ share of local crashes to Countywide shares.
- The local and Countywide share of crashes involving drugs or alcohol and involving drivers under age 30.

Belmont—Crash History

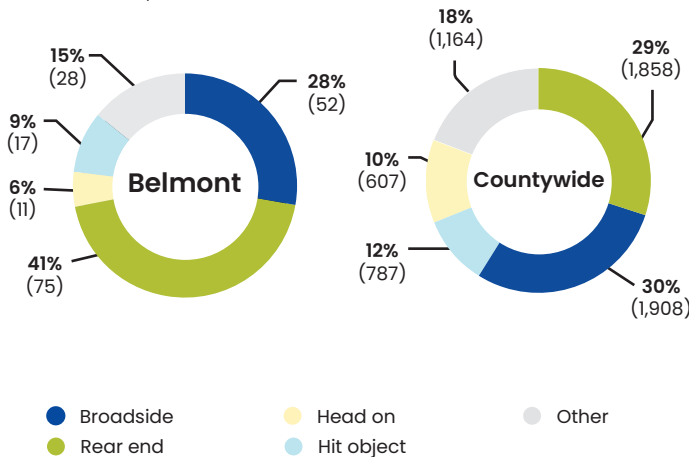
Total Crashes

In Belmont, 244 fatal and injury crashes were reported on at-grade facilities between 2018 – 2022, where:



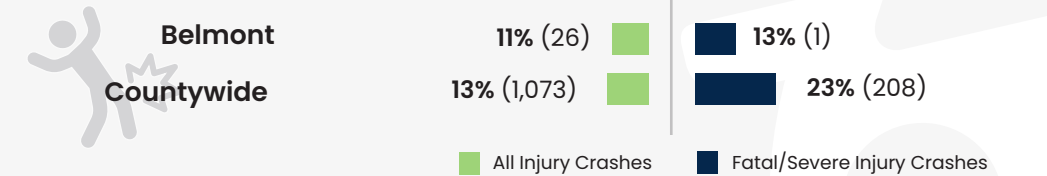
Most Frequent Collision Types

Broadside, rear-end, head-on, and hit-object crashes were the most common crash types in the region. Here is how Belmont compares:

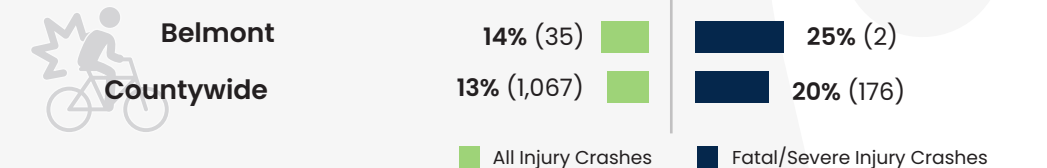


Mode Involvement

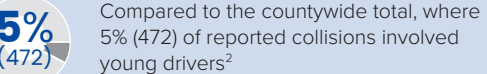
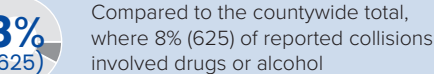
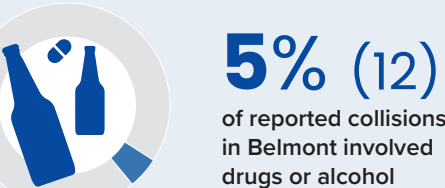
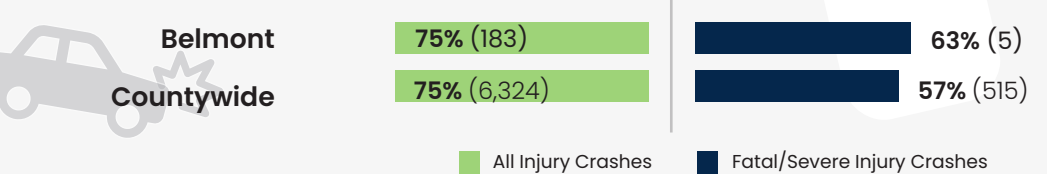
Pedestrian Crashes (26)



Bicycle Crashes (35)



Motor Vehicle¹ Crashes (183)



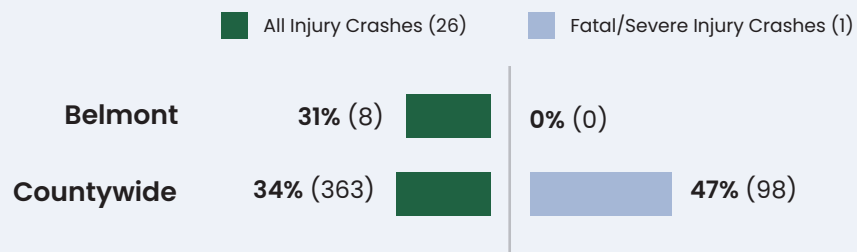
1. Motor crashes include motor vehicles and motorcyclists.
2. Young driver crashes are crashes that involve at fault drivers who are under 30 years old.

Belmont—Crash History

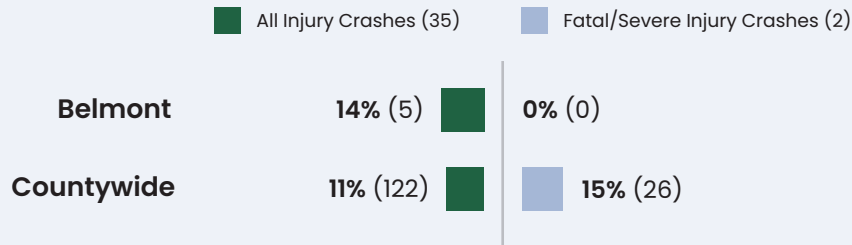
Dark Conditions

Crashes reported in nighttime conditions were found to be more severe—especially in dark, unlit conditions. Here is how Belmont compares to Countywide crashes:

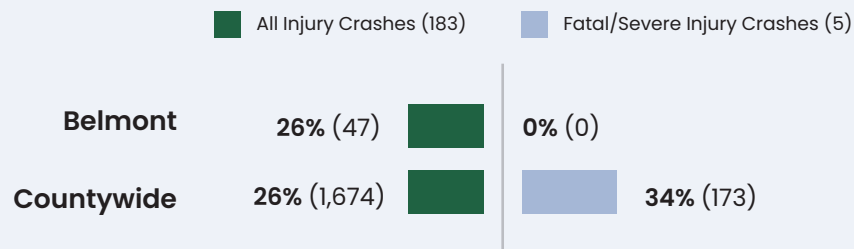
Share of Pedestrian Crashes in Dark Conditions (8)



Share of Bicyclist Crashes in Dark Conditions (5)



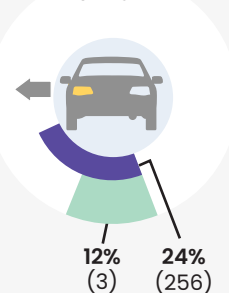
Share of Motor Vehicle Crashes in Dark Conditions (47)



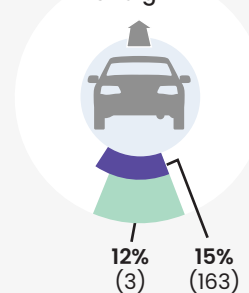
Reported Pedestrian Crashes (26)

Pedestrian Crossing at Intersection

Motorist Making left turn

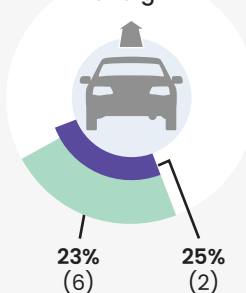


Motorist proceeding straight



Pedestrian Crossing Not at a Crosswalk

Motorist proceeding straight



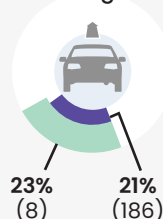
● Agency ● Countywide



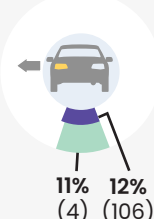
Reported Bicycle Crashes (35)

Bicyclist Proceeding Straight

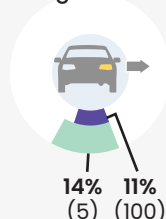
Motorist proceeding straight



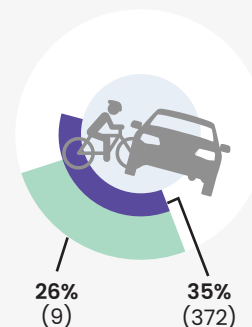
Motorist making left turn



Motorist making right turn



Perpendicular Bicyclist Crashes



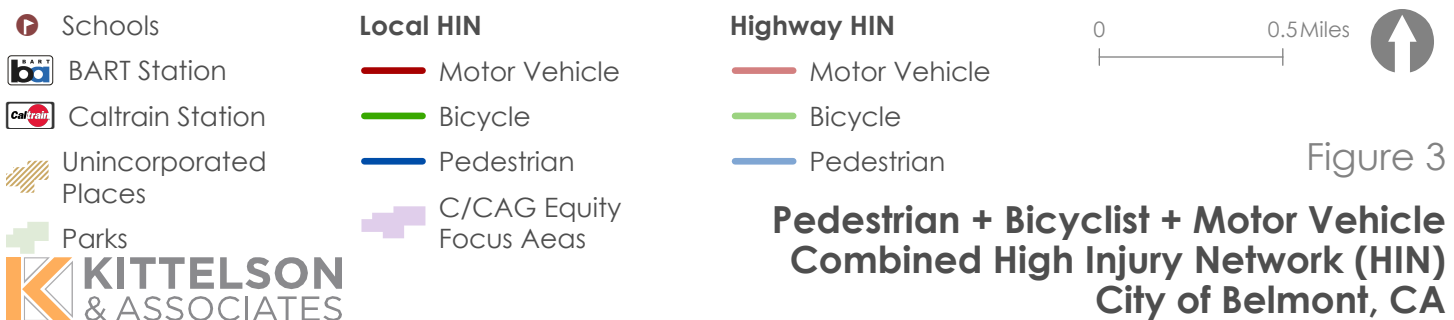
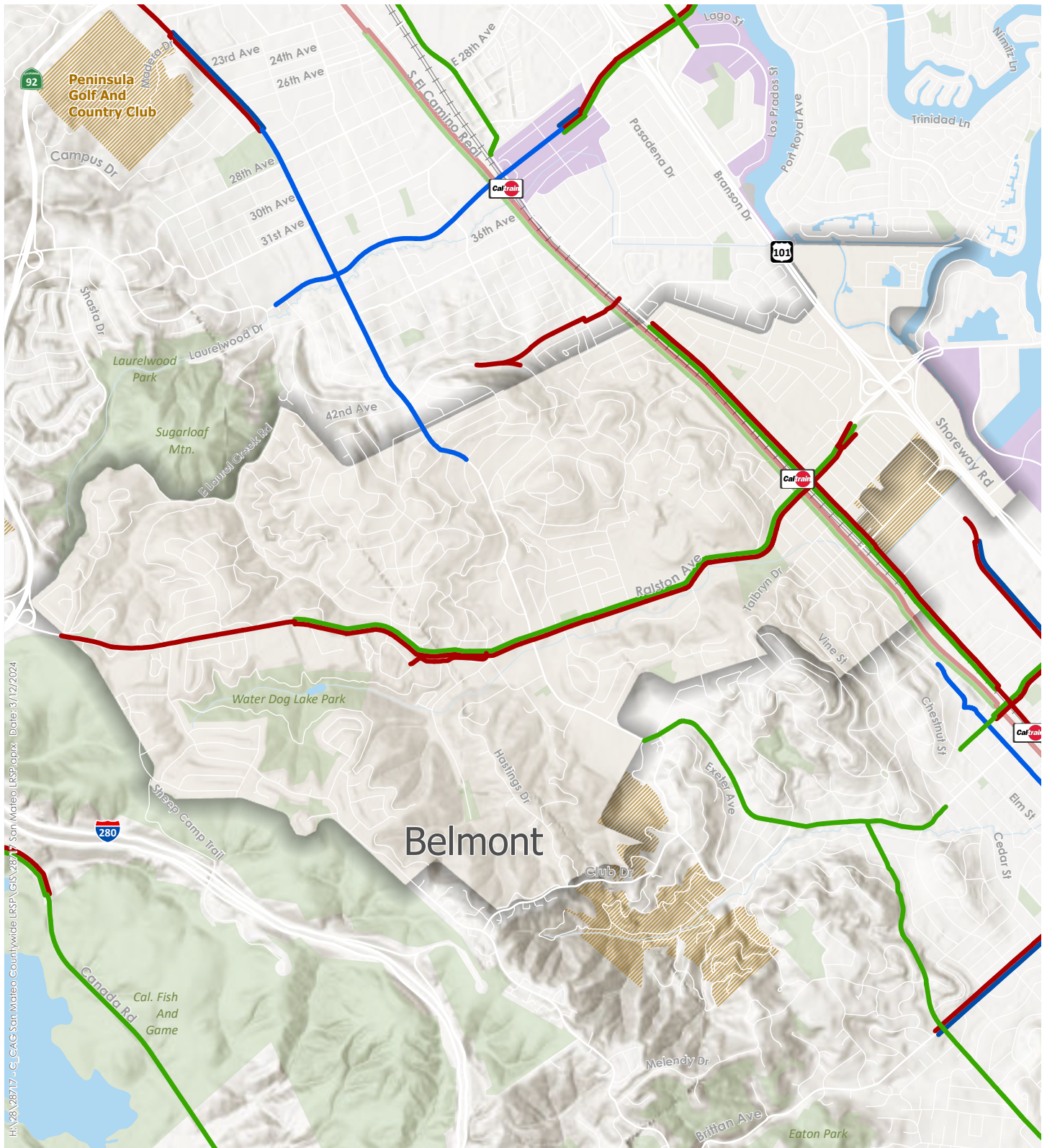
● Agency ● Countywide

Countywide High Injury Network

In addition to the systemic analysis findings, the analysis included countywide spatial analysis to identify a countywide high injury network for each travel mode (pedestrians, bicyclists, and motor vehicles). The countywide HIN results were folded into the subsequent regional and local prioritization (described in the next section). Additionally, the characteristics of the HIN and crashes along them were identified as risk factors and incorporated into emphasis areas and into a systemic portion of the prioritization process. Table 3 and Figure 4 show the HIN segments identified within the City.

Table 2. Countywide HIN Segments in Belmont

Roadway name	All County Jurisdiction(s) including this HIN Roadway	Total Length, all jurisdictions included (mi)	Motor Vehicle HIN	Bicyclist HIN	Pedestrian HIN
Lyall Way	Belmont	0.3	X		
Ralston Ave	Belmont, Unincorporated	3.5	X	X	
El Camino Real	San Carlos, Atherton, Menlo Park, Redwood City, Millbrae, San Bruno, Belmont, San Mateo, Burlingame, South San Francisco, Colma, Unincorporated	23.5	X	X	X
Alameda de las Pulgas	San Carlos, Atherton, Redwood City, Belmont, San Mateo, Unincorporated	6.7	X	X	X
Old County Rd	San Carlos, Belmont, Harbor/Industrial	3.4	X	X	



PROJECT IDENTIFICATION & PRIORITIZATION

Methodology

Using the results of the crash data analysis and adding a focus on social equity, the project team identified priority locations for the City to target for future safety improvements. The prioritization used three equally weighted factors to prioritize locations for safety projects:

- **Crash history** – used to identify the locations with the highest reported five-year crash frequency and severity.
- **Social equity** – used to identify locations where projects would benefit disadvantaged populations and align with future grant funding opportunities that emphasize social equity.
- **Systemic factors** – used to identify locations that have roadway and land use characteristics associated with crash frequency and severity. Using systemic factors emphasizes a proactive rather than purely reactive approach. Each factor was weighted relative to the other factors based on the average severity of relevant crashes (for example, if pedestrian crashes on arterials/collectors were overall twice as severe as pedestrian crashes at unsignalized intersections overall, then the former would be weighted twice the latter).

Each factor is comprised of multiple criteria and overlaid on jurisdictions' roadway data to identify locations for future safety projects. The prioritization process was conducted three times, one for each travel mode. The weighting scheme for each mode is presented in the three figures below (Figure 4, Figure 5, and Figure 6).

Figure 4. Pedestrian Prioritization Factor/Criteria Weighting (Sum to 100 Percent)

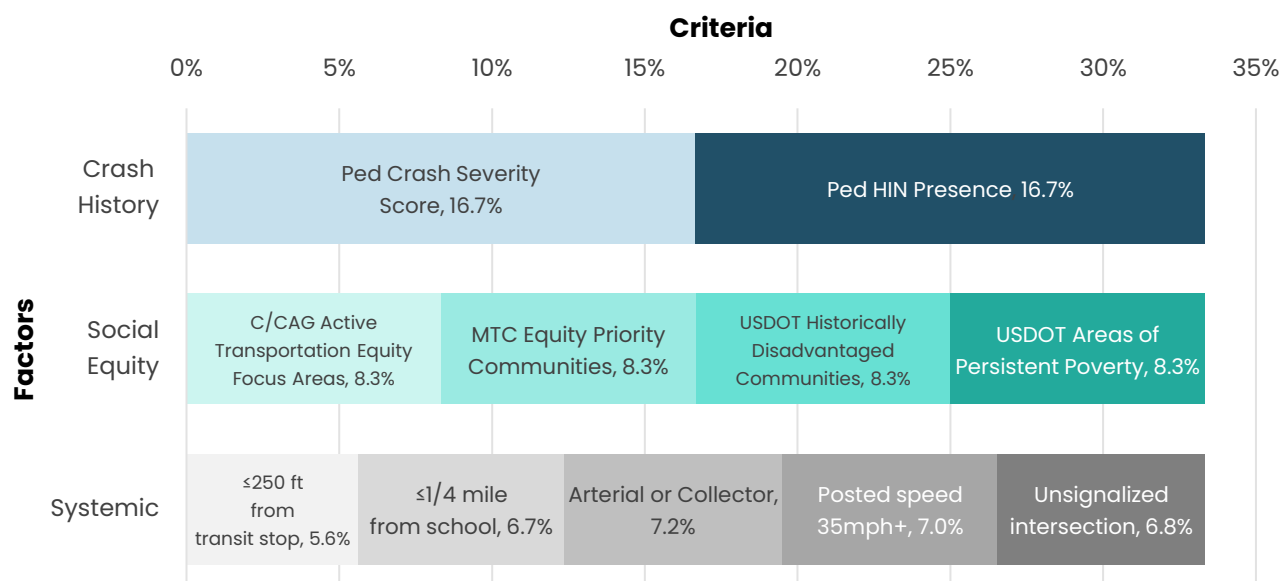


Figure 5. Bicycle Prioritization Factor/Criteria Weighting (Sum to 100 Percent)

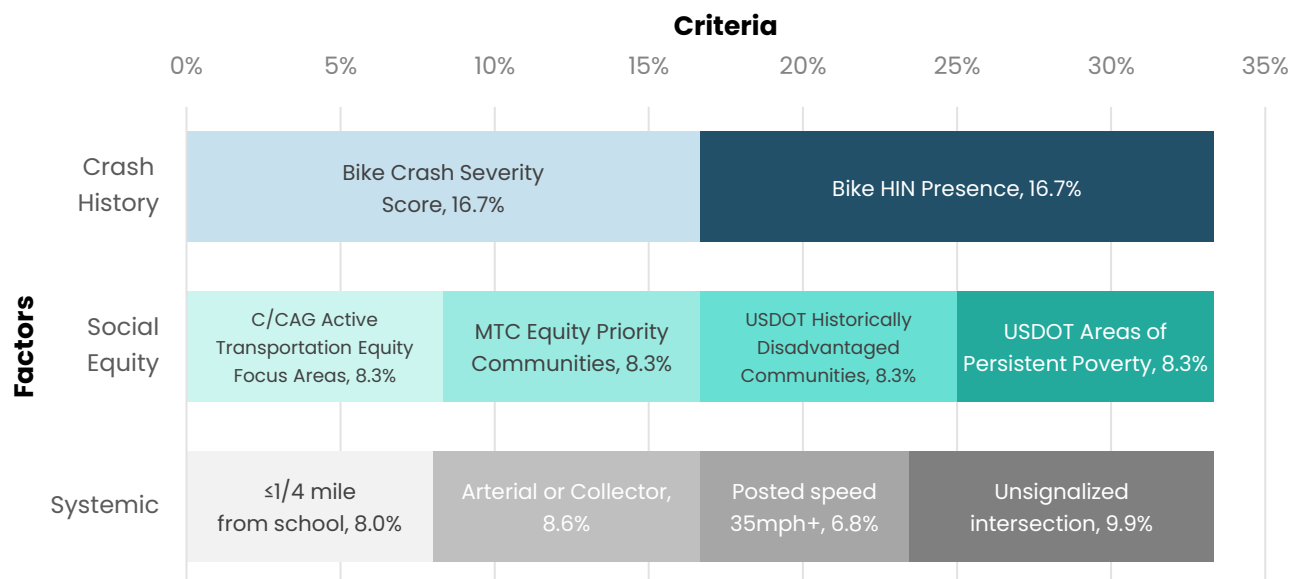
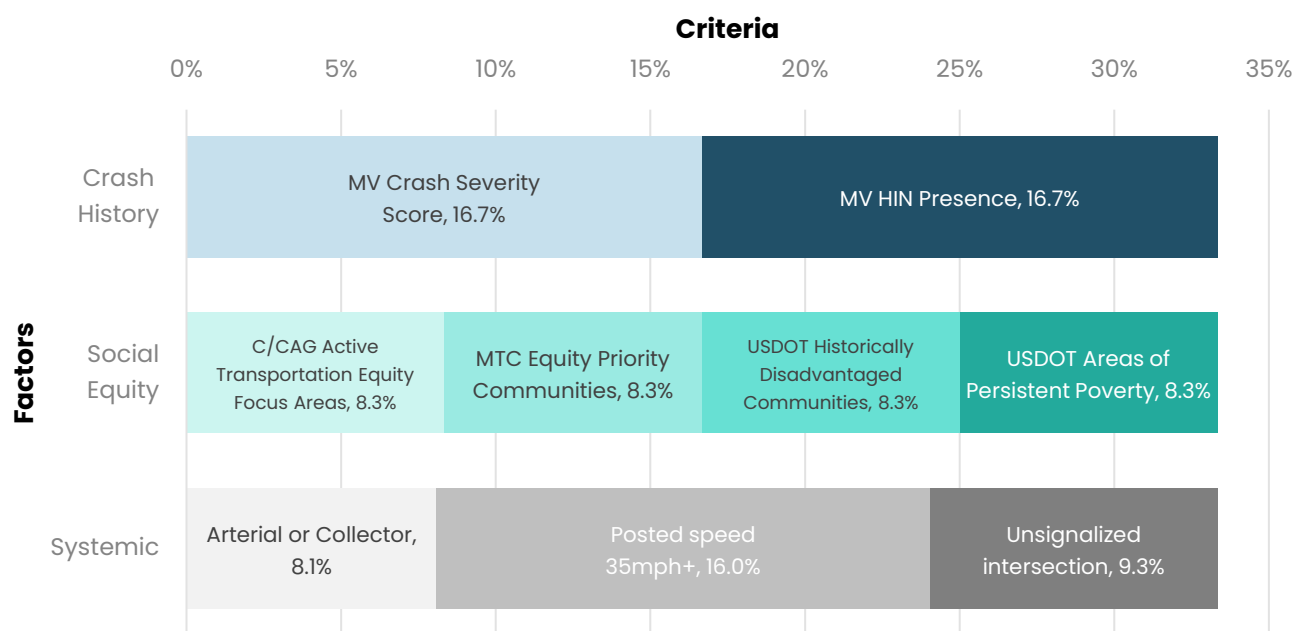


Figure 6. Motor Vehicle Prioritization Factor/Criteria Weighting (Sum to 100 Percent)



Social Equity

Social equity is a critical factor for project prioritization, and emphasizing social equity within a project prioritization process helps to promote infrastructure spending and improvements in disadvantaged and/or disinvested neighborhoods. We considered and included multiple local, regional, and national datasets for social equity prioritization to reflect different measures available and because available funding opportunities use different indicators. Ultimately the prioritization included measures accounting for all of the following indicators:

- C/CAG Active Transportation Equity Focus Areas
- MTC Equity Priority Communities
- USDOT Historically Disadvantaged Communities
- USDOT Areas of Persistent Poverty

Layering in these four indicators allows the prioritization to identify more locations that may meet the criteria for just one of these indicators while still elevating locations that show up in multiple or all indicators. The raw scoring data also equips the City to understand which locations meet which measures.

Results

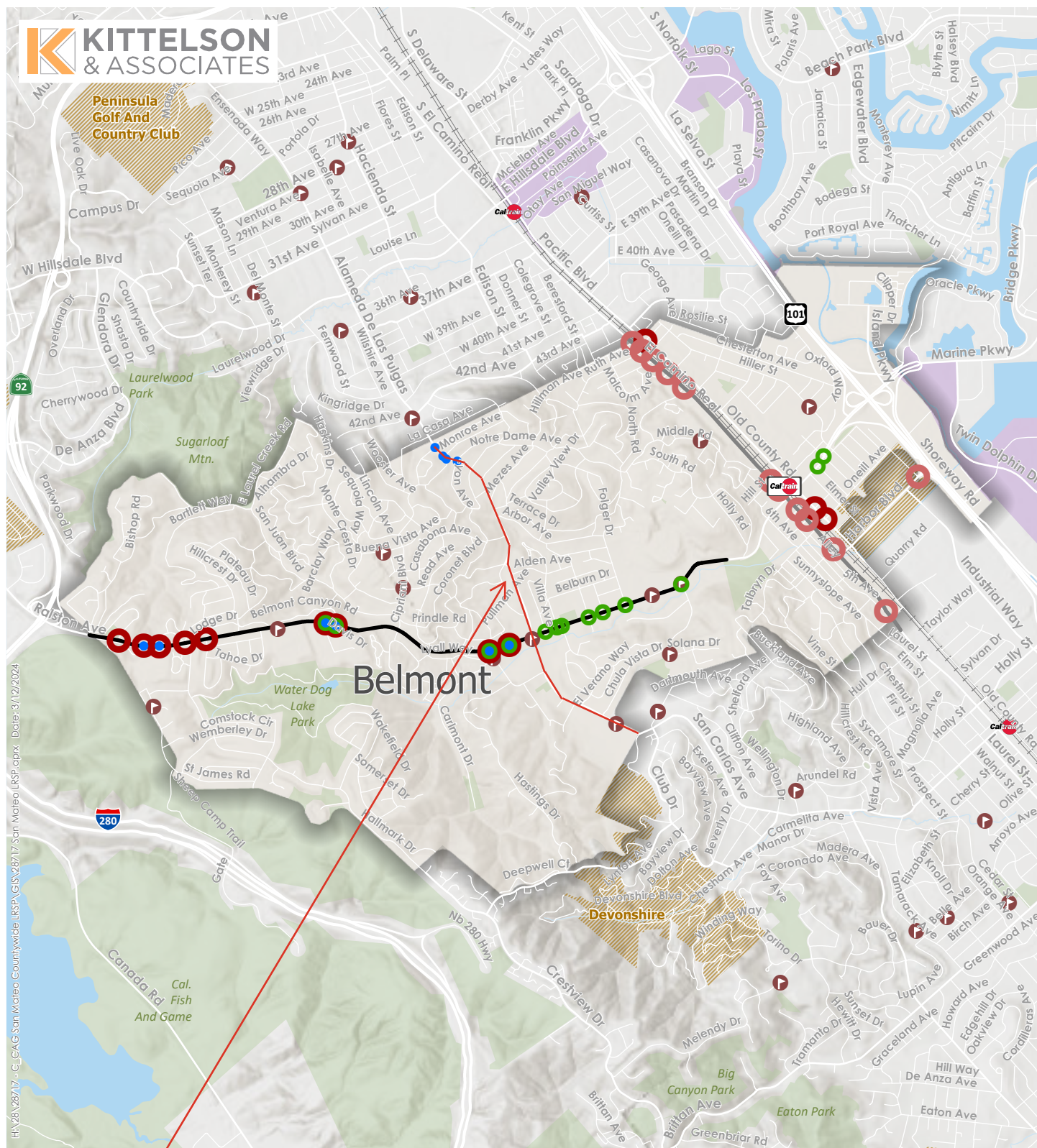
The prioritization resulted in the following top locations. For more details (including the scores of each location), consult Appendix D. Figure 7 also shows the locations.

Table 3. Priority Locations

ID	Location	Corridor/ Intersection	State Highway?	Motor Vehicle Emphasis	Bicycle Emphasis	Pedestrian Emphasis
1	Anita Ave and El Camino Real	Intersection	Yes	X		
2	Ruth Ave and El Camino Real	Intersection	Yes	X		
3	El Camino Real and Belmont Ave	Intersection	Yes	X		
4	El Camino Real and North Rd	Intersection	Yes	X		
5	El Camino Real and Davey Glen Rd	Intersection	Yes	X		
6	Belmont Canyon Rd (W) and Ralston Ave	Intersection	No	X		X
7	Ralston Ave and Lyall Wy/ Pullman Ave	Intersection	No	X	X	X
8	El Camino Real and 5th Ave	Intersection	Yes	X		X

ID	Location	Corridor/ Intersection	State Highway?	Motor Vehicle Emphasis	Bicycle Emphasis	Pedestrian Emphasis
9	Flashner Ln (Driveway) and El Camino Real	Intersection	Yes	X		X
10	El Camino Real and Broadway	Intersection	Yes	X		
11	El Camino Real and Emmett Ave	Intersection	Yes	X		
12	Davis Dr and Ralston Ave	Intersection	No	X	X	X
13	Oneill Ave and Old County Rd	Intersection	No	X		
14	Ralston Ave and Belmont Canyon Rd	Intersection	No	X	X	X
15	Merry Moppet Ln and Ralston Ave	Intersection	No	X	X	X
16	Belmont Canyon Rd (E) and Ralston Ave	Intersection	No	X		X
17	Hill St and El Camino Real	Intersection	Yes	X		
18	Sterling View Ave and Old County Rd	Intersection	No	X		
19	Belmont Canyon Rd and Ralston Ave	Intersection	No	X		
20	Lassen Dr and Ralston Ave	Intersection	No	X		
21	Old County Rd and Waltermire St	Intersection	No	X		
22	El Camino Real and Waltermire St	Intersection	Yes	X		
23	Belmont Canyon Rd and Ralston Ave	Intersection	No	X		
24	Harbor Blvd and Us Highway 101 Hwy	Intersection	Yes	X		
25	Alameda De Las Pulgas and Monroe Ave	Intersection	No			X
26	Alameda De Las Pulgas and Cipriani Blvd	Intersection	No			X
27	Alameda De Las Pulgas and Lyon Ave	Intersection	No			X

ID	Location	Corridor/ Intersection	State Highway?	Motor Vehicle Emphasis	Bicycle Emphasis	Pedestrian Emphasis
28	Alameda De Las Pulgas and Forest Ave	Intersection	No			X
29	Ralston Ave and Academy Ave	Intersection	No		X	
30	Ralston Ave and Maywood Dr	Intersection	No		X	X
31	Ralston Ave and Furlong St	Intersection	No		X	
32	Ralston Ave and Villa Ave	Intersection	No		X	X
33	Ralston Ave and Chula Vista Dr	Intersection	No		X	
34	Granada St and Ralston Ave	Intersection	No		X	
35	Notre Dame Ave and Ralston Ave	Intersection	No		X	
36	Ralston Ave and Misty Ln	Intersection	No		X	
37	Ralston Ave and Chevy St	Intersection	No		X	
38	El Camino Real, North Road to F Street	Corridor	Yes	X		
39	Ralston Avenue, Villa Street to west of South Road	Corridor	No		X	X
40	Ralston Avenue, Christian Drive to Villa Street	Corridor	No	X	X	X
41	Alameda de las Pulgas, San Carlos Ave (City Limit) to Forest Ave	Corridor	No	X	X	X



Local Priority Locations

- Pedestrian Intersections
- Bicycle Intersections
- Motor Vehicle Intersections
- Non-Highway Priority Segments

Highway Priority Locations

- Pedestrian Intersections
- Bicycle Intersections
- Motor Vehicle Intersections
- Highway Priority Segments

A horizontal number line with three tick marks. The first tick mark is labeled '0'. The second tick mark is labeled '0.25'. The third tick mark is labeled '0.5 Miles'.



-  Schools
-  C/CAG Equity Focus Areas

Figure 7

Priority Intersections and Segments City of Belmont, CA

IMPROVEMENTS – ENGINEERING, POLICY & PROGRAMS

This section presents Safe System-aligned recommendations that can create levels of redundancy for traffic safety in the City of Belmont. First is a table of engineering countermeasures proven to reduce fatal and severe injury crashes. The countermeasures align to the crash types as listed in the table. Complementing those countermeasures is a holistic set of policy and programmatic recommendations that will help align City departments and partners in pursuit of the plan's vision and goals.

Project Scopes

With the development of this plan the project team worked with the City to identify two project locations or two groups of project locations to apply safety treatments. We worked from the list of priority project locations and used potential benefit-to-cost ratio to identify a suite of treatments the City could consider at these locations. The City can move forward with further project development and community engagement to advance solutions at these locations. They may also consider bundling some of the treatments identified with the same treatments at other, similar locations identified in this plan, for a systemic approach.

The project scopes were developed exclusively from a list of City-approved engineering countermeasures, which are presented as an engineering toolbox in the next section. The team prepared a suite of treatments to reduce crashes at the project locations. For each treatment, the list presents a planning-level cost of the treatments as recommended and the crash reduction benefit.

~~The scoped project locations include:~~

The scoped project locations include:

- Ralston Ave—Villa Ave to city limits. Recommended improvements include:
 - Larger or additional regulatory signs
 - Pedestrian crossing signs and markings
 - Dynamic/variable speed warning signs
 - Separated bike lanes
 - Pedestrian crossings with enhanced safety features (flashing beacons, curb extensions, advance "yield" lines)
 - Raised pedestrian crossings
- Ralston Ave—Christian Dr to Villa Ave. Recommended improvements include:
 - ~~Reduction in travel lanes~~
 - Dynamic/variable speed warning signs
 - Delineators
 - Pedestrian crossings with enhanced safety features (flashing beacons, curb extensions, advance "yield" lines)
 - Separated bike lanes

For more information on the location, cost, and crash diagnostics of these project scopes, see Appendix E.

Alameda de las Pulgas – San Carlos Ave (San Carlos City Limit) to Ralston Avenue. Recommended improvements include:

- Mini-roundabouts at El Verano Way, Chula Vista Drive, and Cranfield Avenue
- Bulb-outs at Carlmont Drive and Garden Court
- ADA improvements to sidewalk and driveway approaches, including widening the sidewalk at Belmont Creek
- Bike lanes and buffered bike lanes between Cranfield Avenue and El Verano Way
- Traffic signal at Carlmont Drive
- Designated school drop off areas
- Conversion of parking from angled to parallel

Engineering Countermeasure Toolbox

Table 5. City of Belmont Countermeasure Toolbox

Countermeasure Name	Applicable Location(s) ¹	Crash Types Applicable	Crash Reduction Factor (If Available)	Cost (if available) ²	Systemic Opportunity?
Lighting*	All	Nighttime	0.4		Medium
Improve signal hardware: lenses, back plates with retroreflective borders, mounting, size, and number*	SI	Signalized local/arterial intersections	0.15	\$	Very High
Install left-turn lane and add turn phase*	SI	Signalized local/arterial intersections	0.55	\$-\$\$\$	Low
Convert signal to mast arm (from pedestal mounted)*	SI	Signalized local/arterial intersections	0.3	\$-\$\$\$	Medium
Install raised median on approaches*	SI	Signalized local/arterial intersections	0.25	\$-\$\$\$	Medium
Create directional median openings to allow (and restrict left turns and U-turns (signalized intersection)*)	SI	Signalized local/arterial intersections	0.5	\$-\$\$	Medium
Install raised pavement markers and striping*	SI	Wet, night, all	0.1	\$	High
Install flashing beacons as advance warning (SI)*	SI	Rear end, broadside	0.3	\$-\$\$	Medium
Centerline hardening or continuous raised median	SI	All crashes	0.46	\$	Medium
Convert intersection to roundabout (from signal)	SI	Signalized local/arterial intersections	Varies	\$-\$\$\$	Low
Install pedestrian countdown signal heads*	SI	Pedestrian crashes, signalized local/arterial intersections	0.25	\$	High

Countermeasure Name	Applicable Location(s) ¹	Crash Types Applicable	Crash Reduction Factor (if Available)	Cost (if available) ²	Systemic Opportunity?
Install pedestrian crossing*	SI	Pedestrian crashes, signalized local/arterial intersections	0.25	\$	High
Install advance stop bar before crosswalk (bicycle box)*	SI	Pedestrian crashes, signalized local/arterial intersections	0.15	\$	High
Modify signal phasing to implement a Leading Pedestrian Interval (LPI)	SI	Pedestrian crashes, signalized local/arterial intersections	0.6	\$	High
Install painted safety zone	SI	Pedestrian crashes, signalized local/arterial intersections	N/A	\$	High
Install Protected Intersection Elements	SI	Pedestrian crashes, signalized local/arterial intersections	N/A	\$-\$\$\$	Low
Convert to all-way STOP control (from two-way or Yield control)*	UI	All crashes	0.5	\$	Low
Install signals*	UI	All crashes	0.3	\$\$\$	Low
Convert intersection to roundabout (from all-way stop)*	UI	All crashes	Varies	\$\$\$	Low
Convert intersection to roundabout (from stop or yield control on minor road)*	UI	All crashes	Varies	\$\$\$	Low

Countermeasure Name	Applicable Location(s) ¹	Crash Types Applicable	Crash Reduction Factor (If Available)	Cost (if available) ²	Systemic Opportunity?
Covert intersection to mini-roundabout*	UI	All crashes	0.3	\$\$	Low
Create directional median openings to allow (and restrict) left turns and U-turns (unsignalized intersections)*	UI	All crashes	0.5	\$-\$\$\$	Medium
Install raised medians (refuge islands)*	UI	Pedestrians and bicycle	0.45	\$	Medium
Install pedestrian crossings (signs and markings only)*	UI	Pedestrians and bicycle	0.25	\$-\$\$\$	High
Install pedestrian crossings (with enhanced safety features)*	UI	Pedestrians and bicycle	0.35	\$-\$\$\$	Medium
Install/upgrade larger or additional STOP signs or other intersection warning or regulatory signs*	UI	Turning crashes related to lack of driver awareness	0.15	\$	High
Upgrade intersection pavement markings*	UI	Turning crashes related to lack of driver awareness	0.25	\$	High
Install flashing beacons at stop-controlled intersection*	UI	Broadside, rear end	0.15	\$\$\$	High
Install pedestrian signal or pedestrian hybrid beacon*	UI	Pedestrian and bicycle	0.3	\$\$\$	High
Road diet (Reduce travel lanes from four to three, and	R	All crashes	0.35	\$	Medium

Countermeasure Name	Applicable Location(s) ¹	Crash Types Applicable	Crash Reduction Factor (if Available)	Cost (if available) ²	Systemic Opportunity?
add a two-way, left-turn lane and bike lanes)*					
Corridor access management	R	N/A	0.35	\$	Medium
Install separated bike lanes*	R	Pedestrian and bicycle	0.45	\$-\$\$	High
Install/upgrade pedestrian crossing (with enhanced safety features)*	R	Pedestrian and bicycle	0.35	\$\$-\$\$\$	Medium
Install raised pedestrian crossing*	R	Pedestrian and bicycle	0.35	\$	Medium
Remove or relocate fixed objects outside of clear recovery zone*	R	Hit object	0.35	\$-\$\$	High
Install delineators, reflectors, and/or object marker*	R	All crashes	0.15	\$	High
Install/upgrade signs with new fluorescent sheeting (regulatory or warning)*	R	All crashes	0.15	\$	High
Install dynamic/variable speed warning signs*	R	Driver behavior	0.3	\$	High
Extend pedestrian crossing time	SI	Pedestrian	N/A	\$	High
Pedestrian phase recall	SI	Pedestrian	N/A	\$	High
Extend green time for bikes	SI	Bicycle	N/A	\$	High
Extend yellow and all-red time	SI	All crashes	N/A	\$	High
Lane narrowing	R	All crashes	N/A	\$-\$\$	Low
Bicycle crossing (solid green paint)	UI	Bicycle	N/A	\$	Medium
Curb extensions	UI	All crashes	N/A	\$-\$\$	Low

Countermeasure Name	Applicable Location(s) ¹	Crash Types Applicable	Crash Reduction Factor (if Available)	Cost (if available) ²	Systemic Opportunity?
ADA-compliant directional curb ramps and audible push buttons	SI	Pedestrian	N/A	\$-\$\$	Low
Curb radius reduction	SI, UI	All crashes	N/A	\$\$	Low
Approach curvature	UI, SI	All crashes	N/A	\$\$\$	Low
Roadside design features	All	All crashes	N/A	\$-\$\$\$	Low

*Indicates countermeasure is eligible for California HSIP funding as of the most recent funding cycle

1: UI = Unsignalized Intersection; SI = Signalized Intersection; R = Roadway segments; All = All of the above

2: \$ = ≤\$50,000; \$\$ = \$50,000 - \$200,000; \$\$\$ = > \$200,000

Proposed Policy, Program, and Guidelines Recommendations

In addition to the engineering countermeasures and projects recommended above, the City aims to promote policies, programs, and standards that foster a culture of safety. The table below defines several policy and program recommendations organized into thematic categories. Implemented in cooperation with partners, these recommendations will deepen the dedication to safety shared throughout the community and round out the City's Safe System Approach.

Table 4. City of Belmont Policy and Program Recommendations

Category	Near-Term Recommendations	Long-Term or Ongoing Recommendations
Local Culture Shift (LCS)	LCS1: Transportation Safety Advisory Committee participation	LCS3: Communication Protocol LCS4: Implement Car-Free Zones
Local Enforcement Coordination (LEC)		LEC2: Speed Monitoring Awareness Radar Trailer LEC4: Bicycle and Pedestrian Citation Diversion Program
Local Funding (LF)	LF1: Dedicated Funding	LF2: Equitable Investment LF3: Prioritize Investments
Local Education / Outreach (LEO)		LEO1: Roadway Safety Education in Schools LEO2: Engagement Accessibility LEO3: Educational Materials for New Facilities LEO4: Transportation Safety Campaign LEO5: Safe City Fleet
Local Planning / Evaluation (LPE)		LPE1: Annual Review LPE2: Plan Update LPE3: Safety and Equity Impacts Evaluation LPE4: Safe Routes to School LPE8: Speed Limits/Speed Management Plan

NEAR-TERM ACTIONS

LCS1: Transportation Safety Advisory Committee Participation

Actively participate in the newly-formed County Transportation Safety Advisory Committee (TSAC). Bring agenda items as relevant, including but not limited to:

- Safety project updates with every step along the project development process (studies initiated / under way / complete, funding identified, design phases initiated / under way / complete)
- Annual updates to the TSAC regarding implementation progress that may be relevant for C/CAG annual monitoring reporting (e.g., projects on identified priority locations and/or the regional High Injury Network, community engagement efforts and summaries, safety funding applied for / received)
- Opportunities for cross-jurisdiction coordination (e.g., roadways or intersections shared with adjacent jurisdictions or Caltrans)

- Requests for trainings / best practices that could be provided through the TSAC

Lead agency: City of Belmont Public Works

LF1: Dedicated Funding

Propose ongoing, dedicated funding and staffing for implementation and monitoring of the safety plan, including presiding over the TSAC. This role may be fulfilled by a partial FTE or through staff augmentation.

Lead agency: City of Belmont Public Works

LONG-TERM OR ONGOING ACTIONS

LCS3: Communication Protocol

Adopt and develop safety-related communication protocols in coordination with the TSAC. The protocols will promote consistent public communication regarding language usage and statements related to transportation safety. Encourage language in line with Vision Zero and Safe System principles that acknowledges mistakes are inevitable but death and severe injury are preventable. For example, promote use of the word crash rather than accident.

Lead agency: C/CAG

Coordinating partners: City of Belmont Public Works

LCS4: Implement Car-Free Zones

More effectively target resources to pedestrian crash problems in a limited geographic area. Realizing these zones requires upfront analysis and planning, countermeasure development, and implementation. Implementation can focus on addressing particular problems or on increasing general safety in specific areas during windows of peak pedestrian activity. (For example: Friday nights in commercial districts, Sundays on recreational routes/areas, etc.)

Lead agency: City of Belmont Public Works

LEC2: Speed Monitoring Awareness Radar Trailer

Coordinate with Belmont PD to deploy a trailer to monitor speeds on streets and to raise awareness of speeding. It can be deployed long term along HIN and other arterials, or short term in neighborhoods. Use the priority locations and data in this plan to identify locations and schedule for deployment.

Lead agency: City of Belmont Police Department

Coordinating partners: City of Belmont Public Works

LEC4: Bicycle and Pedestrian Citation Diversion Program

Implements an alternative citation structure for bicyclists and pedestrians. Upon incurring a traffic violation, these users can reduce or remove the fee associated with the violation by instead attending a class. Requires local law enforcement to sanction preexisting curricula or to sanction original material of their own.

Lead agency: City of Belmont Police Department

LF2: Equitable Investment

Prioritize citywide safety investments in disadvantaged communities. Use the presence of disadvantaged communities (as identified with C/CAG Equity Focus Areas, MTC Equity Priority Communities, USDOT Historically Disadvantaged Communities, and/or USDOT Areas of Persistent Poverty) as a factor to elevate funding for certain projects or other safety-related programs.

Lead agency: City of Belmont Public Works

LF3: Prioritize Investments

Use the priority locations identified in this plan to determine safety project opportunities to advance for further project development and to identify funding. Identify pathways for improvement for the locations on the list. Continue to engage the community to refine the priorities within the list of identified sites.

Lead agency: City of Belmont Public Works

LEO1: Roadway Safety Education in Schools

Continue School Travel Fellowship Program to provide the following:

- Technical assistance to schools and planners to implement demonstration projects
- ATP Project Specialist to work with educators to provide technical assistance (bike rodeos, parent engagement workshops and resources, walk and bike audits, and additional support for walk/bike to school encouragement events) to schools in EPCs

Lead agency: SMCOE

Coordinating partners: County Public Health, Office of Sustainability, SVBC

LEO2: Engagement Accessibility

Plan community engagement efforts to be tailored for vulnerable road users and all travel modes. Make outreach materials available in accessible formats and multiple languages.

Lead agency: City of Belmont Public Works

LEO3: Educational Materials for New Facilities

Develop and distribute educational materials and/or videos demonstrating how to navigate and interact with newer active transportation facilities (e.g., bike boxes, Pedestrian Hybrid Beacons, separated bike lanes, etc.) Include information about the purpose and goals of this infrastructure.

Lead agency: City of Belmont Public Works

LEO4: Transportation Safety Campaign

Run education campaigns and outreach to foster community awareness of a shared responsibility for road safety. Use the emphasis areas highlighted in this plan as focus areas and target groups for a campaign.

Lead agency: City of Belmont

Coordinating partners: C/CAG, County Public Health

LEO5: Safe City Fleets

Provide educational materials for City staff who drive City vehicles and integrate safety awareness training into contracting process with vendors who provide City services. Other measures include installing safety features (such as pedestrian/obstacle detection and speed tracking) on City vehicles and reporting on correction plans against unsafe driving.

Lead agency: City of Belmont Public Works

LPE1: Annual Review

Provide an annual review of plan implementation progress. This review includes an update and presentation to City Council as well as a written update to the TSAC so that C/CAG may compile county plan implementation status.

Lead agency: City of Belmont Public Works

LPE2: Plan Update

Update the plan within five years of publication. The plan update will revise actions to reflect current crash trends and will integrate technological advancements and changes in best practices as needed.

Lead agency: ~~City of Belmont Public Works~~ C/CAG

LPE3: Safety and Equity Impacts Evaluation

Fund a study to address traffic injury and enforcement inequities to inform policies, projects, programs, and needed data quality improvements.

Solicit feedback on the report's equity analysis from groups representing equity priority communities. Topics for the study may include injury related to homelessness, race/ethnicity, language, income, and immigration status, citations by demographics, citation type, and location.

Alternately, coordinate with the TSAC to participate in a countywide version of the same that can include the City as part of its scope.

Lead agency: C/CAG

LPE4: Safe Routes to School

Continue to participate in school safety assessments at all public and private schools, develop implementation plans for improvements up to one quarter mile from the schools.

Develop a plan and timeline to include all schools in the City.

Lead agency: SMCOE

Coordinating partners: City of Belmont Public Works

LPE8: Speed Limits/Speed Management Plan

Per California Assembly Bill 43 (passed in 2021), identify business activity districts, safety corridors, and in areas with high ped/bike activities to implement reduced speeds.

To the extent possible, complement the speed reduction with design treatments like those identified in this plan to effect reduced speeds by the desired amount.

Lead agency: City of Belmont Public Works

IMPLEMENTATION & MONITORING

A key part of achieving Belmont's vision is consistently evaluating roadway safety performance and tracking progress towards the goals. The City of Belmont will develop a process to regularly collect data and information around the performance measures that can be used to assess changes city-wide and at the top priority locations.

Implementation actions are organized by plan goals and grouped by time: near-term actions, which Belmont can initiate immediately, and longer-term actions, which may require coordination and additional staff time.

This section identifies recommendations for Belmont and other county-level safety partners to implement the plan. These are aligned with the Safe System Approach and include a framework to measure plan progress over time.

Table 5. City of Belmont Goals and Measures of Success

GOAL	MEASURE OF SUCCESS
1. Regularly review crash history and community needs to identify and prioritize opportunities to reduce crash risk for roadway users of all ages and abilities. Review proposed improvement plans to ensure that roadway projects, retrofits, and maintenance projects incorporate complete streets that support multiple modes of travel.	• Number of LRSP project locations advanced through project development, reported at the agency level • Annual and three-year total reported crashes, fatal/severe injury crashes, crashes by mode, and crashes by emphasis areas identified
2. Implement safety countermeasures systemically and as part of all projects to target emphasis areas and underserved communities.	• Community engagement included as part of all C/CAG-funded safety project development activities
3. Promote plan recommendations with identified safety partners to incorporate roadway safety through safety projects and educational campaigns in Belmont.	• Number of engagement touchpoints and number of community member interactions citywide for safety plans or projects.
4. Provide opportunities for community engagement in roadway capital improvement projects to identify safety solutions.	• Report-backs to the City Council and TSAC regarding community engagement, including information about outreach to disadvantaged communities where applicable
5. Identify opportunities to incorporate social equity into safety improvements.	• Distribution at the jurisdiction level for safety projects within equity focus areas (C/CAG EFAs or MTC EPCs) versus outside these areas
6. Embrace the Safe System Approach to promote engineering and non-engineering strategies in the community.	• Expansion of SRTS and Roadway Safety Education in Schools programs to more schools within the City
	• Percent of school district participation in SRTS and roadway safety education opportunities • Number of trainings city staff have participated in regarding Safe System elements, available tools, or practices

GOAL	MEASURE OF SUCCESS
	Improved data availability or maintenance to enhance safety analysis and practice
7. Monitor implementation of the Belmont LRSP to track progress towards goals.	See above in this table

City of Belmont

San Mateo C/CAG Countywide LRSP

San Mateo Countywide Local Roadway Safety Plan

Belmont City Council
January 14, 2025



Presentation Overview

1. What is a Local Roadway Safety Plan?
2. Commitment to Vision Zero
3. Plan Development
4. Safety Analysis
5. Priority Projects
6. Recommendations
7. Next Steps

What is a Local Road Safety Plan?

A Local Road Safety Plan (LRSP):

- Follows Federal and State commitment to **Safe System approach** to improve traffic safety
- Provides an assessment of **historical** and **existing** roadway traffic safety
- Identifies **actions** and **prioritized project** lists with **implementation partners**

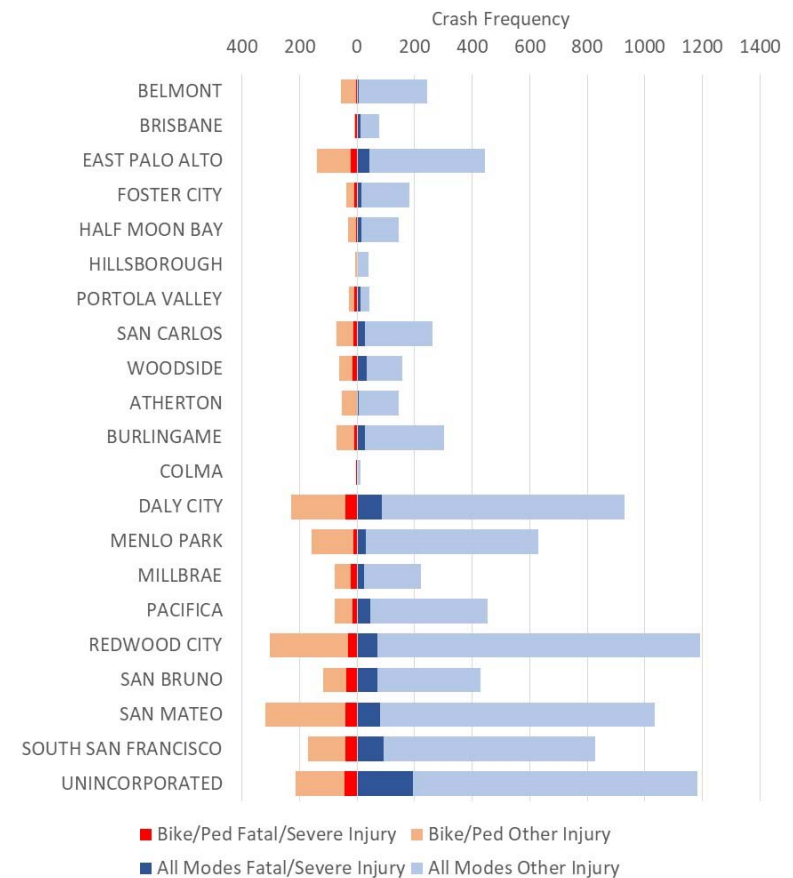
Safe System Approach



Source: FHWA.

What is a Local Road Safety Plan?

- Purpose
 - Set a regionwide vision to advance roadway safety, while **also developing LRSPs for local agencies without one**
 - Position **all** local agencies for OBAG, Caltrans HSIP, and USDOT SS4A funding
- Plan document includes individual plans for **10 jurisdictions** without existing or ongoing safety plan:
 - Atherton
 - Belmont
 - Brisbane
 - Colma
 - East Palo Alto
 - Foster City
 - Half Moon Bay
 - Hillsborough
 - San Carlos
 - Woodside



Reported Injury/Fatal Crash Frequency,
2017-2021

Commitment to Vision Zero



- The Countywide Plan aggregates and lists communities' visions and goals.
- Countywide commitment to eliminate fatal/severe injuries by 2050.
 - Aligns with State and Federal **expectations / requirements**
 - Includes recommendations to evolve from "business as usual"
- Citywide commitment to eliminate all traffic fatalities and reduce the number of non-fatal crashes by 50 percent by 2040.

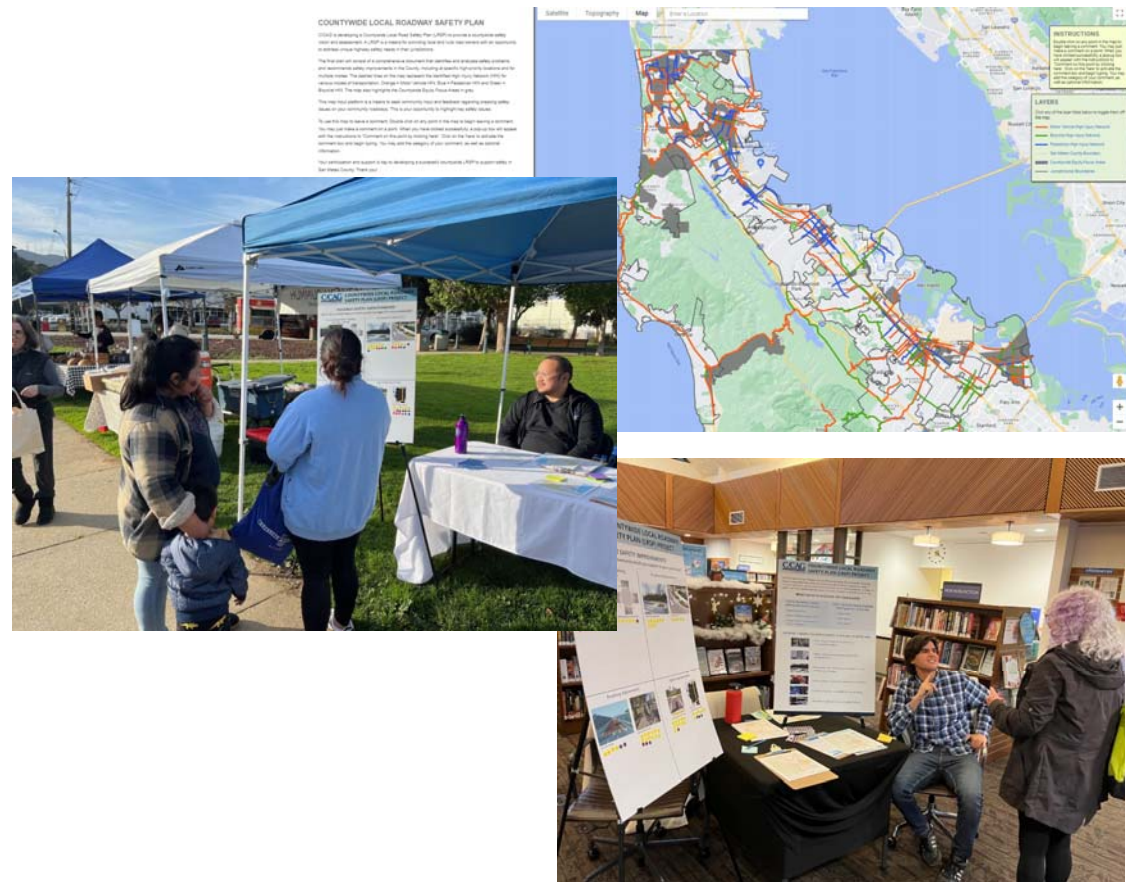
Plan Development – Advisory Group

- Engaged stakeholders and public throughout the plan development process



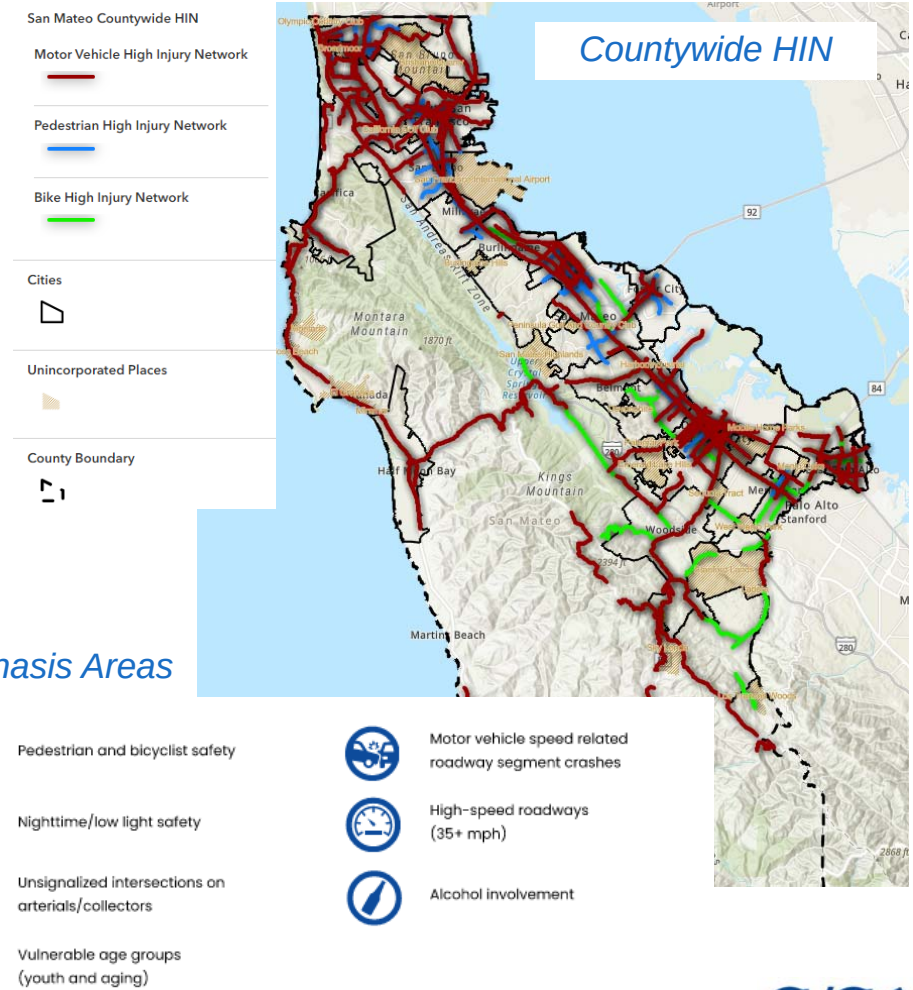
Plan Development – Community Input & Engagement

- Hosted events in communities without existing plans
- Asked for community feedback on:
 - Safety concerns and priorities
 - Locations
 - Safety analysis results
 - Priority locations
 - Engineering recommendations
- Online map for comments
 - 528 comments by 352 respondents on safety concerns and priorities
- 11 in-person engagement events
 - Over 200 comments on priority locations and proposed countermeasures
- Comments included in the plan document and provided as appendix for future reference



Safety Analysis

- Created countywide High Injury Network identified for **motor vehicles**, **pedestrians** and **bicyclists**
 - Based on 5-year county crash patterns
 - Detailed findings provided for jurisdictions without a plan
- Identified emphasis areas
 - Behavior, environmental, and user characteristics associated with fatal/severe injury crashes
 - Provide starting point for project identification and grant opportunities



Priority Projects

- Used data to identify priority project locations
- Three inputs to identify locations:
 - **Crash History** - highest crash locations
 - **Social Equity** – disadvantaged populations
 - **Systemic Factors** – roadway/land use characteristics associated with crash frequency/severity

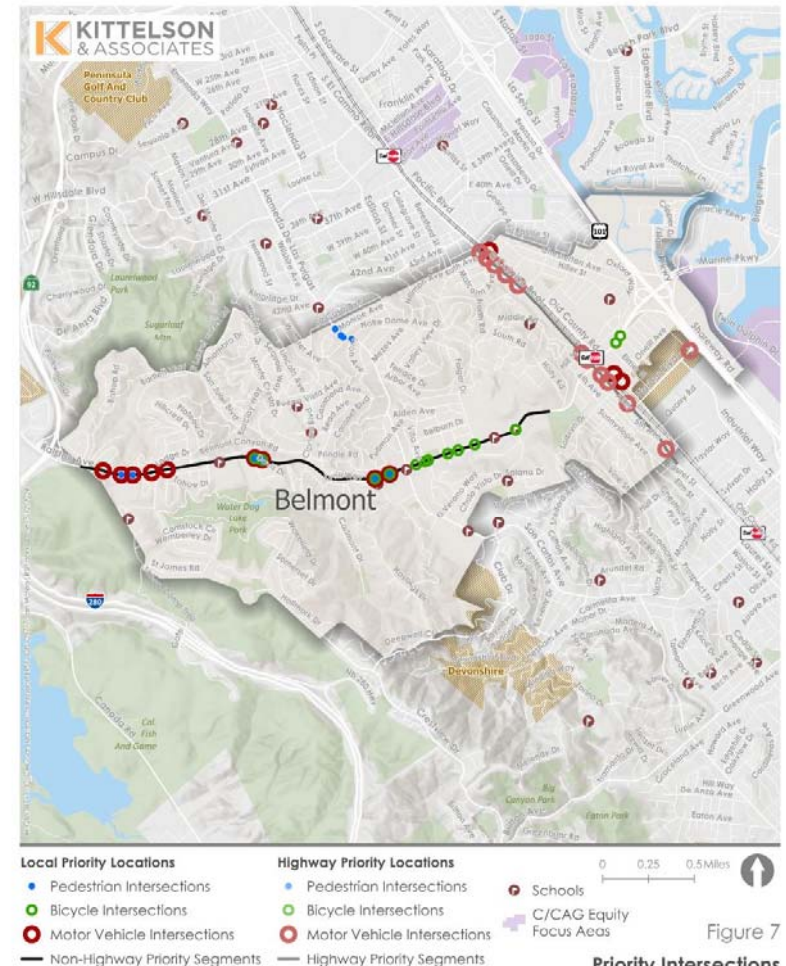


Figure 7

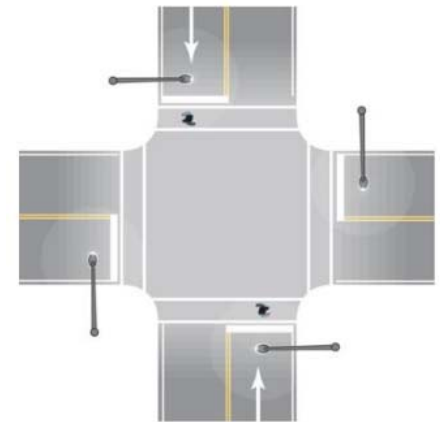
Priority Intersections and Segments
City of Belmont, CA

Recommendations - Engineering

- Roadway and intersection treatments
- Targeted to match emphasis areas
- Can be applied “systemically” – in locations with high risk even if crashes haven’t occurred
- Applied treatments to selected locations as “project scopes” – starting point for future concept designs and grant funding



Rectangular Rapid Flashing Beacon (RRFB's)



Intersection Lighting

Recommendations - Policy/Program

- Safe System recommendations to improve safety beyond engineering projects
- Include action items for partner agencies

Plan Table of Recommendations

Table 4. City of Belmont Policy and Program Recommendations

Category	Near-Term Recommendations	Long-Term or Ongoing Recommendations
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Local Planning/ Evaluation (LPE)		LPE1: Annual Review LPE2: Plan Update LPE3: Safety and Equity Impacts Evaluation LPE4: Safe Routes to School LPE8: Speed Limits/Speed Management Plan

Next Steps

- Adopt plan
- Pursue safety grant funding
- Continue participation through countywide Transportation Safety Advisory Committee (TSAC)
- Implement and track progress measures in plan



STAFF REPORT

Meeting Date: January 14, 2025
Agency: City of Belmont
Staff Contact: Afshin Oskoui, City Manager, city_manager@belmont.gov/Jozi Plut, City Clerk, jplut@belmont.gov, 650-595-7414
Agenda Title: Council Intergovernmental Assignments for Calendar Year 2025
Agenda Action: Motion

Recommendation

It is recommended that the City Council review and approve the proposed updates to its intergovernmental assignments for the 2025 calendar year. Staff further recommends that the Council consider retiring subcommittees that have completed their work or are no longer active and discuss the addition of alternates for key assignments to improve scheduling flexibility.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

City Councilmembers play a vital role in representing the City of Belmont on various regional agencies, organizations, and liaison roles. These responsibilities allow the City to participate in regional decision-making, advocate for its interests, and engage with community partners.

Additionally, Councilmembers serve on several City subcommittees that focus on specific initiatives and policy areas. These assignments are reviewed and updated annually, typically after the reorganization of the Council or the swearing-in of new Councilmembers, to ensure alignment with individual preferences, availability, and City priorities.

The last update to Council assignments occurred at the regular Council meeting on January 9, 2024.

Analysis

Council last updated the various assignments at its regular meeting on January 9, 2024, by consensus as individual Councilmembers expressed their interest, desire, and availability for the various agencies and committees.

Annual Review of Assignments:

This review provides the Council an opportunity to:

1. Update assignments to reflect current priorities.
2. Reassign roles based on Councilmember availability and expertise.
3. Address gaps in representation or coverage on key assignments.



Retiring Completed or Inactive Subcommittees:

Several subcommittees established in prior years have completed their objectives or become inactive. Staff recommends that the following subcommittees be retired:

- Business License Tax Modernization Subcommittee: Supported the successful modernization of the City's business license tax structure.
- Placemaking Ad-hoc Subcommittee: Completed its objectives related to community space enhancements.
- Two County Stanford Ad-hoc Subcommittee: Concluded its work on Santa Clara/San Mateo multi-jurisdictional meetings to discuss Stanford related matters.
- High School Crossing Guard Pilot Program Subcommittee: No longer requiring subcommittee oversight.

Potential for New Subcommittees:

If there are emerging priorities or policy areas requiring focused attention, the Council may consider creating new subcommittees.

One such priority involves the City's Community Center initiative. In January 2023, the City entered into a Memorandum of Understanding (MOU) with the Belmont Community Foundation, which focuses on engaging the community to support the construction and operation of a new Community Center, as well as pursuing additional benefits for the Belmont community.

The MOU designates a City Council representative, and the Mayor has served in this role, attending meetings of the Foundation's Board of Directors as an advisory participant and liaison to the City Council. Given the City's strategic focus on addressing the aging Community Center facility, staff recommends the creation of a Council Subcommittee dedicated to this initiative.

This proposed subcommittee would:

1. Serve as a liaison to the Community Foundation Board, ensuring alignment between the Foundation's efforts and City priorities.
2. Work with staff to advance the Community Center initiative, including engaging the community in conversations regarding this important project.

The establishment of this subcommittee would enhance the City's ability to focus on this critical community priority and ensure close collaboration with the Foundation.

Adding Alternates for Key Assignments:

The Audit Committee, a critical assignment, currently lacks a designated alternate. The absence of alternates can create challenges in scheduling meetings if a primary representative(s) is unavailable. Assigning an alternate ensures continuity, reduces disruptions, and supports timely decision-making.

Next Steps:

1. The Council will discuss and provide direction on updates to the intergovernmental assignments and subcommittee structure during this meeting.



2. Based on Council consensus, staff will finalize and distribute the updated list of assignments. The annual review and update of intergovernmental assignments and subcommittees ensure that the City of Belmont maintains strong representation in regional and local matters, while aligning Councilmember roles with current priorities and availability. This process also allows the Council to retire subcommittees that have completed their work and address any gaps in existing assignments.

Alternatives

1. Defer to future meeting
2. Take no action

Attachments

- A. 2024 IGR Assignment List

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda



Council Committee and Intergovernmental Assignments (IGR) 2024

Committee	Delegate/ Representative	Alternates	Schedule	Meeting Location	Contact
2+2 Ad hoc Committee with Mid-Peninsula Water District	McCune and Hurt	n/a	As Needed		Public Works Director
2+2+2 BRSSD Committee Multi agency committee to discuss/share issues of interest between the Belmont Redwood Shores School District, Redwood City, and Belmont"	Pang-Maganaris and Latimerlo	n/a	As Needed		City Manager
Audit Committee The Audit Committee provides independent review and oversight of the City's financial reporting processes, internal controls and independent auditors and participates in the budget review process	Vice Mayor and Pang-Maganaris		Quarterly		Finance Director
Belmont-SC Fire Dept JPA - Oversight of the legacy Fire Department with San Carlos	Mates	McCune	As Needed		City Manager/Finance Director
Business License Tax Modernization Sub-Committee	Hurt and Pang-Maganaris	n/a	As Needed		Assistant City Manager/Finance Director

Evaluate options for modernization of the Business License Tax and assist staff with stakeholder outreach.					
Carlmont High School Crossing Guard Pilot Program Sub Committee	Mates and Pang-Maganaris				
(C/CAG) C/CAG operates as a Joint Powers Authority and has membership that includes each of the 20 cities and the County in San Mateo County. It works on issues that affect the quality of life in general; transportation, air quality, stormwater runoff, airport/land use compatibility planning, hazardous waste, climate planning, energy and water resource strategies, and solid waste and recycling.	Hurt	Mates	Monthly 2nd Thursday, 7:00 p.m..		650-599-1406 Public Works Director
Belmont Community Foundation	Mayor	Hurt			
Four Corners Ad-hoc Committee Alameda de Las Pulgas Corridor Improvement Project is a multi-agency regional transportation improvement project involving cities of Belmont, San Carlos, and two School Districts (Sequoia Union High School and San Carlos School District) along the Alameda de Las Pulgas and San Carlos Ave Corridor.	Mates and Pang-Maganaris	n/a	As Needed		City Manager Public Works Director
Liaison to Senior Citizen Advisory Committee (committee not resumed)	McCune	Hurt	Odd Months 4th Tuesday, 3:00 P.M. (time may change in 2024)	Twin Pines Senior & Community Center Craft Room	Parks and Rec

Liaison to Chamber San Mateo County – Governmental Relations Committee	Mayor	Latimerlo	Every other Month		Amy Buckmaster/Mary Parden
Notre Dame de Namur University Advisory Board	Hurt	Mates	As Needed		City Manager
Placemaking Ad-hoc Subcommittee	Hurt and Mates	n/a	As Needed		Com Dev
Public Safety Committee – The Public Safety Committee’s duties are to consider policy matters related to police and public safety services in Belmont, provide a forum for presentation and discussion of specific information related to public safety policy and practices.	Vice Mayor	McCune	Quarterly/As Needed		City Manager/Police Chief
Silicon Valley Clean Water JPA for Wastewater Treatment	Hurt	McCune	Monthly, 2nd Monday, 8:00 a.m.		Public Works Director
Stanford Ad-hoc Subcommittee - Santa Clara/San Mateo Counties multi-jurisdictional meeting to discuss Stanford related matters	Mayor	Hurt	As Needed		City Manager
Youth Advisory Committee - Belmont Youth (grades 7-12) focused on civic engagement through planning and hosting activities and events.	McCune	Pang-Maganaris	YAC meetings 2x Month Thursdays 6:30 pm; school year only; Delegate attendance only as needed	Barrett Community Center; Hideout Room	Parks and Rec

Joint Powers Authorities/Intergovernmental Agencies

San Mateo County Pre-Hospital Emergency Services JPA – The San Mateo County Pre-Hospital Emergency Medical Services Group provides service to the residents and visitors of San Mateo County to advance life support first response fire companies to respond to all 911 emergency medical requests, to work in tandem with hospital transport and support partners.	Hurt	McCune	Quarterly		City Manager
Peninsula Traffic Congestion Relief Alliance (Commute.org) – Commute.org's mission is to reduce the number of vehicle miles traveled (VMT) by commuters to decrease congestion, improve the environment, and enhance quality of life. The Board has five scheduled meetings each year for the purpose of adopting a work plan and budget, developing policy, and reviewing Commute.org performance.	Latimerlo	Hurt	Even months 3rd Thursday, 8 am		Public Works Director
ABAG General Assembly - Regional planning agency for land use, housing, environmental quality, and economic development- Association of Bay Area Governments, mission is to strengthen cooperation and collaboration across local	Mayor	Vice Mayor	April, November General Assembly Meetings		Fred Castro Clerk of the Board fcastro@bayareametro.gov

governments to build healthier, stronger communities. -ABAG is part regional planning agency and part local government service provider. We accomplish our goals by providing planning services and cost-effective ABAG member services to local governments struggling with rising costs and diminishing incomes					
Peninsula Division, League of CA Cities - State and local legislative issues (All Councilmembers invited)- The Peninsula Division includes 36 cities in San Francisco, San Mateo, and Santa Clara counties and provides members with the opportunity to exchange ideas and information and share the advantages of cooperative advocacy.	Mayor	Vice Mayor	Quarterly dinner meetings		League of CA Cities
San Mateo County Mosquito and Vector Control District - Independent Special District, the Board of Trustees consists of 21 members, one from each city and one representative for the County at-large. Trustees are appointed by their respective City Council to govern the Mosquito and Vector Control District	Citizen Representative: Chuck Cotton Term expires 12/24	n/a	Monthly 2nd Tuesday, 7:30 pm		650-344-8592
San Mateo County Library JPA - Policy direction, oversee budget, services & library programs for the JPA related library system	Mates	Pang-Maganaris	Quarterly plus one 2nd Monday, 8:00 A.M.		Ann-Marie Despaine, Library Director
SFO Roundtable - The Airport/Community Roundtable was established in 1981 to address community	Pang-Maganaris	Hurt	1st Wednesday of Month		James Castaneda (650) 363-1853

noise impacts from aircraft operations at San Francisco International Airport (SFO).			6 x yr., 7:00 p.m.		
San Mateo County Emergency Service Council- Disaster Preparedness	McCune	Hurt	Quarterly 3rd Thursday, 5:30 p.m., Courthouse		Lt. Craig Denton (650) 599-1295 Kathleen Pape (650) 363-4790
San Mateo County Council of Cities/City Selection Committee - (All Councilmembers invited)	Mayor	Vice Mayor	Monthly- Dinner meeting 4th Friday, 6:00 p.m.		Sukhmani Purewal 650) 363-1802 spurewal@smcgov.org
Regional Housing Needs Policy Committee	Latimerlo	Hurt	As Needed		Carlos de Melo C/CAG Sean Charpentier (650)-599-1409
Housing and Regional Trust (HEART) Member Agency Committee – HEART is a 501(c)(3) that was founded in 2003 as a public/private partnership among the cities in San Mateo County, the County, and the business, nonprofit, education, and labor communities to create more affordable housing in San Mateo County. HEART’s mission is to create and preserve affordable housing for low- and moderate-income families by raising and investing money from public and private sources.	Latimerlo	Pang-Maganaris	2-3 annually, 3rd Wed, 7:30 a.m.		HEART Exec Director, (650) 204-5640
Grand Boulevard – The Grand Boulevard is a collaboration of 19 cities, counties, local and regional agencies united to improve the	Mates	Pang-Maganaris	2-3 times annually		Carlos de Melo

performance, safety, and aesthetics of El Camino Real. The initiative brings together all the agencies having responsibility for the condition, use and performance of the street.					
Caltrain Local Policy Maker Group (LPMG)- LMPG provides policy and stakeholder input to Caltrain staff on the Caltrain Modernization Program (CalMod), and Business Plan.	Pang-Maganaris	Hurt	Last Thurs of Month 6-8 pm		(650) 508-6493
SBWMA (South Bay Waste Management Authority – “RethinkWaste”) - RethinkWaste, also known as the South Bayside Waste Management Authority (SBWMA), is a joint powers authority formed by eleven local government jurisdictions in San Mateo County, California. The agency provides oversight, support and management of service providers that collect, process, recycle and dispose of materials on behalf of RethinkWaste agencies.	McCune	Hurt	4th Thursdays, 2:00 p.m., San Carlos		Public Works Director
Peninsula Clean Energy (PCE) - Peninsula Clean Energy is a community-controlled, not-for-profit, joint powers agency formed as a Community Choice Aggregation (CCA) program by San Mateo County and all 20 of its cities and towns in 2016 and joined by the City of Los Banos in 2020.	McCune	Mates	4th Thursdays 6:30 p.m.		City Manager

Home For All Initiative - The mission of Home for All initiative is to establish a climate in San Mateo County where a diversity of housing is produced and preserved so that San Mateo County is a culturally, generationally, and economically diverse community with housing for all. Home for All SMC is a collaborative initiative comprised of the County of San Mateo, local governments, school districts, community-based organizations, faith-based organizations, advocacy groups and businesses.	Mates	Latimerlo	As Needed		City Manager
San Mateo Consolidated Fire Department - established January 2019 The department was formed by the establishment of a Joint Powers Authority (JPA) and represents the merger of fire departments in San Mateo, Foster City, and Belmont. The Board of Directors for the Department is comprised of a Council member from each partner city.	Mates	McCune	Quarterly		City Manager

THESE APPOINTMENTS ARE MADE BY THE CITY SELECTION COMMITTEE (Council of Cities):		
Association of Bay Area Governments Regional planning agency for land use, housing, environmental quality, and economic development	Local Agency Formation Commission (LAFCO) Authority over all reorganizations & boundary changes within County	Bay Area Air Quality Management District Works to reduce air contaminants within the District
Metropolitan Transportation Commission (MTC) Reviews applications for state & federal	California Identification System (Cal-ID) Determine the placement of Random-	Peninsula Corridor Joint Powers Board (Caltrain)

transportation funds, maintains regional transportation plan for Bay Area	Access Network equipment within the County	Set policy for operation of Peninsula Commute Service
Community Development Committee	Supplemental Law Enforcement Oversight Committee Review Supplemental Law Enforcement Service Fund expenditures	Domestic Violence Council Evaluate efforts to reduce domestic violence, raise public awareness and collect statistics
San Mateo County Transit District (SamTrans)	San Mateo County Transportation Authority (SAMTAC)	HEART (Housing Endowment and Regional Trust) Board

THESE APPOINTMENTS ARE MADE THROUGH C/CAG:		
2020 Peninsula Gateway Corridor	Airport Land Use Committee (ALUC)	Bicycle and Pedestrian Advisory Committee (BPAC)
Congestion Management Program and Environmental Quality Committee (CMEQ)	Congestion Management Program Technical Advisory Committee (TAC)	
National Pollutant Discharge Elimination Technical Advisory Committee (NPDES) -	Integrated Waste management (SWAC)	Utilities Sustainability Task Force (USTF)